

**BUTLER COMMUNITY COLLEGE
 BOARD OF TRUSTEES
 REGULAR BOARD MEETING**
 4:30 p.m., Tuesday, June 8, 2021 – 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.	<p>Regular Board Meeting – Dankert Board Room, Upper Level of the Hubbard Welcome Center, 901 S. Haverhill Road, El Dorado, Kansas.</p> <p>Executive Session – for consultation with legal counsel regarding property acquisition to include the Board, Dr. Kim Krull, Tom Borrego, and Ray Connell</p> <p>Executive Session – to discuss confidential employee matters, 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 include the Board and President Kim Krull</p>

- I. **CALL TO ORDER (4:30 p.m.)**
- II. **PLEDGE OF ALLEGIANCE (4:30 p.m.)**
- III. **APPROVAL OF AGENDA (4:35 p.m.)**
- IV. **EXECUTIVE SESSION (4:40 p.m.)** ----- 4
- V. **RECOGNITIONS (5:10 p.m.)** ----- 5
- VI. **PUBLIC COMMENT**
 If you wish to address the Board during Public Comment, please complete this form: <https://bit.ly/3b36GXi>
- VII. **STANDING REPORTS (5:15 p.m.)**
 - A. Professional Employees Report – Terry Sader
 - B. Board Finance Committee Report – Doug Law, Shelby Smith
 - C. Foundation Board Report – Forrest Rhodes, Kim Krull
 - D. KACCT/COP Update – Mary Martha Good, Kim Krull
 - E. President’s Report – Kim Krull
 - F. Education Facilities Authority Report –Jim Howell, Doug Law, Kim Krull

VIII.	MONITORING REPORTS (5:30 p.m.)	
	A. (I) DIVISION REPORT – Academic Support and Effectiveness (Dr. Phil Speary) -----	6
IX.	BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES	
	A. Offender Workforce Development (Ruder/Chaney-Profit) (5:40 p.m.) ----	25
	B. 9100 Building (Krull) (5:50 p.m.) -----	33
X.	BOARD ACTION ITEMS	
	A. Approval of Property Insurance Renewal (Williams) (6:15 p.m.) -----	34
	B. Approval of COP Refinance (Williams) (6:30 p.m.) -----	40
	C. Approval of Health Insurance Self-Funding (Stultz) (6:50 p.m.) -----	52
	D. Approval of Weapons Policy Revisions (Krull) (7:00 p.m.) -----	53
	E. Approval of Diesel Tech Program (Whiteside) (7:10 p.m.) -----	61
	F. Acceptance of KBOR Year One Performance Report (Winningham & Mohammad) (7:20 p.m.) -----	93
	G. Personnel (7:25 p.m.)	
	1. Acceptance of Retirement of Shannon Lincicome, Bookstore Supervisor (Stultz) -----	98
	2. Acceptance of Retirement of Debra McAdam, Registered Nurse (Stultz) -----	100
	3. Acceptance of Retirement of Deborah O’Bryan, Administrative Assistant (Stultz) -----	102
XI.	CONSENT AGENDA (7:35 p.m.)	
	A. Approval of Minutes of the Regular Board Meeting of May 11, 2021 (Jarvis) -----	104
	B. Approval of Bills and Warrants for May 2021 (Wilson) -----	115
	C. Resolutions	
	1. Payment of Claims (Hackler) -----	116
	2. Adoption of Hazard Mitigation Plan (B. Rinckenbaugh) -----	117
	D. Bids and Purchases	
	1. Approval of SOW with Pleasant Tents (Young) -----	120
	2. Approval of Oracle Annual Renewal (Young) -----	123
	3. Approval of VMWare Support (Young) -----	128
	E. Ratification of Agreements and Contracts	
	1. Ratification of Agreement with WSU and Social Work Program (Rinckenbaugh) -----	131
	2. Ratification of Rose Hill Facility Agreement (H. Rinckenbaugh)	141
	3. Ratification of MOU with Western Oklahoma Electrical JATC (Ruder) -----	147
	F. Personnel	
	1. Approval of John Hendley as full-time Mathematics Instructor (Covert) -----	154

	2. Approval of Jennifer Sutter as full-time Chemistry Instructor (Covert) -----	155
	3. Approval of Contract Renewal for Dennis Higgins as Radio Broadcaster (Carter) -----	156
XII.	SUPPLEMENTAL INFORMATION (7:40 p.m.)	
	A. Key Performance Indicators Update (Mohammad) -----	157
	B. Monthly Statement of Revenue & Expenditures (Sherwood) -----	169
	C. Thank You Notes -----	171
	D. Board Calendars -----	172
XIII.	EXECUTIVE SESSION (7:45 p.m.) -----	173
XIV.	ADJOURNMENT (8:30 p.m.) -----	174

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, President Kim Krull, Tom Borrego, and Ray Connell.

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

CALL FOR A SECOND: Trustee _____

CALL FOR A VOTE

ENTER EXECUTIVE SESSION @ _____ P.M.

RETURN TO OPEN SESSION @ _____ P.M.

ANY ACTION REQUIRES A MOTION, SECOND, and VOTE

JUNE BOARD RECOGNITIONS

- **Teresa Long** – Demonstrating Butler’s Timeless Institutional Values
- **Tyler Nordman** – Sports Information Department of the Month
- **Eva Smith, Joseph Tabarani, Joe Brown, Andrea Wilcox, Amy Warner, Donnie Mercer, Miranda Valadez, Lesa Rumsey** – Accounts Receivable Staff doing Community Service



MONITORING REPORTS

BOARD OF TRUSTEES REPORT DIVISION of ACADEMIC SUPPORT AND EFFECTIVENESS June 2021

**Dean: Dr. Phil Speary
Executive Assistant: Theresa Pacitti**

The Academic Support and Effectiveness Division consists of diverse departments whose mission is to provide academic programs and services to students and faculty which support their work and promote their success both inside and outside the classroom. The Division of Academic Support and Effectiveness encompasses Adult Education, the Advancement Via Individual Determination (AVID) Program coordination, Faculty Development, Honors/Phi Theta Kappa, Personal Development courses (which include the Pathways PDX courses for six Meta Majors), Testing Centers, and Tutoring programs. Each of these support programs and services are part of a best practice system of academic support for a community college which addresses standard accreditation expectations. The ASE Dean serves as academic administrative consultant for the Curriculum Team. Because the ASE Dean co-chairs the Inclusion Council, much of the leadership and all budget supervision for the Inclusion Council come from the ASE Division.

The Division of Academic Support and Effectiveness is responsible for coordination of institutional evaluation of the effectiveness of the college's academic programs. This includes the development, implementation and supervision of all academic assessment and academic continuous quality improvement (CQI) (Institutional General Education Assessment, program learning outcomes assessment, departmental academic assessment, and Learning PACT individual student assessment) throughout the institution. The ASE Division continues to assist the VPA in coordinating the ongoing implementation of Meta-major and Major Pathways with all the other academic divisions and Student Services. The ASE Dean serves as academic co-chair for the implementation of the AVISO retention processes, which is Butler's Institutional Improvement Project required for continued HLC accreditation. The Division has begun this Spring to organize the two-year effort of preparation for Butler's next HLC Comprehensive Evaluation Visit scheduled in April 2023. Additionally, the Division is responsible for coordinating efforts with the Office of Institutional Research and Effectiveness relative to Butler's Institutional Effectiveness Planning, PROVIDE, and other accreditation reports.

Being a resources and services division, ASE is successfully collaborating with all other academic divisions and Student Services. In addition, the organization of the Division promotes sharing and collaboration among all its directors and departments with the overarching goal of supporting student success. The Division's program and services have been instrumental over the last academic year in supporting the college's academic programs to adapt to and accommodate for the demands of the Covid pandemic.

Adult Education**Director: Sherry Watkins****Transition Coach: Heidi Davison****Full Time Instructors: Pam Cannon; Chelsea Martell; Chrissy Unruh****Part Time Instructors: Melissa Feil, Alisha Cannon****Administrative Assistant: Pat Cummings*****Unit mission***

Adult Education designs and delivers programs and services that meet the basic education, High School Equivalency (HSE) testing, English Language Literacy, and transition needs of students as part of the Federal and State Adult Education and Family Literacy Act (AEFLA) Grant as part of the WIOA legislation.

Key processes

- Provide on-site, outreach, blended learning, and online learning options for academic skills instruction at multiple levels (K-12) and in multiple subject areas, which includes work readiness, college preparation, and basic technology skills.
- Provide rigorous academic instruction that aligns with college level skills and support services preparing students for transition to postsecondary education.
- Development of partnerships in the region.
- Collect and analyze student data using AESIS, the web-based Kansas Adult Education collection and reporting software for data collected under the federal National Reporting System (NRS).
- Write and manage the Adult Education Family Literacy Act (AEFLA) grant along with Kansas Board of Regents program quality indicators.

Department Highlights 2020-2021

See graphic representation below

Goals

- Increase enrollment and students' college readiness levels
- Increase the number of students that transition to Butler Community College
- Increase participants' total outcomes for State and Federal reporting
- Increase the number of Indicators of Quality Adult Education Programs standards

FY 2020 Butler CC Adult Education

Participants



Number of Participants by Year



Summary of the 2019 Program Year

Educational Gains



54%

High School Equivalency



20 students

Employed



53%

Disabled



1%

Post-Secondary Education



42 students

Retention Rate (Post-Tests Given)



61%

Classroom Hours per Participant



113

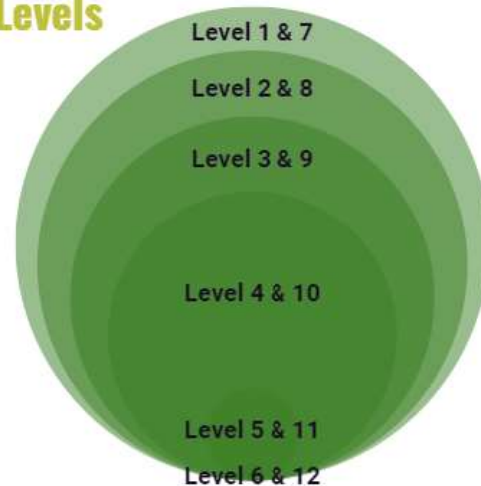
Incarcerated Individuals



28

Participant Levels

- Level 6 & 12- 4 students
- Level 5 & 11- 21 students
- Level 4 & 10- 66 students
- Level 3 & 9- 83 students
- Level 2 & 8- 98 students
- Level 1 & 7- 108 students
- Total- 379 enrolled students**



Assessment**Director: Dean, Dr. Phil Speary****Executive Assistant: Theresa Pacitti*****Unit mission***

The Office of Assessment operates as part of the functions of the Office of the Dean of Academic Support & Effectiveness and supervises the assessment of student learning achievement at the college-wide, program-specific, and discipline-specific levels to assist the faculty in the improvement of student learning and to facilitate the college's meeting of external assessment expectations. The Office of Assessment serves as a consultant and facilitator to the units of the Division of Academics in the evaluation and improvement of the effectiveness of Butler's academic units. A principal focus for assessment efforts continued to be the implementation of the first complete four semester cycle of Program Pathway Learning Outcome Assessment which was reported to HLC for review in December 2020 and was approved by HLC in February, 2021.

Key unit processes

- Assist in design of assessment tools and procedures
- Process assessment data generated by faculty
- Prepare assessment data reports for faculty, administration, and external agencies
- Assist in administration and faculty analysis of assessment data
- Facilitate as a consultant for the evaluation of the effectiveness of academic processes

Department Highlights of 2020-2021

The Higher Learning Commission required that Butler do the following beginning in Fall 18 and continuing through Fall 2020:

- Finalized review of program learning outcomes for each of the Pathway degree programs
- Published the program learning outcomes with data on the website linked to each Pathway course of study
- Systematically assessed student achievement for those program learning outcomes on an ongoing basis (1st & 3rd semesters- F20; 2nd & 4th semesters- S21)
- Used that assessment data for analysis to generate targeted strategies for improvement in learning in every program
- Evaluated the effectiveness of those strategies through subsequent outcome assessment
- Principal discipline faculty for each pathway reviewed the list of program learning outcomes based on the existing course learning outcomes from the milestone courses in each pathway. Those outcomes have been assessed using the MSAT already identified for the course. Assessment is administered through the Canvas course shells.
- Reported the Program Pathway Learning Outcome Assessment process and data in Monitoring Report to HLC
- Received approval of Monitoring Report from HLC with commendation for design and implementation for the PPLOA
- Course learning assessment, department learning assessment, and institution-wide PACT learning assessment (found in the chart below) use the data drawn from this process for those levels of learning assessment.
- Institutional Learning PACT outcome data derives from the alignment of program outcomes to PACT outcomes.

PACT Assessment Data – Fall 2020

The following chart gives the aggregate scores for each of the PACT outcomes based on faculty evaluation of student work on major summative assessment tasks designed to assess their mastery of the PACT outcomes.

The work is rated on a three-point scale:

3 = Exceeds Expectations

2 = Meets Expectations

1 = Does Not Meet Expectations

2020/2021				
PACT Outcomes				
	Number of courses assessed	Number of CRNs assessed	Number of students assessed	Aggregate Score
PERSONAL DEVELOPMENT				
Personal Management	13	129	1,897	2.77
Interpersonal Interaction	9	99	1,512	2.60
ANALYTICAL THINKING				
Critical Thinking	67	314	4,411	2.70
Problem Solving	44	194	2,576	2.46
COMMUNICATION				
Creating a Message	47	202	2,674	2.66
Interpreting a Message	37	231	2,500	2.46
TECHNOLOGY				
General Computer Use	3	23	306	2.90
Field Related Technology	16	38	473	2.59

Goals

- During Fall 2021 PDD, the faculty will analyze the data comparing data from the first four semester full cycle of PPLOA (Program Pathway Learning Outcome Assessment) with data from 2020-2021 to determine effectiveness of targeted strategies for improvement of student learning in the Pathways for the 2021-2022 cycle.
- All faculty teaching that term's milestone courses will continue the second PPLOA cycle by administering those MSATs and submitting the assessment data for those MSAT assessments through their Canvas shells.
- Faculty will determine targets for improvement and strategies to implement to achieve that improvement which will be implemented before the next assessment of the specific program learning outcomes being assessed.
- A team from Academics and Student Services will design and implement co-curricular learning outcome assessment following new HLC guidelines.
- The Assessment of Learning Outcomes Team will reorganize to assess the assessment data starting from Fall 2018 to provide institutional overview of PACT data, PPLO data, department data, individual course data, and co-curricular data.

AVID

Co-Liaisons: Dr. Phil Speary, Shannon Covert

Chair: Cory Teubner

Unit Mission

The mission of the Butler Advancement Via Individual Determination (AVID) program is to introduce a transformative model for student success across the curriculum that focuses on faculty development, student tutoring and student services. AVID aims to help students take on greater personal responsibility for managing their own academic success and ultimately to improve student learning, retention, and completion.

Key unit processes

- Facilitate communication and alignment among the Academic, Student Services, Financial, and Executive Division for all AVID initiatives. Develop and maintain a budgetary plan for the AVID program at the college.
- Equip all full-time faculty, adjunct faculty, and student services personnel with AVID strategies.
- Supervise the development of curriculum for 1st-year seminar course(s) and create enrollment strategy for cohort group(s).
- Work with Butler councils, committees, and teams to integrate AVID student engagement strategies into their initiatives and projects.
- Establish and maintain a sustainable basis for data collection and reporting, project evaluation, and deeper research into the efficacy of AVID at Butler.

Department Highlights of 2020-2021

- Butler is completing its 8th-year of participation in the AVID in Higher Education (AHE) program at the college. Butler has been recognized by the AVID in Higher Ed organization for its outstanding advancement of all essential elements of the AVID AHE program. Butler has also served as a piloting institution for AHE's adaptation to virtual training presentations and workshops.

- Butler's Faculty Development Team collaborated with AHE in hosting a three-day, online professional development conference, Boot UP (new incarnation of the famed Summer Jam), open to the public and focused on online student engagement.
- The FDT integrated AVID student engagement strategies into its training of faculty for transition to remote delivery during the pandemic.
- AHE presented a one-day faculty workshop on inclusion strategies in course design and delivery during PDD in January 2021.
- AVID Site Team collaborated with the AVISO Steering Team to refine processes and implementation plans supplemented by AVISO functions.
- AVID Site Team worked with the Faculty Retention Team in the design and facilitation of the PlusOne faculty retention initiative.
- AVID trained employees helped plan and deliver Inclusion trainings offered to college employees.
- Numerous breakout sessions at both Professional Development Days were hosted using AVID engagement strategies.
- Six members of the AVID Site Team attended the virtual AVID DigitalXP Summer Institute.
- Academic Coach/Tutoring Coordinator Cassie Zeiner trained the Tutor Ambassadors in the AVID Socratic Tutoring strategies which the peer tutors employ with other students.
- Expanded AVID-oriented tutoring capabilities with trained staff and improved modes of online, tutoring center, and one on one modes of delivery both f2f and remote.
- The AVID Site Team researched current best practices to make the AVID FYE courses (PDX series) and instructors more effective in serving the college's Pathway programs by more fully engaging students in career selection and preparation.

Goals

- Work with administration to strongly encourage all participants in the Guided Pathways mentoring processes to further employ AVID student engagement strategies in their support of students particularly in on-line environment.
- Renew membership of AVID Site Team to facilitate more effective interaction with Butler councils, committees, and teams
- Work with participants in AHE virtual DigitalXP Summer Institute 2021 to share lessons learned with other faculty and staff.
- Refine and implement the long-term faculty development plan and incorporate expanded engaging professional development for all employees.
- Update and revise the design and training of faculty for the 1st-year seminar courses (PDX) specific to pathways.
- Collect quantitative and qualitative evidence of AVID implementation and effectiveness in Pathways using AVISO Reports.
- Reach out to Butler County high schools to develop pipeline for local students to Butler via Faculty Development continuing education offerings in post-pandemic environment.
- Continue to improve mentoring functions of PDX course series to more fully embrace AVISO functions.
- Work together with AVID in Higher Education coaches and Butler's Faculty Development Team to further develop online engagement strategies.
- Explore initiating and developing AVID student group out of PDX cohort.

Curriculum
Faculty Team Chair: Janice Akao
Director: Peggy Krause

Unit mission

The Curriculum Team facilitates faculty-developed curriculum that provides intellectually rigorous and eminently practical learning experiences for students that are consistent with the mission, Learning PACT Skills and purposes of Butler Community College.

Key unit processes

- Yearly review of guidelines and timelines for curriculum development
- Review and approve new/change of course outlines
- Review and approve revisions of existing course outlines

Department Highlights of 2020-2021

- Processing of much lower volume of course outlines being reviewed including new and revised courses for revision/updating of Pathways due to pandemic restrictions prompting efforts shifting to more focus on mode of delivery adaptation rather than curriculum redesign
- Use of zoom facilitation for team meetings and consultation with faculty working on course outlines

Goals

- Continue to streamline team meeting processes while maximizing effectiveness and efficiency of cyclical workflows reflecting lessons learned through zoom modifications
- Continue to improve communication with faculty and assist in outline preparation
- Continue to improve communication to all departments of all approved curriculum changes for information consistency
- Streamline curriculum submission schedule to allow sufficient processing time for department notifications, alignment with student enrollment, and catalog timelines
- Work to improve submission/timeline process for revisions not requiring Curriculum review to better align with enrollment
- Facilitate tracking and federally mandated notification of HLC of “program content” changes in Pathway degree/certificate programs

TOTALS REFLECTING CURRICULUM UPDATES (June 2019-May 2020)

Fall 2018/Spring 2019		Fall 2019/Spring 2020 (AY20)	
New courses approved, but <i>pending</i> program approvals	24	New courses approved, but <i>pending</i> program approvals.	5
New courses (Curriculum review)	41	New courses (Curriculum review)	3
Change/Revision of Courses (Curriculum and Non-Curriculum review. Many of these were IN subject code changes.)	196	Change/Revision of Courses (Curriculum and Non-Curriculum review.)	23
Reviewed courses	2	Reviewed courses	0

Faculty Development
Director: Mark Jarvis
Specialist: (Vacant)
Assistant: Brandi Smith

Unit Mission

The Faculty Development department will give more faculty more ways to become more effective in the classroom, online, and in their everyday interactions with peers and students. The beginning and end game is engineering student success.

Key unit processes

- Onboard, orient, and mentor new faculty
- Engineer and host Professional Development Days
- Build and coordinate Institutional Development Days
- Craft training events, workshops, other opportunities
- Support faculty development at the granular, individual level

Department Highlights of 2020-2021

- Created and delivered New Faculty Institute for new faculty
- Monthly published “The Goods” newsletter.
- Revisit and deploy student evaluation instrument, EvalKit
- Hosted four Second Saturday training events
- Coordinated nearly 100 workshops for Faculty
- Collaborated with IS, Inclusion Council, Library, AVISO, AVID Site Council
- Intercession remote training
- Campus wide training during the summer that included: IS, Faculty Development, Enrollment/Advising. Admissions, Facilities, VPA, EdTech

Goals

- Work with IS on deployment and training of software
- Collaborate and support OER initiatives via TATT committee
- Coordinate with tutoring and other strategic student support initiatives
- Work with the Academic Retention Team and the +1 Initiative
- Hire replacement Faculty Development Specialist
- Continue to attend remote conferences – Dr. Zadina, ASU Remote, AVID DigitalXP

Workshop Session Numbers

34 sessions PDD Fall 2020

25 sessions 2nd Saturdays

10 Winter Intercession Workshops

29 sessions PDD Spring 2021

HLC Accreditation Accreditation Liaison Officer: Dr. Phil Speary

Unit mission

The Office of Academic Support & Effectiveness oversees and facilitates all required processes and procedures to maintain current federally mandated institutional accreditation through the Higher Learning Commission (HLC).

Key unit processes

- Annual completion and submission of Institutional Update for HLC.
- Completion and submission of all required programmatic notifications and applications for change approval.
- Facilitation of any required additional reporting to HLC.
- Oversight of the HLC required Institutional Improvement Initiative: Promotion of Student Retention through the Implementation of AVISO Retention Tool processes
- Preparation for and facilitation of the Comprehensive Evaluation Visit, the Mid-Cycle Review, and the Assurance Narratives and Evidence Files which support them
- Remain current in all HLC policies, processes, and procedures as relevant for Butler
- Interact periodically with HLC staff liaison (and other HLC staff as needed) regarding accreditation issues
- Consult with Butler Board, administration, faculty, and staff about accreditation issues involved in decision-making and college operations

Department Highlights of 2020-2021

- Annual completion and submission of Institutional Update for HLC.
- Completion and submission of all required notification for new Construction program.
- Facilitation of monitoring reporting to HLC about Program Pathway Learning Outcome Assessment (PPLOA)
- Acceptance and approval by HLC of PPLOA Monitoring Report
- Progress on the AVISO Retention Initiative despite pandemic restrictions
- Worked with Dr. Krull and HLC staff in revision of Butler's Campus and Additional Locations approved listing
- Formation of Steering Committee leading preparation for Comprehensive Evaluation Visit in April 2023 and the Assurance Narratives and Evidence Files which support the CEV
- Formulation of two-year Action Plan for the CEV and Assurance Narrative
- Participation in virtual HLC Annual Conference with multiple workshops and presentations on new federally mandated reporting requirements

Goals

- Clarification of definitions of elements of "programmatic change" at the federal, regional, state, and local levels
- Completion and submission of all required programmatic notifications and applications for change approval
- Facilitation of any required additional reporting to HLC.
- Increased use of AVISO Retention capabilities with expanded faculty, staff, and student participation.

- Preparation for and facilitation of the Comprehensive Evaluation Visit and the Assurance Narratives and Evidence Files which support the CEV including analysis with internal stakeholder groups of Butler's current compliance with all Criteria for Accreditation, their Core and sub-components.

Honors/PTK

Staff Advisor: Christine Baker

Unit Mission

The Honors department exists to provide recognition and opportunities for continued academic growth and success to Butler students who meet high academic standards.

Key unit processes

- Facilitate student academic and professional success.
- Facilitate student transfer to further education at four-year universities.
- Provide leadership training opportunities to students.
- Provide funding for student travel.
- Provide funding for Phi Theta Kappa faculty sponsors travel.
- Facilitate good will in the community by doing community service.
- Provide students with community service opportunities.
- Provide students with a variety of educational experiences aligned with projects created by Phi Theta Kappa International (via our "Honors in Action" research project).
- Provide service to the school via our "College Project"
- Help with the Order of the Purple Ceremony

Department Highlights of 2020-2021

- At the PTK International Convention in April 2021, our Region won Excellence in Service (Collecting Food and money donations for college food pantry), and Five Star Region. The Alumni association won Five Star status as well.
- 5 Star Chapter - Alpha Phi Alpha, Butler Community College
- Competitive Edge Five Star Member – Hayden Jansen
- Completed PTK Research Edge Program – Hayden Jansen
- Completed PTK Transfer Edge Program – Kaylie Hansen
- Completed PTK Employment Edge Program – Lucas Drake, Alum
- Distinguished Officer Award – Hayden Jansen 4th Place
- Achievement in Literature Award – Research 1st Hayden Jansen Alpha Phi Alpha, Butler Community College
- Chapter (Alpha Phi Alpha) remains a "5-star chapter" through Phi Theta Kappa international, the highest level available.
- Received a "REACH" award from Phi Theta Kappa international for increasing our overall enrollment of members by 22% over the last year (and we are still enrolling new members through the end of the current semester).
- PTK students worked in collaboration with several administration and faculty, as they wrote their "Honors in Action" paper this year, a 2600-word research paper required for 5-star recognition. 5th Place
- In the fall semester, the chapter attended the state-wide convention for Phi Theta Kappa's Kansas Region in Parsons, Kansas and a Leadership Convention in Parsons, Kansas.

- 4 PTK students who were selected for members of the All-Kansas Academic Team: Kaylie Hansen, Jessie Nibarger, Ivette Martinez-Jimenez, and Abraham Olvera
- Students attended the state-wide Region convention for Phi Theta Kappa in Parsons, Kansas and the international convention for Phi Theta Kappa by virtual means.
- PTK student members and advisors continue to serve on the Food Pantry Steering Committee and volunteered with the Red Cross Blood Drive on off-site locations (October and February).
- Chapter member Hayden Jansen will serve as KS/NE Regional President next year.

Goals

- Continue to be a “5-Star Chapter”
- Attend regional and international conferences
- Continue to provide educational opportunities for students via our Honors in Action project
- Continue to provide service to the school via our College Project
- Continue to provide service to the community via our various service projects.
- Induct at least 225 new members to our chapter next academic year.

Inclusion

Co-chairs: Monica Lorg, Dr. Phil Speary

Unit mission

The Inclusion Council coordinates and directs efforts to advance Butler’s Inclusion Mission and Vision and achieve defined objectives for faculty, staff, and students. The Council’s work is aimed at leading sustainable, systemic change across Butler’s institutional culture.

Key unit processes

- Develop cultural competence among Butler employees and students primarily through training experiences.
- Advance and support culturally competent organizational values.
- Participate in appropriate professional development and training.
- Regularly convene the Inclusion Council to coordinate and evaluate its work.
- Develop an Inclusion communication plan.
- Advocate for opportunities for diverse students through community relations, financial aid counseling, and scholarships.
- Advocate for inclusive recruitment practices for students, faculty, and staff, inclusive advising relationships with students, and inclusive educational experiences.
- Systematically collect, study, and use demographic, enrollment, and completion data to refine the program.
- Regularly share data and council evaluations.
- Establish programmatic inclusion connections with other institutions.

Department Highlights of 2020-2021

These are categorized by Inclusion Action Teams:

- Communication and Visibility:
 - Gender neutral language guidelines for syllabi and student handbook
 - Website updates to reflect current leadership, membership, and efforts
 - Representation on the KBOR DEI Community College Roundtable; recently presented BCC’s model for council structure and goal formation

- Continued council member participation in the current Advance Kansas class
- Diversifying Workforce:
 - Researched best practices in education and corporate world and created briefs based on their findings
 - Created a list of questions to be used in the job posting and hiring process that speaks to DEI – presented final draft of questions to the council 4/15/2021
- Identify and Reconstruct Systemic Inequities:
 - Held student and faculty focus groups and listening sessions throughout the fall and spring semesters
 - Interacted with SGA to promote student focus groups
- Prioritizing Mental and Social Health:
 - Utilized digital signage on both campuses in order to promote mental health services and community resources
 - Nancy Hamm offered/facilitated a “Zoom Monday” support group for students.
- Sensitivity Based Training:
 - Maintained a training presence (*Get Inclusive*) at Second Saturday events hosted by FDT
- Development of Student Leadership:
 - Recruited new student members for Inclusion Council
- Council Leadership Team
 - Organized and led ongoing DEI Book Discussion group open to all employees and students
 - Discussed three books during 2020-2021 monthly meetings

Goals

- Communication and Visibility:
 - Press Release regarding the councils work toward the strategic plan
 - Continue to generate interest for participation in the council via on campus signage
 - Create a social media presence that is consistent with BCC practices and marketing strategies that is focused on DEI
 - Generate strategies for using digital signage and social media that promote the benefits of student membership
 - Create a plan to acknowledge Heritage Months for the FA21-SP22 terms
 - Continue to update the IC webpage
- Diversifying Workforce:
 - Work with Human resources to develop a DEI training focused on Search Committee Chairs
- Identify and Reconstruct Systemic Inequities:
 - Continue to develop and hold student and faculty forums/focus groups
 - Analyze data gained during forums/focus groups
- Prioritizing Mental Health:
 - Develop a Suicide Prevention training that will be offered at FA21 PDD
 - Student orientation welcome table FA21
 - Continue to explore securing funding for part-time therapist; requested the use of Federal funds from HEERF to offset the cost of the part-time counselor at Andover in the budget recommendation to move forward beginning in August 2021.
- Sensitivity Based Training:
 - Continue to create and offer On Demand Inclusion Trainings

- Collaborate with David Newell to create a DEI focused training for RA's
- Development of Student Leadership:
 - Continue to generate and implement strategies to recruit students to participate on the council
 - Obtain a quote for t-shirts for student (and potentially all) Inclusion Council members; secure funding for the purchase of shirts.

Personal Development

Chair: Cory Teubner

Adjunct faculty: 44

Unit mission

Personal Development supports the mission of Butler to prepare students for future success in college, the workplace, and lifelong learning through highly coordinated and relevant instruction, services, and support. Coursework meets elective requirements. The eight PDX courses (Engaging in...) serve as required gateway courses for new freshmen entering into Pathways and Meta Majors. These courses help students solidify their academic goals, become familiar with college resources, and develop crucial student learning skills. The courses support the commitment of Butler's academic programs to prepare students for future success in college, the workplace, and lifelong learning through highly coordinated and relevant instruction, services, and support informed by the AVID strategies and approach to the First Year college student experience. Coursework meets elective and developmental requirements.

Key unit processes

- Deliver courses in online and lecture formats
- Design and refine curriculum
- Assess student learning
- Monitor student satisfaction

Department Highlights of 2020-2021

- Oversaw and refined implementation of the eight PDX courses which are AVID-infused first year experience courses for new students entering Pathways and MetaMajors:
 - PD121 Engaging in Business & Industry
 - PD122 Engaging in Fine Arts & Communication
 - PD123 Engaging in Health Sciences
 - PD124 Engaging in Humanities
 - PD125 Engaging in Public Services
 - PD126 Engaging in Science, Engineering, & Math
 - PD127 Engaging in Social & Behavioral Sciences
 - PD129 Engaging in Pathways & Meta Majors
- Conducted multiple intensive training workshops for all PDX instructors
- Gathered faculty and student feedback from PDX courses in Spring 21
- Initiated deep course revision to emphasize career exploration and choosing a pathway
- Clarified and promoted the implementation of revised PDX placement guidelines
- Butler freshmen transition coursework (PD120) student success featured in multiple national data-reporting webinars and conference presentations
- Maintained and revised fully populated course shells in Canvas for all those PDX courses.
- Adjust PDX mentoring-oriented content to incorporate AVISO systems

- Karen Waddell continued to offer PD 100 Career Readiness, taught to 12 students (Spring 2021)

Goals

- Implement further data informed revised PDX courses in 2021-2022
- Train all new PDX instructors and refresher train all continuing PDX instructors to effectively deliver the courses and address new students' needs
- Coordinate with advising to train PDX instructors on academic coaching best practices and so-called transformative mentoring
- Explore role of all PD courses in Meta-Majors and Major Pathways
- Upgrade PDX mentoring-oriented content to incorporate AVISO systems
- Further promote consistent awareness of and implementation of PDX placement guidelines
- Augment PDX mentoring-oriented content to include collaboration with field-specific advisors
- Use AVISO data analysis systems to evaluate PDX course effectiveness
- Increase enrollment in Research Techniques courses through communication with students in coursework requiring research skills

PESONAL DEVELOPMENT CLASSES 2020-2021		
TERM	CLASS	NUMBER OF STUDENTS ENROLLED (20TH DAY NUMBERS)
Fall 2020	PD 110 – Research Techniques	5
	PD 112 – Stress Management	31
	PD 121 – Engaging in Business & Industry	232
	PD 122 – Engaging in Fine Arts and Communication	66
	PD 123 – Engaging in Health Sciences	241
	PD 124 – Engaging in Humanities	17
	PD 125 – Engaging in Public Services	46
	PD 126 – Engaging in Science, Eng. and Math	122
	PD 127 – Engaging in Soc/Beh Sciences	103
	PD 129 – Engaging Meta Majors/Pathways	156
		Total PD Students for Fall 2020

Spring 2021

PD 112 – Stress Management	29	
PD 121 – Engaging in Business & Industry	70	
PD 122 – Engaging in Fine Arts and Communication	7	
PD 123 – Engaging in Health Sciences	140	
PD 125 – Engaging in Public Services	13	
PD 126 – Engaging in Science, Eng and Math		
	19	
PD 127 – Engaging in Soc/Beh Sciences	42	
PD 129 – Engaging Meta Majors/Pathways	16	
	Total PD Students for Spring 2021	336

Testing Centers

Full Time Administrators: Richard Jones (BOE), Bryn Cornell (BOA), Lana Lomachenko (BOA), L.K. Plain (BOM)

Part Time Test Administrator: Nick May (BOA)

Unit mission

The Butler Testing Centers provide a quality, secure testing environment in which the highest levels of testing standards possible are maintained. The Butler Testing Centers are located at several campuses throughout Butler Community College including BOE, BOA, McConnell and the Butler Service Center. The Centers offer a variety of testing for academic, placement, military and professional. The Centers provide testing services to Butler faculty, students, military personnel, and stakeholders from the surrounding communities.

Key unit processes

- Proctor placement and diagnostic testing to area students both f2f and remote
- Proctor academic testing in the form of makeup, online and finals
- Proctor GED and CLEP testing
- Proctor professional testing to area stakeholders including testing for police officers and other administration of justice personnel
- Proctor all necessary testing in a remote environment using external services to address student need for flexible scheduling
- Process reception and secure all testing
- Follow proper procedures including check-in, return of test and materials procedures, and reporting of incidents
- Review and update policies and procedures

Department Highlights of 2020-2021
Testing Administered at Butler Testing Centers June 2020-May 2021

	BOA	BOE	BOM/SC	TOTAL
ACCUPLACER	959	445.5	488	1892.5
Placement				
Math Diagnostic	550	223	80	853
Online tests	228	115	133	476
Make-up tests	64	168	0	232
Module finals	350	498	6	854
Other finals	5	781	0	786
PearsonVUE	N/A	104	N/A	104
CLEP	14	N/A	195	209
DSST	N/A	N/A	176	176
TEAS	N/A	110	N/A	110
CNA	55	N/A	N/A	55
Remote Vouchers	824	N/A	N/A	824
Non-Butler	16	15	3	34
No. of Testers	2426	1467	1139	5032
No. of Tests	3065	2459.5	1081	6605.5

- The three testing centers at BOE, BOA, and BOM/SC continued to adjust processes begun in March 2020 to accommodate the shift from f2f to primarily remote proctoring due to the pandemic. Test administrators separated duties with BOA facilitating remote testing of math placement handled by HonorLock and BOM/SC and BOE sharing the facilitation of Accuplacer placement testing through Examity or live zoom proctoring.
- The BOA Testing Center moved from the 6000 building to the 5000 building returning to on-site operation on July 15,2020. The new design of the Testing Center reflects testing industry best practice and is much better suited to meeting the needs of the students and staff.
- During the COVID-19 quarantine, the overall volume of testing decreased for the testing centers with greater reliance on remote proctoring by external proctoring services. With the incremental shift back to f2f classes in the spring, faculty began to shift back to requiring more in-person proctoring and students also began to transition back to on-site enrollment. Both of these shifts will begin to return testing volume toward pre-pandemic levels.

Goals:

- Continued refinement of testing processes and redesigned utilization of staffing to accommodate the post-pandemic demands for both f2f and remote testing.
- Adaptability of processes to accommodate the use of multiple measures for placement testing.
- Hire two half-time receptionists at BOA to handle check-in so other test admins can focus on proctoring solely and provide necessary undistracted testing for students.
- Use of a single scheduling tool to accommodate multiple test types at all three centers
- Reimplementation of GED testing at BOA.
- Develop a MS Excel Instructor cover page streamlining testing processes and unifying BOE, BOA, BSC, and satellite Test Centers into one database.

Tutoring Services**Academic Success Coach/Coordinator of Tutoring: Cassandra Zeiner****Unit Mission**

Tutoring Services at Butler Community College provides tutoring services in the academic disciplines most needed by our students. Both faculty and peer tutors provide these services at regularly scheduled times during each semester at designated learning labs on the Andover and El Dorado campuses as well as online.

Key Unit Processes

- Hire and schedule tutors with an emphasis on the math, and English disciplines
- Train Tutor Ambassadors
- Gather, analyze and report data related to tutoring services
- Market Butler tutoring services to students
- Academic Workshops
- Build study groups
- Improve student retention

Department Highlights of April 2020-May 2021

- Took Tutoring Services completely online in April of 2020
- Awarded 9 scholarships for books and tuition in academic year 2021
- Employed an additional 10 students as tutors on an hourly basis.
- Began having Tutor Ambassadors enter data on their visits with students
 - Began sending this information out to instructors with some regularity.
- Launched online bookings
- Streamlined website and schedule to be more user friendly.
- Took training and communications into the digital age by way of Teams
 - Abandoned Zoom for Teams to meet and tutor students online
- Ended contract with Net Tutor saving the college hundreds of dollars and supplementing this support with our own Tutor Ambassadors
- Created a mega presence in many spaces on campus
- Strengthened and streamlined tutoring for student athletes
 - Began regularly scheduling Zeiner and Tutor Ambassadors in the athletic study hall
 - Began tracking and recording weekly visits for athletes in need either in person or online

- Tutor training as required by our CRLA Level I Certification has been accomplished through AVID led Socratic Tutor Training and we continue to use the Socratic Tutoring methods in the tutoring centers/labs.
- Tutors met face-to-face and online for training between the fall and spring semester.
- TutorTrac software is used to track usage of the Andover Learning Lab and Gayle Krause Learning Lab as well as athletics.

Goals

- Advance coordination of math tutoring with math design modules. Tutor Ambassadors will continue to work closely with Professional Math Tutors to provide support to students
- Develop further coordination with tutoring services for athletes.
- Give greater exposure to tutoring through PDX courses.
- Develop and administer CRLA Level 1 certification training
- Coordinate academic coaching caseload management with tutoring and Pathways mentoring processes and run a pilot in fall of 2021.
- Find more faculty members on each campus willing to spend at least 1 hour of their student consultation time in the learning lab.
- Attend the CRLA National or Regional Conference. Send a few tutor representatives.
- Attend the AVID National or Regional Conference. Send a few tutor representatives.
- Continue to improve social media presence
- Streamline data collection to ensure well-rounded offerings and retain students
- Figure out way to merge online meeting data with TutorTrac data.
- Explore co-curricular learning assessment

April 2020-May2021 Tutoring Services-Usage	Number of Students	Number of Visits	Hours of Tutoring min/60
Andover Learning Lab	203	742	742
Teams Bookings	100	242	242
Gayle Krause Learning Lab	105	392	392
Zoom Tutoring	379	569	715
Athletic Study Hall	148	2349	2349
Athletic Online Tutoring	56 each week	1792	1792
Total	991	6086	6232

Be advised: these numbers do not include all students and hours in **all** meetings that took place because of the challenge of recording exact numbers in group and zoom settings.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

TOPIC for DISCUSSION
Offender Workforce Development

REPORT:

Over 4,000 offenders release each year from the correctional facilities in Kansas back to communities; many with low education and poor employment histories prior to incarceration. It is proven that justice-involved individuals who are gainfully employed are less likely to recidivate and one of the key elements with successful transition is education, training and employment. With a correctional facility nearby, Butler has an opportunity that could benefit the college and community at large.

RECOMMENDED ACTION:

For discussion purposes at this time

RECOMMENDED FUNDING SOURCE:

N/A at this time

Submitted by: Aletra Chaney-Profit and Michelle Ruder
Supervisor: Dr. Jessica Ohman and Lori Winningham
Date: June 8, 2021

Offender Workforce Development

Advocating for Fair Chance Initiatives



- Currently offering Associate's Degrees
- Consortium
 - Provide correctional higher education
 - Of 10 schools, Butler was not awarded the 2nd Chance Pell
 - KDOC's vision to build a "system" within Corrections
- Individuals releasing to our communities with low education and low skill



- 17-20 self pay students in spring 2021
- KDOC purchased TVs so classes can be presented via Zoom
- First graduate in May 2021

Opportunities

- Becoming Pell-Eligible
- Increase technical offerings (research only)
- New Warden dedicated to workforce development and collaboration
- Receive donated equipment
- Have a dedicated training space



Advisory Board



Terry Gosh, Fair Chance Coordinator, Workforce Centers of SC KS

Tara LaForce, Workforce Specialist, Workforce Centers of SC KS

Corey Brock, Job Specialist II, Kansas Department of Corrections

Kathie Harris, Consultant & Offender Employment and Retention Specialist



- Strategic Community Impact
- Expand Programming
- Forge Industry and Community Partner Relationships
 - SHRM & HR Managers
- Remove Barriers to Re-Entry





BOARD ACTION ITEMS

TOPIC for ACTION
Property Insurance Renewal

REPORT:

ICI is still waiting on the final premium amounts for the following coverages: wind/hail buydown for primary property policy, property policy for the dorms, wind/hail buydown for the dorms, media/broadcasters liability. The amounts of the known premiums are listed below. Also attached is a detailed schedule that shows limits and deductibles.

It is currently estimated that the total 2022 premiums will exceed the 2021 premiums by around \$40,000, which is coincidentally the amount that is included in the preliminary FY2022 budget recommendation that was recently shared with the board.

It is anticipated that the remaining premiums will be finalized prior to the board meeting. A final premium summary will be presented at that time.

RECOMMENDED ACTION:

Approve the FY2022 property and liability insurance premiums as presented on the final summary.

	Carrier	2020-21	2021-22	Change
Property (Excluding Dorms)	Chubb	\$190,738	\$269,815	41.46%
Wind/Hail Buydown	Lloyds	\$242,475		
Property (Dorms)	General Star	\$71,974		
Wind/Hail (Dorms)	Lloyds	\$26,197		
General Liability	Trident	\$47,003	\$47,863	1.83%
Commercial Auto	Trident	\$56,264	\$61,530	9.36%
Inland Marine	Travelers	\$3,683	\$5,456	48.14%
Crime	Great Amer.	\$3,933	\$4,129	4.98%
Canine Mortality	Trident	\$307	\$330	7.49%
Law Enforcemt Liab	Trident	\$4,686	\$6,406	36.71%
Educators Legal Liab	Trident	\$18,243	\$18,644	2.20%
Employment Practices	Trident	\$55,544	\$56,745	2.16%
Umbrella	Trident	\$30,306	\$30,859	1.82%
Workers Comp	Accident Fd	\$115,737	\$113,880	-1.60%
Museum Floater	Hartford	\$2,500	\$2,500	0.00%
Media (Broadcasters)	Capitol	\$3,096		
Student Professional	Liberty	\$15,510	\$14,502	-6.50%
Wellness Cntr	Chubb	\$6,216	\$8,162	31.31%
Cyber Liability	Evolve	\$12,773	\$21,518	68.46%
TOTAL		\$907,185	\$662,339	

RECOMMENDED FUNDING SOURCE:
General Fund Budget

Submitted by:	Kent Williams
Supervisor:	Dr. Krull
Date:	May 28, 2021

	Carrier	2020-21	2021-22	% Chg
Property (Excluding Dorms)	Chubb	\$190,738	\$269,815	41.46%
Blanket - Buildings		\$85,115,525	\$97,845,992	14.96%
Blanket - Business Personal Property		\$30,317,968	\$31,259,544	3.11%
Blanket - Fine Arts		\$208,868	\$208,868	0.00%
Blanket - Outdoor Property		\$1,161,033	\$960,400	-17.28%
Business Income		\$10,016,655	\$15,129,870	51.05%
Deductible		\$50,000	\$50,000	
Deductible-901 S Haverhill/715 E 13th		\$100,000	\$100,000	
Wind/Hail Deductible		\$100,000	\$100,000	
Wind/Hail Ded-715 E 13th		\$1,000,000	\$500,000	-50.00%
Wind/Hail Ded-901 S Haverhill		\$1,000,000	\$800,000	-20.00%
Water Damage Deductible		\$100,000	\$100,000	
Wind/Hail Buydown	Lloyds of London	\$242,475		
Deductible Buydown-All Locations Except		\$100,000 to \$50,000	\$100,000 to \$50,000	
Deuctible Buydown-715 E13th		\$1M to \$500,000		
Deuctible Buydown-901 S Haverhill		\$1M to \$500,000		
Maximum Recoverable		\$1,500,000	\$1,500,000	
Property (Dorms)	General Star Indemnity	\$71,974		
Building Limits		\$15,231,759	\$11,313,869	-25.72%
Personal Property Limits		\$862,378	\$964,553	11.85%
Business Income		\$1,000,000	\$1,000,000	
Deductible		\$25,000	\$25,000	

Wind/Hail Deductible		2%	2%	
Wind/Hail Buydown (Dorms)	Lloyds of London	\$26,197		
Deductible Buydown		2% to \$100,000	2% to \$100,000	
Maximum Recoverable		\$241,883	\$241,883	
General Liability	Trident	\$47,003	\$47,863	1.83%
Limit		\$1M/\$2M	\$1M/\$2M	
Commercial Auto	Trident	\$56,264	\$61,530	9.36%
Liability Limit		\$1,000,000	\$1,000,000	
Deductible (per vehicle)		\$2,500	\$2,500	
Max Deductible (per occurrence)		\$100,000	\$100,000	
No. of Units		80	75	-6.25%
Inland Marine	Travelers	\$3,683	\$5,456	48.14%
Scheduled Equipment		\$471,759	\$419,315	-11.12%
Deductible		\$1,000	\$1,000	0.00%
Crime	Great American Ins. Co.	\$3,933	\$4,129	4.98%
Limit		\$500,000	\$500,000	0.00%
Deductible		\$25k/\$10k	\$25k/\$10k	
Canine Mortality	Trident	\$307	\$330	7.49%
Limit		\$15,000	\$15,000	
Deductible		\$500	\$500	

Law Enforcement Liability	Trident	\$4,686	\$6,406	36.71%
Limit		\$1M/\$2M	\$1M/\$2M	
Deductible		\$10,000	\$10,000	
Educators Legal Liability	Trident	\$18,243	\$18,644	2.20%
Limit		\$1M/\$2M	\$1M/\$2M	
Deductible		\$10,000	\$10,000	
Employment Practices Liability	Trident	\$55,544	\$56,745	2.16%
Limit		\$1M/\$2M	\$1M/\$2M	
Retention		\$10,000	\$10,000	
Umbrella	Trident	\$30,306	\$30,859	1.82%
Limit		\$5,000,000	\$5,000,000	
Retention		\$0	\$0	
Workers Compensation	Accident Fund	\$115,737	\$113,880	-1.60%
Payroll		\$30,543,938	\$29,831,845	-2.33%
Experience Mod		0.74	0.74	0.00%
Museum Floater	Hartford	\$2,500	\$2,500	0.00%
Museum Collection		\$100,000	\$100,000	
Loan Collection		\$100,000	\$100,000	
Deductible		\$1,000	\$1,000	
Media (Broadcasters) Liability	Capitol Indemnity	\$3,096		-
Limit		\$1,000,000	\$1,000,000	100.00%
Deductible		\$10,000	\$10,000	

Student Professional E&O	Liberty	\$15,510	\$14,502	-6.50%
Limit		\$1M/\$3M	\$1M/\$3M	
Wellness Center Prof. Liability	Chubb	\$6,216	\$8,162	31.31%
Limit		\$1M/\$3M	\$1M/\$3M	
Deductible		\$2,500	\$2,500	
Cyber Liability	Evolve (Lloyd's)	\$12,773	\$21,518	68.46%
Limit		\$2,000,000	\$2,000,000	
Deductible		\$15,000	\$15,000	
Revenue		\$51,000,000	\$71,432,907	40.06%
TOTAL		\$907,185	\$662,339	

**TOPIC for ACTION
COP Refinance**

REPORT:

During the past few months John Haas has discussed the potential refinancing of the series 2013 and 2013B certificates of participation. Presented below are is the required resolution to allow John to conduct a public sale of the refinancing securities. Also included below are related legal documents for the administration of the sale.

It is anticipated that John will provide an up to date analysis at the June 8 meeting.

RECOMMENDATION:

Approve Resolution 21-8 as presented below to authorize Ranson Financial Group to offer refunding certificates for the Series 2013 and 2013B certificates of participation.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by:	Kent Williams
Supervisor:	Dr. Krull
Date:	May 24, 2021

RESOLUTION NO. 21-8

**RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF LEASE AGREEMENT
REFUNDING CERTIFICATES OF PARTICIPATION, SERIES 2021, OF BUTLER COUNTY
COMMUNITY COLLEGE, BUTLER COUNTY, KANSAS.**

WHEREAS, Butler County Community College, Butler County, Kansas (the “College”) has heretofore entered into and has outstanding certain lease obligations; and

WHEREAS, due to the current interest rate environment, the College has the opportunity to enter into certain lease purchase agreements, and have issued certificates of participation therein, in order to achieve an interest cost savings on all or a portion of the obligations described as follows (collectively, the “Refunded Obligations”):

<u>Description</u>	<u>Series</u>	<u>Dated Date</u>	<u>Years</u>	<u>Amount</u>
Lease Agreement Refunding Certificates of Participation	2013	06/03/2013	2021 - 2025	\$1,395,000
Lease Purchase Agreement Refunding Certificates of Participation	2013B	11/01/2013	2021 - 2028	3,450,000

THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF BUTLER COUNTY COMMUNITY COLLEGE, BUTLER COUNTY, KANSAS, AS FOLLOWS:

Section 1. The College is hereby authorized to offer at competitive public sale “Refunding Certificates of Participation, Series 2021, Evidencing Proportionate Interests In and Rights to Receive Payments Under a Lease Agreement” (the “Series 2021 Certificates”), in one or more series, as described in the Notice of Certificate Sale (the “Notice of Certificate Sale”) attached hereto as **Exhibit “A”** and the Preliminary Official Statement referenced herein, for the purpose of refunding and refinancing the Refunded Obligations.

Section 2. Ranson Financial Group, L.L.C., Wichita, Kansas (“Financial Advisor”) is hereby authorized and directed to receive bids on behalf of the College for the purchase of the Series 2021 Certificates on July 13, 2021, upon the terms and conditions set forth in said Notice of Certificate Sale, and to deliver all bids so received to the Board of Trustees (the “governing body”) at its meeting to be held on such date at said time and place, at which meeting the governing body shall review such bids and shall approve a bid or reject all bids.

Section 3. The Notice of Certificate Sale is hereby approved in substantially the form attached hereto as **Exhibit A**, with such changes and additions thereto as the Vice President of Finance shall deem necessary or appropriate, and to use such document in connection with the public sale of the Series 2021 Certificates.

Section 4. The Financial Advisor, in conjunction with Gilmore & Bell, P.C., Wichita, Kansas (“Bond Counsel”), is hereby authorized to prepare a Preliminary Official Statement, and such representatives of the College are hereby authorized to use such document in connection with the sale of the Series 2021 Certificates.

Section 5. The Vice President of Finance, in conjunction with the Financial Advisor and Bond Counsel, is hereby authorized and directed to give notice of said sale by transmitting copies of the Notice of Certificate Sale and Preliminary Official Statement to prospective purchasers of the Series 2021 Certificates.

Section 6. For the purpose of enabling the Purchaser to comply with the requirements of Rule 15c2-12 of the Securities Exchange Commission (the “Rule”), the appropriate officers of the College are hereby authorized: (a) to provide the Purchaser a letter or certification to the effect that the College deems the information contained in the Preliminary Official Statement to be “final” as of its date, except for the omission of such information as is permitted by the Rule; (b) covenant to provide continuous secondary market disclosure by annually transmitting certain financial information and operating data and other information necessary to comply with the Rule to certain national repositories and the Municipal Securities Rulemaking Board, as applicable; and (c) take such other actions or execute such other documents as such officers in their reasonable judgment deem necessary; to enable the Purchaser to comply with the requirement of the Rule.

Section 7. The College agrees to provide to the Purchaser within seven business days of the date of the sale of Series 2021 Certificates or within sufficient time to accompany any confirmation that requests payment from any customer of the Purchaser, whichever is earlier, sufficient copies of the final Official Statement to enable the Purchaser to comply with the requirements of Rule 15c2-12(3) and (4) of the Securities and Exchange Commission and with the requirements of Rule G-32 of the Municipal Securities Rulemaking Board.

Section 8. The Chair, Secretary of the Board, Vice President of Finance and the other officers and representatives of the College, the Financial Advisor and Bond Counsel are hereby authorized and directed to take such other action as may be necessary to carry out the public sale of the Series 2021 Certificates.

Section 9. This Resolution shall be in full force and effect from and after its adoption.

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ADOPTED by the governing body on June 8, 2021.

(SEAL)

Chair

ATTEST:

Secretary of the Board

CERTIFICATE DEEMING
PRELIMINARY OFFICIAL STATEMENT FINAL

To:

Re: Butler County Community College, Butler County, Kansas, Lease Agreement Refunding Certificates of Participation, Series 2021A and Series 2021B (jointly the "Series 2021 Certificates")

Ladies and Gentlemen:

The undersigned is the duly acting Vice President of Finance of Butler County Community College, Butler County, Kansas (the "College"), and is authorized to deliver this Certificate to the addressee (the "Purchaser") on behalf of the College. The College has heretofore caused to be delivered to the Purchaser copies of the Preliminary Official Statement (the "Preliminary Official Statement"), relating to the above-referenced Series 2021 Certificates.

For the purpose of enabling the Purchaser to comply with the requirements of Rule 15c2-12(b)(1) of the Securities and Exchange Commission (the "Rule"), the College hereby deems the information regarding the College contained in the Preliminary Official Statement to be final as of its date, except for the omission of such information as is permitted by the Rule, such as offering prices, interest rates, selling compensation, aggregate principal amount, principal per maturity, delivery dates, ratings, identity of the underwriters and other terms of the Series 2021 Certificates, depending on such matters.

Very truly yours,

**BUTLER COUNTY COMMUNITY COLLEGE,
BUTLER COUNTY, KANSAS**

By: _____
Title: Vice President of Finance

NOTICE OF CERTIFICATE SALE

\$1,180,000*
LEASE AGREEMENT REFUNDING
CERTIFICATES OF PARTICIPATION
SERIES 2021A

\$3,345,000*
LEASE AGREEMENT REFUNDING
CERTIFICATES OF PARTICIPATION
SERIES 2021B

**EVIDENCING A PROPORTIONATE INTEREST OF THE OWNERS THEREOF
 IN BASIC RENT PAYMENTS TO BE MADE BY BUTLER COUNTY COMMUNITY COLLEGE
 PURSUANT TO A LEASE AGREEMENT**

Bids. Written bids will be received by Ranson Financial Group, L.L.C., Wichita, Kansas (“Financial Advisor”), on behalf of the Board of Trustees of Butler County Community College (the “College”) at 200 W. Douglas, Suite 600, Wichita, Kansas 67202, Fax: (316) 265-5403, and via PARITY® in the case of electronic bids, until 10:00 a.m., Central Daylight Time, on July 13, 2021 for the purchase of \$1,180,000* principal amount of Refunding Certificates of Participation, Series 2021A Evidencing a Proportionate Interest of the Owners thereof in Basic Rent Payments to be made by the College pursuant to a Lease Agreement (the “Series 2021A Certificates”) and \$3,345,000* principal amount of Refunding Certificates of Participation, Series 2021B Evidencing a Proportionate Interest of the Owners thereof in Basic Rent Payments to be made by the College pursuant to a Lease Agreement (the “Series 2021B Certificates,” and, with the Series 2021A Certificate, jointly, the “Certificates”).

Certificate Details. The Series 2021 Certificates will be issued pursuant to a Declaration of Trust by the Trustee identified below. The Series 2021 Certificates will consist of fully registered certificates in the denomination of \$5,000 or any integral multiple thereof. The Series 2021 Certificates will be dated August 3, 2021, and the principal portion thereof will become due annually in the years as follows:

SERIES 2021A CERTIFICATES*

<u>Maturity</u>	<u>Principal Amount</u>	<u>Maturity</u>	<u>Principal Amount</u>
September 1, 2022	\$290,000	September 1, 2024	\$300,000
September 1, 2023	290,000	September 1, 2025	300,000

SERIES 2021B CERTIFICATES*

<u>Maturity</u>	<u>Principal Amount</u>	<u>Maturity</u>	<u>Principal Amount</u>
November 1, 2022	\$475,000	November 1, 2026	\$480,000
November 1, 2023	475,000	November 1, 2027	480,000
November 1, 2024	470,000	November 1, 2028	485,000
November 1, 2025	475,000		

*Subject to change

Each of the Series 2021 Certificates shall represent the right to receive a proportionate share of the interest portion and principal portion of Basic Rent paid by the College to the Trustee identified below under a Lease Agreement (the “Lease”). The interest portion due on the Series 2021A Certificates will accrue from the date of the Series 2021A Certificates, at rates to be determined when the Series 2021A Certificates are sold as hereinafter provided, which interest portion will be payable semiannually on

Certificate Payment Dates, which shall be March 1 and September 1 in each year, beginning on March 1, 2022. The interest portion due on the Series 2021B Certificates will accrue from the date of the Series 2021B Certificates, at rates to be determined when the Series 2021B Certificates are sold as hereinafter provided, which interest portion will be payable semiannually on Certificate Payment Dates, which shall be May 1 and November 1 in each year, beginning on May 1, 2022..

***Adjustment of Issue Size.** The College reserves the right to increase or decrease the total principal amount of either series of the Series 2021 Certificates, depending on the purchase price and interest rates bid and the offering prices specified by the successful bidder. The principal amount of any maturity may be adjusted by the College in order to properly size the Series 2021 Certificates, structure certain funds and accounts and substantially obtain debt service parameters determined by the College. The successful bidder may not withdraw its bid or change the interest rates bid as a result of any changes made to the principal amount of the Series 2021 Certificates. If there is an increase or decrease in the final principal amount of either series of the Series 2021 Certificates, the College will notify the respective successful bidder for each such series of the Series 2021 Certificates by means of telephone or facsimile transmission, subsequently confirmed in writing, no later than 12:00 p.m., Central Time, on the Sale Date. The actual purchase price for each series of the Series 2021 Certificates shall be calculated by applying the percentage of par value bid by the successful bidder against the final aggregate principal amount of such series of Series 2021 Certificates, as adjusted. If the principal amounts are modified, the College will seek to modify the maturity schedule, or make other mutually agreeable changes, in a way that will neither increase nor reduce the successful bidder's spread as a percentage of the principal amount of the Series 2021 Certificates issued, after taking into account such adjustments.

Trustee, Paying Agent and Certificate Registrar. Security Bank of Kansas City, Kansas City, Kansas.

Authority, Purpose and Security. The Lease and Series 2021 Certificates will refinance 1) a certain student housing facility housing approximately 130 students on the campus of the College in El Dorado, Kansas (the "Improvements") and 2) the acquisition and installation of certain energy conservation improvements to the College's educational facilities on the campus of the College in Butler County, Kansas (the "Equipment"), all pursuant to K.S.A. 71-201 *et seq.*, as amended. The Series 2021 Certificates are secured by and payable from the Trust Estate established under the Declaration of Trust, which consists, in part, of Basic Rent Payments received by the Trustee under the Lease. The obligation of the College to make Basic Rent Payments under the Lease is a limited obligation, payable from available revenues of the College, including those raised through ad valorem taxation, but shall not in any way be construed to be a general obligation or indebtedness of the College. The term of the Lease extends to November 1, 2028. The Lease is also subject to change or termination by act of the Kansas Legislature.

Conditions of Bids. Proposals will be received on the Series 2021 Certificates bearing such rate or rates of interest as may be specified by the bidders, subject to the following conditions: (a) the same rate shall apply to all of the principal portion due in each year; (b) each interest rate specified shall be a multiple of 1/8 or 1/20 of 1%; and (c) no supplemental interest payments will be considered. Each bid shall specify the total interest cost (expressed in dollars) during the term of the Lease on the basis of such bid, the discount, if any, the premium, if any, offered by the bidder, the net interest cost (expressed in dollars) on the basis of such bid and the average annual net interest rate (expressed as a percentage) on the basis of such bid. Each bidder shall certify to the College the correctness of the information contained on an Official Bid Form; the College will be entitled to rely on such certification. Electronic bids via PARITY[®] must be submitted in accordance with its Rules of Participation, as well as the provisions of this Notice of Certificate Sale. If provisions of this Notice of Certificate Sale conflict with those of PARITY[®], this Notice of Certificate Sale shall control. Each bidder agrees that, if it is awarded the Series 2021 Certificates, it will provide the certification as to initial offering prices described under the caption "Reoffering Price" in this Notice. There is no requirement that a bidder bid on both the Series 2021A Certificates and the Series 2021B Certificates.

PARITY®. Information about the electronic bidding services of PARITY® may be obtained from i-Deal LLC at 1359 Broadway, 2nd Floor, New York, New York 10018, Phone No. (212) 849-5023.

Basis of Award. The award of each series of the Series 2021 Certificates will be made on the basis of the lowest true interest cost (“TIC”). TIC will be determined as follows: the TIC is the discount rate (expressed as a per annum percentage rate) which, when used in computing the present value of all payments of principal and interest to be paid on the Series 2021 Certificates, from the payment dates to the Dated Date, produces an amount equal to the price bid, including any adjustments for premium or discount, if any. Present value will be computed on the basis of semiannual compounding and a 360-day year of twelve 30-day months. Bidders are requested to provide a calculation of the TIC for the Series 2021 Certificates, as applicable, on the Official Bid Form, computed as specified herein on the basis of their respective bids, which shall be considered as informative only and not binding on either the bidder or the College. The College or its Financial Advisor will verify the TIC based on such bids. If there is any discrepancy between the TIC specified and the bid price and interest rates specified, the specified bid price and interest rates shall govern and the TIC specified in the bid shall be adjusted accordingly. If two or more proper bids providing for identical amounts for the lowest TIC are received, the governing body of the College will determine which bid, if any, will be accepted, and its determination is final.

The College reserves the right to reject any and/or all bids and to waive any irregularities in a submitted bid. Any bid received after the submittal hour on the sale date set forth above will be returned to the bidder. Any disputes arising hereunder shall be governed by the laws of Kansas, and any party submitting a bid agrees to be subject to jurisdiction and venue of the federal and state courts within Kansas with regard to such dispute.

The College’s acceptance, including electronic acceptance through PARITY®, of the successful bidder’s proposal for the purchase of a series of the Series 2021 Certificates in accordance with this Notice of Certificate Sale shall constitute a certificate purchase agreement between the College and the successful bidder for purposes of the laws of the State and a contract between the College and the successful bidder for the purposes of Rule 15c2-12 of the Securities and Exchange Commission (the “Rule”) and Rule G-32 of the Municipal Securities Rulemaking Board (“Rule G-32”). The method of acceptance shall be determined solely by the governing body of the College.

Ratings. The College has not applied for a rating on the Series 2021 Certificates herein offered for sale.

Optional Bond Insurance. The College has not applied for any policy of municipal bond insurance with respect to the Series 2021 Certificates, and will not pay the premium in connection with any policy of municipal bond insurance desired by the successful bidder. In the event a bidder desires to purchase and pay all costs associated with the issuance of a policy of municipal bond insurance in connection with the Series 2021 Certificates, such indication and the name of the desired insurer must be set forth on the bidder's Official Bid Form, and shall specify all terms and conditions to which the College will be required to agree in connection with the issuance of such insurance policy. The College specifically reserves the right to reject any bid specifying municipal bond insurance, even though such bid may result in the lowest net interest cost to the College.

CUSIP Numbers. CUSIP identification numbers will be assigned and printed on the Series 2021 Certificates, but neither the failure to print such number on any Series 2021 Certificates nor any error with respect thereto shall constitute cause for failure or refusal by the purchaser thereof to accept delivery of and pay for the Series 2021 Certificates in accordance with the terms of this Notice. The Financial Advisor will apply for CUSIP numbers pursuant to Rule G-34 implemented by the Municipal Securities Rulemaking Board. All expenses in relation to the assignment and printing of CUSIP numbers on the Series 2021 Certificates will be paid by the College.

Establishment of Issue Price. (a) In order to provide the College with information necessary for compliance with Section 148 of the Internal Revenue Code of 1986, as amended, and the

Treasury Regulations promulgated thereunder (collectively, the “Code”), the successful bidder for each series of Series 2021 Certificates will be required to assist the College in establishing the “issue price” of the series of Series 2021 Certificates and complete, execute and deliver to the College prior to the Closing Date, a written certification in a form acceptable to the successful bidder, the College and Bond Counsel (the “Issue Price Certificate”) containing the following for each maturity of the series of Series 2021 Certificates: (1) the interest rate; (2) the reasonably expected initial offering price to the “public” (as said term is used in Treasury Regulation Section 1.148-1(f) (the “Regulation”)) or the sale price; and (3) pricing wires or equivalent communications supporting such offering or sale price. However, such Issue Price Certificate may indicate that the successful bidder has purchased the series of Series 2021 Certificates for its own account in a capacity other than as an underwriter or wholesaler, and currently has no intent to reoffer the series of Series 2021 Certificates for sale to the public. Any action to be taken or documentation to be received by the College pursuant hereto may be taken or received by the Financial Advisor or Bond Counsel on behalf of the College.

(b) The College intends that the sale of each series of the Series 2021 Certificates pursuant to this Notice shall constitute a “competitive sale” as defined in the Regulation. In support thereof: (1) the College shall cause this Notice to be disseminated to potential bidders in a manner reasonably designed to reach potential bidders; (2) all bidders shall have an equal opportunity to submit a bid; (3) the College reasonably expects that it will receive bids from at least three bidders that have established industry reputations for underwriting municipal bonds such as the Series 2021 Certificates; and (4) the College anticipates awarding the sale of each series of the Series 2021 Certificates to the bidder that provides a bid with the lowest TIC in accordance with the section hereof entitled “Basis of Award.”

(c) Any bid submitted pursuant to this Notice shall be considered a firm offer for the purchase of a series of the Series 2021 Certificates as specified therein. The successful bidder shall constitute an “underwriter” as said term is defined in the Regulation. By submitting its bid, the successful bidder confirms that it shall require any agreement among underwriters, a selling group agreement or other agreement to which it is a party relating to the initial sale of the Series 2021 Certificates, to include provisions requiring compliance with provisions of the Code and the Regulation regarding the initial sale of a series of the Series 2021 Certificates.

(d) If all of the requirements of a “competitive sale” are not satisfied, the College shall advise the successful bidder of such fact at the time of award of the sale of a series of the Series 2021 Certificates to the successful bidder and the following provisions shall apply to the series of Series 2021 Certificates. ***In such event, any bid submitted will not be subject to cancellation or withdrawal.*** Within twenty-four (24) hours of the notice of award of the sale of the series of Series 2021 Certificates, the successful bidder shall advise the College if a “substantial amount” (as defined in the Regulation (10%)) of any maturity of the series of Series 2021 Certificates has been sold to the public and the price at which such substantial amount was sold. The College will treat such sale price as the “issue price” for such maturity, applied on a maturity-by-maturity basis. The College will ***not*** require the successful bidder to comply with that portion of the Regulation commonly described as the “hold-the-offering-price” requirement for the remaining maturities, but the successful bidder may elect such option. If the successful bidder exercises such option, the College will apply the initial offering price to the public provided in the bid as the issue price for such maturities. If the successful bidder does not exercise that option, it shall thereafter promptly provide the College the prices at which a substantial amount of such maturities are sold to the public; provided such determination shall be made and the College notified of such prices not later than three (3) business days prior to the Closing Date. ***Any change in the issue price of any of the Series 2021 Certificates after the Submittal Hour will not affect the purchase price for the Series 2021 Certificates submitted in the bid of the successful bidder.***

(e) This agreement by the successful bidder to provide such information will continue to apply after the Closing Time if: (a) the College requests the information in connection with an audit or

inquiry by the Internal Revenue Service (the “IRS”) or the Securities and Exchange Commission (the “SEC”) or (b) the information is required to be retained by the College pursuant to future regulation or similar guidance from the IRS, the SEC or other federal or state regulatory authority.

Optional Prepayment. The Series 2021A Certificates are not subject to optional prepayment. The Series 2021B Certificates that evidence Principal Portions of Basic Rent payable to Certificate Owners on and after November 1, 202_, shall be subject to optional prepayment, as a whole or in part, on November 1, 202_, or any date thereafter, at a Prepayment Price equal to 100% of the Principal Portion of Basic Rent represented by the Series 2021 Certificates being prepaid plus the Interest Portion of Basic Rent accrued to the Prepayment Date, from amounts paid by the College to prepay or partially prepay Basic Rent Payments pursuant to the terms of the Lease. Notwithstanding the foregoing, if the College does not extend the Lease Term for the Extended Term under the Lease, and pays certain Basic Rent Payments on the final Basic Rent Payment Date, which Basic Rent Payments would have been due during the Extended Term, the Trustee may, without instruction from the College, apply such Basic Rent Payments to prepay Certificates as provided above. The Series 2021 Certificates shall be subject to optional prepayment prior to their respective stated maturities, on any date, as a whole, at a Prepayment Price equal to 100% of the Principal Portion of Basic Rent represented thereby plus the Interest Portion of Basic Rent accrued to the Prepayment Date, in the event of substantial damage to or destruction or condemnation (other than condemnation by the College) of, or loss of title to, substantially all of the Improvements or Equipment, or if, as a result of changes in the Constitution of the State or legislative or administrative action by the State or the United States, the Site Lease or the Lease becomes unenforceable and the College prepays all Basic Rent Payments under the Lease.

Mandatory Prepayment. A bidder may elect to have all or a portion of a series of the Series 2021 Certificates that evidence Principal Portions of Basic Rent payable to Certificate Owners scheduled to be paid in consecutive years issued as term certificates (the “Term Certificates”), scheduled to be paid in the latest of said consecutive years and subject to mandatory prepayment requirements consistent with the schedule of serial payments set forth above, subject to the following conditions: not less than all Certificates to be paid in the same year shall be converted to Term Certificates with mandatory prepayment requirements and a bidder shall make such an election by completing the applicable paragraph on the Official Bid Form or completing the applicable information on PARITY®.

Delivery. The College will pay for printing the Series 2021 Certificates and will deliver the same properly prepared, executed and registered without cost to the successful bidder on or about August 3, 2021, to such bank or trust company in the contiguous United States of America as may be specified by the successful bidder, or elsewhere at the expense of the successful bidder.

Approval of Series 2021 Certificates. The Series 2021 Certificates will be sold subject to the legal opinion of GILMORE & BELL, P.C., Wichita, Kansas, Special Counsel, whose approving legal opinion as to the validity of the Lease and Series 2021 Certificates will be furnished and paid for by the College, printed on the Series 2021 Certificates and delivered to the successful bidder as and when the Series 2021 Certificates are delivered.

Additional Information. Additional information regarding the Series 2021 Certificates may be obtained from the College’s Vice President of Finance, BOE 926, 901 S. Haverhill Road, El Dorado, Kansas 67042, Attn: Kent Williams, (316) 322-3103, kwilliams@butlercc.edu, or from the Financial Advisor, Ranson Financial Consultants, L.L.C., 200 W. Douglas, Suite 600, Wichita, Kansas 67202, Attention: John Haas (316) 264-3400, Fax No. (316) 265-5403 or bids@ransonfinancial.com.

DATED June 8, 2021.

OFFICIAL BID FORM
 PROPOSAL FOR THE PURCHASE OF
 BUTLER COUNTY COMMUNITY COLLEGE, BUTLER COUNTY, KANSAS
 REFUNDING CERTIFICATES OF PARTICIPATION, SERIES 2021A
 EVIDENCING A PROPORTIONATE INTEREST OF THE OWNERS THEREOF
 IN BASIC RENT PAYMENTS TO BE MADE BY THE COLLEGE PURSUANT TO A LEASE AGREEMENT

TO: John Haas, Ranson Financial Group, L.L.C.
 on behalf of Butler County Community College

July 13, 2021

For \$1,180,000* principal amount of Refunding Certificates of Participation, Series 2021A, of Butler County Community College, Butler County, Kansas, to be dated August 3, 2021, as described in your Notice of Certificate Sale dated June 8, 2021, said Certificates to bear interest as follows:

<u>Payment Date</u>	<u>Principal Amount*</u>	<u>Interest Rate</u>	<u>Payment Date</u>	<u>Principal Amount*</u>	<u>Interest Rate</u>
September 1, 2022	\$290,000	_____ %	September 1, 2024	\$300,000	_____ %
September 1, 2023	290,000	_____ %	September 1, 2025	300,000	_____ %

the undersigned will pay the par value of the Certificates, plus accrued interest to the date of delivery, less a total discount, plus a total premium in the amount set forth below.

Total interest cost to maturity at the rates specified \$ _____
 Discount (if any) not to exceed 1.00% \$ _____
 Premium (if any) (\$ _____)
 Net interest cost (adjusted for Discount/Premium) \$ _____
 True Interest Cost _____ %

The Bidder elects to have the following Term Certificates:

<u>Payment Date</u>	<u>Years</u>	<u>Amount</u>
	_____ to _____	\$ _____
	_____ to _____	\$ _____

subject to mandatory prepayment requirements in the amounts and at the times shown above.

This proposal is subject to all terms and conditions contained in said Notice of Certificate Sale, and if the undersigned is the successful bidder, the undersigned will comply with all of the provisions contained in said Notice. The acceptance of this proposal by the College shall constitute a contract between the College and the successful bidder for purposes of complying with Rule 15c2-12 of the Securities and Exchange Commission.

Submitted by: _____

[LIST ACCOUNT MEMBERS ON REVERSE]

By: _____
 Telephone No. (____) _____

APPROVAL

Pursuant to action duly taken by the Board of Trustees of Butler County Community College, Butler County, Kansas, the above proposal is hereby accepted on July 13, 2021.

Attest:

 Secretary of the Board

 Chair

ACCEPTANCE AND CONFIRMATION:
 ("TRUSTEE")

By: _____
 Name: _____
 Title: Trust Officer

NOTE: No additions or alterations in the above proposal form shall be made, and any erasures may cause rejection of any bid. Sealed or facsimile bids may be filed with Ranson Financial Group, LLC, 200 W. Douglas, Suite 600, Wichita, Kansas 67202, (316) 264-3400; Fax No. (316) 265-5403, at or prior to 10:00 a.m., Central Time, on July 13, 2021. Any bid received after such time will be returned to the bidder.

OFFICIAL BID FORM
 PROPOSAL FOR THE PURCHASE OF
 BUTLER COUNTY COMMUNITY COLLEGE, BUTLER COUNTY, KANSAS
 REFUNDING CERTIFICATES OF PARTICIPATION, SERIES 2021B
 EVIDENCING A PROPORTIONATE INTEREST OF THE OWNERS THEREOF
 IN BASIC RENT PAYMENTS TO BE MADE BY THE COLLEGE PURSUANT TO A LEASE AGREEMENT

TO: John Haas, Ranson Financial Group, L.L.C.
 on behalf of Butler County Community College

July 13, 2021

For \$3,345,000* principal amount of Refunding Certificates of Participation, Series 2021B, of Butler County Community College, Butler County, Kansas, to be dated August 3, 2021, as described in your Notice of Certificate Sale dated June 8, 2021, said Certificates to bear interest as follows:

<u>Payment Date</u>	<u>Principal Amount*</u>	<u>Interest Rate</u>	<u>Payment Date</u>	<u>Principal Amount*</u>	<u>Interest Rate</u>
November 1, 2022	\$475,000	_____ %	November 1, 2026	\$480,000	_____ %
November 1, 2023	475,000	_____ %	November 1, 2027	480,000	_____ %
November 1, 2024	470,000	_____ %	November 1, 2028	485,000	_____ %
November 1, 2025	475,000	_____ %			

the undersigned will pay the par value of the Certificates, plus accrued interest to the date of delivery, less a total discount, plus a total premium in the amount set forth below.

Total interest cost to maturity at the rates specified \$ _____
 Discount (if any) not to exceed 1.00% \$ _____
 Premium (if any) (\$ _____)
 Net interest cost (adjusted for Discount/Premium) \$ _____
 True Interest Cost _____ %

The Bidder elects to have the following Term Certificates:

<u>Payment Date</u>	<u>Years</u>	<u>Amount</u>
	_____ to _____	\$ _____
	_____ to _____	\$ _____

subject to mandatory prepayment requirements in the amounts and at the times shown above.

This proposal is subject to all terms and conditions contained in said Notice of Certificate Sale, and if the undersigned is the successful bidder, the undersigned will comply with all of the provisions contained in said Notice. The acceptance of this proposal by the College shall constitute a contract between the College and the successful bidder for purposes of complying with Rule 15c2-12 of the Securities and Exchange Commission.

Submitted by: _____

[LIST ACCOUNT MEMBERS ON REVERSE]

By: _____
 Telephone No. (____) _____

APPROVAL

Pursuant to action duly taken by the Board of Trustees of Butler County Community College, Butler County, Kansas, the above proposal is hereby accepted on July 13, 2021.

Attest:

 Secretary of the Board

 Chair

ACCEPTANCE AND CONFIRMATION:
 ("TRUSTEE")

By: _____
 Name: _____
 Title: Trust Officer

NOTE: No additions or alterations in the above proposal form shall be made, and any erasures may cause rejection of any bid. Sealed or facsimile bids may be filed with Ranson Financial Group, LLC, 200 W. Douglas, Suite 600, Wichita, Kansas 67202, (316) 264-3400; Fax No. (316) 265-5403, at or prior to 10:00 a.m., Central Time, on July 13, 2021. Any bid received after such time will be returned to the bidder.

TOPIC for ACTION
Health Insurance Self-Funding

REPORT:

In the Board of Trustee work session held on May 17, 2021 IMA provided a renewal overview for the upcoming plan dates of October 1, 2021- September 30, 2022. As a part of the renewal process we continue to focus on options for cost containment (long term) for the college, and affordable quality health care for the employees. The renewal to remain fully insured will result in a direct increase to premium cost of approximately 17.7% (\$926,938). The option for self-funding would result in a 1.5% (\$80,000) increase in overall premium when funded at expected claims cost, and includes administrative fees and stop loss insurance.

RECOMMENDED ACTION:

The administration is recommending the Board approve moving the Health Insurance Medical Plans from fully insured by the carrier to the self-funded option with Administrative Services Only (ASO) provided through Blue Cross/Blue Shield of Kansas. The reserves to be set at \$1.5M will cover three months of expected claim costs, provide for additional reserve should claim costs increase in the year, and provide for future premium protection in subsequent years.

RECOMMENDED FUNDING SOURCE:

Operating budget for insurance premiums for 2021-2022 plan year increase by 1.5% under self-funded plan. Reserve funding to be directed from a combination of funding sources including HERFF funding and operating budget to be placed in a designated account in the amount of \$1,500,000.

Submitted by: Shelley Stultz, Associate Vice President for Human Resources
Supervisor: Kimberly Krull, President
Date: June 8, 2021

TOPIC for Action Weapons Policy

REPORT:

Beginning July 1, 2017, the Personal and Family Protection Act (PFPA), K.S.A. 75-7c01 *et seq.*, allowed the carrying of concealed handguns on Kansas community college campuses, including all buildings and public areas owned or leased by the College without adequate security measures, except in specific restricted access areas within buildings. By law, individuals who were 21 years of age or older and who are not prohibited or disqualified by law, could lawfully carry a concealed handgun. Open carry of firearms and possession of weapons other than concealed handguns was to be prohibited on all campuses.

College legal counsel, Ray Connell assisted in the development of the current policy that was discussed college-wide with students, faculty, staff, administrators, and Board members in more than 25 different meetings prior to the policy being approved by the Board in April 2017. Since 2017, Butler has not had any gun related issues on the different campus locations or in the residence halls.

Prior to the end of the current legislative session, HB 2058 was passed allowing persons 18 and older, if trained, licensed and pass a background check, to conceal and carry. The Governor vetoed and signed the bill on April 23, 2021 citing concerns it will allow more guns on college campuses and will potentially drive students away from colleges and universities, but the veto was overridden on May 3rd.

College legal counsel, Ray Connell, has reviewed the newest legislation and has updated Butler's original policy to include the new statutory language. The new law goes into effect July 1, 2021.

While the Student Code of Conduct and Employee Disciplinary Procedures are still being reviewed related to the weapons policy, the updated policy is presented this month for discussion and approval.

RECOMMENDED ACTION:

After discussion of the weapons policy, it is recommended for Board approval.

RECOMMENDED FUNDING SOURCE:

NA

Submitted by: Kim Krull
Supervisor:
Date: June 8, 2021

Weapons Policy

A. Purpose:

The purpose of this Policy Statement is to adopt and implement the Board of Trustee's Policy on weapons possession and to direct the creation and implementation of campus specific procedures at Butler Community College campuses.

B. Applies to:

All faculty, staff, students, visitors of the Butler Community College.

C. Campuses:

901 South Haverhill Road, El Dorado, Kansas
2600 West 6th Street, El Dorado, Kansas
701 East Main, Hill Building, Marion, Kansas
715 East 13th Street, Andover, Kansas
~~1810 North Andover Road, Andover, Kansas~~
110 East 21st Street, Andover, Kansas
131 West Main, Council Grove, Kansas
53474 Lawrence Court Building #412, McConnell AFB, Wichita, Kansas
712 South Rose Hill Road, Rose Hill, Kansas
2626 South Rock Road, Suite 116, Wichita, Kansas
6655 East Zimmerly, Wichita, Kansas 67207

D. Policy Statement:

As required by Kansas Law, Personal and Family Protection Act (PFPA), K.S.A. 75-7c01 *et seq.*, Concealed Carry of Handgun shall be permitted on Community College Campuses, including all buildings and public areas owned or leased by College without adequate security measures, except in specific restricted access areas within buildings. Open carry of firearms and possessions of weapons¹ other than concealed handguns² shall be prohibited on all campuses. Nothing in this Policy shall read to prohibit College Public Safety Officers or other Law Enforcement Officers as defined by K.S.A. 75-7c22 from carrying weapons. The College campuses shall develop specific procedures for safe possession, use and storage of such weapons.

High School campuses: Andover, Rose Hill, Council Grove, and Marion are specifically and expressly exempt from this Policy.

Federal Facility: McConnell Air Force Base is also exempt from this policy.

~~"Educare" on El Dorado campus and the enclosed/fenced playground area surrounding Educare is specifically and expressly exempt from this Policy.~~

¹ "Weapon" means a weapon described in K.S.A. 21-6301, as further defined under K.S.A. 75-7c20; however, for purposes of this Policy included knives more than 4 inches in length.

² “Handgun” is defined as a “firearm”, pursuant to K.S.A. 75-7c02, with cross-reference to K.S.A. 75-7b01.

Specifically, under K.S.A. 75-7b01, it is (1) a pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or (2) any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.

In accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01 *et seq.*, as amended (the “Act”) and other applicable federal/state laws, it is permissible and will not be a violation of this Policy for the:

- i) carrying of one concealed Handgun² on Campus by legally qualified individuals, pursuant to Kansas law, and also in accordance with the Concealed Carry Restrictions set forth below,
- ii) lawful carrying of a concealed Handgun by an employee performing College duties at an off-Campus Activity, when in accordance with applicable laws/policies for such location,
- iii) lawful possession of a Handgun within a personal/non-College vehicle,
- iv) lawful possession of Weapons:
 - a. by Department or other law enforcement officers while acting within the scope of their employment, by authorized armored car personnel, or by others authorized in writing by the Butler College Head of Security or designee, or
 - b. as necessary for the conduct of College approved programs.

E. Concealed Carry:

Beginning July 1, 2017 **2021**, any individual who is **eighteen (18) to** twenty-one (21) years of age, **with a provisional concealed carry license** or **those twenty-one (21) years of age and** older and who is not prohibited or disqualified by law and who is lawfully eligible to carry one concealed handgun in Kansas shall not be precluded from doing so on Butler campuses, including all facilities owned or leased by Butler Community College, except (1) in buildings and public areas of buildings for which “Adequate Security Measures” (ASMs) are provided, (2) high school campus ~~or Educare~~, or (3) in a specified restricted access area of a building. Within such restricted access areas, concealed carry will be banned. Individuals who are not employees of the College may be authorized access through a restricted access entrance only pursuant to a College screening process that is compliant with the provisions of the PFFA. The College may temporarily designate specific locations as prohibiting concealed handguns and use temporarily.

F. Concealed Carry Required Safety Measures:

Each individual who lawfully possesses a Handgun on Campus shall be wholly and solely responsible for carrying, storing and using that Handgun in a safe manner and in accordance with the law and this Policy. Individuals who carry a Handgun on Campus must carry it concealed on or about their person at all times. “Concealed” means completely hidden from view and does not reveal the Handgun in any way, shape or

form. "About" the person means that an individual may carry a Handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag or other personal carrier designed and intended for the carrying of an individual's personal items. Moreover, the carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier or setting the carrier next to or within the immediate reach/control of the individual. It shall be a violation of this Policy to openly display any possessed Handgun while on Campus. Handguns with an external safety must be carried with safety in "on" position.

G. Legal Restrictions Pursuant to Federal and State Restrictions on Firearms:

The following state and federal laws apply to possession and use of firearms, including the carry of concealed handguns.

- Kansas law states that the only type of firearm that an individual can carry while concealed is a handgun (K.S.A. 21-6301 et. seq.);
- An individual in possession of a concealed handgun must be at least **18 years of age up to twenty-one (21) with a provisional concealed carry license, or twenty-one (21) and older** ~~21 years of age~~ (K.S.A. 21-6302(a)(4)); **as amended**);
- A firearm cannot be carried by an individual under the influence of alcohol or drugs, or both, to such a degree as to render the individual incapable of safely operating the firearm (K.S.A. 21-6332);
- A firearm cannot be carried by an individual who is an unlawful user of and addicted to any controlled substance (as defined in section 102 of the Controlled Substances Act, codified at 21 U.S.C. § 802) (K.S.A. 21-6301(a)(10));
- A firearm cannot be carried by an individual who is or has been a mentally ill person subject or has been subjected to involuntary commitment (K.S.A. 21-6301(a)(13));
- A firearm cannot be carried by an individual with an alcohol or substance abuse problem subject to involuntary commitment (K.S.A. 21-6301(a)(13));
- A firearm cannot be carried by an individual who has been convicted of a felony crime (K.S.A. 21-6304(a)) or convicted in any court of a crime punishable by imprisonment for a term exceeding one year (18 U.S.C. 922(g)(1)) (parole and conditions of probation apply);
- Automatic firearms and sawed off shotguns cannot be carried (K.S.A. 21-6301(a)(5));
- A cartridge which can be fired by a handgun and which has as plastic-coated bullet with a core of less than 60% lead by weight is illegal (K.S.A. 21-6301(a)(6));
- Suppressors and silencers cannot be used with a firearm (K.S.A. 21-6301(a)(4));

- Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense (K.S.A. 21-6308a and K.S.A. 21-6308(a)(1)(A));
- A firearm cannot be carried by a person who is a fugitive from justice (18 U.S.C. § 922(g)(2));
- A firearm cannot be carried by an individual who is an illegal alien (18 U.S.C. § 922(g)(5)(A));
- A firearm cannot be carried by an individual who has been discharged from the Armed Forces under dishonorable conditions (18 U.S.C. § 922(g)(6));
- A firearm cannot be carried by an individual who has renounced his or her United States citizenship (18 U.S.C. § 922(g)(7));
- A firearm cannot be carried by an individual who is subject to a court order restraining the person from harassing, stalking, or threatening an intimate partner or child of the intimate partner (18 U.S.C. § 922(g)(8)); and
- A firearm cannot be carried by an individual who has been convicted of a misdemeanor crime of domestic violence (18 U.S.C. § 922(g)(9)).

H. Location Restrictions:

Certain campus buildings and/or public use areas within campus buildings can be permanently or temporarily designated to prohibit concealed handguns except as noted above in Section D. There are no campus buildings or public areas that have been permanently designated to prohibit concealed handguns with ASMs in place. If a specific location on a Butler campus is to be temporarily designated as prohibiting the carrying of a concealed handgun and the temporary use of ASMs as defined and required by law will be utilized, appropriate notice would be given for this temporary designation.

Campus locations leased by Butler Community College or used for Off-Campus Activity, and owned by an entity that may lawfully exclude or permit firearms at their premises (concealed or otherwise), may choose at their sole discretion to exclude or permit Handguns from their premises, notwithstanding a lease or use arrangement with Butler Community College. This Policy shall honor landlord restrictions.

I. Additional Safety Measures:

Butler Community College and its employees, staff, administration and trustees who do not provide adequate security measures in College buildings and by this Policy allows the carrying of a concealed handgun as authorized by the Personal and Family Protection Act (K.S.A. 75-7c01 *et seq.*) shall not be liable for any wrongful act or omission relating to actions of persons carrying a concealed handgun concerning acts or omissions regarding such handguns (K.S.A. 75-7c20(f)).

Nothing in this Policy shall be interpreted to require individuals who lawfully possess a handgun to use it in defense of others.

No person shall use the fact or possibility that he or she is carrying a concealed weapon with the intent to intimidate another person except in defense of self or others.

The implementing procedures of the Butler Community College campuses shall include detailed provisions regarding how and where to report suspected violations of this Policy, how faculty, staff and students shall be notified of the laws and Policies pertaining to concealed carry on campus, and shall also provide interested students, faculty and staff with information about any known locally or regionally available firearm safety instruction.

J. Storage:

Handgun storage is not provided by Butler Community College. Individuals may store a Handgun in the individual's vehicle when the vehicle is locked and the Handgun is secured in a location within the vehicle that is not visible from outside the vehicle; Handgun storage by any other means is prohibited, except in locked secure box in resident's dorm room. Specifically, it is prohibited for any individual to store a Handgun: i) in a vehicle that is unlocked or when the Handgun is visible from outside the vehicle, ii) in an individual's office, unless in locked secure box, iii) in an unattended backpack/carrier, iv) in any type of locker or v) in any other location and under any circumstances except as specifically permitted by this Policy and by state and federal law.

A voluntary registration opportunity with the Department of Public Safety shall be available, so in the event the weapons are stolen, the serial numbers are in a national database.

K. Training:

Even the lawful carrying of a concealed Handgun has its own risks. Any report of Weapons on a Butler Community College Campus will be addressed by Butler Community College Public Safety and/or local police departments in coordination with Butler Community College Public Safety. The lawful carrying of a concealed Handgun should not create concerns on Campus; however, anything other than the lawful carrying of a concealed Handgun has the potential to create confusion and additional risk during police responses.

L. Enforcement:

Any individual (student or employee) violating this Policy or accidentally or irresponsibly discharging a weapon will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, termination of employment, immediate removal/trespass from the premises and/or arrest. Enforcement of this Policy will be administered by Butler Community College Public Safety or College Administration. The Student Code of Conduct and Employee and Professional Employee disciplinary processes will be utilized to address violations. Those residing on campus shall honor these Policy provisions plus any and all conditions of housing written agreement.

These Policies may be modified by action of the Board of Trustees.

M. Reporting:

1. Suspected violations of this Policy should be reported to Butler Community College Security Department:

- Call: 911

Alternatively, suspected violations can be reported by:

- Walk-in: Public Safety Office – West Hall
Public Safety Office – 5000 Building
- Text via: El Dorado 316-321-7657
Andover 316-218-6112

2. Emergency reports concerning threats or violence on campus:

- Call: 911

N. Definitions:

The term “**weapons**” includes, but it not limited to:

- (1) Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant;
- (2) Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including those that are concealed or openly carried;
- (3) All BB guns, pellet guns, air/CO₂ guns, or any device, such as a Taser, which is designed to discharge electric darts or other similar projectiles; however, a personal self-defense stun gun that does not fit within the preceding definition shall not be considered a weapon for the purposes of this policy;
- (4) Any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than ¼ ounce;
- (5) Any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
- (6) Any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
- (7) Any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- (8) Any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and use solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy;
- (9) Any martial arts weapon such as nunchucks or throwing stars;

(10)Any longbow, crossbow and arrows or other projectile that could cause serious harm to any person; or

(11)Any other dangerous or deadly weapon or instrument of like character.

The term “**handgun**” means:

(1) A pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or

(2) Any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.

The term “**firearm**” includes any handgun, rifle, shotgun, and any other weapon which will or is designed to expel a projectile by the action of an explosive.

The term “**adequate security measures**” means the use of electronic equipment and armed personnel at public entrances to detect and restrict the carrying of any weapons into a College building or public area of a College building, including but not limited to, metal detectors, metal detector wands or any other equipment used for similar purposes to ensure that weapons are not permitted to be carried into such building or public area of the building by members of the public.

The term “**building**” means a College building owned or leased.

The term “**campus**” means any building or grounds owned or leased by Butler Community College for College use.

The term “**restricted access entrance**” means a restricted access entrance to a building or area of a building that requires a key, keycard, code or similar device to allow entry to authorized personnel through the restricted access entrance.

The term “**open carry**” means carrying a firearm visible to others.

The term “**public area**” means any portion of the College building that is open to and accessible by the public or which is otherwise designated as a public area.

The term “**secured area**” shall mean those areas of the College Security facilities that are not open or accessible to the public without approval or escort from College Security departmental personnel.

Adopted: 4/12/2017

Revised: 5/2021

TOPIC for ACTION
Ratification of Diesel Technology Program

REPORT:

At the request of Board of Trustees at Butler Community College, a request to launch the Diesel Technology program in the fall 2021 semester is being resubmitted. The Technical Education Authority Curriculum Committee approved the new program request on May 13, 2021 with no questions asked or objections from other programs within the state. In addition, Rita Johnson, Chair of the TEA Curriculum Committee, thanked Butler for stepping in to provide this much needed program in South Central Kansas and congratulated the college on the industry support garnered to date. Butler Community College staff and administration have continued to meet with the diesel industry representatives through the established advisory committee. These conversations continue to recognize demand for diesel mechanics within the Southcentral Kansas region.

Attached is the updated Diesel Technology AAS degree packet that is anticipated to be approved at the May 27th, Technical Education Authority monthly meeting. From there, it will move on to the Kansas Board of Regents at the June 16th KBOR meeting. This proposal meets the educational needs of the local diesel industry. Companies included in the conversations include, but are not limited to, Dustrol, Jet's Diesel, Murphy Tractor and Equipment, Satchell Creek Express, Foley Tractor Company, Freightliner Truck Center Companies – Wichita, and Wildcat Construction. The program curriculum focuses on meeting regional demand for diesel mechanics. The closest Diesel Technology programs within the region are Salina Area Technical College and Pratt Community College.

RECOMMENDED ACTION:

Request that the Board ratify launching the Diesel Technology associate of applied science (AAS) degree for the Fall 2021 semester provided the Kansas Board of Regents approves at their June 16, 2021 meeting.

RECOMMENDED FUNDING SOURCE:

Program and faculty funding will be supported by Butler's General Operating Fund. Equipment and supplies will be funded by in-kind donations from various industry supporters, student fees, and Carl Perkins grant funds, once included in the next needs assessment.

Submitted by: Mel Whiteside
Supervisor: Lori Winningham, VPA
Date: May 24, 2021

Butler Community College

New Program Proposal
Diesel Technology
Associate of Applied Science
and
Certificate

April 22, 2021

New Program Request Form

CAI

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	Diesel Technology
Proposed suggested Classification of Instructional Program (CIP) Code	47.0613
CIP code description	A program that prepares individuals to apply technical knowledge and skills to the specialized maintenance and repair of trucks, buses, and other commercial and industrial vehicles. Includes instruction in diesel engine mechanics, suspension and steering, brake systems, electrical and electronic systems, preventive maintenance inspections, drive trains, gasoline engine mechanics, HVAC systems, and auxiliary equipment installation and repair.
Standard Occupation Code (SOC) associated to the proposed program	49-3031.00
SOC description	Bus and Truck Mechanics and Diesel Engine Specialists: Diagnose, adjust, repair, or overhaul buses and trucks, or maintain and repair any type of diesel engines. Includes mechanics working primarily with automobile or marine diesel engines.
Number of credits for the degree <u>and</u> all certificates requested	62 credit hours for AAS 40 credit hours for certificate
Proposed Date of Initiation	Fall 2021
Specialty program accrediting agency	NATEF ASE (Automotive Serve Excellence) and AED (Associated Equipment Distributors)
Industry certification	ASE

Signature of College Official  Date April 22, 2021

Signature of KBOR Official _____ Date _____

Narrative

Program Description

The program will prepare students to apply technical knowledge and skills to the specialized maintenance and repair of trucks, buses, and other commercial and industrial vehicles and heavy equipment. Students will learn how to maintain and repair diesel engines, suspension and steering systems, brake systems, electrical and electronic systems, conduct preventative maintenance inspections, drive trains, gasoline engine mechanics, HVAC systems, and auxiliary equipment installation and repair. This program is ideal for those looking to begin their diesel career as an entry level diesel technician or a student considering a generalized program to pursue further study at a four-year university.

- Program Objectives

- Demonstrate knowledge of hazards and related safety practices associated with diesel mechanics.
- Perform tasks related to entry-level employment in the diesel technology field.
- Demonstrate an understanding of personal and work characteristics that contribute to an effective job performance.
- Use communication skills appropriate to diesel mechanics.
- Apply the theory of diesel mechanics to specific jobs using critical thinking/reasoning and the ability to work independently.
- Use mathematical data and reasoning skills in relation to diesel mechanics.

- Admission and Graduation Requirements

Program admission follows Butler Community College procedure on admissions.

- Complete the Application for Admission
- Submit official transcripts from each institution for prior coursework to be used toward a degree program.
- Placement Test Requirements: Degree seeking students and those enrolling in math or English courses must meet placement test requirements (ACT/SAT scores taken within last 3 years, Butler placement test, Accuplacer test, or college transcripts showing completion of course prerequisites)
- Submit proof indicating proper residence classification for tuition costs.

Graduation Requirement

- Minimum 2.0 GPA at Butler Community College
- Attain a grade of C or better in all required courses
- Complete a Butler Community College degree application form

Demand for the Program

KDOL Long Term Outlook

The Kansas Department of Labor Long-term Occupation Projections 2018-2028 indicate a statewide change of employment for Bus and Truck Mechanics and Diesel Engine Specialists (49-3031) of 1.6% with an annual median wage of \$44,910 with high school diploma or equivalent as the typical education needed for entry. Annual openings equate to 297 jobs per year.

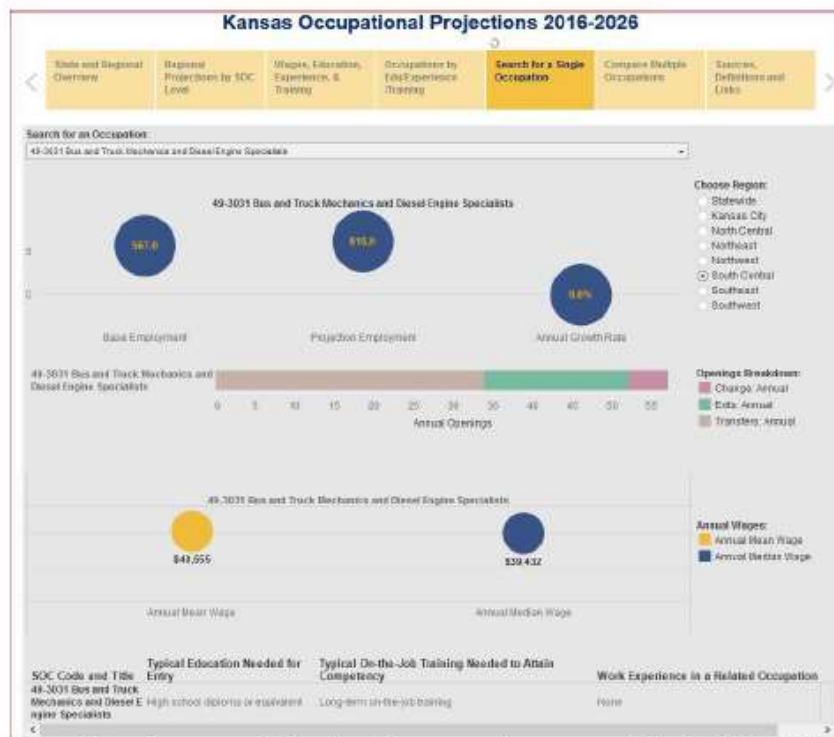
Emsi job posting analytics show that from February 2020 to February 2021, roughly 11,082 total postings (2,602 unique postings) were advertised statewide with a median advertised hourly wage of \$22.95 per hour.

- Furthermore, a local search for “diesel mechanic” on Indeed.com (February 24, 2021) within the last 14 days and within 100 miles, produces a net job search result of 46 jobs.
- Furthermore, a job search on ZipRecruiter.com (February 24, 2021) shows within the last 30

days and a 100 mile range produces a net result of 49 jobs. This job search data better aligns with what our industry partners are telling us – there is a need! Diesel mechanics are needed throughout our region to maintain heavy equipment for the Kansas Department of Transportation, Foley Tractor Company, most construction companies (such as Wildcat Construction), school district bus barns, busing companies, local municipality maintenance shops, over the road trucking companies (such as Freightliner Truck Center), and smaller, but critically important diesel shops, such as Jets Diesel in El Dorado, Kansas. The need and demand is there, but the supply of diesel mechanics is short.

- **Local Demand**

Within the general region of Butler Community College (defined by the following counties: Butler, Chase, Cowley, Greenwood, Harper, Kingman, Marion, Morris, Sedgwick, and Sumner) other technical or community colleges offering a Diesel Technology degree or pathway do not exist (refer to APPENDIX A).



(source: Kansas Department of Labor. A graphic representation was not available for 2018-2028 data noted above.)

- **Business/Industry Partnerships**

In the fall 2020, Foley Tractor Company donated a 9 liter diesel engine and transmission and committed to donate more equipment as it becomes available. Furthermore, they are committed to providing scholarship and internship opportunities to diesel technology students. Further partners include Wildcat Diesel in Wichita and Jets Diesel in El Dorado, Kansas. Wildcat has committed to provide additional equipment donations and student internship opportunities. We

will continue to seek additional industry partnerships that will improve the program for both students, faculty, and the community.

Additional businesses have expressed their interest in supporting Butler's Diesel Technology program through in-kind donations. Butler will continue seeking additional industry partners to develop valuable internship, job-shadowing, and site visit opportunities for students. By providing and facilitating these training opportunities, Butler will help fulfill the specific needs of industry in our region.

Duplication of Existing Programs

- There are seven other community colleges or technical schools that offer Diesel Technology AAS and certificate options: Dodge City Community College, Highland Community College, North Central Kansas Technical College, Northwest Kansas Technical College, Salina Area Technical College, Seward County Community College, and Washburn University Institute of Technology. There are no institutions offering a Diesel Technology program in South Central or the Southeast Kansas region (refer to **APPENDIX B**).
- Future collaboration is planned with Pratt Community College's Agriculture Equipment program. From an initial discussion with PCC President, there is interest in developing a partnership with PCC in the future. Plans are to focus on getting this new program launched and established before moving a partnership with PCC forward. The PCC's program focuses on Agriculture diesel engines which would complement Butler's Agriculture program and community. Additional space and financial resources would be required.

Program Information

- **Program Courses**
 - AT 115. Electrical 1. 3 hours credit.** Prerequisite: A score at a pre-determined level in reading, writing and math on a placement instrument. This course will enable the student to explore the principles of electricity and electrical circuit characteristics. The student will identify basic wiring diagram symbols, components, legend information and perform basic electrical circuit measurements utilizing a Digital Volt Ohm Meter (DVOM).
 - AT 116. Electrical 2. 2 hours credit.** Prerequisite: AT 115 with a C or better. This course will enable the student to diagnose and service battery related complaints. The student will also conduct diagnosis and repair of charging and starting systems.
 - AT 117. Brakes 1. 3 hours credit.** Prerequisite: AT116 with a C or better. This course will enable the student to examine, inspect and repair brakes, bearings and hub assemblies.
 - AT 217. Suspension and Steering 1. 3 hours credit.** Prerequisite: AT 118 with a C or better. This course will enable the student to document fundamental suspension and steering system concerns and perform fundamental suspension and steering system repairs. The student will also perform tire and wheel diagnostics and repairs.
 - AT 218. Suspension and Steering 2. 1 hour credit.** Prerequisite: AT 217 with a C or better. This course will enable the student to diagnose and repair complex steering and suspension systems, correct 4-wheel alignment issues, and perform wheel tracking diagnosis and repair.
 - BA 104. Computer Concepts and Applications. 3 hours credit.** Prerequisite: The student must have a typing speed of at least 20 words per minute (a pretest will be given). This course will enable the student to use the Windows operating system and Microsoft Office applications, including word processing, spreadsheet, database, and presentation graphics. The student will build technology literacy skills by practicing essential computer concepts.

BA 112. Personal Finance. 3 hours credit. This course will enable the student to understand the principles and practices of money management, consumer credit, savings, investments, taxation, and consumer protection.

BA 210. Principles of Management. 3 hours credit. This course will enable students to develop short and long-range plans to effectively accomplish organizational goals. Through the use of terminology, exercises and case studies, students will be able to give a critical appraisal of real life situations involving organizing, staffing and motivating others. The student will also learn tools to aid in problem solving, valuing diversity and coping with change.

BS 105. Sociology. 3 hours credit. This course will enable the student to explore the development, structure, and functioning of human groups and how these groups shape development and way of life. The student will be able to apply the knowledge gained about topics that include culture, socialization, collective behavior, institutions, stratification, inequalities of gender and age, deviance and social change.

BS 160. General Psychology. 3 hours credit. This course will enable the student to apply the knowledge obtained about topics including the biological basis of behavior, sensation, learning, cognition, intelligence, motivation, development, personality, psychological disorders, and social psychology to one's personal life. The student will be able to use this knowledge and the critical thinking skills gained from this course to enhance the quality of one's life when interacting with others.

DT 100. Diesel Engines. 5 hours credit. Prerequisite: AT115 with a C or better. This course will enable the student to gain knowledge and skills necessary to service medium and heavy duty diesel engines. The student will receive instruction on the operating principles, construction, design variations, and applications of the diesel engines. The student will learn to perform a complete disassembly and assembly of the diesel engine, to include the cylinder head, block, and timing gears using the instructions in the engine's manufacturers service manual. The student will learn the proper methods of inspecting, identifying, and naming the components to determine serviceability of the components prior to making a repair. The student will learn to service, repair, and diagnose the cooling and lubricating system of diesel engines. The student will learn the different types of coolants and additives, and how to test for Supplemental Coolant Additives (SCA) to determine if additions or replacement are needed. The student will learn to research vehicle service information with computer and internet based electronic retrieval systems.

DT 200. Truck and Heavy Equipment Repair. 6 hours credit. Prerequisite: AT115 with a C or better. This course will enable the student to use general and special repair techniques for normal shop operations. The student will utilize power tools and measuring tools to repair engines, power-trains, hydraulic, and electrical problems. The student will learn about repair estimates, shop records, and manufacturers' service publications. The student will study laws regulating hazardous materials and federal motor safety standards. The student will learn about vehicle inspections, brakes, air application systems, suspension systems, and preventive maintenance programs while following safety procedures.

DT 201. Hydraulics. 5 hours credit. Prerequisite: AT115 with a C or better. The course will enable the student to learn basic principles of applied hydraulics that reference confined fluids. The student will study system components and functions, multiplication of work force, safety, performance testing, line hookups, and the identification of hydraulic pump characteristics, as related to basic hydraulic systems.

DT 202. Air and Engine Brakes. 2 hours credit. Prerequisite: AT115 with a C or better. This course will enable the student to use knowledge and theory in the operation and repair of braking systems used in agriculture, trucks, and heavy equipment.

DT 203. Diesel Drive Trains. 5 hours credit. Prerequisite: AT115 with a C or better. This course will enable the student to gain knowledge of diesel drive trains, differentials, diesel torque through clutches, mechanical transmissions, and final drive units. The student will finish with wheels and track applications on diesel powered equipment. The student will disassemble, inspect, and rebuild the drive train.

EG 101. English Composition I. 3 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument, or a C or better in EG 060 and RD 012, or a C or better in EG 060 and concurrent enrollment in RD 012. This course will enable the student to communicate effectively through a variety of writing activities. The student will develop knowledge, skills, and critical thinking ability with regard to writing and reading. The student will recognize the importance of the grammatical and rhetorical structures of language to clear and effective writing. The student will recognize the process of creating documents through regular writing assignments.

MA 114. Technical Mathematics I. 3 hours credit. Prerequisite: Placement score or MA060 (or MA064, MA065, and MA066) with a C or better or diagnostic credit. This course will enable the student to directly apply mathematics to several fields of study. The student will solve practical applications of arithmetic, geometry, ratios and proportions, signed numbers, powers, roots and functions

IP 193. Internship 1.2. 2 hours credit. This course will enable the student to link classroom learning to an applied setting in a work environment. The student will work a minimum of 100 contact hours. The student will intern for a specific period of time, which may serve as a precursor to professional employment.

IP 293. Internship 2.2. 2 hours credit. Prerequisites: IP 192, IP 193, or IP 194 with a C or better and the student must secure a suitable internship position in a related field prior to the first day of class. This course will enable the student to gain additional experience in a work environment and apply classroom learning to the workplace. The student will work a minimum of 100 contact hours. The student will intern for a specific period of time, which may serve as a precursor to professional employment

PD 121 Engaging in Business and Industry (BI). 1 hour credit. This course will enable students to demonstrate self-awareness about personal learning preferences and use personalized academic skills in effectively engaging with college texts, projects, ideas, and other tasks related to academic and professional development in BI. The student will demonstrate skillful strategies for navigating processes and challenges of higher education environments, especially BI Major Pathway processes, degree programs, transfer options, and professional ends.

SP 102. Interpersonal Communication. 3 hours credit. This course will enable the student to: Identify and practice effective interpersonal communication (verbal and nonverbal) techniques. Discuss the role of perception (both of self and others) in interpersonal communication. Identify major barriers to effective listening and how to overcome them. Recognize and practice effective conflict resolution. Recognize thoughts and feelings and be able to express them appropriately.

WE 110. OSHA 10. 1 hour credit. This course will enable the student to gain critical knowledge regarding OSHA policies, procedures, and standards, including general industry safety and health principles. The student will learn the scope and application of the OSHA General Industry Standards, with special emphasis placed on those areas that are most hazardous, along with recommended abatement techniques.

- **Proposed program including multiple criteria**
For the AAS and certificate pathways, students will be required to take all Diesel Technology (DT) and noted Automotive Technology (AT) courses, though they will have some options regarding general education courses.

- Program Plan of Study/Degree Plans (refer to **APPENDIX C**).
- Program Accreditation
The Diesel Technology program will seek accreditation from the same accrediting agency that accredits our Automotive Technology program, the ASE Education Foundation. Additionally, we will seek program accreditation through the Associated Equipment Distributors (AED). ASE and AED accreditation will be pursued within the first 2 years of the program launch.

Faculty

- Faculty Qualifications
All faculty must comply with the Higher Learning Commission qualified standards. Faculty teaching in career and technical education college-level certificate and occupational associate's degree programs should hold a bachelor's degree in the field and/or a combination of education, training and tested experience. Such qualifications are allowable even in instances where technical/occupational courses transfer, which HLC recognizes is an increasing practice. While it is preferred that faculty have a bachelor's degree and a minimum of two years or 4,160 hours of Diesel experience (including internship hours), faculty with an associate degree and five years or 10,400 hours of Diesel experience will be considered, or no degree with 10 years (20,800 hours) of Diesel experience.

All General Education courses will be taught by faculty following HLC guidelines as outlined in the faculty handbook. Faculty teaching transfer courses must hold an approved graduate degree from an institution which has been accredited by an agency approved by the Council for Higher Education Accreditation. Faculty must have thirty (30) hours of relevant substantial study, including at least eighteen (18) semester hours in the teaching academic discipline. Faculty teaching courses in career and technical programs must hold a graduate degree and/or possess equivalent occupational technical experience appropriate to the courses they are teaching.

Program Faculty

Mark Jaye: Master Technician Certified. He possesses A1-A8 certifications and in A3 Manual Drive trains and axles. Pertinent to Diesel Technology, our new Diesel Technology faculty member will need ASE certified for Medium to Heavy Duty Truck Certifications in the following areas:

- T1 - Gasoline Engines
- T2 - Diesel Engines
- T3 - Drive Train
- T4 - Brakes
- T5 - Suspension and Steering
- T6 - Electrical/Electronic Systems
- T7 - HVAC
- T8 - Preventative Maintenance Inspection

This is in addition to any diesel technology certifications required to work on and train on heavy diesel equipment.

Cost and Funding for Proposed Program

- Faculty Funding
The first three years of the Diesel Technology program will involve one Butler funded full-time (FT) faculty member and one adjunct faculty member. This will be paid for out of Butler's General Operations Fund. This position is currently in the budget. It is a reallocation of a

position from another department that was vacated due to a retirement in May 2020. Year one of full-time faculty pay plus benefits is forecasted at \$73,443 and adjunct pay is estimated at \$3,990 (two, 3 credit hr. classes x \$665/cr. hr.). Year two FT instructor salary plus benefits = \$74,912; year two adjunct pay = \$4,068 (two, 3 credit hr. classes x \$678/cr. hr.). Year three FT instructor salary plus benefits = \$76,410; year three adjunct pay = \$4,152 (two, 3 credit hr. classes x \$692/cr. hr.). An annual pay increase of 2% is included for FT and PT faculty pay adjustments.

- **Facility Costs**

The Diesel Technology program will be housed at our Butler of El Dorado campus next to the Automotive Technology program. These two programs will share the facility and some equipment. To accommodate larger commercial vehicles, the current facility garage door will need expanded and replaced. We estimate the remodel and door will cost about \$25,000. Facility maintenance and utilities are covered by Butler's General Operating Budget. Continued evaluation of the space for other technical, material, and safety needs will take place upon completion of the program's first year.

- **Student Fees**

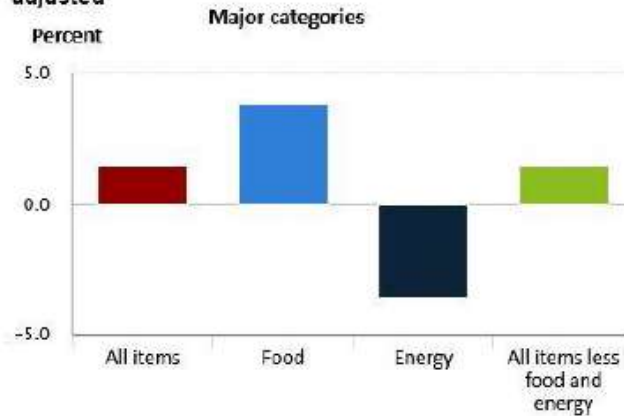
While we anticipate various industry partners will contribute to the new Diesel Technology program with in-kind and monetary donations, this will not cover ongoing expenses necessary to fund equipment and supply for the program. Butler will minimize the financial burden on students and other stakeholders; however, program specific fees are a necessary component to cover costs of equipment maintenance, supplies, future equipment replacement, etc. Butler will begin by assessing a \$20/credit hour fee on each Diesel Technology (DT) specific course. Following year one of program initiation, the advisory committee and Butler administration will review this fee and make further recommendations as to whether course fees need increased or decreased. With forecasted first year enrollment of 10 full-time students (enrolled in three 5 DT courses per year), we are forecasting \$4,600 in program fee revenue for the 2021-2022 academic year.

- **Equipment and Supplies**

Initial costs for equipment and supplies will be high. Many pieces of equipment to run a quality diesel technology shop will be required to provide high quality instruction. Many of the costs will come from the purchase of new equipment, tools, tool boxes, oil, and many other miscellaneous supplies. We estimate these costs to run \$162,561. Though prices continued to trend upward for food (3.8%), fuel (7.4%, January) and energy (3.5) over the past 12 months, the Bureau of Labor and Statics (BLS) February 11, 2021, report states, "The all items index rose 1.4 percent for the 12 months ending January (2021). The index for all items less food and energy also rose 1.4 percent over the last 12 months, a smaller increase than the 1.6-percent rise for the 12 months ending December." Economists and analysts predict this trend continuing through 2021; therefore, a 1.6 percent annual increase was taken into consideration in calculating future costs for equipment and supplies (Source: Bureau of Labor Statistics, U.S. Department of Labor, Consumer Price Index News Release, January 2021).

https://www.bls.gov/news.release/archives/cpi_02102021.htm (visited February 17, 2021).

12-month percentage change, Consumer Price Index, selected categories, January 2021, not seasonally adjusted



Source: U.S. Bureau of Labor Statistics.

- CA-1a Form - New Program Request Form - (refer to APPENDIX D)
- CA-1b KBOR Excel in CTE Fee Summary (refer to APPENDIX E)
- CA-1c Carl D Perkins Funding Eligibility Form - (refer to APPENDIX F)
- Startup Costs

Initial program start-up costs to cover equipment and supplies will be partially underwritten by industry partner donations, Butler's General Operating Fund (GOF) will support the program and where appropriate, in future years, Carl Perkins's grant funds may be requested. We are forecasting an initial startup cost of \$239,994 to cover equipment, tools, supplies, materials, technology, software and accreditation. The plan is to cover as much as possible with industry partners donations. Industry partner conversations are currently taking place to identify specific equipment, supply needs, and scholarship donations. Specific request for Carl Perkins funding is unknown as this time.

Program Review and Assessment

- Program Review Cycle

The program review will adhere to the established Butler Community College's procedure for program assessment. An in-depth review of the program will be completed, with data and outcome reviews by program faculty, the department chair, and the Dean for STEM/ CTE. This data includes enrollment demographics, program retention, student success rates, job placement, and wages.

In addition to the regular review process, the program will be reviewed by the department chair and faculty on a semester by semester basis. This will allow any unforeseen problems associated with outcomes and/or leaning units to be addressed, so the program can evolve.

PROVIDE Committee

The Academic Program Viability system in place at Butler Community College is based upon the IMPROVE model (Index to Measure Program Viability and Effectiveness). The goal of this process is to assure the College's resources are used in response to the College's Mission, it's Strategic Master Plan, the needs of students, and the requirements of the community it serves. The framework of review for program clusters is based upon five metrics: Community Stake, Market Outlook, Mission Compatibility, Performance, and Resourcing/Revenue/Costs. A weighted score is determined for each program cluster by a broad-based cross-functional PROVIDE committee (Program Viability Determination) so that recommendations for viability of program clusters can be reported to inform program decisions. Each program cluster score falls into one of four possible outcomes:

1. Program Discontinuation (termination of the program) IMPROVE score of 50 or less
2. Program Modification (structural changes to the program) IMPROVE score of 51-60
3. Status Quo (no significant changes to the program) IMPROVE score of 61-80
4. Program Initiation (recommendation for program expansion) IMPROVE score of above 80

Each program cluster is reviewed on a two-year rotation. As with any new program, the initial review by the PROVIDE committee will happen in the second year of operations. In addition, as part of the budget development process, each program is expected to conduct a program review analysis as needs are identified and move forward in the budgeting process. This annual program review is intended to identify departmental goals, identify needed resources and establish a timeline for program modifications. These are reviewed by the program division dean, then submitted to the Vice President of Academics, and then to Executive Council for resource allocation/reallocation.

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](#) (refer to **APPENDIX G**)
 - [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 reflected in the attached pathway 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](#) (refer to **APPENDIX H**)

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
Letters of Support

Jets Diesel, LLC
9529 SE US-54 El Dorado, KS 67042
316-217-6716



February 17, 2021

Butler Community College
9015 Haverhill Road
El Dorado, KS 67042
RE: Diesel Technology Program

Dear Kansas Board of Regents:

Jets Diesel, LLC is thrilled to see the proposed Diesel Tech Program at Butler Community College. As an active diesel repair shop just outside of El Dorado, we see the high demand for diesel technicians in and around our surrounding areas. Diesel Engines are a breed of their own and we see that often general repair shops are not able to diagnosis diesel engine correctly, so to see this program offered at Butler Community College.

Our company stands ready to provide support to Butler Community College for this program. We would like to be active in the success of this program offering donations/sponsorships, equipment, diesel career shadowing, facility tours, full-time job placement opportunities for graduates, as well as knowledge in any form that would be of use. I will continue to stay active with the program as an advisory committee member.

We are confident not only our company, but others in the area, will support this program. We have found that diesel technicians will learn as they grow, but the basic knowledge that is being offered locally with this program plays a big role in having a successful career. I have 16 years of experience with diesel heavy duty engines, knowledge is a powerful tool, and I am so excited to be apart of this program.

Sincerely

Jesse Newman

Owner

Wildcat Construction Co., Inc.
P.O. Box 9163 • Wichita, KS 67277
3219 W. May St. • Wichita, KS 67213
(316) 946-6436 • Fax (316) 647-4012
www.wildcatcompanies.com



An Equal Opportunity Employer

Colorado Office
8570 Criterion Dr., Suite 118
Colorado Springs, CO 80920
(719) 556-1000 • Fax (719) 550-2900

February 17, 2021

Dear Kansas Board of Regents:

On behalf of Wildcat Construction Co., Inc., we would like to advocate our full support of a Butler Community College Diesel Technology Program.

Our industry cannot function without quality heavy diesel technicians. The recent resurgence in educational opportunities for this profession is unable to make up for a decade of it being neglected as a lucrative career path. We believe this program will be of benefit to not only Wildcat Construction, but the Wichita and Kansas construction industry as well.

It is not hyperbolic to say that the difficulty in hiring and retaining skilled, professional heavy equipment technicians is likely the single greatest challenge facing heavy equipment divisions across the country. It is an issue that effects everyone from Fortune 500 companies to mom & pop construction companies. Therefore, I am confident in saying that our support for this program will be shared by companies like us across the state.

We stand ready to provide support to both the program and its students via donations, sponsorships, heavy equipment and small tools, technician career presentations, and shop/jobsite tours. Additionally, we hope to aid in students' development at any stage of their education with job shadowing, internships, and full-time employment.

Butler has proven itself to be exceptional at providing its students with the skills, knowledge, and professionalism for a successful career in today's trades. We would be honored to support them as they continue that success with a diesel technology program.

Sincerely,

A handwritten signature in black ink, appearing to read "Roger McClellan".

Roger McClellan
President



2/19/21

Dear Kansas Board of Regents:

Foley Industries is excited to see the proposed Diesel Tech Program at Butler Community College. Our industry offers several very rewarding careers, but needs more educational programs to point students in that direction. We are currently in need of at least an additional 65 technicians, across our territory, and that is without the normal attrition that we will see this year. The need of a skilled workforce is critical to our mission of "Empowering Progress" for our customers and the customers that they ultimately serve. Without the appropriate size of workforce, we are limited in our ability to complete our mission. We are willing to partner with Butler Community College to provide internships for students, tools and supplies to the program, and also willing to provide support to the classrooms.

We are very excited about the future of this program, and would be happy to talk more about how we can be of support.

Sincerely,

Jeff Smarsh
General Service Manager – West
Foley Industries, Inc.
1550 S. West Street
Wichita, KS 67213
316.943.4211 X1885
316.249.0309 Cell

www.foleyeq.com

KANSAS

Chanute
501 W. 33rd Hwy.
Chanute, KS 67020
(620) 431-3880

Colby
206 E. Horton Ave.
Colby, KS 67701
(785) 462-2853

Concordia
1805 Lincoln St.
Concordia, KS 66930
(785) 243-1980

Dodge City
1800 E. Wyatt Farm Blvd.
Dodge City, KS 67801
(920) 225-4121

Great Bend
701 E. Tenth St.
Great Bend, KS 67530
(620) 792-6246

Liberal
1701 E. 5th St.
Liberal, KS 67901
(620) 626-6666

Manhattan
5104 Skyway St.
Manhattan, KS 66503
(785) 527-2101

Olathe
16000 W. 157th St.
Olathe, KS 66062
(816) 369-0303

Salina
2225 N. Ohio St.
Salina, KS 67401
(785) 825-4981

Topoka
1737 SW 42nd St.
Topoka, KS 66903
(785) 266-6770

Wichita
1550 S. West St.
Wichita, KS 67213
(316) 943-4211

MISSOURI

Kansas City
5701 E. 87th Street
Kansas City, MO 64132
(816) 753-5300

Sedalia
1040 Sedalia Road
Sedalia, MO 65301
(660) 829-7400

St. Joseph
3619 Pear Street
St. Joseph, MO 64503
(816) 233-3518

Pittsburg State University
COLLEGE OF TECHNOLOGY

Department of Automotive Technology
1701 South Broadway • Pittsburg, KS 66762-7576
620/235-6189 fax: 620/235-6190

Date: February 23, 2021

Re: Butler Community College Diesel
Technology Program

Dear Kansas Board of Regents:

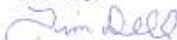
I am writing a letter of support for the proposed Butler Community College Diesel Program. I am the Diesel and Heavy Equipment Coordinator at Pittsburg State University. This is my 22nd year of teaching at PSU in this industry. I am the author of two diesel and heavy equipment textbooks that are used throughout North America, *Hydraulic Systems for Mobile Equipment* and *Heavy Equipment Power Trains and Systems*. I have conducted webinars for the AED foundation to provide instruction in heavy equipment instruction for their instructors. I have conducted face-to-face workshops to provide instruction to diesel and heavy equipment instructors. I have also been the sole advisor of the only Caterpillar ThinkBIGGER 4-year program since its inception. I am a product of the heavy equipment industry and my only child works in the industry. I have personally assisted hundreds of students pursue careers in this industry.

I can enthusiastically support Butler Community College's Diesel Technology program. I have no reservation about the demand for diesel and heavy equipment graduates. Over the past 22 years of teaching heavy equipment systems, I have watched world events that could have negatively impacted the industry such as 9/11, the great recession and Covid 19. The one thing that I can share with confidence is that regardless of what world events are ahead, it is difficult to underestimate the appetite the Diesel and Heavy Equipment industry has for hiring future technicians. The industry is diverse including agricultural equipment, construction equipment, on-highway trucks, light duty trucks, mining, oil and gas drilling industry.

I have confidence that Butler Community College can provide a quality education to diesel and heavy equipment students that can help meet the tremendous need, not only for the Wichita metro area, but for the entire state of Kansas.

In addition, the PSU Bachelors of Applied Science in Technology degree, will also provide a seamless path for Butler Community College graduates who wish to continue their education and earn their baccalaureate degree by completing two more years of education.

Sincerely,



Tim Dell, Ph.D
Diesel & Heavy Equipment Coordinator
tdell@pittstate.edu
620-235-4182



February 24, 2021

Re: Butler Community College Diesel
Technology Program

Dear Kansas Board of Regents:

I am writing a letter of support for the proposed Butler Community College Diesel Program. Our industry is in dire need of educational programs to support the training of diesel technicians. Here in Wichita and the surroundings areas, there is a major shortage of qualified diesel technicians. Due to the shortage of diesel educational programs here in our area, we have had to recruit technicians from out of state. With the approval of Butler Community College Diesel Program, we would be able to hire students from here in our own state. We have four locations here in Kansas that are always searching for qualified diesel technicians. We also have locations in Nebraska, Iowa, and Minnesota with the same needs.

We will support this program to the fullest extent. This includes Internships, Scholarships, donations of training aids and hiring of future graduates. The success of this program is very integral to the growth of our industry. As an advisory committee member, I pledge to remain active with the growth of the Butler Community College Diesel Program and its needs.

With our "Elite Support" programs, everything is customer based. Our overall focus is the customer and their needs. We can not serve our customers to the fullest potential if we have a shortage of qualified technicians. Our workforce has decreased drastically due to retirement and the shortage of educational programs that help lead qualified students in the right direction. With the proper educational program in place, our industry can grow to unexpected levels.

I am very enthusiastic about the future of this program and its needs. Please feel free to contact me with any further questions.

Sincerely,

Dave Black
Service Manager
Truck Center Companies-Wichita
2955 S. West St
Wichita, KS 67217
316.945.5600

APPENDIX B
Duplication of Programs Data

Institution	Program Title	Total # Declared Majors	Total # Graduates	Total # Graduates Exited and Employed	Median Wage: Graduates Exited and Employed
North Central Kansas Technical College	Medium/Heavy Vehicle and Truck Technology/Technician	41	20	20	\$37, 985
Washburn University Institute of Technology	Medium/Heavy Vehicle and Truck Technology/Technician	54	9	6	\$24, 307
Salina Area Technical College	Medium/Heavy Vehicle and Truck Technology/Technician	41	17	17	\$36, 641
Dodge City Community College	Medium/Heavy Vehicle and Truck Technology/Technician	26	7	5	\$29, 121
Highland Community College	Medium/Heavy Vehicle and Truck Technology/Technician	79	20	18	\$35, 135
Northwest Kansas Technical College	Medium/Heavy Vehicle and Truck Technology/Technician	40	23	16	\$41, 213
Seward Country Community College	Medium/Heavy Vehicle and Truck Technology/Technician	41	9	9	\$32, 926

APPENDIX C
Program pathway and certificate

Butler Community College Diesel Technology AAS Degree Pathway			
Year 1			
FALL		SPRING	
WE 110. OSHA 10 (Fall pre-session)	1	DT 200. Truck and Heavy Equip. Repair	6
AT 115. Electrical 1	3	DT 201. Hydraulics	5
AT 116. Electrical 2	2	DT 203. Diesel Drive Trains	5
AT 117. Brakes 1	3	AT 217. Suspension and Steering 1	3
DT 202. Air and Engine Brakes	2	AT 218. Suspension and Steering 2	1
DT 100. Diesel Engines	5		
Semester Total Credits	16	Semester Total Credits	20
Year 2			
FALL		SPRING	
MA 114. Technical Mathematics	3	PD 121. Engaging in Business and Industry	1
SP 102. Interpersonal Communication	3	BS 105. Sociology or BS 160. Gen Psych.	3
BA 104. Computer Concepts and Applications	3	BA 112. Personal Finance	3
EG 101. English Comp. I	3	BA210 Principles of Management	3
IP 193. Internship 1.2	2	IP 293. Internship 2.2	2
Semester Total Credits	14	Semester Total Credits	12
		Total Minimum Credits for Degree	62

Butler Community College Diesel Technology Certificate Pathway			
Year 1			
FALL		SPRING	
WE 110. OSHA 10 (Fall pre-session)	1	DT 200. Truck and Heavy Equip. Repair	6
AT 115. Electrical 1	3	DT 201. Hydraulics	5
AT 116. Electrical 2	2	DT 203. Diesel Drive Trains	5
AT 117. Brakes 1	3	AT 217. Suspension and Steering 1	3
DT 202. Air and Engine Brakes	2	AT 218. Suspension and Steering 2	1
DT 100. Diesel Engines	5		
IP 193. Internship 1.2	2	IP 293. Internship 2.2	2
Semester Total Credits	18	Semester Total Credits	22
		Total Minimum Credits for Certificate	40

APPENDIX D
KBOR Fiscal Summary for Proposed Academic Programs (CA-1A Form 2020)

Institution: Butler Community College
 Proposed Program: Diesel Technology

<u>IMPLEMENTATION COSTS</u>				
Part I. Anticipated Enrollment		2021-2022		
Please state how many students/credit hours are expected during the initial year of the program?				
		Full-Time	Part-Time	
A. Headcount:		10	0	
Part II. Initial Budget		Implementation Year		
A. Faculty		Existing:	New:	Funding Source:
Full-time	1	\$	\$73,443	GOF
Part-time/Adjunct	1	\$	\$ 3,990	GOF
		Amount	Funding Source	
B. Equipment required for program		\$113,131	Carl Perkins and Existing General Operating Fund (GOF)	
C. Tools and/or supplies required for the program		\$ 15,000	Existing General Operating Fund	
D. Instructional Supplies and Materials		\$ 0	Existing General Operating Fund	
E. Facility requirements, including facility modifications and/or classroom renovations		\$ 25,000	Existing General Operating Fund	
F. Technology and/or Software		\$ 5,600	Existing General Operating Fund	
G. NATEF ASE and AED accreditation fees		\$ 3,830	STEM Division Budget	
Total for Implementation Year		\$239,994	Existing General Operating Fund	

<u>PROGRAM SUSTAINABILITY COSTS (Second and Third Years)</u>				
Part I. Program Enrollment		2022-2023, 2023-2024		
Please state how many students/credit hours are expected during the first two years of the program?				
		Full-Time	Part-Time	
A. Headcount:		15/yr.	0	
Part II. Ongoing Program Costs		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	1	\$151,322	\$	Existing General Operating Fund
Part-time	1	\$ 8,220	\$	Existing General Operating Fund
		Amount	Funding Source	
B. Equipment required for program		\$ 10,000	Carl Perkins	

Revised/Approved January 2018

C. Tools and/or supplies required for the program	\$ 5,000	Partially covered by students fees and GOF
D. Instructional Supplies and Materials	\$ 0	
E. Facility requirements, including facility modifications and/or classroom renovations	\$ 0	
F. Technology and/or Software	\$ 5,000	Program budget
G. Annual AED accreditation fee	\$ 4,060 (\$ 2,030/yr.)	STEM Division Budget
Total for Program Sustainability	\$183,602	

Please indicate any additional support and/or funding for the proposed program:

We anticipate additional support from Butler Diesel Technology industry partners with in-kind equipment and supply donations. As described in the Detailed Budget Narrative, we are projecting \$4,600 in student fee revenue for 2021-2022; thereafter, student fees will be reviewed by Butler administration and the Diesel Technology advisory committee.

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 E
CA-1b- Excel in CTE

<i>Per statute (K.S.A. 72-3810), the Kansas Board of Regents shall establish general guidelines for tuition and fee schedules in career technical education courses and programs. The Excel in CTE tuition and fee schedule of every technical education program shall be subject to annual approval. Please include all costs charged to <u>high school students</u> for the proposed new program.</i>		
Institution Name:	Butler Community College	
Program Title:	Diesel Technology	
Program CIP Code:	47.0605	
<i>Please list all fees associated with this <u>program</u>: Only list costs the institution <u>is</u> charging students.</i>		
Fee	Short Description	Amount
AT 115, \$100	Covers student uniforms	\$ 100.00
AT 116, \$35	Covers expense of materials, equipment and supplies used in course.	\$ 35.00
AT 117, \$35	Covers expense of materials, equipment and supplies used in course.	\$ 35.00
AT 207, \$35	Covers expense of materials, equipment and supplies used in course.	\$ 35.00
AT 217, \$35	Covers expense of materials, equipment and supplies used in course.	\$ 35.00
AT 218, \$35	Covers expense of materials, equipment and supplies used in course.	\$ 35.00
<i>Please list all courses within the program and any fees associated to those <u>courses</u>: Only list costs the institution <u>is</u> charging students. Do not duplicate expenses.</i>		
Course ID	Short Description	Amount
DT 100	Covers expense of materials, equipment and supplies used in course.	\$ 100.00
DT 200	Covers expense of materials, equipment and supplies used in course.	\$ 120.00
DT 201	Covers expense of materials, equipment and supplies used in course.	\$ 100.00
DT 202	Covers expense of materials, equipment and supplies used in course.	\$ 40.00
DT 203	Covers expense of materials, equipment and supplies used in course.	\$ 100.00
<i>Please list items the student will need to purchase on their own for this program: Institution <u>is not</u> charging students these costs, rather students are expected to have these items for the program.</i>		
Item	Short Description	Estimated Amount
Misc. Tools	Tools needed for program courses.	\$ 1,000.00
Toolbox	Used to store tools and supplies.	\$ 500.00

APPENDIX F – PENDING
CA-1c Carl D. Perkins Funding Eligibility Request Form

This application should be used for new programs (currently in the program approval process) or existing programs the institution would like reviewed for Carl D. Perkins funding eligibility.

Program Eligibility

An “eligible recipient” is an eligible institution or consortium of eligible institutions qualified to receive a Perkins allocation.

An “eligible institution” is an institution of higher education that offers CTE programs and will use Perkins funds in support of CTE coursework that leads to technical skill proficiency or a recognized postsecondary credential, including an industry-recognized credential, a certificate, or an associate degree, which does not include a baccalaureate degree.

Any program receiving Perkins funds must be designated as a technical program by KBOR. Definition of a technical program may be found in state statute K.S.A. 72-1802. Criteria adopted by the Board of Regents may be found in their February 20, 2019 meeting packet.

Program Levels:

Educational Award Level	Credit Hours
SAPP	0-15
Certificate A	16-29
Certificate B	30-44
Certificate C	45-59
Associate of Applied Science	60-69

Stand-Alone Parent Programs (SAPPs) must meet the following criteria:

- Minimum of 8 credit hours
- Minimum of 80% tiered credit hours
- Maintain an average of 6 concentrators over the most recent consecutive 2-year period

Certificates and Associate of Applied Science degrees must meet the following criteria:

- Minimum of 51% tiered credit hours
- Maintain an average of 6 concentrators over the most recent consecutive 2-year period
- Comply with Program Alignment – *if applicable*

Name of Institution	Butler Community College
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Mel Whiteside, Dean Science, Technology, Engineering, and Mathematics 316.218.6302 mwhiteside@butlercc.edu
Name, title, phone, and email of the Perkins Coordinator	Jaime Goering, Director, Resource Development 316.322.3188 jgoering1@butlercc.edu
Program Name	Diesel Technology
Program CIP Code	47.0613
Educational award levels <u>and</u> credit hours for the proposed request	62 credit hours AAS 40 credit hours CERTB
Percentage of tiered credit hours for the educational level of this request	66%
Number of concentrators for the educational level	N/A The program is currently seeking KBOR approval, no data is currently available
Does the program meet program alignment?	Yes. We've reviewed the Diesel Technician alignment and our program meets both course and credit hour requirements.
Justification for conditional approval: <i>(this section must reference information found within the Local Needs Assessment)</i>	The Diesel Technology program was not included in the FY2020 Carl Perkins needs assessment but will be discussed as part of the FY2022 assessment which will be completed in February 2022. Based on industry data from the 2020 needs assessment, it can be determined that approximately 24 annual openings in this field were anticipated with a salary ranging from \$35,500 to \$44,000. Response to the pandemic will likely see an increase in this projection due to this field being deemed essential.

Signature of College Official  Date April 22, 2021

Signature of KBOR Official _____ Date _____

APPENDIX G
Program Advisory Committee and Minutes

- Program Advisory Committee
The Butler Diesel Technology Committee is the program advisory committee for the AAS Diesel Technology program. Member of the Committee and their affiliations:

CHAIR: Anthony Dahl, Foley Tractor	Jeff Smarsh, Foley Tractor
VICE-CHAIR: Jesse Newman, Jets Diesel	Mark Jaye, Butler Auto Tech
SECRETARY: Conner Sherwood, Wildcat Construction	
Dr. Tim Dell, Pittsburg State University	
Symba Newman, Jets Diesel	
Dave Black, Freightliner, Truck Centers - Wichita	

APPENDIX G – CONT'D
Program Advisory Committee and Minutes



Diesel Technology Advisory Committee Meeting

Tuesday, February 09, 4:00 - 5:00 P.M.
Zoom

Attendees: Mel Whiteside – BCC, Niomi Thompson – BCC, Mark Jaye – BCC, Anthony Dahl - Foley, Jeff Smarsh – Foley, Tyler Dehn – Wildcat, Conner Sherwood - Wildcat/Sherwood, Dr. Tim Dell – Pittsburgh State University

Welcome – Mel Whiteside

Introductions

Diesel Tech Program

Role and responsibilities of the Advisory Committee:

- Set program direction
- Advise with curriculum input and needs
- Advise on equipment needed for the program
- Future meetings
 - Meet again in two weeks
 - Review Diesel Tech. proposal
 - Participate in two advisory committee meetings per year
 - One in the fall and one in the spring

KBOR Program Package Process

- Butler develops the program package which contains the following information
 - Advisory committee input
 - Current/future employment data (e.g., job growth, wages, etc.)
 - Letters of support
 - Proposed budget
 - Faculty
 - Equipment
 - Supplies
- Next steps
 - Butler Board of Trustees – Tuesday, March 9 – Submit materials before February 25
 - Technical Education Authority (TEA) approval process – Submit before March 19
 - Approve curriculum
 - Proposed course descriptions need developed and approved by advisory committee
 - Letters of support from advisory committee members
- Once approved by the TEA, goes to KBOR for final approval
 - Submit before March 19
 - If approved by KBOR (Kansas Board of Regents), we begin the next steps:



Diesel Technology Advisory Committee Meeting

Tuesday, February 09, 4:00 - 5:00 P.M.

Zoom

- Hire faculty
- Purchase equipment
- Develop curriculum
 - Must be approved by Butler's Curriculum Team

- Set next meeting date and time
 - Monday, February 22, 2021, 4:00 P.M.

Adjourn

APPENDIX G – CONT'D
Program Advisory Committee and Minutes



Diesel Technology
Advisory Committee Meeting Minutes

Monday, February 22, 2021, 4:00 - 5:00 P.M.
Zoom

ATTENDED

Mel Whiteside, Dean of STEM, Butler Community College
Niomi Thompson, Associate Dean of STEM, Butler Community College
Mark Jaye, Automotive Technology Professor, Butler Community College
Tim Dell, Diesel Technology Professor, Pittsburg State University
Anthony Dahl, Technician Recruiter, Foley Equipment
Jeff Smarsh, General Service Manager, Foley Equipment
Jesse and Symba Newman, Owners, Jets Diesel

Not in attendance:

Tommy Phelps, Equipment Service Manager (Construction Division), Foley Equipment
Tyler Dehn, Wildcat Construction/Sherwood
Conner Sherwood, Wildcat Construction/Sherwood

Welcome – Mel Whiteside

Notes from previous meeting:

- Discussed roles and responsibilities of the Advisory Committee
- Reviewed timeline to present package proposal
- Requested letters of support
- Refer any other potential Advisory Comm. members to Mel

Update on Diesel Tech KBOR program package

- Due this Friday, Feb. 25, for Butler's Board of Trustees review
- Have two letters of support – third letter is on its way

Budget

- Feedback on proposed budget
- Additional supplies and equipment needed

Next steps

- Butler Board of Trustees – Meets Tuesday, March 9 via Zoom, around 5:30-7:30pm
 - Need three representatives from this board to attend and answer questions if called upon
 - Anthony Dahl
 -
 -



Diesel Technology Advisory Committee Meeting Minutes

Monday, February 22, 2021, 4:00 - 5:00 P.M.
Zoom

- Elect/nominate Advisory Board positions
 - Chair:
 - Co-chair:
 - Secretary:
- If approved by BOT, goes to the KBOR Technical Education Authority (TEA) approval process – Submit before March 19
 - Approve curriculum
 - Proposed course descriptions need developed and approved by advisory committee
 - Once approved by the TEA, goes to KBOR for final approval
 - If approved by KBOR (Kansas Board of Regents), we begin the next steps:
 - Hire faculty
 - Purchase equipment
 - Develop curriculum
 - Must be approved by Butler's Curriculum Team

Set next meeting date and time: Schedule between March 10 -17

Adjourn

APPENDIX H
Governing Board Members and Minutes



- Let's Take Tomorrow -

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., March 9, 2021 – Dankert Board Room**
Meeting Recording can be viewed at <https://youtu.be/BfoLtn8N5yk>

STAFF ATTENDANCE

Lora Jarvis	Lori Winningham (Z)
Esam Mohammad (Z)	Kent Williams (Z)
Tom Borrego (Z)	Kim Krull
Terry Sader (Z)	Bill Rinkenbaugh (Z)
Shelley Stultz (Z)	Matt Jacobs
Bill Young (Z)	Jessica Ohman (Z)
Niomi Thompson (Z)	Mark Jaye (Z)
Kim Sherwood (Z)	Caleb Ediger
Christy Streeter	

BOARD ATTENDANCE

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

GUESTS

Ray Connell	Dave Black (Z)
Tyler Dehn (Z)	Anthony Dahl (Z)
Conner Sherwood (Z)	

*** (Z) – Denotes attendance via Zoom

CALL TO ORDER

Chair Lechtenberg called the regular monthly meeting of the Board of Trustees to order at 4:32 p.m.

Acceptance of the Diesel Technology Certificate – At the request of industry, over the past 12 months, Butler Community College staff and administration have been meeting with diesel industry representatives to develop a Diesel Technology AAS degree. Following these conversations, Butler concluded that there is a recognized demand for diesel mechanics within the Southcentral Kansas region.

Trustees were presented the proposed Diesel Technology AAS degree which administration believe meets the educational needs of the local diesel industry. Companies included in our conversations include, but are not limited to, Jet's Diesel, Foley Tractor Company, Freightliner Truck Center Companies – Wichita, and Wildcat Construction. The program curriculum focuses on meeting regional demand for diesel mechanics. The closest Diesel Technology programs within the region are Salina Area Technical College and Pratt Community College.

As part of the approval process for any program through TEA and KBOR, the program must be represented in the minutes of the local Board meeting and approved to go forward with the program. Niomi Thompson, Associate Dean of the STEM division, introduced the advisory board members who were present via Zoom for the meeting including Conner Sherwood from Wildcat Construction, Dave Black from Freightliner, Anthony Dahl from Foley, and Tyler Dehn from Wildcat Construction as well as Mark Jaye who is the full-time Auto-Tech faculty member for Butler.

Trustee Smith asked to narrow the 100-mile radius around Wichita to 40, but Lori Winningham shared that Zip Recruiter would only go down to 50-mile radius. As of this morning, Zip Recruiter had 56 job openings and Indeed lists 37 job openings. In the 100-mile radius, Zip Recruiter was up to 72 jobs and Indeed was at 45.

Butler would like to start the program in the Fall of 2021 with current budget dollars available to shift to cover the one full-time position required. There are some start up costs as well. Calculations show that with just the technical courses, it will take about 3 years to break even with class sizes of 10 students. If more students enrolled or if donations are given of equipment needed, that time frame could be significantly lower.

Industry representatives were asked if they required a 2 year degree to hire mechanics and they indicated the degree was not required but that mechanics were better prepared and better employees if they had the degree. The industry representatives have been discussing the program with Butler since December 2019.

Trustee Smith expressed that he felt uncomfortable making such a big decision without more notice to look into it. Trustee Winslow indicated she believed students could succeed with just the certificate program and didn't need an AAS degree. Lori explained that the 2nd year of the program includes the gen ed courses and an internship option. Students can complete the certificate only and go straight to work or continue and complete the degree option. When a request is sent to KBOR, both the certificate and degree program are submitted at the same time.

Dave Black from Freightliner said that his company is very supportive of this program as they have gone as far as Texas to recruit workers.

Trustee Winslow asked if it was necessary to offer both the certificate and the AAS degree because the AAS degree requires more money to teach more classes. Chair Lechtenberg explained that the classes in the 2nd year are classes already being taught with available space for these students so it would not require more money.

Trustees Winslow and Smith were hopeful for more time to vote on the program as they didn't feel they had had enough time to research and understand it. Dr. Krull explained that in order to launch the program in the fall, there are several more approvals needed through TEA and KBOR. Because these boards don't meet in the summer months, all approvals need to be completed in June to start the program in the fall.

Trustee Law moved to accept the Diesel Technology Certificate program as presented. Trustee Howell seconded. Trustee Winslow said she would have liked to have seen it sooner

Revised/Approved January 2018

and that she would have voted yes if it were only a certificate program. Trustee Smith said he would like to have future program information available sooner for discussion and review.

Lora Jarvis called a roll call vote. Trustees Good, Law, Rhodes, Lechtenberg and Howell voted in favor. Trustee Smith voted against. Trustee Winslow abstained because she did not have any knowledge of the program, enough information to vote on it, and wanted only to support the certificate. The motion passed.

TOPIC for ACTION
KBOR Year One Performance Report

REPORT:

Year One (AY 2020) for the Performance Agreement Bridge Period between the Kansas Board of Regents and Butler Community College.

RECOMMENDED ACTION:

The board accepts Year One (AY 2020) report for the Performance Agreement Bridge Period between the Kansas Board of Regents and Butler Community College, and approves its transmission to the staff of the Kansas Board of Regents no later than July 15, 2021.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Lori Winningham, VPA & Dr. Esam Sohail Mohammad, AVP, IR/E
Supervisor: Dr. Kim Krull
Date: May 24, 2021

Butler Community College Performance Report AY 2020						AY 2020 FTE: 5,071 Date: 3/4/2021	
Contact Person: Lori Winningham Phone: 316-322-3110 email: lwinning@butlercc.edu	Foresight Goal	3 yr. History	Reporting AY 2020 (SU19, FA19, SP20)		Reporting AY 2021 (SU20, FA20, SP21)		
			Institution Result	Baseline Comparison	Institution Result	Baseline Comparison	
1 Number of certificates and degrees awarded annually	1 <i>KBOR Data</i>	AY 2013: 1,453 AY 2014: 1,492 AY 2015: 1,445 Baseline: 1,463	1,446	↓			
2 First to second year retention of college-ready cohort (fall-to-fall retention of first-time, full-time, degree-seeking students)	1 <i>KBOR Data</i>	Fall 2012 Cohort: 464/731 = 63.5% Fall 2013 Cohort: 450/732 = 61.5% Fall 2014 Cohort: 530/852 = 62.2% Baseline: 1,444/2,315 = 62.4%	65.3% (496/759)	↑			
3 Award of third party technical credentials	2	AY 2014: 973 AY 2015: 973 AY 2016: 1,091 Baseline: 1,012	832	↓			
4 Percentage of Accelerated Learning Program (ALP) students who pass co-requisite developmental English and college composition courses in the same term	1	AY 2014: 41/63 = 65.1% (spring only) AY 2015: 77/114 = 67.5% AY 2016: 137/227 = 60.4% Baseline: 255/404 = 63.1%	49.44% (133/269)	↑			
5 Increase in number of STEM technical certificates and degrees	2	AY 2014: 323 AY 2015: 291 AY 2016: 292 Baseline: 302	276	↓			
6 Directional Improvement in College Algebra Pass Rates	1	AY 2014: 1,248/1,856 = 67.2% AY 2015: 1,092/1,717 = 63.6% AY 2016: 1,174/1,815 = 64.7% Baseline: 3,514/5,388 = 65.2%	75.58% (1764/2334)	↑			

Butler Community College Performance Report AY 2020

Indicator 1: Number of certificates and degrees awarded annually

Description: Using the Kansas Higher Education Data System, Butler will report the number of certificates\degrees awarded each academic year. Our Student Success strategic priority is the center of our strategic plan, as reflected in the goal to ensure "Students Finish What They Start." Butler has started several initiatives aimed at improving effective teaching and student engagement. Over the next three years the college will maintain that work while putting greater emphasis on setting and achieving retention goals at the course and program levels. This work will contribute to an overall increase in credentials.

Result:

Butler's AY 2020 output of degrees and certificates was 1446 which is 99 % of the baseline of 1463. We are proud to have achieved this in the context of the dual headwinds of declining enrollments and a public health pandemic that continues to have deleterious effects on the operations of higher education institutions and society at large.

Indicator 2: First to second year retention of college-ready cohort (fall-to-fall retention of first-time, full-time, degree-seeking students)

Description: This indicator tracks the first to second year retention rates for first-time, full-time, degree-seeking students who return to enroll in the fall term of the subsequent year. Butler has developed a more effective, strategic approach to enrollment management. We have the capacity to set and meet short-range enrollment goals and have learned more about what causes student turnover. Implemented retention goals at the course/program level to address specific student needs. This work will contribute to an increase in retention of college-ready students.

Result:

Butler Community College is proud of continuing and improving its efforts, as part of its Guided Pathways approach, to increase the retention of students from first to second semesters and to see them eventually matriculate with the credentials they need. Continuous investment in strategic positioning, hands on advising, reformatted developmental-to-college math sequencing, and Business Intelligence availability at the departmental and advising levels in contributing to our success in this endeavor

Indicator 3: Award of third party technical credentials

Description: Program faculty facilitate necessary testing and implement a systematic process to track credential attainment. Butler tracks credentials awarded to students in multiple discipline areas including Nursing (LPN Certificate of Completion and national licensure; RN NCLEX certification, IV Therapy Certification), Allied Health (EMT and Advanced EMT certificates, Certified Nurse Assistant and Certified Medical Aide; Home Health Aide), Fire Science (Firefighter 1 and 2 certifications, Hazmat certifications),

Automotive Technology (NATEF certificates) Welding (American Society of Welding), Networking Technology (CompTIA A+, Microsoft, TestOut, and other industry credentials), and Culinary Arts (Serve Safe certificate).

Result:

Unfortunately, in AY 2020 Butler fell short of its ambitious baseline. In addition to the stagnant enrollment numbers that have an organic impact on any raw number outcomes, the public health emergency had a direct effect on this indicator as several testing/credentialing services canceled assessments in the Spring of 2020 and did not reschedule; for example we had no credentials from our Auto Tech program—instead of the approximately 100 that are awarded to our students each year—as a result of cancelled assessments. We look forward to working with stakeholders to address this issue going forward.

Indicator 4: Percentage of Accelerated Learning Program (ALP) students who pass co-requisite developmental English and college composition courses in the same term

Description: ALP allows developmental English students to enroll in EG060 (developmental) and EG101 (college composition) as co-requisites in the same term. ALP decreases the attrition between the two courses in the traditional sequence and increases the number of students who pass EG101 with a C or better. Success is computed by dividing the total number of students who persist to the end of the term and receive a C or better in EG060/101 ALP courses by the total number of students who receive an A, B, C, D, F, or withdraw at the end of the term. The success rate is then compared to a historical pre-ALP baseline success rate of 39% for the same level of students.

Result:

Butler is proud of its continuing achievement in utilizing innovative methodologies to help learners navigate foundational English composition and thus position them for future success.

Indicator 5: Increase in the number of STEM technical certificates and degrees

Description: Butler will help students develop applied STEM skills which prepare them to obtain employment in occupations critical in the south-central Kansas economy. This indicator focuses on several core job clusters including Engineering, Information Technology and Healthcare. The college established early college academies for high school students interested in Engineering, Healthcare, Information Technology, and Welding. The programs included in this indicator are Cyber Security, Database Administration, Engineering Technology, Software Development, Interactive Design & 3D, Digital Media, Web Development, Nursing and EMT. (The corresponding program codes are: CEDA, COIS, CPRG, ENGT, ENTC, IADF, IN3D, INTW, MULT, WEDV, EMT and NUR or any codes that may replace these in the program inventory.)

Result:

We barely missed the baseline again, coming closer than 91 % in meeting it. This was largely due to the continuing trend of stagnant enrollment and the additional effects of the public health emergency that directly affected learning and teaching during Spring of 2020. Nonetheless we are proud of our continuing and successful efforts at preparing STEM ready graduates for the workforce. With an even greater focus on aligning outcomes of such programs with industry. It is important to note that during the AY 2020, an additional 82 Associate of Science (A.S.) were also awarded by Butler with concentrations in closely related fields like Physics, Pre-Medicine, Pre-Healthcare, Agriculture, Mathematics, Biological Sciences, Chemistry, and Pre-Veterinary, signifying the institution's robust commitment to narrow the STEM skills gap in the state.

Indicator 6: Directional Improvement in College Algebra Pass Rates

Description: Successful completion of College Algebra is the most important leading, predictive indicator for completing a college credential. Students who don't pass College Algebra often leave school in their first year. Butler has initiated a redesign of its math curriculum. The project divided four courses (lowest developmental course through College Algebra) into one-credit modules. These modules allow students to develop the skills they need to pass College Algebra. The intent of the new curriculum is to lessen the time students need to complete developmental content while improving the successful completion of College Algebra. The success rate is calculated by dividing the number of College Algebra students who persist to the end of the term and receive a grade of C or better (the numerator) by the number of students who receive an A, B, C, D, F grade or withdraw from the course at the end of the term (the denominator).

Result:

The modular sequencing of developmental mathematics and College Algebra has had a direct impact on our continuing success in this area which we are proud to build upon further in the coming years so that college is more affordable and completion more attainable for the diverse communities of students we serve.

PERSONNEL

TOPIC for ACTION
Retirement of Shannon Lincicome

REPORT:

Shannon Lincicome, Bookstore Supervisor, BOA, has submitted her notice of resignation (retirement) effective June 30, 2021. Shannon has been an employee of Butler Community College for 18 years.

RECOMMENDED ACTION:

The administration recommends that the Board accept the resignation notice for Shannon Lincicome.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Shelley Stultz
Supervisor: Dr. Kim Krull
Date: May 17, 2021

Dear Rita,

This letter represents my official notice of resignation from my position of Bookstore Supervisor at the Butler of Andover Bookstore. My last day will be June 30th 2021.

I would like to thank you for the opportunity to work for Butler. I have been able to work alongside many wonderful people. Although I am looking forward to the next phase of my life I will miss all of the friendships I have made here.

Please let me know of any help that I could be to train or assist the person that will take over my position.

Sincerely,
Shannon Lincicome

TOPIC for ACTION
Retirement of Debra McAdam

REPORT:

Debra McAdam, Registered Nurse, has submitted her notice of resignation (retirement) effective June 30, 2021. Shannon has been an employee of Butler Community College for 13 years.

RECOMMENDED ACTION:

The administration recommends that the Board accept the resignation notice for Debra McAdam.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Shelley Stultz
Supervisor: Dr. Kim Krull
Date: May 17, 2021

March 16, 2021

To: Ms. Jaime Sharp,

I am writing this letter to inform you that I would like to retire as of June 30th, 2021. I have thought about this for awhile and it seems like it is the best time to do this. I will miss working at the college and I love what I do, but I am going to enjoy my time traveling to see my kids now that they live far away.

Thanks,

Debbie McAdam RN College Health

TOPIC for ACTION
Retirement of Deborah O'Bryan

REPORT:

Deborah O'Bryan, Administrative Assistant for the Dean of Online, High School & Community Learning, has submitted her notice of resignation (retirement) effective June 30, 2021. Shannon has been an employee of Butler Community College for 22 years.

RECOMMENDED ACTION:

The administration recommends that the Board accept the resignation notice for Deborah O'Bryan.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Shelley Stultz
Supervisor: Dr. Kim Krull
Date: May 17, 2021

Kathy Conner

From: Debbie O'Bryan
Sent: Wednesday, May 12, 2021 12:18 PM
To: Heather M. Rinkebaugh
Cc: Kathy Conner
Subject: Letter of Resignation

Dear Heather,

It has been a pleasure to work with you and for you these last two years. You have taught me so much and have always been so kind and helpful. I will miss you and the many other employees I work with, but with mixed emotions, I have made the decision to retire. Please accept this letter as notice of my resignation as your Administrative Assistant. My final day of work will be June 22, 2021. For 21 years I have worked at Butler Community College and it has been my second home with great people that are like a second family. I have had many opportunities over the years to help student's and for each one of those I am grateful. Each of those times have been very rewarding for me and I will cherish many of the memories I have made forever.

Thank you again for the opportunity to work for Butler Community College. I wish the college all the best and much continued success moving forward. GO GRIZZLIES!

Sincerely,

Debbie O'Bryan

Debbie O'Bryan
dobryan@butlcc.edu
316-322-3120

*Administrative Assistant to Heather Rinkebaugh,
Dean of Online, High School, and Community Learning,
Butler Community College*



**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., May 11, 2021 – Dankert Board Room**

Meeting Recording can be viewed at <https://youtu.be/VTKbDtcNgtw>

STAFF ATTENDANCE

Tom Borrego (Z)	Matt Jacobs
Lora Jarvis	Kim Krull
Esam Mohammad (Z)	Bill Rinkenbaugh (Z)
Terry Sader (Z)	Shelley Stultz (Z)
Kent Williams (Z)	Lori Winningham (Z)
Bill Young (Z)	Heather Rinkenbaugh (Z)
Chip DuFriend	Jake Kenney (Z)
Kelly Snedden (Z)	

BOARD ATTENDANCE

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

GUESTS

Ray Connell
Ryan Murry (Z)
John Hass (Z)
Darryl Coleman (Z)

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

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

EXECUTIVE SESSION

Trustee Winslow moved that the Board recess into executive session for consultation with legal counsel to discuss disciplinary matters and potential litigation pursuant to the open meetings exception for matters protected by attorney-client privilege and that the Board, President Kim Krull, Shelley Stultz, Bill Rinkenbaugh, Jake Kenney, and Ray Connell be included. The open meeting will resume 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 4:35 p.m.

The Board returned to open session at 5:05 p.m.

Trustee Rhodes moved to re-enter Executive Session for no more than 20 minutes. Trustee Winslow seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

The Board entered Executive Session at 5:08 p.m.

The Board returned to open session at 5:26 p.m.

RECOGNITIONS

- **Naomi Galindo and Shelby Varner** – PBL Virtual Spring Leadership Conference
- **Jacob Minter, Ethan Neuway, Nicolas Quinones, Kylee Delmar, Madeline Reida, Julia Nightengale, Kaylee Stout, Austin Lee, Braden Ford, Kylee Chain, Kylee Delmar, Jayce Doolittle, Jayden Stanley (Grizzly Magazine Staff)** – Kansas Collegiate Media Awards
- **Riley Wagner, Tori Wilson, Ma’Kayla Collier, Amanda Smith, Jordan Plowman, Madalynn Wilson, Annette Bernsten, Amanda Smith, Carlie Pracht (Butler Lantern Staff)** – Kansas Collegiate Media Awards
- **Hayden Jansen, Lucas Drake, Kaylie Hansen, Chrissy Baker** – Phi Theta Kappa International Catalyst Awards
- **Paige Miller, Cal Schultz, Kyler Vernon, Gunner Crawford, and Martha Moenning, Taylor Dieball, John Hogberg, John Martin, Zachary McCall, Sawyer Naasz, Hunter Spear, Jace Stagemeyer, Tessa Tomlinson, Tormanya Tut** – Livestock Judging Co-Team of the Year
- **Taylor Frank** – Livestock Judging Co-Coach of the Year
- **Trustee Lance Lechtenberg** – May 18 Birthday

PUBLIC COMMENT – NONE

STANDING REPORTS

Student Government Association – President Kiersten Kamholz reported that they are winding down for the semester and this will be her last report to the Board. Their last meeting was May 7th and last night Student Life hosted the late night breakfast in partnership with Great Western. They thanked the Board for supporting SGA and the help they have given.

Operational Staff – Lisa Bolin reminded the Board that Op Staff will sell bottled water at commencement. All funds will support the book scholarship, welcome back tables and families in need. The next meeting is this Thursday, May 13th.

Professional Employees – Dr. Terry Sader said that faculty and advisors are encouraging students to get over the finish line. Faculty are also very busy with getting everything together for final grades and to get them in on time.

Dr. Sader also expressed his views as a faculty member who had taught at McConnell as the Board will be voting on McConnell later in the meeting. He was inspired by this time teaching there as the students had put in a full day of working and then came to his class in the evenings in order to further their education. He feels it is something for Butler to be proud of to offer those courses on the base and the college's continuing efforts there.

Board Finance Committee – Trustee Smith said they did a Composite Financial Index with Kim Sherwood and gave a breakdown of how we look compared to other institutions and we look good for our size in the last three years.

Foundation Board Report – The Foundation Board meets next Tuesday and will report more at the June Meeting.

Educational Facilities Authority Report – A meeting is scheduled for tomorrow so more will be reported at the next Board meeting.

President's Report – Dr. Krull reported Trustees, Good, Smith and Law were able to attend a tour of the El Dorado campus on the afternoon of April 29th. A tour of the outreach sites will be held after the end of the semester.

Dr. Krull has hosted four forums in the past 2 weeks with students to have conversations with them about COVID related challenges and their face-to-face, hybrid and digital classroom experiences. Students provided insight into what experiences were positive and should be retained and what were not as effective. Students like face-to-face classes, but also like to have options for hybrid learning as it allows flexibility.

Saturday morning was the graduation celebration for the Early College Academy students. Trustee Good offered the welcome at the celebration. There are 95 high school seniors who are graduating with their associates degree. Because students in the Academy save about \$8000 each year when comparing tuition, housing, and other expenses to costs at 4-year institutions, these 95 students saved over \$1.5 million completing their degree while still in high school. These students have also earned \$2.5 million in scholarship offers for their continuing higher education. The first college academy started with 7 students in Rose Hill about 12 years ago.

Dr. Krull reported softball has had a successful season. They are the Region VI champions for the 5th year in a row and 11th in program history. On Monday they will play in the Plains District Championship at East Park.

This is National Nurses Week so Dr. Krull wanted to celebrate all of the students, faculty, administrators and staff in the Butler Nursing program. For the last 5 years, their NCLEX pass rate for the PN program is 98%, one of the highest in the state.

At the June Board meeting, the new Vice President of Academics, Dr. Tom Nevill, will join the Zoom meeting for introductions.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

Insurance Renewal – Ryan Murry with ICI gave the Board an update on this year's insurance renewal process and an overview of the current market trends.

At the June meeting the Board will be asked to approve insurance premiums for policies that renew on July 1. This includes property coverage, liability coverage, workers' comp and several specialty lines.

COP Refinance – John Haas presented a brief update on the market outlook for refinancing the Certificates of Participation Series 2013B.

John's initial estimate indicated a likely savings of approximately \$214,000. The proposed timeline calls for the board to approve a motion in June to allow Ranson Capital to conduct the sale of the refinance COPs. The sale will take place a few days prior to the July board meeting, at which time the board will be asked to approve the sale.

Kansas Promise Scholarship Act – The Kansas Legislature with strong bipartisan support approved the Kansas Promise Scholarship Act. The House Conference Committee adopted the legislation with a 118 – 4 vote and sent the legislation on to the Senate where they passed the final amended bill 40 – 0. Governor Laura Kelly signed the bill on April 23rd establishing the scholarship program that will increase access to community and technical education institutions and support the effort to build the state's workforce and economy.

House Bill 2064 provides scholarships for students to attend an eligible Kansas community or technical college and enroll in defined certificate, stand-alone programs or associate of applied science degrees as identified by the Kansas Board of Regents. The program will be implemented for the fall 2021 semester.

Details continue to be defined related to application, enrollment, and reimbursement processes. Included on the next page is a crosswalk document that identifies some of the specifics of the Kansas Promise Scholarship Act.

Kansas Promise Scholarship Act Crosswalk

Eligible postsecondary educational institution:	<ol style="list-style-type: none"> 1. Any Kansas community college; 2. Any Kansas technical college; 3. Washburn institute of technology; 4. Any accredited independent college with its principal place of operation in Kansas that offers a promise eligible program
Eligible postsecondary programs:	Any two-year associate degree program or CTE certificate or stand alone program offered by an eligible postsecondary educational institution
Promelgate Regulations:	<p>KBOR by March 1, 2022 to cover:</p> <ol style="list-style-type: none"> 1. Scholarship Application deadlines 2. Appeal procedures 3. Ensure transferability of credits 4. Terms, conditions, requirements of scholarship agreement. 5. Student hardship requirement provisions 6. Residency and repayment provisions.
Establishment of Eligible Programs:	<p>KBOR shall identify the promise eligible programs: In any of the following fields of study:</p> <ol style="list-style-type: none"> 1. Information technology and security; 2. Mental and physical healthcare; 3. Advanced manufacturing and building trades; or 4. Early childhood education and development; 5. One additional program identified by each institution so long as the additional program is a two-year associate degree program or a career and technical education certificate or stand-alone program that corresponds to a high wage, high demand or critical need occupation. This program must be maintained for three years prior to requesting to change the program.
Students eligibility requirements:	<ol style="list-style-type: none"> 1. A Kansas resident who has graduated from an accredited Kansas public or private secondary school (or Kansas homeschool) within the preceding 12 months; 2. Be 21 years of age or older who has been a resident of Kansas for three or more consecutive years; 3. Be a dependent child of a military servicemember permanently stationed in another state and who, within the preceding 12 months, graduated from any out-of-state secondary school or obtained a high school equivalency certificate;
Students complete and agree to:	<ol style="list-style-type: none"> 1. Complete the required scholarship application on such forms established by the state board of regents; 2. Enter into a Kansas promise scholarship agreement 3. Complete the free application for federal student aid for the academic year in which the student applies to receive a Kansas promise scholarship; 4. Enroll in an eligible postsecondary educational institution in a promise eligible program.

Eligible student family income limits:	All recently graduated Kansas high school students or adult Kansans who have been Kansas residents for at least three years whose family household income equals \$100,000 or less for a family of two, \$150,000 or less for a family of three and, for household sizes above three, a household income that is equal to or less than the family of three amount plus \$4,800 for each additional family member. If scholarship moneys remain in the Kansas promise scholarship program fund during the award year after awarding all other scholarships pursuant to this section, Kansas promise scholarships may be awarded to eligible students whose family household income exceeds such amounts.
To continue receiving scholarships students must:	<ol style="list-style-type: none"> 1. Enroll as a full-time or part-time student (at least six hours per semester) at the eligible postsecondary educational institution and complete the required promise eligible program within 30 months of the date the scholarship was first awarded; 2. Maintain satisfactory academic progress in a promise eligible program 3. Within six months after graduation from the promise eligible program reside in and commence work in the state of Kansas for at least two consecutive years following completion of such program; or 4. Enroll as a full-time or part-time student (at least six hours per semester) in any public or private postsecondary educational institution with its primary location in Kansas and upon graduation or failure to re-enroll, reside in and commence work in Kansas for at least two consecutive years following the completion of such program; 5. Maintain records and make reports to the state board of regents to prove residency and working requirements. 6. Agree to live and work in Kansas two years post completion of their two year degree or certificate. If a student's completes their two year degree and transfers to a four year program they must still live and work in Kansas for two years post completion of their bachelors degree or pay back the Kansas Promise Scholarship funds. 7. Failure to satisfy the requirements of a Kansas promise scholarship agreement, repay the amount received under the program plus interest.
Scholarship Amount:	Total Scholarships available subject to appropriation each year. Expected 10 million in year one and two then 150% of actual scholarships awarded thereafter.
Scholarship Covers:	Aggregate amount of tuition, required fees and the cost of books and required materials for the promise eligible program for the academic year in which the student is enrolled and receiving the scholarship minus the aggregate amount of all other aid awarded to such student for such semester. Aid includes any grant, scholarship or financial assistance awards that do not require repayment. If offered by a independent college tuition and fees capped at the two year sector average cost.
Marketing:	KBOR is to work with community foundations, school districts, postsecondary educational institutions, Kansas business and industry and economic development organizations to publicize Kansas promise scholarships.
Reporting:	By January 2022,KBOR shall annually evaluate the Kansas promise scholarship program and prepare and submit a report to the senate standing committee on education and the house of representatives standing committee on education

President's Evaluation – The president's annual evaluation will be sent to Board members and Exec Council members next week. Executive Session time will be scheduled at the June meeting for discussion of the evaluation results. The evaluation will be based upon the identified 2019-2021 goals for the president.

Monthly Board Work Session – A resulting suggestion from the recent Board Retreat with ACCT Consultant, Brad Ebersole, was a regularly scheduled monthly Board Work Session. Work sessions would allow additional time for Board review and discussion of information that may be part of a regular Board meeting agenda for discussion or action. During the retreat, the Board indicated support for regular work sessions. Discussion will identify the preferred days and times for a monthly work session.

The Board decided they would determine dates for the regular Work Sessions at the Board Work Session scheduled for Monday, May 17th.

BOARD ACTION ITEMS

Trustee Emails – Discussion has been held the past month and during the Board retreat related to emails and distribution of those emails which come through the trustees@butlercc.edu email address. While individual trustee emails are posted on the college website, this general trustee email address is included in student handbooks, college catalog, and on the terms and disclaimer webpage among other areas. Some trustees have expressed concern they are not receiving emails intended for them and wish to be able to respond to anyone who has used this email address. Ray Connell, college legal counsel, has recommended the Board Chair provide a collective reply to any email addressed to the trustees in general to prevent individual trustees from sharing information that might misrepresent the Board or college as a whole and that could cause legal issues for the college. He also expressed the need to strictly adhere to confidentiality expectations.

The Board Executive officers could be linked to the general trustees email to determine if it should be distributed to all Trustees or if it needs to be forwarded to a college administrator for potential resolution. College policy would be followed based on the concern expressed.

Dr. Krull also said that an automatic reply could be sent from the address with each message received.

Trustee Smith expressed concern that if individuals are trying to reach their elected officials and they email this address, will they know that only the officers are getting the email. Trustee Law said that in the days of snail mail, a letter addressed to the Board of Education went to the President of the Board who then shared with the rest of the Board so this is similar in that regard.

Trustee Smith also recommended that the auto reply list the officers receiving the email as well as a link to the site with all of the Trustee email addresses.

Trustee Winslow wanted to postpone the discussion and action because the wording of the motion in the book did not cover what they had discussed in the meeting. Trustee Law said that

Trustee Smith could make a new motion with the wording for the auto reply if he wished. Trustee Rhodes said he felt the only amendment needed was to include the auto reply information.

Trustee Lechtenberg moved that the trustees@butlercc.edu email be forwarded to the officers of the board with an auto reply message that indicates who it went to and would also include instructions and the website link if someone wishes to contact an individual board member. Trustee Rhodes seconded.

Trustee Smith asked Trustee Lechtenberg to repeat his motion. Trustee Lechtenberg said that his motion would say the email went to the officers of the Board of Trustees and that if an individual wished to contact trustees individually, the website link could be used. Trustee Winslow requested individual trustee names be listed. Trustee Rhodes believed providing the link was sufficient rather than including all trustees individual email addresses. Trustee Smith asked to have it clarified that if you wish to reach all trustees or individual trustees the link can be found here.

Trustee Smith moved to amend the motion to include his notes above. Trustee Rhodes seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

McConnell Air Force Base – Over the last year, McConnell and the Butler Service Center have been items of discussion at three different board meetings. Each month, data was presented in relation to the revenues, expenditures, and enrollment for the locations.

In preparation for the May 2021 regular Board of Trustees meeting, Trustee Shelby Smith requested that McConnell and the Butler Service Center be added to the agenda under Board Action Items with the intent to cease operations at both locations.

While COVID-19 has dramatically impacted the enrollment at McConnell AFB, the enrollment was trending upward prior to the pandemic. Butler has a 46-year partnership with McConnell AFB and has been working with the education office to create efficiencies, increase presence, and ultimately increase enrollment on base. The Butler Service Center, while staffed by employees who also work at the McConnell AFB office, serves additional needs beyond the McConnell site. The Butler Service Center generates significant revenue for the college.

Heather Rinkenbaugh and Darryl Coleman, Chief of Education and Training at McConnell, shared with the Board the impact of Butler being on base.

Trustee Smith said that he felt we should concentrate on bringing programs back into Butler County for the sake of the taxpayers and not burden them with programs outside of the county.

Trustee Smith moved that BCC cease all physical operations and exit McConnell Air Force Base as soon as it is allowed by our contract. Trustee Winslow seconded.

Dr. Krull reminded the board that this would limit access for students including military spouses and families as well as the military members themselves. Though Trustee Smith said he felt they could get a ride to Andover. Dr. Krull reminded him that some of the individuals can not be that far

from their duty stations as well. Trustee Smith said he didn't feel it was the Butler County tax payers job to simply provide convenience for people in Wichita.

Trustee Lechtenberg indicated it was a matter of looking at what it takes to break even and that it would require only 25 hours. With the Kansas Promise Act and the potential of more students with military parents, leaving McConnell right now in the middle of COVID and not providing an opportunity to increase enrollment would be poor visibility for Butler. Trustee Lechtenberg believes it is good for the college to be there.

Trustee Rhodes said if this is an economic decision, now isn't the time to be making it. Last year we were not that far from breaking even and that was in the middle of a pandemic.

Lora Jarvis called a roll call vote with Trustees Good, Lechtenberg, Rhodes, Law and Howell voting against and Trustees Winslow and Smith voting for. The motion failed.

Retirement of James Burress – James Burress, full-time EMT instructor, has submitted his notice of resignation (retirement) effective May 31, 2021. James has been a full-time employee of Butler Community College for 17 years.

Trustee Good moved to accept the retirement of James Burress. Trustee Winslow seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

Retirement of Michael Heffron – Michael Heffron, full-time Biology instructor, has submitted his notice of resignation (retirement) effective May 31, 2021. Michael has been a full-time employee of Butler Community College for 29 years.

Trustee Good moved to accept the retirement of Michael Heffron. Trustee Winslow seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

Retirement of Lana Ryan – Lana Ryan, full-time Administrative Assistant for the HSBS division, has submitted her notice of resignation (retirement) effective May 31, 2021. Lana has been a full-time employee of Butler Community College for 18 years.

Trustee Winslow moved to accept the retirement of Lana Ryan. Trustee Good seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

CONSENT AGENDA

Trustee Smith moved to approve the consent agenda as presented. Trustee Winslow seconded. Lora Jarvis called a roll call vote and the motion passed unanimously. Items included in the consent agenda include:

- Minutes of the Regular Board Meeting of April 13, 2021
- Approval of Bills and Warrants for April 2021 in the amount of \$4,618,372.76 (includes Expenditure Approval List -\$1,944,665.07 and Payroll - \$2,673,707.69)
- Approval of Tandem Cyber Operations in the amount of \$383,750
- Approval of 2021 Workstation Replacement Plan in the amount of \$131,821.50
- Ratification of the Clinical Site Agreement with Medicalodges of Goddard
- Approval of Articulation Agreement with Purdue Global University
- Approval of Articulation Agreement with Baker University School of Nursing
- Approval of Articulation Agreement with Grantham University
- Approval of Lori Winningham as full-time Mathematics Instructor at an annual salary of \$54,410 plus full benefits
- Approval of Chef Luis Pena as the Culinary Arts Instructor at an annual salary of \$40,510 plus benefits

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Family of Phyllis Kruwell

Board Calendars

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
JANUARY - FEBRUARY**

May Board Finance Committee	Tuesday, May 11, 3:30 p.m. President’s Conference Room	Doug Law Shelby Smith
May Board Meeting	Tuesday, May 11, 4:30 p.m. Dankert Board Room	ALL TRUSTEES
Nurses Pinning Honors Ceremony	Thursday, May 13 Friday, May 14, 1:30 p.m. Gym	Jim Howell Shelby Smith
Commencement	Friday, May 14, 7:00 p.m. BG Products Stadium	ALL TRUTEES
Board Work Session	Monday, May 17, 4:00 p.m. Dankert Board Room	ALL TRUSTEES
June Board Finance Committee	Tuesday, June 8, 3:30 p.m. President’s Conference Room	Doug Law Shelby Smith
June Board Meeting	Tuesday, June 8, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

2020-2021 Board Meeting Dates

Tuesday, May 11, 2021

Tuesday, June 8, 2021

Tuesday, July 13, 2021

<u>LOOKING AHEAD</u>		
El Dorado, Inc Steak Bonanza	Friday, June 11, 5:00 p.m. Gordy Park, El Dorado	
July 4 Observed	Monday, July 5 COLLEGE CLOSED	
July Board Finance Committee	Tuesday, July 13, 3:30 p.m. President's Conference Room	Doug Law Shelby Smith
July Board Meeting	Tuesday, July 13, 4:30 p.m. Dankert Board Room	ALL TRUSTEES
August Board Finance Committee	Tuesday, August 10, 3:30 p.m. President's Conference Room	Doug Law Shelby Smith
August Board Meeting	Tuesday, August 10, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

Spring 2021 ACTIVITY CALENDAR

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

Trustee Smith moved to adjourn the meeting. Trustee Rhodes seconded. Lora Jarvis called a roll call vote with Trustees Lechtenberg, Rhodes, Law, Winslow, Howell, and Smith voting in favor and Trustee Good voting against. The motion passed. The regular meeting of May 11, 2021 was adjourned at 7:24 p.m.

Forrest Rhodes – Secretary

BILLS AND WARRENTS

TOPIC for ACTION

REPORT:

Bills and Warrants for May 2021 - \$4,201,404.29 (includes Expenditure Approval List - \$1,335,303.63 and Payroll - \$2,866,100.66).

RECOMMENDED ACTION:

Approval of May 2021 bills and warrants.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Sariah Wilson
Supervisor: Yolanda Hackler
Date: June 1, 2021

RESOLUTIONS

**TOPIC for ACTION
Payment of Claims**

REPORT:

The administration is requesting approval to continue the current procedure for payment of claims consistent with Resolution 98-4 which was adopted October 13, 1998:

BE IT RESOLVED that subject to prior Purchase Policy, the Trustees hereby approve the payment of any and all "claims" that are part of the approved Budget. The Trustees further authorize the Administration to pay any claims arising from the approved Budget. This approval and authority is provided pursuant to K.S.A. 12-105 (b) et seq.

When this resolution was adopted, it was the intent of the Board of Trustees to approve the resolution annually as a routine item.

RECOMMENDED ACTION:

The administration is requesting approval to continue the current procedure for payment of claims for the 2021-22 budget year consistent with Resolution 98-4.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Yolanda Hackler
Supervisor: Kent Williams
Date: May 20, 2021

TOPIC for ACTION

Adoption of 2019-2024 Kansas Homeland Security Region G Hazard Mitigation Plan

REPORT:

This is the mitigation plan that currently covers Butler County, as well as any cities/school districts/townships/etc. that participated in the planning process. Butler Community College representatives participated in this process in July 2019. The final step for an organization to be considered “fully participating” in the plan is to sign a statement or resolution of adoption. At the time the plan was completed, there was no deadline for those adoptions to be submitted to the State.

FEMA has advised them that, due to language in the federal grant guidelines, Kansas Department of Emergency Management (KDEM) must have all adoptions of this plan into their office no later than **July 15, 2021**. Any plan participants who have not submitted adoptions by that date will not be covered by the plan and they will not have the opportunity to participate again until the current plan expires (June 2024). This is especially impactful to any organization that may apply for a FEMA mitigation grant between now and that next plan renewal date. One requirement of those grants is that applicants must be covered by a FEMA-approved Hazard Mitigation Plan. (Mitigation grants are those pre- and post-disaster funding opportunities that are aimed at addressing disaster vulnerabilities, instead of specific disaster damages. Paying for things such as storm shelters, storm sirens, infrastructure improvements, etc.)

The mitigation plan covers an 11-county region and is a very large file. The plan is available on the Butler County website at <https://www.bucoks.com/238/Hazard-Mitigation-Plan>

RECOMMENDED ACTION:

It is the recommendation that the Board of Trustees approve the attached resolution which is the adoption of the 2019-2024 Kansas Homeland Security Region G Hazard Mitigation Plan.

RECOMMENDED FUNDING SOURCE:

There is no budget implication by this adoption.

Submitted by: Jason Kenney, Chief of Police/Director of Public Safety
Supervisor: Bill Rinkenbaugh, Vice-President of Student Services
Date: May 24, 2021

Resolution No. 21-7

A resolution adopting the 2019-2024 Kansas Homeland Security Region G Hazard Mitigation Plan as the Hazard Mitigation Plan for Butler County.

Whereas, Butler Community College recognizes the threat that natural hazards pose to people and property within our community; and

Whereas, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and

Whereas, the U.S. Congress passed the Disaster Mitigation Act of 2000 (“Disaster Mitigation Act”) emphasizing the need for pre-disaster mitigation of potential hazards;

Whereas, the Disaster Mitigation Act made available hazard mitigation grants to state and local governments; and

Whereas, an adopted Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple Federal Emergency Management Agency (FEMA) pre- and post-disaster mitigation grant programs; and

Whereas, Butler Community College fully participated in the FEMA prescribed mitigation planning process to prepare this Multi-Hazard Mitigation Plan; and

Whereas, the Kansas Division of Emergency Management and FEMA Region VII officials have reviewed the Kansas Homeland Security Region G Hazard Mitigation Plan, and approved it contingent upon this official adoption of the participating governing body; and

Whereas, Butler Community College desires to comply with the requirements of the Disaster Mitigation Act and to augment its emergency planning efforts by formally adopting the Kansas Homeland Security Region G Hazard Mitigation Plan; and

Whereas, adoption by the governing body for Butler Community College demonstrates the jurisdiction’s commitment to fulfilling the mitigation goals and objectives outlined in this plan, and

Whereas, adoption legitimizes the plan and authorizes responsible agencies to carry out their responsibilities under the plan.

Now, therefore, be it resolved that Butler Community College, adopts the Kansas Homeland Security Region G Hazard Mitigation Plan as an official plan; and

Be it further resolved, that this resolution will be provided to Butler County Emergency Management to submit to the Kansas Division of Emergency Management and FEMA Region VII officials to enable the plan’s final approval.

Adopted on this _____ day of _____, _____.

Dr. Kimberly Krull, President

BIDS AND PURCHASES

TOPIC for ACTION Approval of SOW with Pleasant Tents

REPORT:

Pleasant Tents is an IT Service Management company. The consortium called KANE (for Kansas and Nebraska) is contracting with Shawn Davis of Pleasant Tents LLC to support the CIO's and staff at each institution in multiple areas of Shared Services. KANE Consortium works closely with Pleasant Tents to develop a shared services framework to augment each other's IT staff, work collaboratively to implement like IT products and services, problem solve and train IT staff, and support the multi-domain instance of ServiceNOW.

Pleasant Tents offers the KANE Consortium the following services:

- ServiceNOW Support
- ServiceNOW Development
- ServiceNOW System Management
- Corporate Learning Portal
- Demand Management and Portfolio/Project Management
- Event, Change, Release Management Implementation
- ITIL Foundation Training
- Risk Management
- Strategic Reporting and Analytics
- Coordination of KANE meetings and summits
- Training and certification opportunities as members of KANE group
- Consulting for VP's of IT
- Coordination and management of shared services
- Solution Development

Butler has been a member of KANE consortium for 5 years and current members include:

- Butler Community College, KS
- Emporia State University, KS
- Barton Community Collge, KS
- Wayne State College, NE
- Central Community College, NE
- Northeast Community College, NE
- Doane University, NE

The attached SOW, adds a new member- Midland University to the KANE Consortium and Pleasant Tents, reducing membership fees by \$2,440 annually.

Pleasant Tents SOW: \$40,162.92

RECOMMENDED ACTION:

Recommend board approves the ratified SOW for \$40,162.92

RECOMMENDED FUNDING SOURCE:

Information Services Operating Budget

Submitted by: Bill Young, Vice President of Digital Transformation/CIO
Supervisor: Dr. Kim Krull, President
Date: 24 May 2021

**Form of
Statement of Work
To
Master Services Agreement**

Dated May 23, 2021

This Statement of Work is prepared for Butler Community College ("Client") by Pleasant Tents, LLC ("Contractor").

The Contractor and the Client agree as follows:

1. Effective Date and Schedule

This Statement of Work will be executed from July 1, 2021 to June 30, 2022.

2. Services

The Contractor agrees to provide the following IT Service Management services to the Client:

- Coordinate participation for Client in KANE group weekly meetings and periodic summits
- Provide training for Client staff on Service Management issues as needed
- Organize formal/certificated training opportunities for Client as a member of the KANE group as requested
- Provide Sound Boarding consulting for the VP for IT
- Standard engagements as outlined in Exhibit A of the Master Services Agreement
- Coordination and management on behalf of Client for Client's presence in the KANE group shared ServiceNow instance, including:
 - Change Control
 - Coordination of Service Owners (weekly virtual meetings)
 - Coordination of Developers
 - Upgrade Management and Coordination
 - Instance Health Assessment and Remediation
 - Assessment and Administration of ServiceNow Labor hours
 - Solution Development, including Programming (750 hours over the contract to be used in development for all members with priorities agreed upon by the institutional CIOs)

The Contractor agrees the contract work shall not be performed on time that is paid for by any public funds other than those provided by the Client under this agreement.

3. Compensation

For the services described above, the Client agrees to pay the Contractor:

\$10,040.73/quarter invoiced at the beginning of each quarter. The total amount of this contract is \$40,162.92.

TOPIC for Action
Approval of Oracle Annual Renewal FY 2022

REPORT:

Information Services through its Application Services provides the platform that connects our institutional data to employees, students and other constituents. Oracle systems provide the foundation to the business data used by the entire institution and is the back-end database housing the Ellucian Banner ERP system. This support renewal for Oracle is used to support our Banner, Degreeworks, and Luminis applications. It includes support for the servers, disk arrays, and the fibrechannel SAN switches which connect them.

Information Services is requesting renewal of the Oracle technical and hardware support services.

This is an annual renewal of service agreements:

2306454	\$221,638.83
SUN-US1058713	\$44,219.22

RECOMMENDED ACTION:

Board approval of Oracle Annual Renewal.

RECOMMENDED FUNDING SOURCE:

Information Service Enterprise Applications-Software Budget

Submitted by:	Bill Young, Vice President of Digital Transformation / CIO
Supervisor:	Dr. Kim Krull
Date:	May 24, 2021

Support Service Renewal Summary

Support Service Number: SUN-US1058713 R@15-JUN-2020 06:27:31 Status: **Accepted 23-MAR-21 09:54:12**
Customer: Butler Community College Customer Reference:
Start Date: 01-JUL-21 End Date: 30-JUN-22
Renewal Method: Annual
Billing Terms: Quarterly in Arrears
Agreement: US-OMA-1164550 (Schedules C-H-M-P-S)
Support Services Offered By: Oracle America, Inc.

Quote To Details:

Amy Kerschner
Butler Community College
901 S Haverhill Rd
EL DORADO, BUTLER, KS 67042
United States

akerschner@butlercc.edu
Phone: 316 3236330

Bill To Details:

Accounts Payable
Butler Community College
Account Payable
901 South Haverhill Rd.
EL DORADO, BUTLER, KS 67042
United States

accountspayable@butlercc.edu
Phone: 1 316 3223219
Fax: 1 316 3236010

Ship To Details:

Butler Community College
Information Services
901 S Haverhill Rd
El Dorado, Butler, KS 67042
United States

Payment Information:

Support service was renewed by Invoice

[View All Details](#)

Hardware Technical Support Services

Service Level: Oracle Premier Support for Systems

Product Description	Serial Number	CSI #	Qty	Start Date	End Date	Total Price
Installed at BUTLER COUNTY COMMUNITY COLLEGE - 901 S HAVERHILL RD, EL DORADO, KS 67042, US						
Brocade 300 24-port FC 4G SFP		16901232	1	July 1, 2021	June 30, 2022	US\$506.69
View Details						
Brocade 300 POD 4GB		16901232	1	July 1, 2021	June 30, 2022	US\$307.31
Brocade 300 POD 4GB		16901232	1	July 1, 2021	June 30, 2022	US\$307.32
SE T2000 8CORE 1.2GHZ 16GB2X73		16901232	1	July 1, 2021	June 30, 2022	US\$2,611.54
View Details						
SE T2000 8CORE 1.2GHZ 16GB2X73		16901232	1	July 1, 2021	June 30, 2022	US\$3,558.82
View Details						
SE T2000 8CORE 1.2GHZ 16GB2X73		16901232	1	July 1, 2021	June 30, 2022	US\$3,558.82
View Details						
SE T5120 8CR 1.2GHZ 32GB 2X146		16901232	1	July 1, 2021	June 30, 2022	US\$2,500.08
View Details						
SE T5120 8CR 1.2GHZ 32GB 2X146		16901232	1	July 1, 2021	June 30, 2022	US\$2,962.80
View Details						
SFV240,2x1.5GHz,8GB,2x73GB		16901232	1	July 1, 2021	June 30, 2022	US\$1,960.53
View Details						
SFV240,2x1.5GHz,8GB,2x73GB		16901232	1	July 1, 2021	June 30, 2022	US\$1,960.53
View Details						
SFV240,2x1.5GHz,8GB,2x73GB		16901232	1	July 1, 2021	June 30, 2022	US\$1,960.53
View Details						
SFV240,2x1.5GHz,8GB,2x73GB		16901232	1	July 1, 2021	June 30, 2022	US\$1,960.53
View Details						
SFV240,2x1.5GHz,8GB,2x73GB		16901232	1	July 1, 2021	June 30, 2022	US\$1,960.53
View Details						
SFV240,2x1.5GHz,8GB,2x73GB		16901232	1	July 1, 2021	June 30, 2022	US\$1,960.53
View Details						
SFV245,2x1.5,8GB,2x73GB,2xPSU		16901232	1	July 1, 2021	June 30, 2022	US\$2,470.16
View Details						
SFV245,2x1.5,8GB,2x73GB,2xPSU		16901232	1	July 1, 2021	June 30, 2022	US\$3,309.39

[View Details](#)

SE T2000 8CORE 1.2GHZ 16GB2X73	16999691	1	July 1, 2021	June 30, 2022	US\$2,618.73
View Details					
SE T2000 8CORE 1.2GHZ 16GB2X73	16999691	1	July 1, 2021	June 30, 2022	US\$2,618.73
View Details					
SE T2000 8CORE 1.2GHZ 16GB2X73	16999691	1	July 1, 2021	June 30, 2022	US\$2,618.73
View Details					
SE T5120 8CR 1.2GHZ 32GB 2X146	16999691	1	July 1, 2021	June 30, 2022	US\$2,506.92
View Details					

Hardware Technical Support Fees US\$44,219.22

Subtotal:	US\$44,219.22
Estimated Tax:	US\$0.00
Total:	US\$44,219.22

Support Service Renewal Summary

Support Service Number:	2306454 R@15-JUN-2020 06:52:50	Status:	Accepted 23-MAR-21 09:54:46
Customer:	Butler Community College	Customer Reference:	
Start Date:	16-JUL-21	End Date:	15-JUL-22
Renewal Method:	Annual		
Billing Terms:	Quarterly in Arrears		
Agreement:	US-OMA-1164550 (Schedules C-H-M-P-S)		
Support Services Offered By:	Oracle America, Inc.		

Quote To Details:	Bill To Details:	Ship To Details:	Payment Information:
Amy Kerschner Butler Community College 901 S Haverhill Rd EL DORADO, BUTLER, KS 67042 United States	Accounts Payable Butler Community College Account Payable 901 South Haverhill Rd. EL DORADO, BUTLER, KS 67042 United States	Butler Community College Information Services 901 S Haverhill Rd El Dorado, Butler, KS 67042 United States	Support service was renewed by Invoice
akerschner@butlercc.edu Phone: 316 7334395	accountspayable@butlercc.edu Phone: 1 316 3223219 Fax: 1 316 3236010		

Program Technical Support Services

Service Level: Software Update License & Support

Product Description	CSI #	Qty	License Metric	License Level/Type	Start Date	End Date	Total Price
Oracle Database Enterprise Edition - Named User Plus Perpetual	15479007	9208		FULL USE	July 16, 2021	July 15, 2022	US\$62,217.34
Oracle Diagnostics Pack - Named User Plus Perpetual	15479007	9208		FULL USE	July 16, 2021	July 15, 2022	US\$5,223.43
Oracle Internet Application Server Enterprise Edition - Named User Plus Perpetual	15479007	9208		FULL USE	July 16, 2021	July 15, 2022	US\$49,665.82
Oracle Internet Developer Suite - Named User Plus Perpetual	15479007	7		FULL USE	July 16, 2021	July 15, 2022	US\$5,007.54
Oracle Programmer - Named User Plus Perpetual	15479007	5		FULL USE	July 16, 2021	July 15, 2022	US\$781.11
Oracle Tuning Pack - Named User Plus Perpetual	15479007	9208		FULL USE	July 16, 2021	July 15, 2022	US\$5,223.43
Program Technical Support Fees:							US\$128,118.67

Program Technical Support Services

Service Level: Software Update License & Support

Product Description	CSI #	Qty	License Metric	License Level/Type	Start Date	End Date	Total Price
Oracle Database Enterprise Edition - Named User Plus Perpetual	18062076	890		FULL USE	July 16, 2021	July 15, 2022	US\$15,440.15
Oracle Diagnostics Pack - Named User Plus Perpetual	18062076	890		FULL USE	July 16, 2021	July 15, 2022	US\$1,624.99
Oracle Internet Application Server Enterprise Edition - Named User Plus Perpetual	18062076	890		FULL USE	July 16, 2021	July 15, 2022	US\$11,376.76
Oracle Tuning Pack - Named User Plus Perpetual	18062076	890		FULL USE	July 16, 2021	July 15, 2022	US\$1,624.99
Program Technical Support Fees:							US\$30,066.89

Program Technical Support Services

Service Level: Software Update License & Support

Product Description	CSI #	Qty	License Metric	License Level/Type	Start Date	End Date	Total Price
Oracle Database Enterprise Edition - Named User Plus Perpetual	18561620	226		FULL USE	July 16, 2021	July 15, 2022	US\$3,806.51
Oracle Diagnostics Pack - Named User Plus Perpetual	18561620	226		FULL USE	July 16, 2021	July 15, 2022	US\$400.68
Oracle Internet Application Server Enterprise Edition - Named User Plus Perpetual	18561620	226		FULL USE	July 16, 2021	July 15, 2022	US\$2,804.84
Oracle Tuning Pack - Named User Plus Perpetual	18561620	226		FULL USE	July 16, 2021	July 15, 2022	US\$400.68
Program Technical Support Fees:							US\$7,412.71

Program Technical Support Services

Service Level: Software Update License & Support

Product Description	CSI #	Qty	License Metric	License Level/Type	Start Date	End Date	Total Price
Oracle Database Enterprise Edition - Named User Plus Perpetual	16870961	2039		FULL USE	July 16, 2021	July 15, 2022	US\$28,777.57
Oracle Diagnostics Pack - Named User Plus Perpetual	16870961	2039		FULL USE	July 16, 2021	July 15, 2022	US\$3,029.23
Oracle Internet Application Server Enterprise Edition - Named User Plus Perpetual	16870961	2039		FULL USE	July 16, 2021	July 15, 2022	US\$21,204.53
Oracle Tuning Pack - Named User Plus Perpetual	16870961	2039		FULL USE	July 16, 2021	July 15, 2022	US\$3,029.23
Program Technical Support Fees:							US\$56,040.56

Subtotal:	US\$221,638.83
Estimated Tax:	US\$0.00
Total:	US\$221,638.83

TOPIC for Action
Approval of VMWare Support for FY 2022

REPORT:

Information Services is requesting review and ratification of the VMWare annual support and subscription renewal through CDW. VMWare is used by Information Services Infrastructure to create and manage the Virtual server environment. This is an annual renewal.

CDW \$40,537.02

RECOMMENDED ACTION:

Board approval of VMWare support Annual Renewal from CDW

RECOMMENDED FUNDING SOURCE:

Information Services Infrastructure-Software Budget

Submitted by: Bill Young, Vice President of Digital Transformation/CIO
Supervisor: Dr. Kim Krull
Date: May 24, 2021



What can we help you find?

My Account

Ce

Hardware Software Services IT Solutions Brands Tech Library

Quote # MDFQ805

Description: MDFQ805

Created Date: 05/20/21

Status: **Open**

Requested By: AMY KERSCHNER

Customer Notes:

Ship to:

BUTLER COUNTY COMMUNITY COLLEGE
AMY KERSCHNER
901 S HAVERHILL RD
EL DORADO, KS 67042-3280

Billed to:

BUTLER COUNTY COMMUNITY COLLEGE
ATTN: FINANCE OFFICE
901 S HAVERHILL RD
EL DORADO, KS 67042-3280
(316) 321-2222

Shipping method:

Electronic Drop Ship

Payment method:




NET 30-VERBAL






Quote Summary

Subtotal	\$40,537.02
*US Tax	\$0.00
Shipping	\$0.00
Grand Total	\$40,537.02

*Tax may change if this quote is amended by your account manager.

Product Details

Item	Availability	Price	Quantity	Item Total
 <p>VMware Support and Subscription Production - technical support (renewal) - MFG Part: VR19-STD-P-SSS-A-R CDW Part: 5842277 UNSPSC: Electronic distribution - NO MEDIA</p>	In Stock	\$999.00 Pricing Option Applied: Univ of KS Bid Regents, Affiliate - Catalog	14	\$13,986.00
 <p>VMware Support and Subscription Production - technical support (renewal) - MFG Part: VS7-EPL-VS-P-SSS-A-R CDW Part: 6038974 UNSPSC: Electronic distribution - NO MEDIA</p>	In Stock	\$501.93 Pricing Option Applied: Univ of KS Bid Regents, Affiliate - Catalog	14	\$7,027.02
 <p>VMware Support and Subscription Production - technical support (renewal) - MFG Part: VS7-STD-P-SSS-A-R CDW Part: 6038952 UNSPSC: Electronic distribution - NO MEDIA</p>	In Stock	\$1,544.00 Pricing Option Applied: Univ of KS Bid Regents, Affiliate - Catalog	1	\$1,544.00

Item	Availability	Price	Quantity	Item Total
 <p>VMware Support and Subscription Production – technical support (renewal) – MFG Part: V57-EPL-P-SSS-A-R CDW Part: 6037765 UNSPSC: Electronic distribution - NO MEDIA</p>	In Stock	\$899.00 Pricing Option Applied: Univ of KS Bd Regents, Affiliate - Catalog	2	\$1,798.00
 <p>VMware Support and Subscription Production – technical support (renewal) – MFG Part: V57-EPL-P-SSS-A-R CDW Part: 6037765 UNSPSC: Electronic distribution - NO MEDIA</p>	In Stock	\$899.00 Pricing Option Applied: Univ of KS Bd Regents, Affiliate - Catalog	2	\$1,798.00
 <p>VMware Support and Subscription Production – technical support (renewal) – MFG Part: V57-EPL-P-SSS-A-R CDW Part: 6037765 UNSPSC: Electronic distribution - NO MEDIA</p>	In Stock	\$899.00 Pricing Option Applied: Univ of KS Bd Regents, Affiliate - Catalog	8	\$7,192.00
 <p>VMware Support and Subscription Production – technical support (renewal) – MFG Part: V57-EPL-P-SSS-A-R CDW Part: 6037765 UNSPSC: Electronic distribution - NO MEDIA</p>	In Stock	\$899.00 Pricing Option Applied: Univ of KS Bd Regents, Affiliate - Catalog	4	\$3,596.00
 <p>VMware Support and Subscription Production – technical support (renewal) – MFG Part: V57-EPL-P-SSS-A-R CDW Part: 6037765 UNSPSC: Electronic distribution - NO MEDIA</p>	In Stock	\$899.00 Pricing Option Applied: Univ of KS Bd Regents, Affiliate - Catalog	2	\$1,798.00
 <p>VMware Support and Subscription Production – technical support (renewal) – MFG Part: V57-EPL-P-SSS-A-R CDW Part: 6037765 UNSPSC: Electronic distribution - NO MEDIA</p>	In Stock	\$899.00 Pricing Option Applied: Univ of KS Bd Regents, Affiliate - Catalog	2	\$1,798.00

RATIFICATION OF AGREEMENTS AND CONTRACTS

TOPIC for ACTION **Agreement with Wichita State University and Social Work Program**

REPORT:

Butler Community College may enter into an agreement with Wichita State University and their Social Work program to have an identified individual work with Butler Athletic Academic Services in a Field Experience opportunity. This agreement will allow a Social Work student from WSU to provide tutoring, track academic progress of our student-athletes, and provide additional support for their academic success.

Having an additional individual working within the Athletic Academic Services office will provide additional support for our student-athletes at no cost to the College. The individual in this role receives actual field experience in their area of concentration, thus supporting their educational goals. Our Director of Athletic Academic Services will serve as the mentor for this student providing them with supervision and direction to ensure they have a quality experience while supporting our student-athletes with their academic endeavors. The Director of Athletic Academic Services will be in communication with the supervising faculty member from Wichita State University in providing feedback on this experience.

RECOMMENDED ACTION:

It is recommended that the Board of Trustees approve this Non-Clinical Affiliation Agreement with Wichita State University to enable us to serve as a Field Experience location for the Social Work program.

RECOMMENDED FUNDING SOURCE:

There is no budget impact or obligation with this agreement, so no funding source is necessary.

Submitted by: William D. Rinkenbaugh, Vice-President of Student Services
Supervisor: Dr. Kimberly Krull, President
Date: May 21, 2021

AFFILIATION AGREEMENT (NON-CLINICAL)
by and between

WICHITA STATE UNIVERSITY

and

BUTLER COUNTY COMMUNITY COLLEGE-ATHLETIC ACADEMIC SERVICES

THIS AFFILIATION AGREEMENT (NON-CLINICAL) (“Agreement”), effective the 1st day of June, 2021 (“Effective Date”) is by and between WICHITA STATE UNIVERSITY, a state educational institution of Kansas, 1845 Fairmount, Wichita, Kansas 67260-0043, on behalf of its School of Social Work (hereinafter “UNIVERSITY”) and BUTLER COUNTY COMMUNITY COLLEGE-ATHLETIC ACADEMIC SERVICES (hereinafter “FACILITY”), located at 901 South Haverhill Rd, El Dorado, Kansas 67042 (individually each a “Party,” and collectively “Parties”).

WHEREAS, UNIVERSITY offers both undergraduate and graduate programs (the “Programs”) in Social Work ; and

WHEREAS, the Parties desire to provide UNIVERSITY students enrolled in the Social Work Program within UNIVERSITY’S Fairmount College of Liberal Arts and Sciences (“Student(s)”) with educational experiences by establishing one or more educational experience programs in a practicum setting at FACILITY (the “Field Experience”).

NOW THEREFORE, in consideration of the above premises and the individual and mutual promises of the Parties hereinafter set forth, and for other good and valuable consideration, UNIVERSITY and FACILITY agree as follows:

A. MUTUAL RESPONSIBILITIES. In connection with the Field Experience, the Parties agree:

1. To mutually establish the educational objectives of the Field Experience, devise methods for its implementation, mutually agree on the number of Students to participate in the Field Experience including the dates, times, and required level of academic preparation, and evaluate continually the effectiveness of the same;
2. To make no distinction among Students covered by this Agreement on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, political affiliation, status as a Veteran, genetic information or disability; and
3. To each identify qualified professionals to oversee the applicable aspects of the Field Experience, hereinafter referred to as either the Field Instructor (employee of FACILITY) or Faculty Liaison (employee of UNIVERSITY).

B. THE UNIVERSITY AGREES:

1. To retain complete responsibility and authority over all academic aspects of the Programs, including planning and implementing curriculum for its Students, and accreditation of the Programs. UNIVERSITY shall conduct evaluations, maintain all grades and records, and conduct any UNIVERSITY disciplinary processes in the regular course of its business of educating its Students and in accordance with all applicable UNIVERSITY policies and procedures.
2. To establish and maintain communication with the Field Instructor on items pertinent to the Field Experience; such communication may include, but not necessarily be limited to, a description of the curriculum, relevant course outlines, policies, faculty, and major changes in this information.

3. To notify the FACILITY no less than ten (10) days before the start of the Field Experience of the (i) name(s) and contact information for Student(s), (ii) dates and hours of assignment(s), (iii) each Student's academic class designation, and (iv) the UNIVERSITY's philosophy, purpose, and learning objective(s).
4. To refer to the FACILITY only those Students who have satisfactorily completed the prerequisite portion of the curriculum which is applicable to the Field Experience.
5. To notify Students: (a) that they are required to comply with all policies and procedures of FACILITY, including those regarding confidentiality of client records and information; (b) that they must conduct themselves in a professional manner at all times; and (c) that they should promptly notify UNIVERSITY and FACILITY, as appropriate, of any concerns or problems which arise during the course of the Field Experience.
6. To require Students to maintain, in the amount of \$1,000,000 per occurrence and \$3,000,000 in the aggregate, professional liability insurance, if requested by FACILITY in writing.
7. To encourage each Student participating in the Field Experience to acquire comprehensive health and accident insurance that will provide continuous coverage of Student during his/her participation in the Field Experience and will inform Student that he/she is responsible for their own health needs, health care costs, and health insurance coverage.

C. THE FACILITY AGREES:

1. To identify a Field Instructor to facilitate activities and communication between UNIVERSITY and FACILITY. The Field Instructor shall be responsible for, among other things, orienting the Student to FACILITY; providing supervision; teaching and conveying social work knowledge, value, ethics, and skills; and evaluating Student performance;
2. To provide its Field Instructors with sufficient time for planning, supervision and teaching of Students, and in-service training for supervision and teaching for skill development;
3. To provide a physical setting for the Student, including telephone and desk access, library facilities and reasonable study and storage space;
4. To permit visits of UNIVERSITY faculty and accreditation evaluators for the purpose of observing, auditing or participating in the teaching process, attending meetings, or evaluating for accreditation;
5. To provide opportunities for experience to Students that are planned, organized, and administered by qualified FACILITY staff, which are sufficient in extent and variety to provide a satisfactory educational experience to meet the mutually agreed upon educational objectives of the Field Experience;
6. To maintain supervision over and be responsible for the Students while Students are participating in the Field Experience at FACILITY and maintain sole responsibility to determine if a Student has satisfied FACILITY's requirements for acceptance into and continued participation in the Field Experience at FACILITY;
7. To maintain complete authority and control over all FACILITY administration, functions, financing, organization, and activities;
8. To have available a written description of the Field Experience being offered;

9. To advise the UNIVERSITY of any changes in its personnel, operation, or policies which may affect Field Experience;
10. To determine and notify UNIVERSITY of the number of Students which it can accommodate during a given period of time, and to promptly notify UNIVERSITY of which Students have satisfied FACILITY's requirements and are accepted into the Field Experience;
11. To provide the assigned Student with an orientation about and a copy of FACILITY's existing pertinent rules and regulations with which the Student is expected to comply;
12. To notify UNIVERSITY if it requires Students to submit a background check at the Student's expense in a form acceptable to FACILITY;
13. To make available, whenever reasonably necessary, emergency health care at no expense to UNIVERSITY for the Student (the Student to be otherwise responsible for his or her health care);
14. To provide Students with on-going supervision and feedback and evaluate the performance of Students on a regular basis using the evaluation form(s) provided to FACILITY by the UNIVERSITY;
15. To forward the completed evaluation(s) to the UNIVERSITY within one (1) week following conclusion of the Student's Field Experience;
16. To inform the UNIVERSITY, at least by mid-term, of any serious deficiency noted in the performance by the Student to progress toward achievement of the stated objectives of the Field Experience (it then becoming the mutual responsibilities of the assigned Student, the Field Instructor, and the Faculty Liaison to devise a plan by which the Student may be assisted to achieve the stated objectives, if possible);
17. To have the right to terminate any Student whose performance is detrimental to client well-being, not in accordance with applicable policies, or not in accordance with the Student achieving the stated objectives of the Field Experience and to promptly notify UNIVERSITY of any such terminations;
18. To support continuing education and professional growth and development of those staff who are responsible for Student supervision;
19. To cooperate, when requested by UNIVERSITY, with UNIVERSITY in its carrying of obligations under its own policies and procedures and any applicable law, including without limitation the American with Disabilities Act, Title VI, and Title IX; and
20. To investigate and take appropriate prompt and effective remedial action to address complaints that a Student is being subjected to unlawful harassment or discrimination by FACILITY employees, agents, clients, visitors, or other Students during their Field Study Experience at FACILITY.

D. INSURANCE; INDEMNIFICATION AND HOLD HARMLESS

1. FACILITY

- i. **INSURANCE.** FACILITY shall maintain in force during the term of this Agreement, bodily injury, property damage and professional liability insurance, with coverage of at least \$1,000,000 per occurrence and an annual aggregate of \$3,000,000 per occurrence, insuring itself and its agents and employees for their acts, failures to act, or negligence, rising out of, or caused by, the activity

which is the subject of this Agreement, and upon request will furnish a certificate evidencing that such insurance is in force to the UNIVERSITY.

- ii. **INDEMNIFICATION/HOLD HARMLESS.** FACILITY shall fully indemnify, defend and save UNIVERSITY, its officers, employees, and agents harmless, without limitation, from and against any and all damages, expenses (including reasonable attorney's fees), claims, judgments, liabilities, losses, awards, and costs which may finally be assessed against UNIVERSITY in any action for or arising out of or related to this Agreement.

2. UNIVERSITY

- i. **INDEMNIFICATION/HOLD HARMLESS; LIMITATION.** The liability of UNIVERSITY is governed and limited by the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.). Under no circumstances will UNIVERSITY be responsible and/or liable for the actions of its Students.

E. ADDITIONAL TERMS:

1. This Agreement shall be in effect for a period of five (5) years from the date of execution, unless terminated by either party with not less than sixty (60) days' written notice. This Agreement will be reviewed by each party annually or when requested by either party, and shall be effective even if persons, positions, and/or titles are changed. In the event of termination, Students who are participating in the Field Experience will be allowed to complete the Field Experience.
2. This Agreement may be revised or modified only by written amendment signed by both Parties.
3. To the extent FACILITY generates or maintains educational records related to the UNIVERSITY's Students, FACILITY agrees to comply with the Family Educational Rights and Privacy Act (FERPA), to the same extent as FERPA applies to UNIVERSITY and shall limit access to only those employees or agents with a legitimate educational interest. For purposes of this Agreement, pursuant to FERPA, UNIVERSITY hereby designates the FACILITY as a school official with a legitimate educational interest in the educational records of the UNIVERSITY's Student(s) to the extent that access to the records is required by the UNIVERSITY or FACILITY for FACILITY to carry out the Field Study Experience.
4. Notwithstanding anything to the contrary in this Agreement, in reference to any obligation of the Students stated herein, any failure by the Students related to such obligations shall not constitute a breach of this Agreement by the UNIVERSITY. The parties agree that it is the Student's responsibility to satisfy the FACILITY's requirements and although the UNIVERSITY may help compile Students' documentation related to such requirements and/or transmit the same to FACILITY, or otherwise inform Students of FACILITY's requirements, UNIVERSITY makes no representations or warranties regarding the information and documentation provided, but merely provides such information and forwards such documentation as an administrative courtesy to FACILITY. FACILITY is solely responsible to review such documentation for veracity, authenticity, sufficiency, and to independently determine whether the Student has satisfied FACILITY's requirements for acceptance to the Field Experience.
5. UNIVERSITY and FACILITY agree and acknowledge that they are independent contractors, and the agents, representatives, or employees of one party shall not be considered agents, representatives, or employees of the other party. In no event shall this Agreement be construed as establishing a partnership or joint venture or similar relationship between the parties hereto.

6. It is understood by the Parties that Students are receiving the primary benefit of the Field Experience, including but not limited to the training related to the Student’s academic field of study, at the FACILITY, and the Students are not employees of UNIVERSITY or FACILITY based on the Field Experience. It is understood by the parties that the Students shall not receive remuneration or compensation or other benefits applicable to employees. The parties agree that there is no expectation that the Students receive future employment with FACILITY as a result of their participation in the Field Experience and that no FACILITY employees will be displaced as a result of Students’ participation in the Field Experience.
7. It is understood by the Parties that there shall be no monetary consideration paid by either Party to the other.
8. All notices, demands, requests, approvals, reports, instructions, consents or other communications (collectively “notices”) which may be required or desired to be given by either Party to the other shall be **IN WRITING** and sent by certified mail or overnight traceable delivery and addressed as follows, unless any other person or address may be designated by notice from one Party to the other:

If to Wichita State UNIVERSITY:

Attn: Kyoung Lee

Wichita State University

1845 Fairmount Street

Wichita, Kansas 67260-0154

With a copy to:

Attn: General Counsel

Wichita State University

1845 Fairmount Street

Wichita, KS 67260-0205

If to FACILITY: [Full name and address - No PO Box]

Attn: Dr. Kimberly Krull

Butler County Community College-Athletic Academic Services

901 South Haverhill Rd

El Dorado, Kansas 67042

With a copy to: [optional]

9. If any provision of this Agreement is held to be invalid or unenforceable for any reason, this Agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.
10. Any failure of a Party to enforce that Party's right under any provision of this Agreement shall not be construed or act as a waiver of said Party's subsequent right to enforce any of the provisions contained herein.
11. Neither Party shall be permitted to use logos or other trade/service marks of the other without prior approval of the other Party.
12. The provisions found in Contractual Provisions Attachment (form DA-146a, **rev. 2/2020**), which is attached hereto as Attachment A, are hereby incorporated in this contract and made a part hereof.

13. FACILITY'S additional terms and conditions set forth in Attachment B are hereby incorporated in this Agreement and made a part thereof. In the event of a conflict between this Agreement and Attachment B, the provisions of Attachment B shall control.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement and/or authorized same to be executed by their duly authorized representatives as of the date shown below the respective signatures, said Agreement to become effective as of the later date.

WICHITA STATE UNIVERSITY

**BUTLER COUNTY COMMUNITY COLLEGE-
ATHLETIC ACADEMIC SERVICES**

SIGNATURE

SIGNATURE

Kyoung Lee

Dr. Kimberly Kull

PRINTED NAME

PRINTED NAME

Director, School of Social Work

President

TITLE

TITLE

DATE

DATE

(316) 978-3206; kyoung.lee@wichita.edu

kknull@butlercc@edu

CONTACT INFORMATION (PHONE, E-MAIL)

CONTACT INFORMATION (PHONE, E-MAIL)

ATTACHMENT A
CONTRACTUAL PROVISIONS ATTACHMENT
Wichita State University | DA-146a (Rev. 02-20)

The parties agree that the following provisions are hereby incorporated into the agreement to which it is attached and made a part thereof:

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the agreement in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** The agreement shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with the agreement shall reside only in courts located in Sedgwick County, Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges-hereunder, the University may terminate this agreement at the end of its current fiscal year. The University agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided under any contract for which it has not been paid. The University will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by the University, title to any such equipment shall revert to Contractor at the end of the University's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or the University to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas and the University is defined under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).
5. **Anti-Discrimination Clause:** Contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA), and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the agreement may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the Contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the agreement may be cancelled, terminated or suspended, in whole or in part, by the University or the Kansas Department of Administration.
Contractor agrees to comply with all applicable state and federal anti-discrimination laws.
The provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a Contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting State agency cumulatively total \$5,000 or less during the fiscal year of such agency.
6. **Acceptance:** The agreement shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given, including, but not limited to the signature of an authorized representative of the University, as defined in University policy.
7. **Arbitration, Damages and Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or the University have agreed to binding arbitration, or the payment of damages or penalties. Further, the University does not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the University at law, including but not limited to the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority To Contract:** By signing this contract, the representative of Contractor thereby represents that such person is duly authorized by Contractor to execute this contract on behalf of Contractor and that Contractor agrees to be bound by the provisions thereof.
9. **Responsibility for Taxes:** The State of Kansas and the University shall not be responsible for, nor indemnify a Contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The University shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require it to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), Contractor shall bear the risk of any loss or damage to any property in which Contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the State of Kansas Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 et seq.
12. **Confidentiality.** As a state agency, the University's contracts are generally public records. Accordingly, no provision of this contract shall restrict the University's ability to produce this contract and/or any corresponding documents in response to a lawful request or from otherwise complying with the Kansas Open Records Act (K.S.A. 45-215 et seq.)

13. **The Eleventh Amendment:** The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State and the University to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment.
14. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of the University or any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.
15. **Privacy of Student Records.** Contractor understands that the University is subject to the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g) (FERPA) and agrees to handle any student education records it receives pursuant to the contract in a manner that enables the University to be compliant with FERPA and its regulations. Contractor agrees to protect the privacy of student data and educational records in a commercially reasonable manner and shall not transmit, share, or disclose any data about a student without the student's written consent, except to other University officials who seek the information within the context of his/her professionally assigned responsibilities and used within the context of official University business. Contractor shall promptly report to the University any request for or improper disclosure of University's student educational records.
16. **Export Control.** Contractor agree to comply with all U.S. Laws relating to the transfer, export, or re-export of technology and technical data, as defined in the export controls under the International Traffic in Arms Regulations (ITAR) 22 Code of Federal Regulations Parts 120-130 or the Export Administration Regulations (EAR) 15 Code of Federal Regulations Parts 730-774. The release of information to any employee or other person, who is not a U.S. Citizen or permanent resident, as well as to corporations or to any other entity, organization, or group that is not incorporated or otherwise organized to do business in the United States may require advanced written authorization from the appropriate U.S. agency. Contractor shall notify University in writing prior to disclosure of any technical data or other items subject to EAR or ITAR and identify the export controlled items at issue and the applicable categories and subcategories of the United States Munitions List and/or Export Control Classification Number(s). University reserves the right to decline to accept any items or information controlled under ITAR or EAR.
17. **Certification.** Contractor certifies that to the best of its knowledge neither it nor any of their principals are presently debarred, suspended, proposed for debarment, the subject of an indictment involving the criminal statutes enumerated in 22 Code of Federal Regulations §120.27, or otherwise declared ineligible for the award of contracts by any Federal agency. Contractor shall provide immediate written notice to the University if at any time it learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
18. **Facility Access.** To the extent Contractor is required to be on the University's premises in the performance of any contract, Contractor and its representatives will adhere to the University's reasonable safety and security policies and procedures, and will use commercially reasonable efforts not to interfere with the University's regular operations. Contractor further agrees to, upon request, include the University as an additional insured on its general liability insurance policy on a primary and non-contributory basis and provide the University with a certificate of insurance.
19. **Electronic Signature.** The parties agree that the contract may be signed with electronic signatures. If an electronic signature is used, the parties agree that it is the legally binding equivalent to the signing party's handwritten signature. Whenever either party executes an electronic signature on the contract, it has the same validity and meaning as a handwritten signature. The parties agree that neither party will, at any time in the future, repudiate the meaning of an electronic signature or claim that an electronic signature is not legally binding.

ATTACHMENT B
FACILITY TERMS AND CONDITIONS
[INSERT PROVISIONS OR STATE "NONE"]

TOPIC for ACTION
Rose Hill & Butler Community College
Educational Facility Agreement

REPORT:

Butler partners with Rose Hill Public Schools to host Butler classes in a leased space attached to Rose Hill High School. This location is also home to the flagship Early College Academy site.

Butler and Rose Hill Public Schools continue to partner to increase opportunities for high school and other college students working toward their educational goals. The renewal of this agreement extends our partnership another 10 years as that is the longest term feasible by law.

RECOMMENDED ACTION:

Board of Trustees approve the renewal of the agreement with Rose Hill Public Schools.

RECOMMENDED FUNDING SOURCE:

The costs associated with this location are included in the Online, High School & Community Learning budget.

Submitted by: Heather Rinkenbaugh
Supervisor: Lori Winningham
Date: May 24, 2021

EDUCATIONAL FACILITY AGREEMENT

This Agreement, made and entered into this _____ day of _____, 2020, by and between Unified School District No. 394, Rose Hill, hereinafter called "USD #394," and Butler Community College, hereinafter called "BCC."

THEREFORE, IT IS AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

UTILITIES

1. BCC shall be solely responsible for paying all utilities, including water, sewer, gas, electricity, custodial services and products, trash removal and general supplies, that arise out of and become due in connection with its facility.
2. In the event that BCC uses a part of any of USD #394's facilities, USD #394 will nevertheless be solely responsible for paying all utilities, including but not limited to those mentioned in paragraph 1 with regard to its facilities.

BCC'S USE OF FACILITIES

3. BCC shall occupy those classrooms in its facility during all hours, daytime, nighttime and weekends. BCC may use USD #394's classrooms provided the classrooms are not being used by USD #394. The High School Principal of USD #394 and the Butler of Rose Hill Director shall decide on available classroom space for BCC at least six months prior to the beginning of each college semester and reduce such schedule to writing. BCC may also use USD #394's parking lot for students, faculty, and staff parking. Parking marked for USD #394 staff shall not be occupied by any BCC student, faculty, or staff member.
4. BCC is not allowed to sub-lease or allow usage of the property referenced within this document by any entity for "FOR PROFIT" purposes. If at any time during this lease, the District, requires the use of the facility for its core purpose, BCC shall:
 - (1) Allow the District to occupy any or all of the structure, without notice or penalty, to serve the needs of the District; and
 - (2) Not provide any third party the legal right to use the structure without prior approval of the District, such approval not to be unreasonably withheld. This applies to all entities operating under the purview of BCC within the property of the District.

COSTS AND EXPENSES TO BE PAID BY BCCC

5. All furniture, furnishing, equipment and electronic and hard-bound library materials that are or have been paid for by BCC will remain the property of BCC.
6. Annual lease cost is based on the percentage of square footage utilized of the property located at 710 S Rose Hill Rd. This percentage calculates the share of utilities. The janitorial services for the area used by BCC are calculated separately on an annualized basis according to

months of usage. Documentation showing calculations shall accompany the yearly invoice for services.

7. BCC shall pay all of its own telephone costs and expenses. BCC shall pay for all costs arising out of construction or remodeling its facility including those that may arise subsequent to the completion of the initial construction and improvements. All external construction must have the consent of USD #394 while internal remodeling will be done in consultation with USD #394. BCC shall be responsible for and pay for its own systems, including, but not limited to, microwave system, computer controller, antennas, etc.

COMMONS AREA

8. BCC shall have the use, along with USD #394, of the USD #394's commons space during daytime, nighttime and weekends. At times, special events will be scheduled by USD #394 that will limit access by BCC. A thirty (30) day notice will be given to BCC. USD #394 will provide and operate the snack bar and other concession services and will be entitled to retain all proceeds received therefrom.

INSURANCE

9. Each party hereto is responsible for obtaining hazard and liability insurance on its own facility and contents and provides proof of insurance to the other party on an annual basis.

REPAIR AND MAINTENANCE

10. USD #394 shall be responsible for all repairs and maintenance to both its facility and that of BCC. BCC will reimburse USD#394 for the expense of repair and maintenance to the BCC facility (including custodial services) on an actual cost basis.

CHANGES TO EXTERIOR

11. The parties agree that changes, modifications or additions to the exterior of BCC's facility shall be made only if mutually agreed upon by both parties.

SETTLEMENT OF DISPUTES

12. In the event that any dispute should arise between USD # 394 and BCC, the Butler of Rose Hill Director and High School Principal of USD #394 shall attempt to resolve the conflict. In the event they are unsuccessful then the Superintendent of USD #394 and the President of BCC shall attempt to resolve the dispute. In the event that they are unsuccessful, then such conflict shall be settled by USD #394 and BCC each appointing an arbitrator, and the two arbitrators choosing a third. If the two arbitrators are unable to decide on a third, the Administrative Judge of the District Court of Butler County shall designate the third arbitrator. The decision of the arbitrators shall be binding on the parties. The Kansas Arbitration Act shall cover this provision; provided, however, this dispute resolution procedure shall not apply to any negotiations contemplated between the parties after the termination of the ten-year occupancy period.

INDEMNITY CLAUSE

13. Each of the parties hereto agree to save and hold harmless the other party from any and all claims, demands, costs and damages arising out of the other party's use of either USD #394's or BCC's premises and the parties shall carry liability insurance in an amount agreed to by the parties and USD #394 shall appear as an additional insured. BCC will be responsible to secure and maintain personal property insurance on the equipment owned by BCC.

REVERSIONARY RIGHTS

14. It is agreed between the parties that the term of this Agreement shall be for a period of ten years, as that is the maximum allowed lease period. The term of the agreement commenced on _____ and expires on _____. At the end of ten years, all right, title and interest in and to the real estate and facility shall revert to USD #394, free of any claims by BCC; subject, however, to a negotiated agreement between the parties for further usage by BCC. During the final year of the agreement, USD #394 and BCC shall discuss renewal of the negotiated agreement. Should either USD #394 or BCC wish to terminate the agreement they will do so in writing at least 60 days prior to the end of the agreement term.

PARTY WALL

15. Each of the parties understands and agrees that there will be a common wall between the two facilities. The parties further agree that each will be responsible for maintenance of its side of said wall and the wall shall be construed as a "party wall" under the laws of the State of Kansas.

SAVINGS CLAUSE

16. This Agreement shall be available to and binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF, the parties hereto have executed these presents in duplicate, each copy to be treated as an original the day and year first above written.

UNIFIED SCHOOL DISTRICT NO. 394
BUTLER COUNTY, STATE OF KANSAS
(ROSE HILL)

By: _____
Board President

ATTEST:

Clerk of the Board

BUTLER COMMUNITY COLLEGE

By: _____
Chairman

ATTEST:

Secretary

TOPIC for ACTION
Memorandum of Understanding
Western Oklahoma Electrical JATC and Butler Community College

REPORT:

The purpose of this partnership is to create learning opportunities to deliver an Associate of Applied Science Degree to apprentices enrolled in joint apprenticeship training programs associated with the Western Oklahoma Electrical JATC. The goal of this partnership is to provide every apprenticeship in Western Oklahoma Electrical JATC, as well as nationally, with the opportunity to earn a Journeyman's card and an Associate of Applied Science Degree during their apprenticeship indenture.

RECOMMENDED ACTION:

The administration recommends the Board accept the attached MOU which will be renewing every 2 years (next renewal date will be spring of 2023).

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by:	Michelle Ruder
Supervisor:	Lori Winningham
Date:	May 25, 2021

Memorandum of Understanding
Between
electrical training ALLIANCE of Western Oklahoma/Butler Community College
April 2021

(renewed automatically each year until terminated)

1) Scope of partnership *(Including the stakeholders targeted by partnership):*

The purpose of this partnership is to create learning opportunities through a partnership between the **electrical training ALLIANCE of Western Oklahoma (ETAWOK)** and Butler Community College to deliver either the 1. Associate in Applied Science Degree for Electrical (15-hour program) or 2. Associate in Applied Science for Workforce Development (26-hour program transferrable to Pittsburg State) to apprentices enrolled in the joint apprenticeship training programs.

2) Expected Outcomes:

The goal of this partnership is to provide every apprentice of the **ETAWOK** with the opportunity to earn a Journeyman's license and an Associate of Applied Science degree during their apprenticeship indenture.

3) Roles and responsibilities & critical processes:

electrical training ALLIANCE of Western Oklahoma (ETAWOK)

- Access to equipment and laboratory for instructional purposes as necessary.
- Agreement is to have participants complete a Butler application, all credit enrollment forms, information release form, purchase books, and receive a letter grade based on the quality of class participation, class assignments, and tests.
- Tuition and fees and materials for either the 15 credit hours or the 26 credit hour for apprentices in the program
- Provide **ETAWOK** (certificate) for each student once coursework is complete.
- Training Director will email the list of students to Butler College contact each semester and arrange dates for enrollment.
- Points of contact:
 - Training Director – (405) 672-7600 – staff@etawok.org
 - Office Manager – (405) 672-7600 – staff@etawok.org

Butler Community College

- Instructional leadership.
- Placement testing utilizing WorkKeys or ASSET.
- Appropriate instruction as indicated by the placement tests.
 - Fifteen credit hours of courses to fulfill the Butler Community College residency requirement.
- Choice of two degrees
 - 1. Associate of Applied Science: Workforce Division – Electrical**
 - BA104 Information Processing Systems (3 credit hours)
 - PO 141 American Federal Government (3 credit hours)
 - BE 120 Business English (3 credit hours)
 - BE 130 Business Communications (3 credit hours)
 - BA 109 Entrepreneurship (3 credit hours)
 - 2. Associate of Applied Science: Workforce Division- Workforce Development**
 - BA104 Information Processing Systems (3 credit hours)
 - PO 141 American Federal Government (3 credit hours)
 - MU 100 Music Appreciation (3 credit hours)
 - EG 101 English Composition 1 (3 credit hours)
 - EG 102 English Composition 2 (3 credit hours)
 - BS 105 Sociology (3 credit hours)
 - SP 100 Public Speaking (3 credit hours)
 - PS 100 General Physical Science (3 credit hours)
- Complimentary transcription of 47 credit hours of technical and academic course according to the National Guide to Educational Credit for Training Programs (ACE) upon receiving the Completion of Apprenticeship Transcript (certificate):
 - MA 114 (3 credit hours)
 - ETAWOK (44 hours)

- Points of contact:
 - Deann Shimp – Enrollment
 - 316.218.6242
 - dshimp@butlercc.edu
 - Michelle Ruder – Associate Dean of Workforce
 - 316.218.6124
 - mruder@butlercc.edu
- 4) Process to formally certify or accept all programming, policies, and partnership processes:
- ETAWOK and the Butler Community College Board of Trustees will separately approve the Memorandum of Understanding as changes occur. All issues that may arise will be open to discussion for possible modification of the Memorandum of Understanding.
- 5) Formal Communication Practices:
- a) Definition of information required managing partnership effectively and what information both partners will provide:
 - i) Students are accepted into the ETAWOK according to the ETAWOK rules and regulations.
 - ii) Students will apply for admission to Butler Community College when they are enrolled in their first Butler course.
 - b) Frequency and means of information sharing:
 - i) Face-to-Face meetings and defined frequency of meetings
 - Meetings will occur on an as needed basis but will occur a minimum of three times a year to discuss any changes to programming scheduling
 - ii) Electronic means and defined requirements and responsible parties to support ETAWOK Training Director and Michelle Ruder, Associate Dean of Workforce, will share information via e-mail related to information required by either party.
 - c) Requirements for reporting on partnership status for purposes of accountability and continuous improvement:
 - i) The specific data required
 - ETAWOK will provide Butler the list of apprentices according to the specific cohort and identify the students that will be enrolled in the specific Butler Community College classes on a semester by semester basis.
 - Butler will enroll the students prior to the first class day.
 - Apprentices will complete the FERPA Release of Data so that communication regarding student progress can be shared with the ETAWOK
 - ii) Mutually understood definitions of data, metrics, and reports:

- Butler Instructors will provide attendance information on a weekly basis to Michelle Ruder who will pass this on to the ETAWOK contact person.
 - Butler Instructors will provide grades earned by the students at the completion of a course.
 - ETAWOK will provide Butler Community College information regarding those apprentices who complete their Certification of Competency for the Block and Associated examination for Journeyman (5th year apprentices).
- iii) A formal reporting schedule:
- The formal reporting schedule is identified above.
- iv) Responsible parties:
- Responsible parties are identified above.
- d) Other:
- Place information about the ETAWOK in Butler's catalog.
 - Place information about the Butler program on ETAWOK website.
 - Provide advisors with appropriate information regarding the partnership.
 - Work collaborative on recruiting efforts.
- 6) Formal evaluation process, including scheduled periodic reviews and a means to address problems as they arise:
- ETAWOK and Butler Community College agree to evaluate formally the effectiveness of this partnership on an annual basis to identify activities for continuous improvement as well as further partnership opportunities.
- 7) A means to dissolve the partnership:
- The Memorandum of Understanding Agreement is automatically renewed each year or may be replaced by a newly updated agreement. Either party may terminate this agreement upon 90 – day written notice. If a course(s) is in progress, the effective date of the termination shall be upon the completion of the course(s).

Dr. Kim Krull

Dr. Kim Krull, President
Butler Community College

5/5/2021

Date

Dustin Leird
Dustin Leird (Apr 27, 2021 14:44 CDT)

Dustin Leird, Chairman
electrical training ALLIANCE of Western OK

Apr 27, 2021

Date

Clifford Stewart
Clifford STEWART (Apr 27, 2021 15:24 CDT)

Clifford W. Stewart, Training Director
electrical training ALLIANCE of Western OK

Apr 27, 2021

Date

(Rev 04/2021)

Memorandum of Understanding
electrical training ALLIANCE of Western Oklahoma
April, 2021

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2021 Butler College Memorandum of Understanding_final

Final Audit Report

2021-04-27

Created:	2021-04-27
By:	Perri Furry (pfurry@woejatc.org)
Status:	Signed
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"2021 Butler College Memorandum of Understanding_final" History

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PERSONNEL

TOPIC for ACTION
Full Time Mathematics Instructor

REPORT:

John Hendley is recommended for the Mathematics Instructor position for the 2021-2022 academic year. Mr. Hendley holds a Bachelor of Mechanical Engineering from the Georgia Institute of Technology and a Master of Science in Curriculum and Instruction from Baylor University. He has been completing hours toward a PhD in Statistics from Baylor University and also a Master of Science in Mathematics from Emporia State University. John has decided he prefers teaching mathematics and wants to get back to the classroom. John brings seventeen and half years of teaching experience at the high school level which included teaching dual credit courses through Newman University to Butler Community College. His diverse background and experience will be an asset to the mathematics department at Butler Community College.

RECOMMENDED ACTION:

Recommendation of approval of John Hendley as a Full Time Instructor of Mathematics for the 2021-2022 academic year at a salary of \$49,810 plus full benefits. This position fills the vacancy left when Adnan Fahs retired at the end of the Fall 2020 semester. This position is funded from the Mathematics 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: May 19, 2021

TOPIC for ACTION
Full Time Chemistry Instructor

REPORT:

Jenifer Sutter is recommended for the Chemistry Instructor position for the 2021-2022 academic year. Ms. Sutter holds a Bachelor of Science in Chemistry from Idaho State University, a Master of Arts in Teaching from Southwestern College, and a Master of Science in Chemistry with an emphasis in Education from Grand Canyon University. Jenifer brings eight years of teaching experience in Chemistry, which included dual credit courses, and two years of science teaching from the K-12 system. Her background and experience will be an asset to the chemistry department at Butler Community College.

RECOMMENDED ACTION:

Recommendation of approval of Jenifer Sutter as a Full Time Instructor of Chemistry for the 2021-2022 academic year at a salary of \$47,210 plus full benefits. This position fills the vacancy left when Dr. Kim Karr retires at the end of the summer. This position is funded from the Chemistry 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: May 21, 2021

TOPIC for ACTION
Contract Renewal – Radio Broadcaster-Grizzlybacker Fundraiser

REPORT:

The contract for Dennis Higgins, Radio Broadcaster-Grizzlybacker Fundraiser expires on June 30, 2021. Dennis is our radio announcer that does all football broadcasts and home and away conference basketball games. Dennis is entering his 15th year as the voice of the grizzlies. He also helps fundraise for the Grizzlybackers.

RECOMMENDED ACTION:

Athletics recommends that the contract be renewed at the annual salary of \$35,000. The contract runs from July 1, 2021 to June 30, 2022.

RECOMMENDED FUDNING SOURCE:

Grizzlybackers

Submitted by:	Todd Carter
Supervisor:	Bill Rinkenbaugh
Date:	May 17, 2021

SUPPLEMENTAL INFORMATION

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



Metric	Description	Latest Performance	Last Updated for BOT	Previous Three Years	Validation Source
Retention	Percentage of incoming first-time full-time degree/certificate seeking students from the first fall who continue to the next fall. Cohort members who graduate within a year are excluded from the calculation.	60% (Fall 2019 Cohort)	04/2021	60 % (Fall 2018), 60 % (Fall 2017), 60 % (Fall 2016)	IPEDS Fall Enrollment Collection/US Dept of Education
Graduation Rate and Transfer Rates	Percentage of incoming first time full time degree/certificate seeking students who graduate or transfer to a 4 year institution within three years of starting at Butler	28 % Graduation Rate/26 % Transfer Rate (Fall 2017 Cohort)	01/2021	26 % Graduation/30 % Transfer (Fall 2016 Cohort); 26 % Graduation/26 % Transfer (Fall 2015 Cohort); 23 % Graduation/29 % Transfer (Fall 2015 Cohort)	IPEDS Graduation Rate 150 Collection/US Dept of Education
Transfer GPA and Hours	Aggregate GPA and accepted transfer credit hours of Butler students who leave to transfer to any of the public universities in Kansas	3.24 & 50.2 hours (Fall 2019 cohort)	03/2021	3.22 & 49.9 hours (Fall 2018), 3.20 & 48.7 hours (Fall 2017); 3.21 & 47.0 hours (Fall 2016)	Kansas Board of Regents KHESTATs Transfer Tab
CTE Placement	Self-reported job placement of technical program concentrators & completers	76% (AY 2020)	04/2021	76.3 % (2019), 77.64 % (2018), 70.54 % (2017)	Kansas Board of Regents AY Follow Up Collection
Completions	Number of associate degrees and certificates granted by the institution	1446 (AY 2020)	10/2020	1513 (AY 2019), 1496 (AY 2018), 1436 (AY 2017)	Kansas Board of Regents AY Completions File

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Scholarship Format
Responsible individual	Jessica Ohman/Scholarship Taskforce
Report for the BOT meeting of	June 8, 2021
Strategic Goal: Ensure Student Success	Priority Number: 3b (Analyze and revise current scholarship format with recommendations for consideration for FY2022)

Narrative

Scholarships are used as recruitment and retention incentives for students. In identifying scholarship recipients, this allows Butler to be an affordable educational option and keeps us competitive in the recruitment of students in our region. A scholarship taskforce was convened to review current practices.

Current Outcomes

Reinstated Summer+ in an effort to increase enrollment for summer 2021 and fall 2021. Changes to the scholarship include a fall enrollment deadline, max scholarship based on in-state tuition. Summer 2021 credit hours do not qualify if the tuition is paid by a waiver, tuition scholarship or third party program.

Action items for future outcomes

The team will continue to refine scholarships in an effort to increase enrollment and retention.

Strategic Alignment

Scholarships used as incentives for recruitment and student retention ties directly to the strategic goal of Ensuring Student Success and helps our students focus on their academic goals by relieving some of the financial pressure faced with the challenge of paying for college.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Foundation
Responsible individual	Tom Borrego
Report for the BOT meeting of	June 8,, 2020
Strategic Goal: Contribute to our Communities	Priority Number: 4c (Identify and strategically align Foundation donor support for College innovations)

Narrative

The Butler Community College Foundation has focused its efforts on improving our Culinary Program, implementing scholarship awards, Advance Kansas, and preparing for graduation

Current Outcomes

Below are highlights of current Foundation outcomes:

Culinary – The Foundation Executive Committee will meet with the Butler Community College Executive Committee to present the initial documentation on gifts received by the Foundation in support of the College’s Culinary Arts Program prior to the June 8, 2020 Board of Trustee’s meeting.

Circle of Gold Society – The Foundation will be hosting the Circle of Gold Society Luncheon on June 18, 2021, 11:30 am-12:30 am in the Clifford/Stone Community Room. This giving society recognizes those who have provided for the Foundation in their estate plans.

Recognition – The Kansas Hispanic Education and Development Foundation (KHEDF) will recognize Butler Community College Foundation for its support of Hispanic students attending Butler Community College through scholarship support and our mentorship program. This recognition will take place, June 17, 2021, 6:30 pm at The Wave in Wichita, KS.

Strategic Alignment

This objective is part of Butler Community College’s 2019-2020 Strategic Plan with the College’s goal of “Contribute to our Communities”, under which Priority 3 calls on Butler Community College to share its resources to build a better community, region and world. Performance indicator 4c challenges the Foundation to improve a student’s ability to access a higher education and support programs and structures that can deliver the quality education expected by Butler Community College and its students.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Mental Health Needs
Responsible individual	Bill Rinckenbaugh, CIMT
Report for the BOT meeting of	June 8, 2021
Strategic Goal: Ensure Student Success	Priority Number: 5b (Support additional mental health services to address escalating needs)

Narrative

According to a recent survey by Inside Higher Ed's *Student Voice*, 65 percent of college students report having fair or poor mental health. Our students come to the College with a number of personal issues and utilize our only counselor, Nancy Hamm, to address these mental health issues. Nancy has been proactive in her approach to addressing issues this Spring semester.

In January, she provided a break-out session during PDD (Professional Development Days) for Suicide Gatekeeper Training. This strategy is to help faculty identify signs of significant depression and anxiety and provide students with the resources that we have available.

Nancy, also continued her Coping with College series this spring. Offering a session on Testing Your Best, provided students with anxiety coping strategies to significantly reduce testing anxiety. Coping with College sessions are offered on both El Dorado and Andover campuses.

Nancy is an engaged member of the Butler CARE team that identifies resources for individuals that are referred to the team. Nancy reaches out to many students discussed at CARE team meetings to get a better understanding of their personal issues and what resources she can access to address those issues. CARE teams are active on both major campus locations.

Finally, April is Sexual Assault Awareness month. Nancy arranged for the "What Were You Wearing" display in the Student Union. This display shows the types of clothing that was being worn by victims of sexual assault. The stories that are associated with the display are very emotional and often times prompts victims of sexual assault to discuss their particular experience. It also drives home the point that sexual assault has nothing to do with what a person was wearing, rather it is a serious crime against another individual.

Current Outcomes

In the Fall, Nancy reported 153 appointments between the two campus locations. This Spring semester, the number was 148. Of the 148 appointments for this Spring semester, 76 were in El Dorado, 43 were at Butler of Andover, and 29 were by Zoom. It is Nancy's belief that the 29 telehealth (Zoom) appointments would have added to the Andover numbers. These numbers do not reflect the personal referrals that Nancy

received which exceeded 100. Additionally, there were 150 AVISO alerts identifying a personal crisis with the individual student. The personal crisis notifications through AVISO ranked third in alerts behind COVID-19 and academic alerts respectively. The personal crisis alerts required a personal contact from Nancy to the individual student to determine the best strategy to address their crisis.

Action items for future outcomes

It is our recommendation that the part-time counselor be secured to assist us in addressing the mental health needs of our students at Butler of Andover. This part-time position would be available for 7 hours per day, four days a week. With the light student enrollment on Friday, the position would be available to assist students Monday through Thursday. This position will also allow for Nancy Hamm to remain in El Dorado for the entire week and not lose an hour of services due to the travel time between the two campuses.

It is our recommendation that this part-time counselor be paid using HEERF funds while they are available. The traffic pattern and services provided will be tracked during this time. The position will be filled with the understanding that it is being funded through HEERF money and that continued employment would be directly tied to identified need. It is our belief that the request for services will continue to rise as the number of students physically being on campus will increase with the pandemic being addressed with vaccinations.

Interaction with the CARE team on both campuses by the counselor is essential in addressing identified individual student needs. The group counseling sessions, coping with college programming, PDD presentations will all be continued throughout the next academic year.

Strategic Alignment

This aligns with Ensure Student Success. If students are not healthy, both physically and mentally, it will impact their engagement in the classroom. Lack of engagement will negatively impact their success and student retention through their goal.

Retention is one of the highest priorities at the College. Every effort must be made to ensure students have the resources needed to make their success a reality. Social and emotional support will be a key resource for that retention to become a reality.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	HR Consultant Survey
Responsible individual	Shelley Stultz
Report for the BOT meeting of	June 8, 2021
Strategic Goal: Invest in Our Employees Success	Priority Number: 1a (Continue to implement HR Consultant study recommendations during FY2021-22 using salary surveys and HR analytics)

Narrative

As part of Butler's strategic goals and priorities we strive to maintain a competitive market position for compensation to attract and retain highly qualified employees.

Consistent with this philosophy, Butler engaged Segal Waters Consulting in 2018 to conduct a college-wide compensation study, to determine our competitive market position, compensation policies and practices that take into consideration the labor market, internal equity and the College's fiscal conditions.

Current Outcomes

Based on recommendations from the Compensation Study we also included 0.5% of salary budget to address market and internal equity shortcomings. These funds were used to bring employees to the bottom of the new pay range. Additional funds were recommended to be allocated each year to address the internal equity within certain groups where recruitment and retention are a factor.

We made the decision early 2020 to cut the .5% equity dollars as a budget savings due to COVID and revenue shortfalls for FY21. This was approximately \$160,000 of salary adjustments we had scheduled to process. Additionally, we did not promote pay increases in 2021.

In the last year we have:

- We have identified priority groups for which internal equity is a factor in our recruitment and retention efforts.
- Participated in the Kansas Community College Association annual salary and benefits survey for 2020-2021.

Action items for future outcomes

Continued support for additional budget dollars in FY2022 and beyond for salary raises and equity is needed to fully address the current inequity and ongoing market stability of our pay structures and incumbent salaries.

Based on recommendations from the Compensation Study we need to include 0.5% of salary budget to address market and internal equity shortcomings annually.

Strategic Alignment

Invest in our Employees' Success

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

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Civic Organizations
Responsible individual	Kim Krull, Exec Council
Report for the BOT meeting of	June 8, 2021
Strategic Goal: Contribute to Our Communities	Priority Number: 3a (Research service area civic organizations and ensure Butler Community College representation of key boards during FY2021)

Narrative

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

Current Outcomes

A list of key organizations in the surrounding communities has been developed which identifies current Butler employees who serve in some capacity in those organizations. The organizations have been identified that optimize Butler's influence and interest in the area and allow greater engagement of Butler in communities. While some of the positions are elected, many are appointed positions that can be more easily filled through offering to serve.

Action items for future outcomes

Some gaps still exist on elected Boards so involvement in discussing and possibly recruiting individuals to run for those positions is being discussed. In addition, volunteers are constantly being sought to serve on non-profits and community boards to increase Butler's representation. Pertinent information learned and shared from community councils or boards can be useful for relationship building and strategic planning.

Strategic Alignment

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

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 3 calls for a return on investment for student and taxpayer resources committed to the college and performance indicator 3a identifying that Butler will research service area civic organizations and ensure Butler Community College representation of key boards during FY2021.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Diversity, Equity and Inclusion
Responsible individual	Shelley Stultz, Inclusion Council
Report for the BOT meeting of	June 8, 2021
Strategic Goal: Advance Institutional Effectiveness	Priority Number: 1b (Expand direct training related to diversity, equity, and inclusion in FY2021)

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. One of the objectives is to expand direct training related to diversity, equity and inclusion for FY2021.

Current Outcomes

The D& I team is working to design direct training seminars and regimens for BCC students, faculty, and staff on all relevant matters pertaining to diversity and inclusion with the ultimate aim of fostering a more inclusive work and study environment.

Action items for future outcomes

The D&I Council has identified immediate goals to be attained in the FY21 and FY22 to include:

- Host 5 trainings (e.g. 2nd Saturday, Advisors, RAs, etc.)
- Plan PDD AVID Inclusion seminar for Spring 2021 - Completed
- Advertise and secure *Inclusion on Demand* training occasions for 2021
- *Develop an RA inclusion training to be implemented as part of each new term's RA onboarding*
- *Develop and implement trainings at New Faculty Orientation, New Adjunct Orientation, and New Employee Orientation.*

Strategic Alignment

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

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Hiring Process
Responsible individual	Shelley Stultz
Report for the BOT meeting of	June 8, 2021
Strategic Goal: Advance Institutional Effectiveness	Priority Number: 1c (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.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Planning
Responsible individual	Kim Krull/Vice Presidents
Report for the BOT meeting of	June 8, 2021
Strategic Goal: Advance Institutional Effectiveness	Priority Number: 2a (Adhere to annual Strategic Planning and Budgeting Calendar)

Narrative

A comprehensive strategic planning cycle is necessary for the coordination of planning, budgeting, implementation of college initiatives, and general operations. The planning cycle is inclusive of review of the current strategic plan, progress toward benchmarks and outcomes, reporting of progress, revision of the strategic plan, budget planning and approval timelines, and establishment of overarching strategic goals and initiatives. The review and development of the strategic planning cycle involves Exec Council, SEMT, Board of Trustees, college employees, stakeholders, and students.

Current Outcomes

Progress on KPI's has been reviewed throughout the academic year through reporting to Exec Council and to the Board. The current strategic planning calendar includes completion of the formal assessment of KPI's, operational metrics, project metrics, input from academic and non-academic program review, CFI and budget updates.

Action items for future outcomes

The Exec Council planning retreat schedule is being discussed and will align with the Board planning retreat. It will be used to discuss current strategic planning goals as well as set priorities and the planning cycle for the upcoming year. Typically a strategic planning work session is scheduled with the Board in July.

Strategic Alignment

This objective is part of Butler Community College's 2020-2022 Strategic Plan with the college's goal of "Advancing Institutional Effectiveness", under which Priority 2 calls for support to address strategic needs through integrated planning, program review, and budgeting performance indicator 2a identifying that Butler adhere to an annual strategic planning and budgeting calendar.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Initiatives
Responsible individual	Kim Krull/Vice Presidents
Report for the BOT meeting of	June 8, 2021
Strategic Goal: Advance Institutional Effectiveness	Priority Number: 4a (Allocate a set amount of annual dollars for strategic initiatives and needs)

Narrative

The college budgeting process calls for a strong linkage between the strategic plan and each department/division budget recommendations. Academic and non-academic requests are submitted in the budgeting process with a requirement to demonstrate the relationship between the strategic plan and budget. Over a period of a number of months the budget is developed with priorities for current and new initiatives being considered. During the budget year, Butler is often faced with opportunities for new initiatives and needs but doesn't have a dedicated fund outside of academic program development fund for consideration of these initiatives so this priority has been embedded in the strategic plan with a goal of sustainability in the future

Current Outcomes

With the anticipate of COVID's impact on the annual budget, many cuts were made to the current year budget in both personnel and non-personnel areas. Typical annual transfers of funding to designated funds such as the academic program development fund were suspended to help in managing the budget concerns. In additional, funds to address this priority were not allocated in the current FY21 budget as it was anticipated a significant state budget cut would be realized in additional to lower ad valorem tax collections. While these issues were abated as the budget year progressed, a designated fund was not created.

Action items for future outcomes

With the opportunity afforded through HEERF funding, plans have been shared with the Board to allocated funding into a designated "Innovation Fund" using these one-time dollars. It has also been proposed to allocate some funding into the Academic Program Development designated fund to cover both FY21's allocation and FY22's allocation amounts. The Innovation Fund would have a specific set of guidelines and procedures for its use.

Strategic Alignment

This objective is part of Butler Community College's 2020-2022 Strategic Plan with the college's goal of "Advancing Institutional Effectiveness", under which Priority 4 calls for support to dedicate funds for resource planning and maintenance and associated operational systems and performance indicator 4a identifies that Butler allocate a set amount of annual dollars for strategic initiatives and needs.

Butler Community College
Statement of Revenue, Expenditures, Other Changes
As of 5/31/2021

FISCAL YEAR 21, PERIOD 11
OPERATING FUNDS

	2021				2020			
	Budget	Actual	Variance (Over)Under	Percent of Budget	Budget	Actual	Variance (Over)Under	Percent of Budget
REVENUES:								
Tuition/Fees	18,513,393	18,601,883	(88,490)	100.48%	18,744,257	19,358,223	(613,966)	103.28%
Local Sources	13,746,419	9,053,513	4,692,906	65.86%	14,960,063	9,427,529	5,532,534	63.02%
State Sources	16,286,151	15,949,683	336,468	97.93%	15,870,398	15,672,196	198,202	98.75%
Auxiliary Sources	17,724	18,670	(946)	105.34%	17,724	12,378	5,346	69.84%
Federal Sources	0	0	0	0.00%	0	0	0	0.00%
Other Sources	654,963	479,399	175,564	73.19%	1,042,959	639,731	403,228	61.34%
Transfers	432,135	452,225	(20,090)	104.65%	82,134	63,352	18,782	77.13%
TOTAL REVENUES:	49,650,785	44,555,372	5,095,413	89.74%	50,717,535	45,173,409	5,544,126	89.07%
EXPENSES:								
Instruction	15,488,123	12,604,983	2,883,139	81.38%	16,040,050	13,345,510	2,694,540	83.20%
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	3,440,543	2,527,805	912,738	73.47%	3,565,639	2,902,924	662,715	81.41%
Student Services	6,280,407	4,748,516	1,531,891	75.61%	6,634,087	5,232,150	1,401,937	78.87%
Institutional Support	16,799,379	15,001,317	1,798,062	89.30%	17,017,300	15,297,239	1,720,061	89.89%
Physical Plant Operations	3,516,342	2,503,651	1,012,691	71.20%	3,474,006	2,462,433	1,011,573	70.88%
Student Financial	3,405,385	3,400,934	4,451	99.87%	3,610,385	3,204,516	405,869	88.76%
Auxiliary Enterprise	0	0	0	0.00%	251,400	0	251,400	0.00%
TOTAL EXPENSES:	48,930,179	40,787,206	8,142,973	83.36%	50,592,867	42,444,772	8,148,095	83.89%
TRANSFERS AMONG FUNDS:								
Mandatory Transfers	874,214	1,168,603	(294,389)	133.67%	1,160,380	1,337,930	(177,550)	115.30%
Non-Mandatory Transfers	512,273	512,273	0	100.00%	637,273	637,273	0	100.00%
TOTAL TRANSFERS:	1,386,487	1,680,876	(294,389)	121.23%	1,797,653	1,975,203	(177,550)	109.88%
NET INCREASE/DECREASE IN NET ASSETS	(665,881)	2,087,290			(1,672,985)	753,434		
Fund Balances, Beginning of year	9,086,097	9,086,097			7,135,350	7,135,350		
Fund Balances, End of Period	<u>8,420,216</u>	<u>11,173,387</u>			<u>5,462,365</u>	<u>7,888,784</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

Butler CC,
Thank you for your support and flowers during this time. Joyce loved education. Thank
you for purchasing a book in her name.
The Family of Joyce Linscott

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
JUNE – JULY**

June Board Finance Committee	Tuesday, June 8, 3:30 p.m. President's Conference Room	Doug Law Shelby Smith
June Board Meeting	Tuesday, June 8, 4:30 p.m. Dankert Board Room	ALL TRUSTEES
July Board Finance Committee	Tuesday, July 13, 3:30 p.m. President's Conference Room	Doug Law Shelby Smith
July Board Meeting	Tuesday, July 13, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

2020-2021 Board Meeting Dates

Tuesday, June 8, 2021

Tuesday, July 13, 2021

LOOKING AHEAD

August Board Finance Committee	Tuesday, August 10, 3:30 p.m. President's Conference Room	Doug Law Shelby Smith
August Board Meeting	Tuesday, August 10, 4:30 p.m. Dankert Board Room	ALL TRUSTEES
September Board Finance Committee	Tuesday, September 14, 3:30 p.m. President's Conference Room	Doug Law Shelby Smith
September Board Meeting	Tuesday, September 14, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

Spring 2021 ACTIVITY CALENDAR

July 4 Observance – Offices Closed	Mon, July 5
Summer Semester Ends	Fri, July 30

EXECUTIVE SESSION

TRUSTEE MOTION: By _____

Mister Chair I move that the Board recess into executive session to discuss confidential employee matters, 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 for a length of 30 minutes, to include the Board and President Kim Krull.

The open meeting will resume 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

ADJOURNMENT

MOTION: By _____

Chair Lechtenberg I move that the Board meeting be adjourned.

CALL FOR A SECOND: Trustee _____

CALL FOR A VOTE

MEETING ADJOURNED @ _____ A.M.