

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

**4:30 p.m., December 14, 2021 – Dankert Trustee Board Room**

Meeting Recording can be viewed at <https://www.youtube.com/watch?v=Abs03Vubrao&t=77s>

**STAFF ATTENDANCE**

Lisa Bolin	Bill Rinkenbaugh
Tom Borrego	Heather Rinkenbaugh
Megan Chambers	Luis Pena
Julio Guerrero	Rhonda Smith
Matt Jacobs	Kelly Snedden
Kim Krull	Phil Speary
Esam Mohammad	Shelley Stultz
Tom Nevill	Ireland Turner
Troy Nordman	Kent Williams
Jessica Ohman	Mel Whiteside
	Bill Young

**BOARD ATTENDANCE**

Lance Lechtenberg, Chair  
Doug Law, Vice Chair  
Forrest Rhodes, Secretary  
Mary Martha Good  
Jim Howell  
Shelby Smith  
Julie Winslow

**GUESTS**

Ray Connell  
Linda Jolly  
John Rupp (z)  
David Sherrer  
Guadalupe Torres (z)

\*(Z) denotes attendance via Zoom

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE****APPROVAL OF THE AGENDA**

Trustee Smith made a motion to move item XI-A, Approval of the November 9, 2021 Regular Board meeting minutes to item IX.-G to correct a typo. It was determined the error could be addressed without moving the minutes from the consent agenda. The motion was withdrawn.

Trustee Rhodes moved to amend the agenda to add a discussion item, IX-A regarding Board Governance Issues. Trustee Good seconded the motion. The motion passed unanimously by roll call vote.

Trustee Law moved to approve the agenda as amended. Trustee Smith seconded. The motion passed unanimously on a roll call vote.

**EXECUTIVE SESSION**

Trustee Good moved and Trustee Rhodes seconded the Board recess into Executive Session 1) to discuss employer-employee negotiations to include members of the Board, President Kim Krull, Ray Connell, Bill Rinkenbaugh, Dr. Phil Speary, Shelley Stultz, and Kent Williams; and 2) to consult with our attorney for advice regarding contracts to include members of the Board, Ray Connell, President Kim Krull, Kent Williams, and John Rupp, and 3) to discuss non-elected personnel matters to include members of the Board, Ray Connell, President Kim Krull, and Shelly Stultz for a period of 60 minutes. The motion passed unanimously on a roll call vote. The Board entered Executive Session at 4:35 p.m. The Board returned to Open Session at 5:35 p.m. Trustee Good moved and Trustee Winslow seconded to extend the Executive Session for an additional 45 minutes to continue the previously defined subject matter. The motion passed unanimously on a roll call vote. The Board entered Executive Session at 5:41 p.m. and returned to Open Session at 6:12 p.m. No action was taken.

### **RECOGNITIONS**

- Disability Mentoring Day – Aletra Chaney-Profit, Derek Foust, Matt Galbraith, Steve Jackson, Mark Jaye, Sedina Rardin, Niomi Thompson, and Mel Whiteside.
- Kansas Association of Collegiate Registrars and Admissions Officers – Megan Chambers, Monica Zavala, and Michelle Ponce
- Salvation Army Bell Ringing Service – Accounts Receivable Community Service Program and Enrollment Management volunteers
- Aviso Award for Inclusion, Equity, and Diversity Efforts
- Trustee Mary Martha Good – December 14<sup>th</sup> Birthday
- Matt Jacobs – December 15<sup>th</sup> Birthday

**PUBLIC COMMENT** – None

### **STANDING REPORTS**

Student Government Association –Guadalupe Torres provided an overview of various student activities occurring in November and December.

Operational Staff – Lisa Bolin reported on Op Staff's Thanksgiving pie fundraiser and thanked everyone for their donations and support. The funds raised support the Op Staff book scholarship fund.

Professional Employees – None

Board Finance Committee – Trustee Law reported on the review of the draft audit which will be finalized with no findings.

Foundation Board Report – Trustee Rhodes mentioned the culinary building groundbreaking and Tom Borrego reported Foundation Board Member Chief Nelson Mosely has resigned his position in Rose Hill to take a position at University of Kansas as their Chief of Police.

KACCT Update – Dr. Krull provided the KACCT update as Trustee Good was not able to attend the quarterly meeting. Regent Jon Rolph joined the Trustees on Friday afternoon to share the mission and vision of KBOR for the Kansas higher education system. Questions from the presidents and Trustees to Regent Rolph included those regarding transfer and articulation, relationships within the 2-year and 4-year system, and service areas. Sue Givens, retired El Dorado Superintendent provided Board training on the topics of roles and governance, legal issues, trust and communication, conflict resolution and the eight characteristics of an effective Board. She is doing training for the Kansas Association of School Boards and community colleges.

Saturday morning was the regular KACCT quarterly meeting including approving minutes, the treasurer's report and election of KACCT officers. KACCT adopted a recommended best

practice to be implemented by all the community colleges in January to include an affirmation of the ACCT Code of Ethics and having Board members sign it, frame it and place it on the wall of our Board Rooms. Georgia Masterson did a workshop and provided training on people in poverty to help us better understand our students as 27% of community college students across the nation live below the poverty level

Representative Steven Johnson joined the group by zoom to discuss KPERS and some of the legislative issues to be discussed this coming session. Dan Murray, KACCT lobbyist from Devine, Donley, and Murray discussed some of the federal level initiatives as well as items to be discussed this spring during the legislative session.

President's Report – Dr. Krull noted there were no KORA requests this month. The employee holiday luncheon was held and approximately 350 employees attended. The Foundation holiday party and the culinary buy-in party from the March 2020 Butler Benefit Auction were recently held and both were successful and fun events. The college will be closed from December 22<sup>nd</sup> – January 3<sup>rd</sup> for the holiday break.

Education Facilities Authority Report – None

**MONITORING REPORTS** - None

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

### Board Governance Issues

Chair Lechtenberg provided some background related to a call he was on with Trustee Rhodes, Dr. Phil Speary, Dr. Krull and Dr. Tom Bordenkircher, Butler's HLC Liaison. Chair Lechtenberg noted the necessity to be more disciplined as a Board and following the guidelines of HLC. Concerns were noted related to offering public comment, providing personal contact information, going around the administration to gather information, and disregard for legal advice. HLC will be assuming a more regulatory stance rather than guidance stance at this point. Trustee Lechtenberg encouraged whomever the new Board Chair is to contact Dr. Bordenkircher right away for continued discussion. Trustee Rhodes noted the policies the Board is expected to operate within and Dr. Bordenkircher expressed significant concern Board members are not following those policies. It was noted that violation of those policies needs to be brought to the public's attention. Dr. Krull noted training will be scheduled beginning in January or early February and will be ongoing. Dr. Speary stated when the comprehensive accreditation review team is on campus in April 2023, they will likely ask for all Board meeting minutes and may review the meeting recordings for the past 4-5 years. The accreditation team will be looking at very specific evidence to determine if governance criterion are being met. Chair Lechtenberg noted this is a Board issue, not an administrative issue that needs to be resolved.

## **BOARD ACTION ITEMS**

### 9100 Building

Trustee Law moved to approve the sale of the 9100 Building to Heritage Landing, LLC as they were the high bidder in the sealed bid process. Trustee Winslow seconded. The motion passed unanimously with a roll call vote.

### Pastry Arts AAS Degree and Certificate Program

Trustee Smith noted a wording discrepancy on funding for the culinary building that indicates it is funded through private donations and General Fund reserves and offered he didn't think the Board had approved general funding support. It was clarified that the program support comes from the general fund and culinary arts program budget. Another question was noted on the equipment costs with the thought those costs were too high. It was clarified by Dean Mel Whiteside that the pastry equipment will be specific to the pastry program and much of it will be donated. While exact costs will not be known, the program packet to be submitted requires an

estimate of equipment costs. Trustee Smith suggested a change to the motion to indicate program support "pending Board approval." TEA and KBOR will require the Board approve the program. This information can be further defined in the months ahead as it is known what equipment will be donated and what has to be purchased. Trustee Winslow raised concerns about who would be reviewing the growth of the program to understand if there is a return on the investment. Vice President Dr. Tom Nevill identified programs are reviewed for viability and how they aligns with the workforce.

Trustee Rhodes moved to approve the Pastry Arts AAS degree and certificate programs for Fall 2022 start and submittal to the Kansas Board of Regents. Trustee Good seconded. The motion passed unanimously on roll call vote.

**New Program Request Form  
CA1  
General Information**

Institution submitting proposal	Butler Community College
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Dr. Tom Nevill, Vice President of Academics <a href="mailto:tnevill@butlercc.edu">tnevill@butlercc.edu</a> , 316.322.3110
Identify the person responsible for oversight of the proposed program	Mel Whiteside, Dean, Science, Technology, Engineering, and Mathematics
Title of proposed program	Professional Pastry Arts
Proposed suggested Classification of Instructional Program (CIP) Code	12.0501 Baking and Pastry Arts/Baker/Pastry Chef
CIP code description	<b>Definition:</b> A program that prepares individuals to serve as professional bakers and pastry specialists in restaurants or other commercial baking establishments. Includes instruction in bread and pastry making, bread and pastry handling and storage, cake and pastry decorating, baking industry operations, product packaging and marketing operations, and counter display and service. (2020)
Standard Occupation Code (SOC) associated to the proposed program	51-3011.00 Bakers
SOC description	Mix and bake ingredients to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods.
Number of credits for the degree <u>and</u> all certificates requested	62 AAS 30 CERT A
Proposed Date of Initiation	Fall 2022
Specialty program accrediting agency	ServSafe
Industry certification	ServSafe

Signature of College Official \_\_\_\_\_ Date \_\_\_\_\_

Signature of KBOR Official \_\_\_\_\_ Date \_\_\_\_\_

## **Narrative**

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

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

## **Program Rationale**

- Provide an overall explanation and background surrounding the development of the proposed program. Include where the idea came from, who was involved, and why the program is needed.

Currently, the closest Pastry Arts program is located at Johnson County Community College in Olathe, Kansas. Colleges within the Butler County region do not offer Pastry Arts. Butler's current program only offers a Baking Skills class and one semester does not address professional baking skills. Many Butler Culinary students have a strong interest in the pastry program and have indicated they would complete a pastry certificate when offered.

## **Program Description**

- Provide a complete catalog description (including program objectives) for the proposed program. The Professional Pastry Arts program will prepare students with the necessary knowledge and skills to successfully pursue careers in the professional baking and pastry industry. Students will train in state-of-the-art facility that is equipped with professional tools and machines. The program features courses in plated desserts, bread making, petit fours, menu development, and chocolate basics. Courses in cost management, purchasing essentials, culinary nutrition, hospitality, along with an internship to apply their skills in the real world, round out the curriculum. This program is ideal for those looking to learn leadership, management, and service skills within the hospitality industry.

### Program objectives:

1. The student will demonstrate the fundamental knowledge of pastries, common ingredients, and baking techniques.
  2. The student will demonstrate how to safely prepare and store food according to industry standards.
  3. The student will demonstrate kitchen management, nutrition, and menu design
  4. The student will demonstrate how to calculate food and labor costs, baker's percentages, yield conversions, and selling prices.
  5. The student will demonstrate effective oral and written communication skills.
  6. The student will identify and demonstrate an understanding of personal and work characteristics that contribute to an effective work environment.
  7. The student will apply classroom knowledge to real world experiences through a program-approved internship.
- List and describe the admission and graduation requirements for the proposed program. 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**

- Using the Kansas Department of Labor’s Long Term Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections: occupational growth, occupational replacement rates, estimated annual median wages, and typical education level needed for entry.

According to The Department of Labor Kansas Long-Term Occupational Projections for 2018-2028, KDOL projects 214 annual openings statewide for Bakers (SOC 51-3011) with a annual growth rate of -0.1% and a statewide annual median wage of \$24,340. However, according to the U.S. Bureau of Labor Statistics, the national projected employment growth from 2020-2030 is 9.5% and 10.7% self-employed.

According to the KDOL 2016-2026 Long-Term Occupational Projections, there are 55 annual openings in the South Central region and 220 statewide. Total projected openings between 2016-2026 are 562 in South Central Kansas with a median wage of \$22,920 and 2,201 projected openings statewide.

A job search for “baker” on Indeed.com (October 12, 2021) with the last 14 days and within 50 miles produces a search result of 49 available job with an average salary between \$13-18 an hour.

- Show demand from the local community. Provide letters of support from at least three potential employers, which state the specific type of support they will provide to the proposed program.

#### **APPENDIX A**

- Describe how the proposed program supports the Perkins Comprehensive Local Needs Assessment.
- Describe/explain any business/industry partnerships specific to the proposed program.  
*If a formal partnership agreement exists, agreement explaining the relationship between partners and to document support to be provided for the proposed program must be submitted to the Board office independently of the CA1 materials for review purposes. The agreement will not be published or posted during the comment period.*

#### **Duplication of Existing Programs**

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

Institution	Program	CIP Code	Award	Declared Majors	Number of Graduates	Number of Graduates Exiting and Employed	Annual Median Wage
Johnson County Community College	Pastry/Baking	12.0501	CERT	15	10	7	\$50,701
Kansas City Kansas Community College	Baking	12.0501	AAS/CERT	*	*	*	*

(Data from 2019 K-TIP Report)

- Was collaboration with similar programs pursued:

Butler Community College and Johnson County Community College (JCCC) leadership announced a new partnership that elevates the training for Butler’s Culinary Arts students and allows Johnson County to extend their culinary program’s reach to more Kansas students. Johnson County Community College’s Chef Apprenticeship program was the first to be accredited by the American Culinary Federation (ACF) Educational Institute in 1979. It remains the largest in the country and is the only ACF accredited program in Kansas.

JCCC’s partnership with Butler allows Butler’s culinary arts students the opportunity to earn the ACF credential while staying in the Wichita area. Students can enroll in JCCC practicum classes which qualify them to test for ACF Culinarian Certification and ACF Sous Chef Certification. All exams include written and cooking components. Through the practicum classes, Butler students will work in the Wichita and surrounding area as paid chef apprentices under the supervision of an experienced JCCC American Culinary Federation-qualified chef. Both community college programs result in an Associate of Applied Science (AAS) degree.

The Culinarian Certificate is 2000 hours of on-the-job training plus a designation of Butler courses and Practicums I and II. The Sous Chef Certificate is 4000 hours of on-the-job training hours and includes the Culinarian Certification plus additional courses and Practicums III and IV.

Additionally, Butler offers a Culinary Academy at Augusta’s Central Kitchen and is partnered with Andover High School to offer culinary arts courses in their new Culinary Arts facility until Butler’s new culinary building is completed along Kellogg in the new Andover Marketplace area.

(Reference: <https://www.butlercc.edu/news/article/592/butler-and-jccc-partner-on-chef-apprenticeship-program>, August 11, 2021)

### Program Information

- List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program. **APPENDIX B**
- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.
- Provide a Program of Study/Degree Plan for the proposed program including a semester-by-semester outline that delineates required and elective courses and notes each program exit point.

### **APPENDIX C and D**

- List any pertinent program accreditation available:
  - Provide a rationale for seeking or not seek said accreditation
  - If seeking accreditation, also describe the plan to achieve it



## **Faculty**

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

### 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 construction experience (including internship hours), faculty with an associate degree and five years or 10,400 hours of construction experience will be considered, or no degree with 10 years (20,800 hours) of construction 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.

### **For full-time Culinary instructor:**

All full-time and part-time faculty are expected to meet the following minimum requirements:

An associate degree from an accredited culinary school or culinary certificate and three years of food industry experience OR five years of food industry experience. Prior teaching experience is highly preferred.

- Sous chef – Two years experience
- Executive chef – One year experience

## **Cost and Funding for Proposed Program**

- Provide a detailed budget narrative that describes all costs associated with the proposed program (physical facilities, equipment, faculty, instructional materials, accreditation, etc.).

The new culinary facility will be funded by private donations. The college will continue to make lease payments using funds from the Post-Secondary Tech Ed fund in the same amount that was previously spent on the Boston Rec lease.

### Faculty Funding

The first year of the Pastry Arts program will involve two Butler funded adjunct faculty members. Year two (fall 2023), we plan to begin a search for a FT pastry chef with a beginning salary of \$66,774 (benefits included) plus two adjunct pay = \$8,376 (six, 3 credit hr. classes X \$698/cr. hr.). Adjunct faculty pay will be paid from Butler's General Fund. An annual pay increase of 2.5% is included for FT and PT faculty pay adjustments.

### Facility Costs

The Pastry Arts program will share a space with Butler's Culinary Arts and Hospitality Management programs located at our new Butler Culinary Arts facility in Andover, Kansas. The Butler Culinary Arts facility is funded through a combination of private donations and General Fund reserves. The main sources of revenue for the General Fund are Student Tuition and Fees, State Aid, and Local Taxes.

### Student Fees

It is anticipated that various industry partners will contribute to the new Pastry Arts program with in-kind and monetary donations. This alone, however, will not cover the total 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, food, supplies, future equipment replacement, etc. Butler will begin by assessing a \$25 per credit hour fee on each Pastry Arts specific course. Following year one of the program, the advisory committee and Butler administration will assess this fee and make further recommendations. With forecasted first year enrollment of 10 full-time (enrolled in 15 credit hours per semester) and 5 part-time (enrolled in 6 credit hours per semester) students, forecasts show \$9,000 in program fee revenue for the 2021-2022 academic year.

#### Equipment and Supplies

Though there have been price increase trends on many items over the past two years (e.g., fuel, food, medical, etc.), the Bureau of Labor and Statistics (BLS) September 2021 report states, “The all items index rose 5.4 percent for the 12 months ending September, compared to a 5.3-percent rise for the period ending August.” Because economists and analysts predict this trend continuing through 2022, a 5.4 percent annual increase was taken into consideration in calculating future costs for equipment and supplies (Source: News Release, Bureau of Labor Statistics, U.S. Department of Labor; Consumer Price Index – September 2021, at <https://www.bls.gov/news.release/pdf/cpi.pdf>, October 28, 2021).

- Provide detail on **CA-1a form. APPENDIX E**
- Provide Excel in CTE fee details on the **CA-1b form. APPENDIX F**
- If the program is requesting Perkins funds, provide details on the **CA-1c form.**

#### **APPENDIX G**

- If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form. APPENDIX H – Not applicable**
- Describe any grants or outside funding sources that will be used for the initial start up of the new program and to sustain the proposed program.

As of October 2021, Butler has received outside funding in the form of donations. We have received a land donation valued over \$1.1 million and a one-million dollar donation toward our new state of the art Culinary/Hospitality facility. Additional in-kind and monetary donations are anticipated by industry partners, and other outside donations from the culinary industry. Additionally, if needed, funding will be considered through Carl Perkins’s and other CTE specific grants.

### **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 (**I**ndex to **M**easure **P**rogram **V**iability and **E**ffectiveness). The goal of this process is to assure the College's resources are used in response to the College's Mission, its 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 **APPENDIX I**  
*(including a list of the business and industry members)*
  - Curriculum Committee  
The Butler Community College Faculty Curriculum Team examines, recommends and approves all courses; it does not examine nor approve degree programs. Approved courses 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 **See APPENDIX J – PENDING – Add approval meeting notes from Nov. meeting**  
*(including a list of all Board members and indicate those in attendance at the approval meeting)*

Submit the completed application and supporting documents to the following:

Director of Workforce Development  
Kansas Board of Regents  
1000 SW Jackson St., Suite 520  
Topeka, Kansas 66612-1368

APPENDIX A  
Letters of Support



October 26, 2021

Kansas Board of Regent:

On behalf of A & M Management which operates Deano's Grill and Tapworks, Oak & Pie, Stearman Airfield Bar & Grill, and Jax Restaurant and Bar, I am pleased to offer my company's full support to the proposed Professional Pastry Arts Program to be added as an accredited class to the Hospitality Department at Butler Community College. A program such as this only helps to increase the quality of talent for the Hospitality Industry and especially in our community. Being a local operator, we can change our menus and operation procedures quickly. Having students that come out of the Hospitality Program at BCCC only increases A & M Managements ability to make those changes quickly because of knowledgeable and trained students. By having a first class culinary and hospitality program, students will develop the knowledge, skills, and abilities to fill another piece of the food service puzzle that our company continually looking for to fill positions.

I have been a strong supporter of the Hospitality Program at BCCC for years, I am excited that they are continually looking at other opportunities that are needed to improve the culinary learning experience for the current program. I believe that by BCCC getting the chance to offer an accredited Pastry Program will be an added plus for current students and a point of difference for future students. The more culinary knowledge offer a student the more rounded out culinary education they will have which can lead to higher wages along with a more sustainable career path.

So, I humbly ask that you accept this letter of commitment to endorse Butler Community College's application for the Professional Pastry Arts Program that will be an accredited class and an integral part of the Butler Community College Professional Culinary program.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Arnold', written over a horizontal dotted line.

John Arnold  
President and C.O.O. of A & M Management





October 27, 2021

Kansas Board of Regents

I would like to offer my support for the Butler Community College Professional Pastry Arts program to be accredited by the Kansas Board of Regents. As you know, we are in the process of building a new facility, and adding Pastry Arts to the program will help round out the offerings available to students in South Central Kansas.

Our new facility for the Butler Culinary Program is moving along at a rapid pace, and we have designed and will equip a pastry arts kitchen that will feature the latest in equipment and technology.

My wife and I are the lead gift on this building, and I have been involved with the Butler Hospitality Program for over 25 years. My wife also serves on the board of trustees for Butler. We appreciate your consideration and accreditation would be a big win for students and the State of Kansas.

We would be happy to share success stories of many Butler graduates that have done so well in an industry that is approachable by all demographics. There truly is not another industry that supports diversity like the hospitality industry.

I am also Vice Chair of the National Restaurant Association, and will be Chair in 2023 representing the approximately one million restaurants in our country. The Pro Start program at our Education Foundation is a great start for high school students and this program will give them a great option in our industry.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "Scott Redler", is positioned above the printed name.

Scott Redler  
Co-Founder & Chief Experience Officer

**Alex Harb**  
President  
**Meddys**  
921 E. Douglas Avenue  
Wichita, Kansas 67202  
316-518-1414

October 22, 2021

Kansas Board of Regents:

On behalf of Meddy's, I am pleased to offer my company's full support to the proposed Professional Pastry Arts Program to be added as an accredited class to the Hospitality Department at Butler Community College. My business flourishes by serving high quality products and exceptional guest service. The opportunity to increase the quality of talent for the Hospitality Industry in our community will help add to the quality of life for our entire community. In addition, it will be a plus for Meddy's by giving us a better opportunity to compete at a higher level. By having a first class culinary and hospitality program, students will develop the knowledge, skills, and abilities to fill another piece of the food service puzzle that our industry so desperately needs to fill. Especially, in the state of Kansas. Being able to offer a program such as this to an already successful Hospitality program at Butler will be an added plus for current students and a point of difference to add future students. Giving a graduate more tools in their learning tool belt would lead to a more rounded out culinary education which can lead to higher wages along with a more sustainable career path.

So, I humbly ask that you accept this letter of commitment to endorse Butler Community College's application for the Professional Pastry Arts Program that will be an accredited class and an integral part of the Butler Community College Professional Culinary program.

Sincerely,



Alex Harb  
Owner  
Meddys

Letter of Support

Kansas Board of Regents

October 27, 2021

I would like to offer support from the Robert J. Dole Veterans' Affairs Medical Center for a Professional Pastry/Baking Program to be added as an accredited course through the Hospitality Department at Butler Community College. I have been in the industry for 15 years and have always had professionally trained bakers in my establishments. A pastry chef is practically a field of its own anymore with as much as the culinary world changes. Pastry chefs use the freshest ingredients they can find to have the most satisfying results, focusing mainly on desserts such as cakes, cookies, pies, scones, and so on. They learn so much in the school setting that when they hit the industry, they're levels above their peers. As we are changing the food culture here at the Veterans' Hospital we are concentrating on all fresh ingredients, trying to get as much scratch made items on our menus for our Nations heroes. We just done a complete overhaul on our desserts menu and are now 74% scratch made and we could really use a professionally trained pastry chef/baker. I highly recommend this program to better our growing culinary field in the state of Kansas, this will stop people like myself from moving away to getting professional schooling and then half the time not returning with the skills to help our local economy.

I ask that the Kansas Board of Regents accepts this letter of support to endorse Butler Community College's application for the Professional Pastry Arts Program to ultimately help our industry thrive in the local economies and provide the absolute best baked goods in the State.

Respectfully,

Derrick Voyles-



10-27-2021

Executive Chef at the Robert J. Dole Veterans' Affairs Medical Center- professionally trained in Culinary Arts and Baking/Pastries from Le Cordon Bleu Culinary School and L'ecole Culinaire both of St. Louis, Missouri.



October 26, 2021

Dear Kansas Board of Regents,

My name is Jeremy Wade, owner/operator of Napoli Italian Eatery. I am writing to you today to pledge my support for the accreditation of the Butler County Community College Professional Pastry arts program to be added to the Hospitality Department at BCCC.

Our restaurant has seen great success serving the highest quality Italian cuisine we can prepare, and because our business relies on highly trained and skilled staff, we would love to see a program of this caliber join the Wichita and surrounding communities. This would be beneficial in several ways. We could continue to build our staff with highly skilled positions, which would increase the high level of quality we are committed to serving. Wichita has long needed this and would be a boon to local restaurants that are all fighting for the few skilled positions we need. For our city to grow and continue to stay on trend with some of the bigger metro areas, we need some of the same foundations those cities have, and this would give us this highly needed foundation.

The opportunity to increase the quality of talent for the Hospitality Industry in our community will help add to the quality of life for our entire community. In addition, it will be a plus for Napoli Italian Eatery by giving us a better opportunity to compete at a higher level. By having a first class culinary and hospitality program, students will develop the knowledge, skills, and abilities to fill another piece of the food service puzzle that our industry so desperately needs to fill. Especially, in the state of Kansas. Being able to offer a program such as this to an already successful Hospitality program at Butler will be an added plus for current students and a point of difference to add future students. Giving a graduate more tools in their learning tool belt would lead to a more rounded out culinary education which can lead to higher wages along with a more sustainable career path.

Thank you for your time in this matter and I hope my endorsement can help bring the accreditation this school deserves!

Thank you,

Jeremy Wade

Chef/Owner

Napoli Italian Eatery



# Park Lane

October 26, 2021

To whom it may concern,

I am writing this letter to offer my support to the Butler College Pastry Arts Program. The addition of a specific Pastry Arts program will not only be an amazing addition to the current culinary school curriculum, but it would become a regional draw for the school, as there are very few pastry specific programs in the greater Midwest.

The addition of a Pastry specific program also avails itself to continued education seekers. Chefs, bakers, and restaurant owners that have already worked in the industry but will now be able to study and add the benefits of pastry centric classes as a source of continued education.

I have been a chef and restaurateur for the past 40 years and now currently work in the private sector. Having the ability to hire chefs trained specifically in pastry is always a great benefit to a working kitchen.

I look forward to supporting this program in any way possible in the future. Please do not hesitate to call me with any further questions - 316-737-8104.



Bobby Lane  
Chef/ Owner  
Park Lane Consultants

Park Lane Consultants, 9313 East Lakepoint Drive, Wichita, Kansas 67226



DEPARTMENT OF VETERANS AFFAIRS  
Medical & Regional Office Center  
5500 E. Kellogg  
Wichita, KS 67218

October 28, 2021

Dear Kansas Board of Regents:

REF: Support for the Professional Pastry Arts Program from Butler Community College:

This is to offer support to the proposed Professional Pastry Arts Program from Butler Community College, Culinary Program. Robert J. Dole VA currently have an affiliation agreement with the Culinary Arts Program. We serve as an Internship site for their program. We strongly believe that this is a way for the VA to give back to the community and improve the quality of health of our Veterans. The Culinary Arts Program students practice their skills in our Hospital as they bring new ideas and techniques, which in turn enhances the quality of our service and meals to our patients. In addition to benefiting our facility, the program will provide qualified and professionally skilled applicants within the federal and community Culinary Arts positions that are open.

This organization supports the Professional Pastry Arts program which will benefit our food service staff in enhancing their skills, knowledge and abilities as well as utilizing the benefits of the Tuition Reimbursement Program as students. In the process of continuous improvement of the quality of our food production by decreasing pre-made products and making more products from scratch, our staff will benefit from the training in Professional Pastry products. It is certain that this program will increase tremendously benefit of skill, knowledge, and high quality of food and service to our Veterans and the community at large. We support the affiliation, coordination, and implementation of Butler Community College's application to the Professional Pastry Arts Program.

Sincerely,

LILLIAN D  
KAPTEN 186803

Digitally signed by  
LILLIAN D KAPTEN 186803  
Date: 2021.10.28 14:13:19  
-05'07

Lillian Kaptan, MPH, LD, RDN, CDCES  
Chief of Nutrition and Food Service



**ROLLING HILLS**  
COUNTRY CLUB

October 30, 2021

Kansas Board of Regent:

On behalf of Rolling Hills Country Club, I am please to offer my support to the proposed Professional Pastry Arts Program to be added as an accredited class to the hospitality department at Butler Community College. With a great need for new opportunities this would be an excellent addition for the industry to grow. Offering a program such as this helps to improve the hospitality industry and our community.

I think it is great that you are looking for more opportunities to improve the culinary experience. I believe that BCCC is the perfect school to make this happen.

I hope you accept this letter of endorsement to Butler Community College's application for the Professional Pastry Arts Program as a accredited class.

Sincerely,

Rob Little

General Manager

## APPENDIX B

### Course descriptions

**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. The learning outcomes and competencies specified by the Kansas Core Outcomes Project for this course, as approved by the Kansas Board of Regents (Transfers as CSC 1010).

**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. The learning outcomes and competencies detailed in this outline meet or exceed the learning outcomes and competencies specified by the Kansas Core outcomes Project for this course, as approved by the Kansas Board of regents (Transfers as PSY1010).

**CA 109. Culinary Nutrition.** 2 hours credit. This course will enable the student to apply basic nutrition principles in developing nutritious menu items. The student will focus on proper diet and disease prevention. The student will explore nutrition's role in a healthy diet, from identifying basic nutrition needs to finding alternatives for those with food allergies, food intolerance and food-intake related diseases.

**CA 151. Kitchen Essentials/Culinary Math.** 3 hours credit. Prerequisite: Placement score or MA040 or MA050 (or MA051, MA052, and MA053) with a C or better or diagnostic credit. This course will enable the student to utilize the fundamentals of mathematics, including calculating percents, ratios, decimals, fractions, weights and measures, and introductory algebra concepts. The student is introduced to the application of mathematical fundamentals to a variety of culinary and hospitality uses including equivalencies, recipe costing and conversion, calculating food and labor cost percentages, baker's percentages, yield conversions, and selling prices.

**CA 152. Menu Development.** 3 hours credit. Prerequisite: HM 190 with a C or better. This course will enable the student to learn the principles of planning menus, considering customer preferences, types of food service operations, kitchen management, nutrition, and menu design. The student will incorporate basic nutritional concepts in relation to current health concerns.

**CA 153. Essentials of Purchasing.** 3 hours credit. Prerequisite: HM 190 with a C or better. This course will enable the student to develop essential concepts of purchasing, storeroom operations, and financial procedures. The student will be introduced to the application of cost controls to storeroom operations for a profitable operation. The student will learn about food laws and the purchasing, receiving, storing, and issuing of ingredients.

**EG 101. English Composition 1.** 3 hours credit. Prerequisite: A score at a predetermined 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. The learning outcomes and competencies detailed in this outline meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Project for this course, as approved by the Kansas Board of Regents (Transfers as ENG1010).

**FL 130. Spanish for Culinary Arts.** 3 hours credit. This course will enable the student to communicate in Spanish within the novice range about topics pertaining to culinary arts. The student will relate cultural practices to perspectives, develop insight into the nature of language and culture, and participate in multilingual communities at home and around the world.

**HM 101. Sanitation Management.** 1 hour credit. This course will enable the student to apply effective sanitation management principles to food service operations. The student will identify how to address environmental issues and communicate effectively with personnel and outside agencies. The student will demonstrate the ability to ensure compliance with the FDA Food Code in order to reduce health risks through Hazard Analysis Critical Control Point (HACCP) and Safety Assurance Process (SAP) approaches. The student will be qualified to earn the ServSafe Certification sponsored by the National Restaurant Association.

**HM 180. Introduction to Hospitality and Tourism.** 3 hours credit. This course will enable the student to analyze the components of the hospitality and tourism industry while identifying potential career paths within this industry. The student will be introduced to entities within the hospitality industry and develop an understanding of the economic impact that tourism has on local economies.

**HM 190. Food and Beverage Management.** 3 hours credit. This course will enable the student to appraise the components of food, beverage and labor costs within the food service industry. The student will learn cost calculation and sales concepts and their relationship with profits. The student will learn concepts and methods for food, beverage, and labor control.

**IP 193. Internship 1.2.** 2 hours credit. The department highly recommends PD 100. The student must secure an internship position related to the student's program of study prior to the first day of class. 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.

**MA 114. Technical Mathematics 1.** 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.

**PA101. Professional Pastry Arts 1.** 3 hours credit. Prerequisite: HM 101 with a C or better or concurrent enrollment. This course will enable the student to identify, prepare, and present a variety of classical pastries as well as learn the history of pastries. The student will develop basic skills in sanitation and safety practices. The student will become familiar with equipment in the professional pastry kitchen. The student will prepare cookies, tarts, pies, and other classical pastries.

**PA121. Professional Pastry Arts 2.** 3 hours credit. Prerequisite: PA 101 with a C or better. This course will enable the student to develop consistency in pastry preparation. The student will prepare choux dough, puff pastry, and cakes. The student will develop a working knowledge of ingredient functionality. The student will practice mixing, baking, and storing of baked goods. The student will identify and operate specialized pastry equipment. The student will demonstrate and practice proper food handling.

**PA131. Petit Fours.** 3 hours credit. Prerequisite: PA 101 with a C or better. This course will enable the student to develop a working knowledge of various types of petit fours, teas, coffee, specialized diet items, and various cheeses. The student will identify, prepare, and present a variety of petit fours. The student will analyze traditional petit fours forms. The student will identify and prepare pastries for specialized diets. The student will demonstrate and practice proper food handling.

**PA201. Professional Pastry Arts 3.** 3 hours credit. Prerequisite: PA 121 with a C or better. This course will enable the student to identify, demonstrate, store, and practice advanced pastry techniques. The student will train in large pastry production. The student will demonstrate a working knowledge of advanced pastry preparations. The student will identify, prepare, serve, and store specialized diet

pastries. The student will demonstrate and practice proper food handling. The student will identify and demonstrate pastry troubleshooting.

**PA202. Bread Basics.** 3 hours credit. Prerequisite: PA101 and PA121 both with a C or better. This course will enable the student to learn, identify, and prepare various types of bread. The student will identify and use equipment in the preparation of bread and demonstrate techniques used in the production of bread. The student will identify various leavening agents. The student will demonstrate and practice proper food handling.

**PA250. Plated Desserts.** 3 hours credit. Prerequisite: PA 201 with a C or better. This course will enable the student to develop a working knowledge of various types of à la minute desserts. The student will plan, execute, and present pre-desserts, entremets, breakfast desserts, and other à la minute desserts. The student will identify, demonstrate, and present specialized diet desserts. The student will demonstrate advanced techniques while preparing à la minute desserts. The student will demonstrate and practice proper food handling.

**PA260. Chocolate Basics.** 3 hours credit. Prerequisite: PA 201 with a C or better. This course will enable the student to develop a working knowledge of chocolate basics, while preparing chocolate pastries, decorations, and other chocolate items. The student will learn the history of chocolate, sourcing chocolate, characteristics of chocolate, and large chocolate production. The student will identify, demonstrate, and practice proper chocolate tempering while preparing chocolate showpieces and other tempered chocolate items. The student will demonstrate proper food handling while working with chocolate.

**PA270. Cakes.** 3 hours credit. Prerequisite: PA 201 with a C or better. This course will enable the student to develop a working knowledge of major baking methods while preparing a variety of cakes. The student will develop and practice major baking methods, prepare a variety of cake components, and practice assembly, decoration, and presentation of cakes for a variety of occasions. The student will demonstrate and practice proper food handling.

**SP 100. Public Speaking.** 3 hours credit. This course will enable the student to communicate effectively in a variety of public speaking venues, utilizing nonverbal as well as verbal skills. The student will be able to critically assess information both on a verbal and research level. This course will enable the student to recognize the importance of self-concept in oral communication, to interview effectively and to work in groups confidently. The learning outcomes and competencies detailed in this outline meet, or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Project for this course, as approved by the Kansas Board of Regents (Transfers as COM1010).

**APPENDIX C**  
**Professional Pastry Arts Pathway - AAS**

<b>First Semester</b>		
HM101	Sanitation Management	1
HM180	Intro to Hospitality & Tourism	3
CA109	Culinary Nutrition	2
PA101	Professional Pastry Arts 1	3
CA151	Kitchen Essentials/ Culinary Math	3
EG 101	English Comp 1	3
		<b>15</b>
<b>Second Semester</b>		
PA121	Professional Pastry Arts 2	3
PA131	Petit Fours	3
MA114	Technical Math or Higher	3
SP100 or SP 102	Public Speaking or Interpersonal Communication	3
BA104	Computer Concepts and Applications	3
		<b>15</b>
<b>Summer</b>		
IP 193	Internship 1.2	2
<b>Third Semester</b>		
HM190	Food Beverage Cost Management	3
PA 201	Professional Pastry Arts 3	3
PA 202	Bread Basics	3
BS160 or BS105	General Psychology or Sociology	3
FL130	Spanish for Culinary Arts	3
		<b>15</b>
<b>Fourth Semester</b>		
PA250	Plated Desserts	3
PA260	Chocolate Basics	3
PA270	Cakes	3
CA152	Menu Development	3
CA153	Essentials of Purchasing	3
		<b>15</b>
<b>Total Credit Hours</b>		<b>62</b>

**APPENDIX D**  
**Professional Pastry Arts – CERT A**

<b>First Semester: 15 Credit Hours</b>		
HM101	Sanitation Management	1
HM180	Intro to Hospitality and Tourism	3
CA109	Culinary Nutrition	2
PA 101	Professional Pastry Skills 1	3
CA151	Kitchen Essentials/ Culinary Math	3
HM190	Food Beverage Cost Management	3
		<b>15</b>
<b>Second Semester: 15 Credit Hours</b>		
PA 121	Professional Pastry Skills 2	3
FL 130	Spanish for Culinary Arts	3
CA 153	Essentials of Purchasing	3
PA 131	Petit Fours	3
CA152	Menu Development	3
		<b>15</b>
<b>Total Credit Hours</b>		<b>30</b>



**APPENDIX E**  
**KBOR Fiscal Summary for Proposed Academic Programs**  
**CA-1a Form (2020)**

Institution: Butler Community College  
Proposed Program: Professional Pastry Arts

IMPLEMENTATION COSTS				
Part I. Anticipated Enrollment:			Implementation Year: <b>Fall 2022</b>	
Please state how many students/credit hours are expected during the initial year of the program?				
			Full-Time	Part-Time
A. Headcount:			10	5
<b>Part II. Initial Budget</b>			Implementation Year	
A. Faculty		Existing:	New:	Funding Source:
Full-time	0	\$ 0	\$ 0	General Operating Fund
Part-time/Adjunct	2	\$ 0	\$16,758	GOF
		Amount	Funding Source	
A. Equipment required for program		\$ 130,217	Donations, Carl Perkins and General Operating Fund	
B. Tools and/or supplies required for the program		\$ 10,000	General Operating Fund	
C. Instructional Supplies and Materials		\$ 1,200	General Operating Fund	
D. Facility requirements, including facility modifications and/or classroom renovations		\$ 0	General Operating Fund	
E. Technology and/or Software		\$ 0	General Operating Fund	
F. Other <i>(Please identify; add lines as required)</i>		\$		
<b>Total for Implementation Year</b>		<b>\$ 158,175</b>		

Part I. Program Enrollment		Second and Third Years		
Please state how many students/credit hours are expected during the first two years of the program?				
		Full-Time		Part-Time
A. Headcount:		40 (20/yr).		20 (10/yr.)
Part II. Ongoing Program Costs		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	1	\$	\$136,928	General Operating Fund (includes 2.5% annual increase)
Part-time	2	\$	\$ 34,364	General Operating Fund (includes 2.5% annual increase)
		Amount	Funding Source	
B. Equipment required for program		\$ 0	Carl Perkins and Existing General Operating Fund (GOF)	
C. Tools and/or supplies required for the program		\$ 10,000	General Operating Fund (\$5K per yr.)	
D. Instructional Supplies and Materials		\$ 2,364	Student funded	
E. Facility requirements, including facility modifications and/or classroom renovations		\$ 0	General Operating Fund	
F. Technology and/or Software		\$ 0	General Operating Fund	
G. Other (Please identify; add lines as required)				
<b>Total for Program Sustainability</b>		\$ 183,656		

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

We have received equipment donations from various industry partners and anticipate additional donations will continue through the 2021-2022 academic year. We are forecasting \$9,000 in student fee revenue for 2022-2023; thereafter, student fees will be reviewed by Butler administration and the Culinary/Pastry Arts 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 F**  
**CA-1b- Excel Fees in CTE**

*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 high school students for the proposed new program.*

<b>Institution Name:</b>	Butler Community College
<b>Program Title:</b>	Pastry Arts
<b>Program CIP Code:</b>	12.0501 Baking and Pastry Arts/Baker/Pastry

*Please list all fees associated with this **Program**: Only list costs the institution **is** charging students.*

<b>Fee</b>	<b>Short Description</b>	<b>Amount</b>
	Covers student uniform, liability insurance	\$110.00
	Covers expenses for liability insurance	\$10.00
	Covers expenses for liability insurance	\$10.00
	Covers expenses for liability insurance	\$10.00
	Covers expenses for liability insurance	\$10.00

*Please list all courses within the program and any fees associated to those **courses**: Only list costs the institution **is** charging students. Do not duplicate expenses.*

<b>Course ID</b>	<b>Short Description</b>	<b>Amount</b>
PA 101	Covers expenses for liability insurance	\$10.00
PA 121	Covers expenses for liability insurance	\$10.00
PA 131	Covers expenses for liability insurance	\$10.00
PA 201	Covers expenses for liability insurance	\$10.00
PA 202	Covers expenses for liability insurance	\$10.00
PA 250	Covers expenses for liability insurance	\$10.00
PA 260	Covers expenses for liability insurance	\$10.00

*Please list items the student will need to purchase on their own for this program: Institution **is not** charging students these costs, rather students are expected to have these items for the program.*

<b>Item</b>	<b>Short Description</b>	<b>Estimated Amount</b>
Knife set	Knives for program courses.	\$ 150
Uniform	Program student uniform	\$195

**APPENDIX G – PENDING**  
**Carl D. Perkins Funding Eligibility Request Form**  
**CA-1c Form (2020)**

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>	Jaime Goering Director of Resource Development 316.322.3188 Office: BOE 404 <a href="mailto:jgoering1@butlercc.edu">jgoering1@butlercc.edu</a>
Name, title, phone, and email of the Perkins Coordinator	Same as above
	Professional Pastry Arts
Program CIP Code	12.0501 Baking and Pastry Arts/Baker/Pastry Chef
Educational award levels <u>and</u> credit hours for the proposed request	AAS – 62 credit hours Certificate A – 30 credit hours
Percentage of tiered credit hours for the educational level of this request	PENDING
Number of concentrators for the educational level	PENDING
Does the program meet program alignment?	Yes
Justification for conditional approval: <i>(this section must reference information found within the Local Needs Assessment)</i>	PENDING

Signature of College Official \_\_\_\_\_ Date \_\_\_\_\_

Signature of KBOR Official \_\_\_\_\_ Date \_\_\_\_\_

<p><i>For KBOR Staff use</i></p>  <p>Approval effective for Academic Year:</p>
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**APPENDIX H  
Kansas Promise Eligibility Request Form**

**CA-1d Form (2020)**

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

A complete list of approved Promise Eligible programs may be located at:  
[https://www.kansasregents.org/students/student\\_financial\\_aid/promise-act-scholarship](https://www.kansasregents.org/students/student_financial_aid/promise-act-scholarship)

**Program Eligibility**

2021 House Bill 2064, section 2, (7) (A) identifies promise eligible programs as (i) Information Technology and Security, (ii) Mental and Physical Healthcare, (iii) Advanced Manufacturing and Building Trades, (iv) Early Childhood Education and Development.

Section 3, (c) allows for the postsecondary educational institution to designate an additional promise eligible program that corresponds to a high wage, high demand, or critical need occupation. The Act further states the postsecondary educational institution shall maintain the promise eligible program for at least three consecutive years.

Name of Institution	
Name, title, and email of person responsible for Academic program	
Name, title, and email of Financial Aid contact	

Add programs under the appropriate category the institution would like reviewed for Kansas Promise Eligibility. Add additional rows as needed.

Information Technology and Security			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

Mental and Physical Healthcare			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

Advanced Manufacturing and Building Trades			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

Early Childhood Education and Development			

CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

The postsecondary educational institution may designate an additional promise eligible program that corresponds to a high wage, high demand, or critical need\*\* occupation.

College Designated Program				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

\*\*If the above program is considered "critical need," please provide supporting documentation:

--

Signature of College Official \_\_\_\_\_ Date \_\_\_\_\_

Signature of KBOR Official \_\_\_\_\_ Date \_\_\_\_\_

Special Note to Kansas Independent Colleges:

Please carbon copy the KICA contact below when submitting this application to the Kansas Board of Regent office:

Matt Lindsey, President KICA  
[matt@kscolleges.org](mailto:matt@kscolleges.org)

**APPENDIX I**  
**Program Advisory Committee and Minutes**

Last Name:	First Name:	Title:	Company:
Redler	Scott	Co-Founder & COO	Freddy's Frozen Custards & Steakburgers
Bell	Wayne	District Director, Wichita District Office	U.S. Small Business Administration
Hunt	BJ	Business Operations	Walnut River Brewing Co.
Tonn	Tiya	County Coordinator	Butler County Farm Bureau Assoc.
Leibbrandt	Joseph B.	Agriculture Department Chair	Butler Community College
Padzensky	Les	Regional Manager	Freddy's Frozen Custards & Steakburgers
Lane	Robert	Partner	Park Lane Consultants
Whiteside	Mel	Dean of STEM	Butler Community College
Peña	Alcia	Pastry Instructor/ Committee Secretary	Butler Community College
Peña	Luis M.	Director of Culinary Arts	Butler Community College

**APPENDIX J - PENDING  
Governing Board**

**A copy of the official minutes will be placed here that will have members listed.**



Masonry and Cement AAS Degree and Certificate Program

Trustee Smith raised a concern related to the equipment costs listed in the program packet. Dean Mel Whiteside noted the equipment costs are higher because it is a more comprehensive program and students will be out building structures. Trustee Winslow expressed concerns that there had not been enough time to review the program however it was noted the program had been discussed since summer along with the information related to the Department of Corrections grant Butler received.

Trustee Law moved to approve the Masonry and Cement AAS degree and certificate programs for submittal to the Kansas Board of Regents. Trustee Rhodes seconded. The motion passed unanimously on roll call vote.

**Butler Community College**

**New Program Proposal**  
**Masonry & Concrete Technology**  
**Associate of Applied Science**  
**and**  
**Certificate**

# New Program Request Form

## CA1 General Information

Institution submitting proposal	Butler Community College
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Dr. Tom Nevill, Vice President of Academics <a href="mailto:tnevill@butlercc.edu">tnevill@butlercc.edu</a> , 316.322.3110
Identify the person responsible for oversight of the proposed program	Mel Whiteside, Dean of Science, Technology, Engineering, and Mathematics
Title of proposed program	Masonry and Concrete Technology
Proposed suggested Classification of Instructional Program (CIP) Code	46.0101
CIP code description	Title: Mason/Masonry <b>Definition:</b> A program that prepares individuals to apply technical knowledge and skills in the laying and/or setting of exterior brick, concrete block, hard tile, marble and related materials, using trowels, levels, hammers, chisels, and other hand tools. Includes instruction in technical mathematics, blueprint reading, structural masonry, decorative masonry, foundations, reinforcement, mortar preparation, cutting and finishing, and applicable codes and standards.
Standard Occupation Code (SOC) associated to the proposed program	47-2021.00 - Brickmasons and Blockmasons
SOC description	Lay and bind building materials, such as brick, structural tile, concrete block, cinder block, glass block, and terra-cotta block, with mortar and other substances, to construct or repair walls, partitions, arches, sewers, and other structures.
Number of credits for the degree <u>and</u> all certificates requested	61 AAS 36 CERTB
Proposed Date of Initiation	Fall 2022
Specialty program accrediting agency	NCCER (National Center for Construction Education & Research)
Industry certification	1. NCCER Core (prerequisite) 2. NCCER Mason, Level I 3. NCCER Mason, Level 2

Signature of College Official \_\_\_\_\_ Date \_\_\_\_\_

Signature of KBOR Official \_\_\_\_\_ Date \_\_\_\_\_

## **Narrative**

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

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

## **Program Rationale**

- Provide an overall explanation and background surrounding the development of the proposed program. Include where the idea came from, who was involved, and why the program is needed.

The Masonry and Concrete Technology program derived from a conversation with Dr. Cris Fanning, Education Director Kansas Department of Corrections, Jeff Butler, El Dorado Department of Corrections, and Michelle Ruder, associate dean and director of BETA, to provide prisoners at the El Dorado Department of Corrections with credentialed masonry training which leads to employment following their release. Furthermore, companies such as Beran Concrete, Midwest Block and Brick, Miller Oldcastle, Monarch Concrete, Sherwood Construction and others are in need of masons and concrete formers.

## **Program Description**

- Provide a complete catalog description (including program objectives) for the proposed program. The AAS degree and Certificate in Masonry and Concrete Technology prepares students for masonry careers in the construction industry. Through theory, lectures and hands on projects, students will obtain needed skills to gain proficiency in brick, concrete, stonework, block, and form work. Students will learn how to use and maintain equipment and tools, as well as equipment, tool and jobsite safety. Completion of this degree or certificate will prepare students for a career as an industry apprentice, journeyman mason, or contractor.

## **Program Objectives**

### Objectives for students

1. Gain general skills and proficiency in OSHA standards, procedures, and policies
2. Masonry safety practices
3. Masonry mathematics
4. Use and care of equipment and power tools
5. Read and interpret blueprints and site documents
6. Masonry materials and techniques to work with those materials
7. Participate in student leadership opportunities
8. Develop partnerships with employers for student/faculty internships, employment opportunities, job shadows and equipment/supply donations.

### Objectives for the program

1. Maintain up to date curriculum which aligns with industry advisory committee members recommendations, NCCER guidelines and HLC requirement.
2. Build relationships with the local construction industry by participating on local committees, boards and industry organizations.
3. Maintain Outside Accreditation with NCCER
4. Assess student learning
5. Monitor student satisfaction through student surveys

6. Monitor employer satisfaction through CaTERS surveys and advisory committee input.
7. Monitor instructor satisfaction

- List and describe the admission and graduation requirements for the proposed program.

#### Admission 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**

- Using the Kansas Department of Labor's Long Term Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections: occupational growth, occupational replacement rates, estimated annual median wages, and typical education level needed for entry.

As of October 27, 2021, there were 33 job postings on Indeed.com within 50 miles of El Dorado, Kansas, requiring some type of mason experience. These job postings included concrete finisher/cement mason, construction mason, brick/stone mason. The starting base wage for these positions is \$30,000 per year or \$14.42 per hour.

(Source: <https://www.indeed.com/q-Masonry-l-Wichita,-KS-jobs.html?from=relatedQueries&saIdx=2&rqf=1&parentQnorm=brick%20mason&vjk=64df37fa72e8a3d5>)

According to the Kansas Department of Labor's Long Term Occupational Outlook, 2018 to 2028, within the Butler Community College service area, which includes counties within southcentral and southeastern Kansas, forecasted employment in Southcentral Kansas for Brickmasons and Blockmasons is 29 annual openings with a median annual wage of \$58,150, while for Cement Masons and Concrete Finishers there are 85 forecasted annual openings with an annual median wage of \$36,987. For Southeastern Kansas, the KDOL is forecasting 12 annual openings for Cement Masons and Concrete Finishers with an annual median wage of \$42,121.

EMSI, Q3 data published October 2021, shows growth from 2018-2028 in target construction occupations such as Cement Masons and Concrete Finishers with a growth of 6.55 percent.

- Show demand from the local community. Provide letters of support from at least three potential employers, which state the specific type of support they will provide to the proposed program. Demand from industry leaders for graduates of the proposed program is high. Many industry leaders project much higher job demands than those reported in official labor trends; changes in federal programs focusing on infrastructure improvements could have dramatic and positive employment consequences for this industry. Difficulty in finding quality labor has presented

local industry leaders with challenges to recruitment, even going so far to recruit from outside the South-Central Kansas region. Regional demand is very high. Further, this program provides capable and skilled residents of South-Central Kansas new opportunities and careers so that they will remain in the geographic region; and contribute to the further development and tax base of our local economy. Letters of support - **See Appendix A.**

- Describe how the proposed program supports the Perkins Comprehensive Local Needs Assessment.
- Describe/explain any business/industry partnerships specific to the proposed program.  
*If a formal partnership agreement exists, agreement explaining the relationship between partners and to document support to be provided for the proposed program must be submitted to the Board office independently of the CAI materials for review purposes. The agreement will not be published or posted during the comment period.*

Business/Industry Partnerships

Butler Community College has several partnerships in place for both students and faculty. Several companies have expressed a strong interest in investing and supporting Butler’s Construction Technology program through in-kind donations, internships, and assisting students with job placement. These companies include, but are not limited to, Association of General Contractors, (AGC), Beran Concrete, Midwest Block and Brick, Miller Oldcastle, Monarch Concrete, and Sherwood Construction. Further, Butler hopes to develop 2+2 agreements with four-year institutions in the state, such as Kansas State University, Fort Hays State University, and Pittsburgh State University, offering similar degree pathways and majors. In partnership with our Construction Technology program, Butler will continue to work with industry partners to develop robust internship, job-shadowing, and work site visitation opportunities for students. By building upon our existing relationships, we hope to include our partners in these educational opportunities, thereby providing and facilitating training that will help meet specific needs for the masonry industry in our region.

**Duplication of Existing Programs**

- Identify similar programs in the state based on CIP code, title, and/or content. For each similar program provide the most recent K-TIP data: name of institution, program title, number of declared majors, number of program graduates, number of graduates exiting the system and employed, and annual median wage for graduates existing the system and employed.
- Was collaboration with similar programs pursued:
  - Please explain the collaboration attempt or rationale for why collaboration was not a viable option

<i>Fort Scott Community College</i>				
<b>Program Name</b>	<b>Total# Declared Majors</b>	<b>Total# Graduates</b>	<b>Total# Graduates Exited &amp; Employed</b>	<b>Median Wage: Graduates Exited &amp; Employed</b>
Mason/Masonry	12	5	*	*

Fort Scott Community College is the only community or technical college within the state listed to have a Masonry program. Due to the 2.5 hour (148 mile) distance of the FSCC campus from Butler’s Andover campus, no contact was made with FSCC regarding potential collaboration.

## Program Information

- List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program. **See APPENDIX B**
- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.
- Provide a Program of Study/Degree Plan for the proposed program including a semester-by-semester outline that delineates required and elective courses and notes each program exit point. **See APPENDIX C and D**
- List any pertinent program accreditation available:
  - Provide a rationale for seeking or not seek said accreditation **N/A**
  - If seeking accreditation, also describe the plan to achieve it

Butler officially received NCCER accreditation October 2021. In order to issue the NCCER Credentials, the college must be an NCCER Accredited Training & Education Facility (ATEF). This accreditation is through NCCER and is endorsed and overseen by an industry organization. AGC of Kansas will be the Sponsor and oversight for this Accreditation, the only cost would be a \$50 application fee. Our Construction Technology instructor, Mr. Brandon Leach, is NCCER certified to teach and credential students.

The NCCER masonry certificates we will offer:

### **Industry Credentials**

OSHA 10hr - Construction Industry

NCCER Masonry Level 1

NCCER Masonry Level 2

## Faculty

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

### **Faculty Qualifications**

Masonry faculty will be OSHA 10 – Construction, and NCCER Level 1 and 2 certified. Additionally, 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 construction experience (including internship hours), faculty with an associate degree and five years or 10,400 hours of construction experience will be considered, or no degree with 10 years (20,800 hours) of construction 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.

## Cost and Funding for Proposed Program

- Provide a detailed budget narrative that describes all costs associated with the proposed program (physical facilities, equipment, faculty, instructional materials, accreditation, etc.).

### Faculty Funding

The first three years of the Masonry program will involve one Butler funded full-time (FT) faculty member. Year two FT instructor salary = \$50,916; year two adjunct pay = \$5,958 (Three, 3 credit hr. classes X \$662/cr. hr.). Adjunct faculty pay will be paid from Butler's General Fund. An annual pay increase of 2% is included for FT and PT faculty pay adjustments.

### Facility Costs

The Masonry Tech. program will share a space with Butler's Construction Technology program located at the Butler of Andover campus and at Rose Hill High School, Rose Hill, Kansas. The Butler of Andover facility is funded through a combination of certificates of participation (COP) and General Fund reserves. The COPs are repaid from the General Fund. The main sources of revenue for the General Fund are Student Tuition and Fees, State Aid, and Local Taxes.

### Student Fees

It is anticipated that various industry partners will contribute to the new Masonry program with in-kind and monetary donations, though, this alone will not cover the total ongoing expenses necessary to fund equipment and supply 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 assess a \$75 per course fee on each Masonry Technology specific course. Following year one of the program, the advisory committee and Butler administration will assess this fee and make further recommendations. With forecasted first year enrollment of 10 full-time (enrolled in 15 credit hours per semester) and 5 part-time (enrolled in 6 credit hours per semester) students, forecasts show \$9,000 in program fee revenue for the 2021-2022 academic year.

### Equipment and Supplies

Though there have been price increase trends on many items over the past two years (e.g., fuel, food, medical, etc.), the Bureau of Labor and Statistics (BLS) September 2021 report states, "The all items index rose 5.4 percent for the 12 months ending September, compared to a 5.3-percent rise for the period ending August." Because economists and analysts predict this trend continuing through 2022, a 5.4 percent annual increase was taken into consideration in calculating future costs for equipment and supplies (Source: News Release, Bureau of Labor Statistics, U.S. Department of Labor; Consumer Price Index – September 2021, at <https://www.bls.gov/news.release/pdf/cpi.pdf>, October 28, 2021).

- Provide detail on **CA-1a form**. See **APPENDIX E**
- Provide Excel in CTE fee details on the **CA-1b form**. See **APPENDIX F**
- If the program is requesting Perkins funds, provide details on the **CA-1c form**. See **APPENDIX G**
- If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form**. See **APPENDIX H**
- Describe any grants or outside funding sources that will be used for the initial start-up of the new program and to sustain the proposed program.

Currently, no outside funding has been procured; however, additional in-kind and monetary donations are anticipated by industry partners, and other outside donations from the construction industry. Additionally, if needed, funding will be considered through Carl Perkins's and other CTE specific grants.



## **Program Review and Assessment**

- Describe the institution's program review cycle.

### 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 outcomes reviews by the faculty, department chair, Dean for STEM and 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

The Academic Program Viability system in place at Butler Community College is based upon the IMPROVE model (**I**ndex to **M**easure **P**rogram **V**iability and **E**ffectiveness). This process assesses goal is to assure that 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 the review of program clusters is based upon five metrics. These metrics include 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 pertaining to the viability of the program can be reported to inform program decisions. Each program cluster score falls into one of four possible outcomes:

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

Each program cluster will be reviewed on a 3-year rotation. As with any new program, the initial review by the PROVIDE committee will happen in the third 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 up to the Vice President of Academics, and then on to the 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 **See APPENDIX I**  
(including a list of the business and industry members)
- Curriculum Committee

The Butler Community College Faculty Curriculum Team examines, recommends and approves all courses; it does not examine nor approve degree programs. Approved courses 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 **See APPENDIX J - PENDING**  
(including a list of all Board members and indicate those in attendance at the approval meeting)

Submit the completed application and supporting documents to the following:  
Director of Workforce Development  
Kansas Board of Regents  
1000 SW Jackson St., Suite 520  
Topeka, Kansas 66612-1368

**APPENDIX A – PENDING  
Letters of Support**



**November, 11, 2021**

**Butler Community College  
Attn: Michele Ruder  
Director of BETA Curriculum Chair  
Sent electronically mruder@butlercc.edu**

**Hi Michelle, Of course we support the 20- hour multilevel proposed masonry curriculum, and highly recommend you add these Masonry classes at EDCF.**

**Lory is a tenured, top- notch, passionate masonry instructor, and artisan craftsman.**

**Many of our Installers are aging and are turning in their trowels; and we are challenged to reinfuse the labor force.**

**We desperately need to add new masons to our labor pool pipeline as we continue to lose market share to competitive systems.**

**We are active members of KMIC (Kansas Masonry Industries Council), have worked side by side with Lori through many demo programs across the state.**

**Oldcastle has 186 locations across the US, and though as we have a National reach, we provide local and regional support.**

**We have multiple plants and facilities in the state including Ash Grove Cement in Chanute KS and Miller Oldcastle with multiple plants in the Kansas City area.**

**Please add us to the list of endorsers for more masonry led by Lori Postoak.**

**Masonry provides a very resilient and sustainable solution.**

**Thank you so much**

A handwritten signature in black ink that reads 'Jack Sykes'.

**Jack Sykes**



11/30/2021

Kansas Board of Regents  
1000 SW Jackson St  
Suite 520  
Topeka, KS 66612-1368

To Whom It May Concern

Beran Concrete would like to extend this letter of support for Butler Community College and the proposed Masonry/Concrete Program. The construction industry in our area has struggled for years to find individuals who could help our organizations maintain and grow year over year. We here at Beran are excited to be apart and support a program like this. We look forward to ingraining in the culture of the program through internships, education, and scholarships.

The curriculum discussed and introduced at the advisory meetings have us thrilled about the future of this program and future graduates. Getting students in the program and excited about the construction industry will have vast effects on the communities in which they choose to live. These students will build the future infrastructures these communities need to continue to grow and prosper.

We feel that through continued support of the Butler Community College Masonry Program we will be able to help employers like us get qualified applicates needed to help our businesses operate year over year. So excited about the future of the program should you have any questions, please reach out would love to talk about the program and its future

Best Regards,

A handwritten signature in black ink, appearing to read "J. McNaul", is written over a horizontal line.

James McNaul  
Executive Vice President  
Beran Concrete Inc.



Josh Mahan  
4101 E12th Ter  
Kansas City, MO 64127

November 12, 2021

Michelle L. Ruder  
Butler Community College  
901 S Haverhill Rd  
El Dorado, KS 67042

Dear Michelle,

It was recently brought to my attention that your university is considering adding a two year masonry program to its curriculum. I am writing this letter today to express support for this program and what it can offer the students of the future.

Over the past five years in this industry we are seeing fewer and fewer masons and believe that this program can help educate and inspire the next generation of laborers and designers.

Not only does the curriculum help the future labor of this industry you currently have a top notch instructor who is seasoned in this field on multiple levels willing to hit the ground running.

Please know that Butler would have KMIC's (Kansas Masonry Industries Council) support to help in anyway possible. We are a non profit group of masonry manufacturers, installers, designers and more who travel across the state promoting masonry.

On behalf of KMIC and Midwest Block please know that you have our complete endorsement for the proposed masonry courses taught by Lori Postoak.

Of all the building products out there we believe that masonry is the most resilient product that will stand the test of time.

Thank You!

A handwritten signature in black ink, appearing to read "Josh Mahan". The signature is fluid and cursive.

Josh Mahan  
Outside Sales

## APPENDIX B Course Descriptions

**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. The learning outcomes and competencies specified by the Kansas Core Outcomes Project for this course, as approved by the Kansas Board of Regents (Transfers as CSC 1010).

**CN 101. OSHA 10hr – Construction Industry.** 1 credit hour. 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 construction industry standards, with special emphasis placed on those areas that are most hazardous, along with recommended abatement techniques.

**CN 102. Craft Fundamentals.** 2 hours credit. This course will enable the student to develop skills in basic construction safety practices. The student will develop construction specific communication and employability skills. The student will properly utilize safety practices.

**CN 103. Introduction to Craft Skills.** 3 hours credit. Corequisite: Concurrent enrollment in CN 101. This course will enable the student to develop basic construction mathematic skills, use basic hand and power tools, and interpret construction drawings. The student will learn how to store and move construction materials in a safe manner. The student will properly utilize proper safety practices.

**CN 120. Masonry Professional Introduction.** 3 hours credit. Prerequisite: CN 103. This course will enable the student to develop skills in masonry construction safety practices. The student will develop masonry vocabulary and basic installation details.

**CN 121. Masonry Fundamentals.** 3 Credit Hours. Prerequisite CN 120. This course will enable the student to develop basic understanding of basic masonry tools and interpret construction drawings. The student will learn how to store and move construction materials in a safe manner. Students will learn mortar types, materials, and applications. The student will utilize proper safety practices throughout the course.

**CN 122. Masonry Craft Skills.** 4 Credit Hours. Prerequisite: CN 121 with a C or better. This course will enable the student to develop basic masonry skills and knowledge. The student will develop skills in setup, layout and block and brick cutting.

**CN 205. Construction Management.** 3 Credit Hours. Prerequisite: CN 107 with a C or better. This course will enable the student to acquire skills needed to become an effective leader. The student will also learn about workforce diversity, organization, basic leadership skills, safety, and project scheduling and control. The student will emphasize safety procedures.

**CN 221. Residential Masonry.** 3 Credit Hours. Prerequisite: CN 122 with a C or better. This course will enable the student to develop basic residential masonry skills and knowledge. The student will develop skills in reading building plans, and build small structure foundations and outlying masonry work. The student will use safety procedures.

**CN 222. Masonry Quality Control.** 2 Credit Hours. Prerequisite: CN 122 with a C or better. This course will enable the student to develop quality control skills and knowledge. The student will develop skills in procedures for inspection and testing of masonry materials. Students will develop skills in applying insulation and moisture control. The student will use safety procedures.

**CN 223. Masonry Metal Work.** 3 Credit Hours. Prerequisite: CN 222 with a C or better. This course will enable the student to develop advanced masonry skills and knowledge. The student will develop skills in grout and other masonry reinforcements such as rebar. Students will develop skills with

metal work necessary in masonry work, i.e. opening frames, fasteners, and hangers. The student will use safety procedures.

**CN 224. Advanced Masonry Techniques.** 5 Credit Hours. Prerequisite: CN 222 with a C or better. This course will enable the student to develop advanced practical masonry skills and knowledge. The student will develop skills in wall systems and structural components. This course is intended to give the students comprehensive practice in the masonry craft. The student will use safety procedures.

**EG 101. English Composition 1.** 3 hours credit. Prerequisite: A score at a predetermined 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. The learning outcomes and competencies detailed in this outline meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Project for this course, as approved by the Kansas Board of Regents (Transfers as ENG1010).

**FL 107. Beginning Spanish 1.** 5 hours credit. This course will enable the student to communicate in Spanish using fundamentals of basic vocabulary and phrases, pronunciation, reading and writing. The student will also define cultural characteristics inherent to the target culture, study the relevance of the target language community as it reflects on the student's own life, and make connections to other disciplines. This course is designed for the student who is beginning basic language study and preparing to pursue foreign language credits that fulfill degree requirements. The learning outcomes and competencies detailed in this outline meet, or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Project for this course, as approved by the Kansas Board of Regents (Transfers as SPA1010).

**FL 108. Beginning Spanish 2.** 5 hours credit. Prerequisite: FL 107 with a C or better or four traditional academic semesters of Spanish in secondary school. This course will enable the student to communicate using fundamentals of basic vocabulary and phrases, pronunciation, and reading and writing. The student will also define cultural characteristics inherent to the target culture and study the relevance of the target language community as it reflects on the student's own life. This course is designed for the student who is continuing basic language study and preparing to pursue foreign language credits that fulfill degree requirements. The learning outcomes and competencies detailed in this outline meet, or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Project for this course, as approved by the Kansas Board of Regents (Transfers as SPA1020).

**IP 193. Internship 1.2.** 2 hours credit. The department highly recommends PD 100. The student must secure an internship position related to the student's program of study prior to the first day of class. 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.

**MA 114. Technical Mathematics 1.** 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.



**APPENDIX C**  
**Masonry and Concrete Technology AAS Pathway**

<b>Fall Semester - Year 1</b>			
<b>Course</b>	<b>Course Name</b>	<b>Clock Hrs</b>	<b>Credit Hrs</b>
CN 101	OSHA 10 hr – Construction Industry	16	1
CN 102	Craft Fundamentals	32	2
CN 103	Intro to Craft Skills	48	3
CN 120	Masonry Professional Introduction	48	3
CN 121	Masonry Fundamentals	48	3
CN 122	Masonry Craft Skills	48	4
Total Credit Hours			16

<b>Spring Semester – Year 1</b>			
<b>Course</b>	<b>Course Name</b>	<b>Clock Hrs</b>	<b>Credit Hrs</b>
CN 205	Construction Management	48	3
CN 221	Residential Masonry	48	3
CN 222	Masonry Quality Control	32	2
CN 223	Masonry Metal Work	48	3
CN 224	Advanced Masonry Skills II	80	5
Total Credit Hours			16

<b>Fall Semester - Year 2</b>			
<b>Course</b>	<b>Course Name</b>	<b>Clock Hrs</b>	<b>Credit Hrs</b>
IP 193	Internship 1.2	32	2
SP 102	Interpersonal Communication	48	3
BA 104	Computer Concepts and Applications	48	3
EG 101	English Composition	48	3
FL 107	Beginning Spanish 1	80	5
Total Credit Hours			16

<b>Spring Semester – Year 2</b>			
<b>Course</b>	<b>Course Name</b>	<b>Clock Hrs</b>	<b>Credit Hrs</b>
IP 293	Internship 2.2	32	2
MA114	Technical Mathematics 1	48	3
FL 108	Beginning Spanish 2	80	5
BA 109	Entrepreneurship	48	3
Total Credit Hours			13
<b>Total credit hours to complete Masonry and Concrete Technology AAS = 61</b>			

**APPENDIX D**  
**Masonry and Concrete Technology – CERTB**

<b>Fall Semester - Year 1</b>			
<b>Course</b>	<b>Course Name</b>	<b>Clock Hrs.</b>	<b>Credit Hrs.</b>
CN 101	OSHA 10 hr. – Construction Industry	16	1
CN 102	Craft Fundamentals	32	2
CN 103	Intro. to Craft Skills	48	3
CN 120	Intro. to Masonry	48	3
CN 121	Masonry Fundamentals	48	3
CN 122	Masonry Craft Skills	48	4
Total Credit Hours			16

<b>Spring Semester - Year 1</b>			
<b>Course</b>	<b>Course Name</b>	<b>Clock Hrs.</b>	<b>Credit Hrs.</b>
CN 205	Construction Management	48	3
CN 221	Residential Masonry	48	3
CN 222	Masonry Quality Control	32	2
CN 223	Masonry Metal Work	48	3
CN 224	Advanced Masonry Skills II	80	5
Total Credit Hours			16

<b>Summer Semester - Year 1</b>			
<b>Course</b>	<b>Course Name</b>	<b>Clock Hrs.</b>	<b>Credit Hrs.</b>
IP 193	Internship 1.2	32	2
IP 293	Internship 2.2	32	2
Total Credit Hours			4

**Total credit hours to complete Masonry and Concrete Technology certificate = 36**

**APPENDIX E**  
**KBOR Fiscal Summary for Proposed Academic Programs**  
**CA-1a Form (2020)**

Institution: Butler Community College  
Proposed Program: Masonry and Concrete Technology

IMPLEMENTATION COSTS					
Part I. Anticipated Enrollment:			Implementation Year: <b>Fall 2022</b>		
Please state how many students/credit hours are expected during the initial year of the program?					
			Full-Time	Part-Time	
A. Headcount:			10	5	
Part II. Initial Budget			Implementation Year		
A. Faculty			Existing:	New:	Funding Source:
Full-time	0		\$ 0	\$ 0	General Operating Fund
Part-time/Adjunct	1		\$ 0	\$8,379	GOF
			Amount	Funding Source	
G. Equipment required for program			\$ 50,801	Carl Perkins and General Operating Fund	
H. Tools and/or supplies required for the program			\$ 10,000	General Operating Fund	
I. Instructional Supplies and Materials			\$ 1,500	General Operating Fund	
J. Facility requirements, including facility modifications and/or classroom renovations			\$ 0	General Operating Fund	
K. Technology and/or Software			\$ 0	General Operating Fund	
L. Other (Please identify; add lines as required)			\$		
<b>Total for Implementation Year</b>			\$ 79,059		

PROGRAM SUSTAINABILITY COSTS (Second and Third Year)						
Part I. Program Enrollment			Second and Third Years			
Please state how many students/credit hours are expected during the first two years of the program?						
			Full-Time	Part-Time		
A. Headcount:			20 (10/yr).	10 (5/yr.)		
Part II. Ongoing Program Costs			First Two Years			
H. Faculty			Existing:	New:	Funding Source:	
Full-time	1		\$	\$136,928	General Operating Fund (includes 2.5% annual increase)	
Part-time	1		\$	\$ 17,391	General Operating Fund (includes 2.5% annual increase)	
			Amount	Funding Source		
I. Equipment required for program			\$ 0	Carl Perkins and Existing General Operating Fund (GOF)		
J. Tools and/or supplies required for the program			\$ 21,836	General Operating Fund (includes 6% annual inflation rate)		
K. Instructional Supplies and Materials			\$ 3,275	Student funded (includes 6% annual inflation rate)		
L. Facility requirements, including facility modifications and/or classroom renovations			\$	General Operating Fund		
M. Technology and/or Software			\$	General Operating Fund		
N. Other (Please identify; add lines as required)						
<b>Total for Program Sustainability</b>			\$ 179,430			

**APPENDIX F**  
**CA-1b- Excel in CTE**

*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 **high school students** for the proposed new program.*

<b>Institution Name:</b>	Butler Community College	
<b>Program Title:</b>	Masonry and Concrete Technology	
<b>Program CIP Code:</b>	46.0101 – Mason/Masonry	
<i>Please list all fees associated with this program: Only list costs the institution <b>is</b> charging students.</i>		
<b>Fee</b>	<b>Short Description</b>	<b>Amount</b>
Insurance	Liability insurance	\$110.00
<i>Please list all courses within the program and any fees associated to those courses: Only list costs the institution <b>is</b> charging students. Do not duplicate expenses.</i>		
<b>Course ID</b>	<b>Short Description</b>	<b>Amount</b>
CN 102	Covers expense liability insurance and cert. fee used in course.	\$10.00
CN 103	Covers expense liability insurance and cert. fee used in course.	\$10.00
CN 120	Covers expense liability insurance and cert. fee used in course.	\$10.00
CN 121	Covers expense liability insurance and cert. fee used in course.	\$10.00
CN 122	Covers expense liability insurance and cert. fee used in course.	\$10.00
CN 205	Covers expense liability insurance and cert. fee used in course.	\$10.00
CN 220	Covers expense liability insurance and cert. fee used in course.	\$10.00
CN 221	Covers expense liability insurance and cert. fee used in course.	\$10.00
CN 222	Covers expense liability insurance and cert. fee used in course.	\$10.00
CN 223	Covers expense liability insurance and cert. fee used in course.	\$10.00
CN 224	Covers expense liability insurance and cert. fee used in course.	\$10.00
<i>Please list items the student will need to purchase on their own for this program: Institution <b>is not</b> charging students these costs, rather students are expected to have these items for the program.</i>		
<b>Item</b>	<b>Short Description</b>	<b>Estimated Amount</b>
Misc. Tools	Tools needed for program courses.	\$ 200
Tool bag	Used to store tools and supplies.	\$100.00

**APPENDIX G – PENDING**  
**Carl D. Perkins Funding Eligibility Request Form**  
**CA-1c Form (2020)**

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>	Jaime Goering Director of Resource Development 316.322.3188 Office: BOE 404 <a href="mailto:jgoering1@butlercc.edu">jgoering1@butlercc.edu</a>
Name, title, phone, and email of the Perkins Coordinator	Same as above
	Masonry and Concrete Technology
Program CIP Code	46.0101 – Mason/Masonry
Educational award levels <u>and</u> credit hours for the proposed request	61 hrs.- AAS 36 hrs. – CERT B
Percentage of tiered credit hours for the educational level of this request	PENDING
Number of concentrators for the educational level	PENDING
Does the program meet program alignment?	Yes
Justification for conditional approval: <i>(this section must reference information found within the Local Needs Assessment)</i>	PENDING

Signature of College Official \_\_\_\_\_ Date \_\_\_\_\_

Signature of KBOR Official \_\_\_\_\_ Date \_\_\_\_\_

<p><i>For KBOR Staff use</i></p>  <p>Approval effective for Academic Year:</p>
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**APPENDIX H – PENDING**  
**Kansas Promise Eligibility Request Form**  
**CA-1d Form (2020)**

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

A complete list of approved Promise Eligible programs may be located at:  
[https://www.kansasregents.org/students/student\\_financial\\_aid/promise-act-scholarship](https://www.kansasregents.org/students/student_financial_aid/promise-act-scholarship)

Program Eligibility

2021 House Bill 2064, section 2, (7) (A) identifies promise eligible programs as (i) Information Technology and Security, (ii) Mental and Physical Healthcare, (iii) Advanced Manufacturing and Building Trades, (iv) Early Childhood Education and Development.

Section 3, (c) allows for the postsecondary educational institution to designate an additional promise eligible program that corresponds to a high wage, high demand, or critical need occupation. The Act further states the postsecondary educational institution shall maintain the promise eligible program for at least three consecutive years.

Name of Institution	Butler Community College
Name, title, and email of person responsible for Academic program	Mel Whiteside, Dean, STEM; <a href="mailto:mwhiteside@butlercc.edu">mwhiteside@butlercc.edu</a>
Name, title, and email of Financial Aid contact	Heather Ward, Director – Financial Aid; <a href="mailto:hmward@butlercc.edu">hmward@butlercc.edu</a>

Add programs under the appropriate category the institution would like reviewed for Kansas Promise Eligibility. Add additional rows as needed.

Information Technology and Security			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

Mental and Physical Healthcare			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

Advanced Manufacturing and Building Trades			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)
46.0101	Masonry and Concrete Technology	AAS and Cert. B	FA 22

Early Childhood Education and Development			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

The postsecondary educational institution may designate an additional promise eligible program that corresponds to a high wage, high demand, or critical need\*\* occupation.

College Designated Program				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

\*\*If the above program is considered "critical need," please provide supporting documentation:

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Signature of College Official \_\_\_\_\_ Date \_\_\_\_\_

Signature of KBOR Official \_\_\_\_\_ Date \_\_\_\_\_

Special Note to Kansas Independent Colleges:

Please carbon copy the KICA contact below when submitting this application to the Kansas Board of Regent office:

Matt Lindsey, President KICA  
[matt@kscolleges.org](mailto:matt@kscolleges.org)

**APPENDIX I – PENDING  
Program Advisory Minutes**



- Let's Take Tomorrow -

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**Meeting Minutes  
Construction Technology  
Advisory Committee Meeting  
November 18<sup>th</sup>, 6:00 P.M.  
Rose Hill HS, Rosehill, KS.**

**Welcome** – Brandon Leach

**CALL TO ORDER**

Brandon Leach

**OLD BUSINESS**

Secretary – Tyler Dehn, Wildcat Construction

Last Mtg.'s Minutes included:

Hiring Brandon, Construction Tech. Certificate option Approved, equip. & material need

**NEW BUSINESS**

1. Update on enrollment
  - + Rosehill facility doesn't have full occupancy yet, will start Aug. 2022
  - + Andover Campus started at 20
    - 7 night and 7 daytime students still enrolled.
2. Update on Rose Hill/Academy
  - + 1 enrolled, recruiting area high schools
  - + internships; ages dealing with child labor laws and insurance.
    - 30 Hour OSHA for be available for internship during winter, train the trainer?
3. Update on EDCF
  - + Larry PostOak – 5 currently enrolled and completed first section 2hours, additional 3 hours by mid Dec. 2021.
4. Masonry certificate and AAS degree approval
  - + Letters of support for Masonry? KBOR to review.
5. NCCER Accredited – master trainers by Brandon
6. ADDED Item: Eureka, Kansas – Horse Track shutdown in 2008, tornado. Repurpose for education facility. Historical site could get grants to remodel. Business, welding, construction. 30 miles from El Dorado, 1 hour from Emporia. WSU Tech currently. No, but not yet.



**NEXT MEETING**

Spring 2022

**REPORTS – Other?**

**No official reports**

**OPEN DISCUSSION**

Open floor for comments or questions from group at large.

Spring 2022

Open House/ Industry Rosehill Campus – Mid February?

Grand opening – March/April?

High School recruiting – industry volunteers needs?

Marketed in schools and build an event in area high schools

Camp Hype, baseball game, Kansas State Fair?

**ADJOURNMENT**

**APPENDIX J - PENDING**  
**Board of Trustees minutes**

Video and Scoring Technology Gym Upgrade

Vice President Bill Young noted the gym video boards are the last ones to be upgraded and because they have not, they can't "communicate" back to the production rooms nor can simulcasts be produced. The gym serves purposes beyond athletic events in that it holds Nurses' Pinning ceremonies, overflow for commencement, overflow for Fine Arts events, etc.

Trustee Law moved to approve the purchase of Daktronics video boards, score board, and score table. Trustee Smith seconded. The motion passed unanimously on roll call vote.

Concurrent Enrollment Partnerships

Trustee Good questioned the number of school districts listed. Dean Heather Rinkenbaugh noted the agreements listed for spring are just those where the agreements have been updated due to class changes. Most of the agreements are presented in the fall for the academic year.

Trustee Smith moved to approve the revised CEP agreement appendices for the Spring 2022 semester. Trustee Law seconded. The motion passed unanimously on roll call vote.

Personnel

Vice President Kent Williams noted Rita's 31 years of service and strong commitment to Butler students and their success.

Trustee Law moved to accept the retirement of Rita Sullivan. Trustee Good seconded. The motion passed unanimously on roll call vote.

**CONSENT AGENDA** – Trustee Law moved to approve the consent agenda. Trustee Good seconded. The motion passed unanimously after a roll call vote.

In addition to the minutes of the November 9, 2021 Regular Board meeting, the consent agenda contained the following items for approval:

- Approval of Bill and Warrants for November 2021 - \$3,776,886.61 (includes Expenditure Approval List - \$1,143,869.82 and, Payroll - \$2,633,016.79)

**SUPPLEMENTAL INFORMATION**

Key Performance Indicators Update – Submitted by Esam Mohammad

Esam noted the transfer GPA has increased and the money saved by our students compared to students attending 4-year institutions.

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Thank you notes were received from Dr. Rick Muma, President, WSU, Andrea Evans and family, Amy Cyphers and the Veterans Advisory Board, Janice Shaffer, Celebration of Freedom Committee and El Dorado Main Street.

Board Calendars

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES  
DECEMBER**

<b>December Board Finance Committee</b>	Tuesday, December 14, 3:30 p.m. President's Conference Room	<b>Doug Law Shelby Smith</b>
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<b>December Board Meeting</b>	Tuesday, December 14, 4:30 p.m. Dankert Trustee Board Room	<b>ALL TRUSTEES</b>
<b>December Work Session</b>	Not currently scheduled	
<b>January Board Finance Committee</b>	Tuesday, January 11, 3:30 p.m. President's Conference Room	<b>Doug Law Shelby Smith</b>
<b>January Board Meeting</b>	Tuesday, January 11, 4:30 p.m. Dankert Trustee Board Room	<b>ALL TRUSTEES</b>
<b>January Work Session</b>	Monday, January 24, 4:30 p.m. Dankert Trustee Board Room	<b>ALL TRUSTEES</b>

**2020-2021 Board Meeting Dates**

Tuesday, December 14, 2021  
 Tuesday, January 11, 2022  
 Tuesday, February 8, 2022  
 Tuesday, March 8, 2022  
 Tuesday, April 12, 2022  
 Tuesday, May 10, 2022  
 Tuesday, June 14, 2022  
 Tuesday, July 12, 2022

<b><u>LOOKING AHEAD</u></b>		
<b>February Board Finance Committee</b>	Tuesday, February 8, 3:30 p.m. President's Conference Room	<b>TBD Shelby Smith</b>
<b>February Board Meeting</b>	Tuesday, February 8, 4:30 p.m. Dankert Trustee Board Room	<b>ALL TRUSTEES</b>
<b>February Work Session</b>	Monday, February 28, 4:30 p.m. Dankert Trustee Board Room	<b>ALL TRUSTEES</b>
<b>March Board Finance Committee</b>	Tuesday, March 8, 3:30 p.m. President's Conference Room	<b>TBD Shelby Smith</b>
<b>March Board Meeting</b>	Tuesday, March 8, 4:30 p.m. Dankert Trustee Board Room	<b>ALL TRUSTEES</b>
<b>March Work Session</b>	Monday, March 28, 4:30 p.m. Dankert Trustee Board Room	<b>ALL TRUSTEES</b>

### FALL 2021 ACTIVITY CALENDAR

Basketball vs. Dodge City (away)	Wed., December 8 Women @ 5:30 p.m. Men @ 7:30 p.m.
Employee Holiday Luncheon	Thurs., December 9 @ 11:00 a.m.-1:30 p.m.
Nurses Pinning	Thurs., December 9 @ 7:00 p.m.
Basketball vs. Cloud County (home)	Wed., December 11 Women @ 2:00 p.m. Men @ 4:00 p.m.
Fall Semester Ends	Fri., December 10
Basketball vs. Barton County (away)	Mon., December 13 Women @ 5:30 p.m. Men @ 7:30 p.m.
Winter Break – COLLEGE CLOSED	December 22-December 31

### SPRING 2021 ACTIVITY CALENDAR


Basketball v. Northern Oklahoma-Tonkawa (home)	Tues., January 4 @ 5:30 p.m. (Women)
Basketball v. Bethel College (home)	Tues., January 4 @ 7:30 p.m. (Men)
Basketball v. Cowley County (home)	Sat., January 8 Women @ 2:00 p.m. Men @ 4:00 p.m.
Basketball v. Garden City (away)	Wed., January 12 Women @ 5:30 p.m. Men @ 7:30 p.m.
Basketball v. Independence (home)	Sat., January 15 Women @ 2:00 p.m. Men @ 4:00 p.m.
Martin Luther King Day – COLLEGE CLOSED	Mon., January 17
Basketball v. Colby (home)	Mon., January 17 Women @ 5:30 p.m. Men @ 7:30 p.m.
Spring Semester Begins	Tues., January 18
Basketball v. Seward County (away)	Wed., January 19 Women @ 6:00 p.m. Men @ 8:00 p.m.
Basketball v. Northwest KS Tech College (home)	Sat., January 22 Women @ 2:00 p.m. Men @ 4:00 p.m.
Music Theatre Festival	Wed., January 26 8:00 a.m. – 4:00 p.m.
Basketball v. Pratt (away)	Wed., January 26 Women @ 5:30 p.m. Men @ 7:30 p.m.
Basketball v. Coffeyville (away)	Sat., January 29 Women @ 5:00 p.m. Men @ 7:00 p.m.
Art Exhibit #4	January 31-February 26

E.B. White Art Gallery	
Basketball v. Hutchinson (home)	Wed., February 2 Women @ 5:30 p.m. Men @ 7:30 p.m.
Basketball v. Dodge City (home)	Sat., February 5 Women @ 2:00 p.m. Men @ 4:00 p.m.
Basketball v. Cloud County (away)	Wed., February 9 Women @ 6:00 p.m. Men @ 8:00 p.m.
Basketball v. Barton (home)	Sat., February 12 Women @ 2:00 p.m. Men @ 4:00 p.m.
Basketball v. Cowley County (away)	Wed., February 16 Women @ 5:30 p.m. Men @ 7:30 p.m.
Basketball v. Garden City (home)	Sat., February 19 Women @ 2:00 p.m. Men @ 4:00 p.m.
Basketball vs. Independence (away)	Wed., February 23 Women @ 5:00 p.m. Men @ 7:00 p.m.
Basketball Region VI Tournament Basketball Region VI Championship	February 26-28 March 4-5
Children's Theatre "Secretly Frank" College Theatre (700 Building)	Sat., February 26 @ 2:00 p.m.
Art Exhibit #5 E.B. White Art Gallery Artist Reception	March 4-April 1 (closed March 14-18) Thurs., March 24 6:00-8:00 p.m.
Vocal Music Concert College Theatre (700 Building)	Thurs./Fri., March 10 and 11 @ 7:30 p.m. Sat., March 12 @ 2:00 p.m. and 7:30 p.m.
Spring Break – No Classes	March 14-19
Baseball v. Seward County (home)	Thurs., March 17 @ 1:00 p.m. Thurs., March 17 @ 3:00 p.m.
Baseball v. Seward County (away)	Sat., March 19 @ 1:00 p.m. Sat., March 19 @ 3:00 p.m.
Fall Enrollment Begins	March 21
Baseball v. Barton (away)	Thurs., March 24 @ 1:00 p.m. Thurs., March 24 @ 3:00 p.m.
Baseball v. Barton (home)	Sat., March 26 @ 1:00 p.m. Sat., March 26 @ 3:30 p.m.
Baseball v. Cloud County (home)	Thurs., March 31 @ 1:00 p.m. Thurs., March 31 @ 3:00 p.m.
Baseball v. Cloud County (away)	Sat., April 2 @ 1:00 p.m. Sat., April 2 @ 3:00 p.m.
Baseball v. Colby (home)	Thurs., April 7 @ 1:00 p.m. Thurs., April 7 @ 4:00 p.m.
Baseball v. Colby (away)	Sat., April 9 @ 1:00 p.m. Sat., April 9 @ 4:00 p.m.

Art Exhibit #5 Student Juried Exhibit E.B. White Art Gallery Artist Reception	April 13-May 7 (closed April 15) Thurs., April 14 6:00-8:00 p.m.
Institutional Development Day	Thurs., April 14
Good Friday – COLLEGE CLOSED	Fri., April 15
Baseball v. Dodge City (away)	Thurs., April 21 @ 1:00 p.m. Thurs., April 21 @ 3:00 p.m.
Theatre Production #4 "The Runner Stumbles" College Theatre (700 Building)	Thurs./Fri., April 21 and 22 @ 7:30 p.m. Sat., April 23 @ 2:00 p.m. and 7:30 p.m.
Baseball v. Dodge City (home)	Sat., April 23 @ 1:00 p.m. Sat., April 23 @ 3:00 p.m.
Instrumental Music Concert College Theatre (700 Building)	Fri./Sat., April 29 and 30 @ 7:30 p.m.
Instrumental Music Chamber Concert (Brass) Chamber Concert (Woodwind/Strings) Chamber Concert (Percussion)	Mon., May 2 @ TBD Tues., May 3 @ TBD Wed., May 4 @ TBD
Student Art Sale E.B. White Art Gallery	Thurs./Fri., May 5 and 6
Vocal Music Concert/Dance Showcase Andover Central Park (Capital Federal Amphitheater)	Sat., May 7 @ 2:00 p.m. and 6:30 p.m.
Spring Semester Ends	Fri., May 13

### **ADJOURNMENT**

Trustee Law moved to adjourn the meeting. Trustee Winslow seconded. The motion passed unanimously after roll call vote. The regular meeting of December 14, 2021 was adjourned at 7:25 p.m.

  
Linda Jolly – Secretary

