

PLEASE NOTE: Board pictures, both individual and group, will be taken at 4:00 p.m. in the Foundation Office



- Ready for Life -

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING
4:30 p.m., Tuesday, December 14, 2021 – Dankert Trustee Board Room
Watch Live via <http://www.butlercc.edu/bctv>**

- | | |
|------------------|---|
| 3:30 p.m. | Board Finance Committee Meeting – President’s Conference Room. |
| 4:00 p.m. | Board Pictures – Foundation Office, Hubbard Welcome Center |
| 4:30 p.m. | Regular Board Meeting – Dankert Trustee Board Room, Upper Level of the Hubbard Welcome Center, 901 S. Haverhill Road, El Dorado, Kansas. |
| | Executive Session – Not to exceed 60 minutes to discuss non-elected personnel pursuant to the open meeting exceptions for said matters. |

REGULAR BOARD MEETING

- I. **CALL TO ORDER (4:30 p.m.)**
- II. **PLEDGE OF ALLEGIANCE (4:30 p.m.)**
- III. **APPROVAL OF AGENDA (4:35 p.m.)**
- IV. **EXECUTIVE SESSION (4:40 p.m.)**----- 3
- V. **RECOGNITIONS (5:40 p.m.)**----- 4
- VI. **PUBLIC COMMENT (5:50 p.m.)**
If you wish to address the Board during Public Comment, please complete this form:
<https://bit.ly/3ioB30n>
- VII. **STANDING REPORTS (6:00 p.m.)**
 - A. Student Government Association Report – Guadalupe Torres
 - B. Operational Staff Report – Lisa Bolin
 - C. Professional Employees Report – Terry Sader
 - D. Board Finance Committee Report – Mary Martha Good, Linda Jolly
 - E. Foundation Board Report – Forrest Rhodes, Kim Krull
 - F. President’s Report – Kim Krull
 - G. Education Facilities Authority Report – Mary Martha Good, Dave Sherrer

VIII.	MONITORING REPORTS (6:15 p.m.)	
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EXECUTIVE SESSION

MOTION: Trustee _____

Mr. Chair,

I move that the Board recess into Executive Session to discuss non-elected personnel matters to include members of the Board, President Kim Krull, Ray Connell, and Shelley Stultz pursuant to the open meetings exceptions for matters protected by non-elected personnel.

The open meeting will resume here in the Dankert Trustee Board Room within 60 minutes.

CALL FOR A SECOND: Trustee _____

CALL FOR A VOTE

ENTER EXECUTIVE SESSION @ _____ PM

RETURN TO OPEN SESSION @ _____ PM

ANY ACTION REQUIRES A MOTION, SECOND and VOTE

FEBRUARY 2022 RECOGNITIONS

- **Grants and federal stimulus funding coordination and reporting** - Jaime Goering
- **Diesel Technology Program Support** - Randy Meisch, Dustrol
- **Young Sign Makers 2022** - Brady Haag, Project Content, LLC and Butler Adjunct Faculty

BOARD OF TRUSTEES REPORT
Division of Fine Arts and Communication
February 2022

EXECUTIVE SUMMARY

The Fine Arts and Communication Division is comprised of the following academic departments: Art, Dance, Mass Communication, Music (Vocal and Instrumental), Speech, and Theatre. In addition, the division is responsible for several public relations-oriented student activities including the *Lantern* newspaper, the *Grizzly Magazine*, KBTL campus radio station, and Butler TV. The division also manages the Erman B. White Art Gallery. The division includes seventeen full-time faculty members, approximately 65 adjunct faculty members, one full-time administrator, one full-time administrative assistant, and two part-time student workers. Over 300 sections of courses are offered throughout the academic year.

Division Dean: Dr. Richard Nichols
Administrative Assistant: Natasha Everly

Fine Arts and Communication Division Mission Statement

Butler's Fine Arts and Communication Division will facilitate learning by engaging students within the instructional departments of Art, Dance, Mass Communication, Music, Speech, and Theatre. The Division will also facilitate learning within the following services and activities: the *Lantern* newspaper; the *Grizzly Magazine*, KBTL Radio, Butler television, sports media, theatre productions, music performances, dance performances, lectures, workshops, and art exhibits. These academic departments, services, and activities will address the needs of students and stakeholders in the region including:

- Preparing students for transfer to colleges and universities
- Preparing students for careers related to Fine Arts and Communication skills
- Providing incumbent workforce training in communication skills
- Providing instruction in personal interest areas
- Developing Learning PACT skills:
 - Personal Development Skills
 - Analytical Thinking Skills
 - Communication Skills
 - Technological Skills
- Providing access to student learning through multiple locations and delivery systems
- Providing instructional leadership for the college
- Providing cultural events for the campus and community
- Evaluating programs and services by documenting and evaluating student skills and knowledge and stakeholder satisfaction.

Student Degree Comparison – Completion and Declared Majors

While the degree completion numbers in the FAC Division are slightly down since 2018, the number of declared majors continues to rise in spite of declining enrollment (see Table 1).

Table 1
Degree Completion

2021	25
Art	4
Dance	0
Mass Communication	6
Music	10
Speech Communication	0
Theatre	5
2020	20
Art	1
Dance	2
Mass Communication	8
Music	5
Speech Communication	2
Theatre	2
2019	25
Art	3
Dance	3
Fine Arts and Communication	1
Mass Communication	7
Music	9
Speech Communication	0
Theatre	2
2018	31
Art	5
Dance	4
Mass Communication	14
Music	4
Speech Communication	1
Theatre	2
2017	14
Art	4
Dance	0
Mass Communication	6
Music	2
Speech Communication	0
Theatre	2

Declared Majors

2021	278
Art	93
Dance	4
Mass Communication	49
Music	71
Speech Communication	26
Theatre	35
2020	267
Art	70
Dance	6
Mass Communication	71
Music	67
Speech Communication	22
Theatre	31
2019	266
Art	66
Dance	14
Fine Arts and Communication	15
Mass Communication	71
Music	60
Speech Communication	22
Theatre	18
2018	249
Art	69
Dance	12
Mass Communication	85
Music	52
Speech Communication	10
Theatre	21
2017	230
Art	67
Dance	14
Mass Communication	72
Music	47
Speech Communication	6
Theatre	24

Enrollment Comparison – Credit Hours Taught

While the number of declared majors and degree completions has increased as noted above, overall division enrollment has declined slightly over the past few years (see Table 2). The FAC Division continues student recruitment efforts in art, mass communication, music, and theatre focused primarily on Kansas high school students. The majority of the credit hours produced in the FAC Division result from courses which fulfill general education requirements (e.g., Art Appreciation, Music Appreciation, Public Speaking, etc.) for students throughout Butler.

Table 2
Credit Hours Taught

Department	2016/17	2017/18	2018/19	2019/20	2020/21
Art	4803	4524	4455	3858	3875
Dance	465	401	344	290	228
Mass Communication	801	717	718	751	580
Music	5044	4948	4774	4070	4101
Speech	8219	7979	6874	6314	5865
Theatre	1243	1256	1106	1083	836
Grand Total	20,575	19,825	18,271	16,366	15,485

ART

Full-Time Faculty Members

Valerie Haring (Chair), Trisha Coates, and Rachel Foster

Art Department Mission Statement

The Art Department will facilitate learning within programs and services that address the needs of student and stakeholders in the region including:

- Preparing students for transfer to colleges and universities
- Preparing students for careers as artists and art educators
- Providing visual/cultural enrichment to students and stakeholders through art exhibits in the E. B. White Gallery
- Developing Learning PACT skills
- Providing access to student learning through multiple locations and delivery systems
- Providing instructional leadership for the college

The Art Department will be a performance-based system that evaluates programs and services by documenting and evaluating student skills and knowledge and stakeholder satisfaction.

Art Department Overview

The Erman B. White Gallery of Art offers a new exhibit each month and receptions for visiting artists. Emerging from the COVID-19 pandemic, we have returned to six live gallery shows during the school year.

The Art Department faculty continues to exhibit at significant art venues. Valerie Haring received her award for 30-years-of-service at Butler. This year she participated in three art exhibits in Wichita: Wichita Art Museum, Art House 310, and Abstract, Midwest Center for Photography. Trisha Coates completed two artist residencies in 2021: Truro Center for the Arts in Truro, MA, and the prestigious Hambidge Center for the Arts in Rabun Gap, GA. Rachel Foster had two solo art exhibits: UMC Gallery of Art and Design, University of Central Missouri and Greg Hardwick Gallery, Columbia College, MO.

Our students continue to excel locally and beyond. Twenty-five art students exhibited work in the Annual Coutts Museum Student Art Exhibit. Ashtyn Carns (Derby) participated in an internship at Mark Arts.

The Art Department faculty is proud of all of the student success stories that originate in our Art Department. We hear from former students on a regular basis that the education they received in the Art Department put them ahead of their peers upon transferring to other colleges or universities. Our students are the best representation of the success of the Department.

DANCE

Full-Time Faculty Member

Valerie Lippoldt Mack (Chair)

Dance Department Mission Statement

The Dance Department will facilitate learning through the instructional programs and services (e.g., performance, workshops, and community service) that address the needs of students and stakeholders in the region including:

- Preparing students for transfer to colleges and universities
- Preparing students for careers in performance and/or teaching
- Providing incumbent workforce training in dance skills
- Providing instruction in personal interest areas
- Developing Learning PACT skills
- Providing instructional leadership for the college

The Dance Program will be a performance-based system that evaluates programs and services by documenting and evaluating student skills and knowledge and stakeholder satisfaction.

Dance Department Overview

Valerie Mack provides leadership for the Dance Department and teaches two tap classes. The Department currently has two adjunct faculty members, Deiondre Teagle and Kelsey Teagle. They teach at two private area dance studios and assist at WSU. As part of the wealth of knowledge and diversity they bring to the department, Deiondre recently starred in two major motion pictures.

The Butler Dance Department serves approximately 120 Butler students. The majority of our dancers come from area high schools but we have attracted students from other states and overseas. Several of our current students have received dance scholarships with four-year schools and dance job opportunities.

Former Butler Dance Department students are working with professional dance companies, with theme parks, at off-Broadway shows, and at Carnegie Hall. They are also private dance studio owners, show choir directors, high school teachers, choreographers, news reporters, radio personalities, and educators. Butler dancers have been (or are currently) employed at Disney as Prince Charming, Cinderella, Mickey Mouse, Minnie Mouse, Tinkerbell, and Chip and Dale. Local university dance instructors, private studio owners, and individuals at Music Theatre of Wichita have commented on the impressive talents coming from the Butler Dance Department.

MASS COMMUNICATION

Full-Time Faculty Members

Michael Swan (Chair) and Dr. Keith West

Mass Communication Department Mission Statement

Butler's Fine Arts and Communication Division will facilitate learning within the Mass Communication Department. The department will also facilitate learning within the following services and activities: The *Lantern* newspaper, the *Grizzly Magazine*, KBTL Radio, Sports Media, and Butler TV. The Mass Communication Department services and activities will address the needs of students and stakeholders in the region including:

- Preparing students to transfer to colleges and universities
- Preparing students for careers related to mass communications
- Providing communication and technical skills related to mass communications
- Providing instruction in personal interest areas
- Developing Learning PACT skills
- Providing instructional leadership for the college
- Providing news information to the college and community
- Preparing students to be critical consumers of mass media
- The *Lantern* and *Grizzly Magazine* are using InDesign publishing software. Many professional publications use this. Reporting 1 students try to publish their stories, and have accomplished this with some work in the *Lantern* and *The Butler County Times-Gazette*.

The Mass Communication Department will be a performance-based system that evaluates its programs and services by documenting and evaluating student skills and knowledge and stakeholders' satisfaction. We continue to build on the success of the program over the decades. Students are often involved with Mass Communication activities seven days a week.

Mass Communication Department Overview

Michael Swan is Chair of the department and directly oversees the student magazine, the *Grizzly Magazine*, the student newspaper, the *Lantern*, and the Student Sports Media program, which covers all sports for radio, TV, newspaper, magazine and the Internet. Swan is Past-President of Kansas Collegiate Media and is serving as coordinator of The Jackie Engel Award for the organization for the fifth year. KCM gives this award to the top high school publication adviser in the state.

The *Grizzly Magazine* produces four full-color magazines each year and posts the magazine online. Magazine students have added a Facebook page and a Twitter feed to place additional stories and photos. Spring saw the production of the first magazine staff podcast ("Grizzly Campfire"), featuring podcast-original and print magazine stories.

The *Butler Lantern* newspaper, under the direction of Professor Amy Chastain, covers campus and community related news. The paper comes out on a biweekly basis and is also available on the Internet, on Facebook, and Twitter. The website and social media feature print and online stories, breaking news, as well as images and cartoons that run along with the print stories.

BCTV Student Productions produces six episodes of the video magazine show, "Campus Edge," each semester, along with a skit/comedy show, "McGrizzles!" In addition, students regularly create promotional, instructional/educational and entertainment short videos.

Radio/TV faculty and students support Student Sports Media radio broadcasts for all football and women's and men's basketball games, involving over 70 athletic contests each year. This includes streaming of the broadcasts on KBTL 88.1 FM through kbt1.butlercc.edu. Radio/TV has developed a multitrack audio recording studio for use on the El Dorado campus; is in the process of replacing the current radio automation system with professional equipment and a new music database; has increased faculty visits to public schools; has increased faculty technical and programming assistance to public schools; has increased access to studio tours by groups; and is one of the few 4K (ultra HDTV) field/studio operations in the state.

Student Sports Media covers close to 300 sporting events a year. In addition to the live broadcasting noted above, Student Sports Media students write sports stories for every athletic contest that takes place and take photos for the *Lantern* and the *Grizzly Magazine*. The Student Sports Media Facebook page posts hundreds of photos taken at athletic events

Student Sports Media students attend the Kansas Association of Broadcasters (KAB) Sports Seminar in Kansas City every year. This has yielded scholarships and valuable contacts for the students. They meet broadcasters from all over the state, in addition to big-name broadcasters from the Chiefs, Royals, Jayhawks, and Wildcats. This event allows the students to have their play-by-play work critiqued by professionals.

The Student Sports Media program has established a strong relationship with the Oklahoma City Thunder NBA basketball team, allowing the students to observe their TV operations.

Our graduates have had success going on to four-year schools, landing internships, and finding jobs. Radio/TV students continue to work in the Wichita market and elsewhere. Student Sports Media graduates have gone on to Wichita State University, the University of Kansas, Kansas State University, and Pittsburg State. One graduate serves as Assistant Director of New Media in the athletic department at WSU. Student Sports Media students have also worked at radio stations in Glen Elder, Salina, Arkansas City, Hiawatha, and Topeka, and at TV stations in Wichita and Kansas City. They have also worked on newspapers in El Dorado, Winfield, and Emporia. A Student Sports Media alumnus is currently content coordinator for CatchItKansas.com, a sports website associated with KWCH Channel 12 in Wichita. Another graduate is writing sports stories for the Detroit (Michigan) Free-Press. Yet another is a producer at KWCH Channel 12 in Wichita. One of our Sports Media graduates, who attended the University of Kansas, interned with the Kansas City Chiefs as a reporter and was a writer for a national Internet sports site, SB Nation, Vox Media. She was also with KALB-TV in Alexandria, LA as a sports reporter and anchor and also served in that capacity at WIBW-TV in Topeka. She is currently a Communications Specialist at Tyler Technologies, Inc.

Our Mass Communication students continue to win awards throughout the year. At the Kansas Association of Broadcasters conference, 10 Butler students received 12 awards for radio and television programming—significantly higher than any other community college in the state. At the Kansas Collegiate Media Awards conference, the *Lantern* earned 14 awards and the *Grizzly Magazine* won a Gold Medal overall and received 12 other individual awards.

MUSIC

Full-Time Faculty Members

Valerie Lippoldt Mack (Chair, Vocal), Brett Martinez (Chair, Instrumental), Matt Udland, Joel Knudsen, and Chad Ingram

Music Department Mission Statement

The Vocal and Instrumental Departments will facilitate learning for those interested in the activity and careers in music. The Music Department will also facilitate learning within the following services and activities: Concert Band, Pep Band, Jazz Ensemble, Show Band, String Ensemble, combos and small ensembles, Chamber Singers, Concert Choir, Butler A Cappella, Smorgaschords, Noteables, Headliners, lectures, master classes, workshops, and projects. These academic activities will address the needs of students and stakeholders in the region including:

- Preparing students for transfer to colleges and universities
- Preparing students for careers related to instrumental and/or vocal music
- Providing incumbent workforce training in music skills

- Providing instruction in personal interest areas
- Developing learning PACT skills
- Providing access to student learning through multiple locations and delivery systems
- Providing instructional leadership for the college
- Providing cultural and fine arts enrichment to students and stakeholders in the community and beyond through performances, the Butler Show Choir Festival, the Music Theatre Choral Festival, and the Regional Solo and Ensemble Festival, among other events

The Music Department will be a performance-based system that evaluates its programs and services by documenting and evaluating student skills and knowledge and stakeholders' satisfaction. The Division has moved to an online scholarship application process which coordinates with the Butler website and division homepage.

Vocal Music Department Overview

The Butler Vocal Music ensembles participate in concerts at community events, area high schools, the Kansas State Fair, Butler athletic events, music concerts, state conventions and musical theatre events. Students regularly sing at nursing homes, Lions, Rotary and Kiwanis clubs, community groups, fund raisers, Butler Foundation events, MENC, ACDA, and other state, regional, and national music conventions. For the past ten years, the Butler Vocal Music Department has been invited to participate in various activities with Music Theatre of Wichita and has performed for huge audiences from all over the state of Kansas. Singing tours are organized each semester and students visit local schools, performing concerts, helping to promote Butler in the region.

Vocal Music in 2021 has become more involved in our local community with over 20 planned performances outside of our traditional home concerts. There is no way to know how many thousands of people have watched excerpts of our performances on social media. The choirs also organize and host an annual show choir festival for high school students. This event brings in students from 12-16 different schools in Kansas. Over the course of the year, it is anticipated that vocal music faculty, our students, and alums will attend 40 different high school performances and talk to the directors and students.

Several years ago, the Foundation provided monies for new sound equipment for the Butler Theatre. This equipment has been utilized by the entire Butler family at productions, meetings, open houses, show cases and in-service meetings over the years. Because of evolving technology, this equipment needs to be replaced.

Instrumental Music Department Overview

The Instrumental Music Department continues to pursue the long-standing goal of increasing the public's positive image of Butler Community College while refining the quality and diversity of our offerings in music education. Former Butler instrumental students are now highly respected for their leadership roles in four-year university music departments. These former students have become valued proponents of Butler's Instrumental Department.

Brett Martinez directs the Concert Band, Jazz Ensemble, Jazz Combo, Show Band, various chamber ensembles, and co-directs the Percussion Ensemble/Drumline with percussion instructor Andrew Slater. Brett also supervises the Instrumental Music scholarship students. Brett is the immediate past-president of the Kansas Bandmasters Association and is an active member of the Kansas Music Educators Association.

The Instrumental Music Department's applied adjunct faculty members are highly respected professional musicians and educators. All have many years of experience teaching and performing in orchestras and bands, ranging from the Wichita Symphony and Music Theatre of Wichita to playing in a variety of major concert events that have appeared in the area. Additionally, Rick Moose, our Sideliners Pep Band director, continues to do an excellent job of developing the Pep Band's repertoire and working to make them an integral part of Butler Football and Basketball events.

Throughout the year Brett Martinez visits over twenty high schools, working with bands in preparation for upcoming performances and talking with students about performance and scholarship opportunities at Butler. He also represents Butler as a clinician and adjudicator in Baldwin City, Towanda, Wichita, and Arkansas City.

Butler will again host the Regional Solo and Ensemble Festival each year, bringing approximately 300 students to our campus. Butler is also the rehearsal home and the inclement weather performance site for the El Dorado Municipal Band.

SPEECH

Full-Time Faculty Members

Alexis Reisig-Hopkins (Chair), Greg May (Lead), Kateri Grillot, and Matthew Webster.

Overview

The Department of Speech Communication provides a general education curriculum that focuses on the in-depth study of human communication and public speaking that strengthens other majors and enhances the general education offerings of the College. The faculty prepares students for success in a broad range of settings by providing the necessary communication competence. Communication courses prepare students to be confident, credible, and articulate communicators. Course offerings include Public Speaking, Interpersonal Communication, Introduction to Human Communication, and Intercultural Communication.

Speech Department Overview

The Butler Department of Communication is the largest department in the Fine Arts and Communication Division. During the 2020-21 school year, the Speech Department taught 5865 credit hours in three separate modalities: face-to-face, online, and blended classes. The Speech faculty judge various local speech competitions as well as state debate and forensics tournaments.

THEATRE

Full-Time Faculty Members

Bob Peterson (Chair), Samuel Sparks, and Bernie Wonsetler

Theatre Department Mission Statement

Butler's Theatre Department will facilitate learning within the department instructional programs and services (performance, workshops, community service) that address the needs of students and stakeholders in the region including:

- Preparing students for transfer to colleges and universities
- Preparing students for careers in performance, technical theatre, teaching and/or related skills
- Providing incumbent workforce training in theatrical skills
- Providing instruction in personal interest areas
- Developing Learning PACT skills
- Providing access to student learning through multiple locations and delivery systems
- Providing instructional leadership for the college

Theatre Department Overview

After a year of adapting and adjusting to the restrictions of the pandemic, the Theatre Department was excited and pleased to return to providing our audiences with live theatre productions.

In April of 2021, the department presented a production of "Sherwood: The Adventures of Robin Hood" with social distanced seating. The department opened its 2021-2022 theatre season with a production of "The Ballad of Kate the Shrew" adapted by Theatre Chair, Bob Peterson. The second show of the season was the presentation of the award-winning musical "The Pajama Game" combining theatre and music with direction from Sam Sparks and Matt Udland. The annual children's theatre show in February will play to an estimated 1800 children and serves as one of our most significant recruiting events.

The department provides technical support for all instrumental, vocal, and dance performances. Additionally, the department sometimes provides technical support for productions at El Dorado High School and several local churches.

Former Butler Theatre students have gone on to success as film producers, regional theatre directors, department heads, professional actors, and professional theatre and film technicians. One student, Scott McPhail (2013 Commencement Speaker), is the Executive Director, International Creative Services at Paramount Pictures.

This past November, as a part of professional development, Theatre Chair, Bob Peterson played the title role in "The Father" presented by the Guild Hall Players. The production was directed by Dr. Phil Speary, Dean of Academic Support Services, and featured several former Butler Theatre students.

SUMMARY

As we meet the needs of our students and stakeholders, we must remember that the FAC Division is engaged in making lifelong connections with our students. Theatre productions, art shows, musicals, dance recitals, broadcasts, and publications remain a continuing draw for our former students. These events and the instructors who produce them are key

elements in maintaining a strong relationship between the college, our alumni, and the community. Our current and former Fine Arts and Communication students are ambassadors of our division and the college.

Activity Scholarship Students

The Fine Arts and Communication Division is responsible for administering nearly 300 activity scholarships which are awarded to full-time students in Art, *The Grizzly*, *The Lantern*, Radio/TV, Sports Media, Instrumental Music, Vocal Music, Theatre and Box Office. All but three of the scholarships from the current year were awarded to Kansas residents. Recruiting these talented students and providing the support they need once they are here requires a great deal of time and effort from the division's administration, faculty, and staff. The goal is to keep each student on track to graduate in two years while also fulfilling the demanding requirements of the activity scholarship. Each activity student spends 10-30 hours per week meeting the obligations of his/her scholarship.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

**TOPIC for Discussion
FY2023 Preliminary Tuition and Fee Rate Recommendation**

REPORT:

At the upcoming March board meeting the administration will present the FY2023 tuition and fee rate recommendation for approval. In developing this recommendation three key interests were considered:

- Affordability for all students
- Discount for Butler County students
- Revenues to support college operations

The preliminary tuition and fee rate recommendation follows:

- In County – remain at current rate of \$102.00
- Out County – remain at current rate of \$122.50
- Out of State – remain at current rate of \$182.50
- International – decrease rate by \$37.00 from \$219.50 to \$182.50 (same as Out of State)

This rate recommendation is estimated to be revenue neutral. Although the international rate is decreasing, the rate sensitivity analysis indicates the likelihood of increased enrollment in this area.

The rate recommendation for the Technology Fee is still under consideration. It is anticipated that this rate will be increased to help cover the cost of the student laptop initiative.

Submitted by: Kent Williams, Vice President of Finance

Date: January 25, 2022

Supervisor: Kim Krull

TOPIC for DISCUSSION
Butler Community College Promotions / Production Trailer

REPORT:

Thanks to a generous donation from EVERGY, Butler has the opportunity to expand its recruitment and promotional efforts with a 31-foot gooseneck trailer that is 8'10 tall and 8'6 wide. It has an 8x8 fold-down patio off the back of the trailer. It has climate control on the inside and can be powered with an external plug in or run independently with its on-board generator. There are multiple displays that can be seen outside the trailer and monitors on the inside as well. Additionally, the trailer comes furnished with tables and chairs that can be taken in and out as needed. Butler Community College currently has a fleet vehicle capable of pulling this trailer.

The planned usage for this trailer falls within the scope of multiple Strategic Priorities set by the Board of Trustees including:

- Supporting Students and their success
 - Utilizing this trailer for video production at off-campus Butler Athletic events as well as other outside events will provide a hands-on learning experience for Butler students.
 - Exposure and experience with advanced video production and opportunities to work with other organizations such as the Wichita Wind Surge, ESPN+, etc., will create opportunities for students to grow in their skills and abilities as well as open doors for future navigation through different career fields.
- Advancing Communities and Partnerships
 - This trailer will be utilized to enhance our presence and further promote Butler Community College at local events such as Greater Andover Days, Augusta Red Brick Festival, Rose Hill's Fall Festival, El Dorado's Community Celebration, etc.
 - Rolling Butler Billboard throughout our communities.
 - Potential for mobile demonstrations and presentations with our community partners.
- Driving Institutional Sustainability and Growth
 - The vision for this as a mobile recruitment and enrollment center includes visits to local high schools, local sporting events and community events. The integrated technology capabilities of the trailer will enable Butler staff to recruit and enroll prospective students on the fly.
 - Utilizing the video production functionality with this unit will enable BCTV and staff to expand beyond the normal boundaries and potentially generate additional revenue in partnerships with area schools, businesses, and communities.
- Championing Excellence in Innovation
 - As a leader in Enhancing the digital literacy and fluency of students, Butler Community College will utilize the mobility of this promotion and production trailer to demonstrate to all of our stakeholders, the capabilities of a fully connected and digitally empowered institution of higher education.

While there is some cost associated with the build out of this trailer, it is the belief of the Information Services Division that the bulk of that cost will be absorbed through currently budgeted equipment replacement funds. Below is a breakdown of estimated known costs to build out the Butler specific technology and accompanying pieces necessary to move forward with this project.

Video Production Equipment: \$50,000.00
(Currently budgeted for upgrades and replacement of aging equipment)

Enrollement Workstations: \$5,000.00
(Currently budgeted in the PC replacement plan)

Design and Wrap of the Trailer: \$8,000.00

Optional Matching Wrap for Fleet Truck: \$4,000.00

Attachments:

Below are interior and exterior photographs of the trailer as it sits today. Also attached are 2 photographs of promotional trailers from other colleges to help visualize possibilities with this trailer.

RECOMMENDED DISCUSSION:

This is for discussion purposes and opportunity to ask additional questions.

RECOMMENDED FUNDING SOURCE:

Information Services budget, Butler Community College Foundation, Academic Services budget

Submitted by: Bill Young, Vice President of Digital Transformation/CIO
Supervisor: Dr. Kim Krull, President
Date: 27 January 2022

ATTACHMENTS

Current:



Vision



TOPIC for DISCUSSION
Board Governance

REPORT:

Discussion at the January Board meeting included a decision to include Trustee KORA requests, including emails, in the Board Book for review and discussion. Following are the KORA requests received from 1/10/22 through 1/11/22 and the follow-up responses from 1/11/22 – 1/22/22.

RECOMMENDED ACTION:

This information is for discussion purposed only at this time

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Dr Kim Krull
Supervisor: Forrest Rhodes
Date: 2/8/22

Monthly Summary of Trustee Open Records Request
For February 8, 2022 Board Meeting

Date received: 1/10/2022

Requested from: Trustee Winslow

Subject: KORA # 22 HLC Concerns

Text of request:

I would like the details of all HLC concerns as is mentioned on page 7 of the January, 2022 BCC board packet in writing. I will also be contacting HLC in a further attempt to know exactly what "approved board policies and HLC criterion" Dr. Krull is referring to, specifically, and in writing. Details mean copies of the policies in question, underlined, in addition to the HLC criteria (the have a policy book online) again with any and all 'violations' she is referring to noted there.

Admin time: Kent Williams – 1.0 hrs, Dr. Krull – 5 hrs, Dr. Phil Speary – 3 hrs, Meredith Helton – 1 hr

Date received: 1/11/2022

Requested from: Trustee Winslow – KORA # 23-1

Subject: KORA # 23-1 Financial Management System Reports

Text of request:

Two FMS (financial management systems) reports per year, (digital format is fine of course). One in July at the end of the college's fiscal year, and one in January, after the calendar year (6 months of info for this one). I am including a copy of the EXPENSES we get monthly from BCC accounting that is by department, but it doesn't appear to include labor, benefits (or any overhead) costs fiscal year to date. But, the FMS reports I am looking for would show those expenses as well and on the same report. The EXPENSE report I attached is a decent format, but is not all inclusive.

Admin time: Kent Williams – 3.0 hrs, Dr. Krull – 1.5 hrs, Meredith Helton – 1 hr

Date received: 1/11/2022

Requested from: Trustee Winslow

Subject: KORA # 23-2 HLC Mock Audit

Text of request:

After studying the HLC (Higher Learning Commission) policy book at length, I am concerned enough to ask for a recommendation from BKD as to who can come in and do a "mock audit" for BCC to make sure that there are no issues that need to be addressed, and that if there are, to insure the college has enough time to correct any deficiencies that may be found prior to any official HLC audit. Should you find such a party, I will take that recommendation to the board of trustees at my earliest opportunity. Apparently HLC only audits approximately every 10 years.

Admin time: Kent Williams – 1.0 hrs, Dr. Krull – 30 mins, Dr. Phil Speary – 30 mins

Date received: 1/11/2022

Requested from: Trustee Winslow

Subject: KORA # 23-3 HLC Audit Documents

Text of request:

Please access our last HLC audit and make any an all documents related to this last audit available to me for review.

Admin time: Kent Williams – 3.0 hrs, Dr. Krull – 2.75 hrs, Dr. Phil Speary – 45 mins, Dr. Esam Mohammad – 30 mins, Meredith Helton – 1 hr

List of Emails for Trustee Winslow's KORA Requests
BOT Meeting Report – February 8, 2022

- KORA 22:
 - Julie's email request 1/10/2022 @ 12:10 pm (**Document # 1**)
 - Dr. Krull's email response to trustees 1/22/2022 @ 3:31 pm (**Document # 2**)
with the following attachments:
 - AdoptedPolicy-EvalFramework_2018-11_POL.pdf
 - Adopted Policy-Probation_2021-06_POL.pdf
 - Consequences of Not fully meeting HLC Accreditation Criteria.docx
 - HLC Action Letter – Ohio Christian University 3.4.20.pdf
 - 20200227 PDN Ohio Christian On Notice.pdf
 - Luna CC Team Report.pdf
 - HLC Action Letter – Luna Community College 11.4.21.pdf
 - LunaCommunityCollegePDN_110421.pdf
 - InterimReports_PRC.pdf
- KORA 23-1:
 - Julie's email request 1/11/2022 @1:35 pm (**Document # 3**)
 - Kent's email response 1/13/2022 @ 9:20 am (**Document # 4**)
 - Julie's reply 1/16/2022 2:42 @ pm (**Document # 5**)
 - Kent's 2nd response 1/18/2022 @ 3:48 pm (**Document # 5**)
 - Julie's reply 1/19/2022 @ 5:39 pm (**Document # 5**)
 - Kent's 3rd response 1/20/2022 @ 2:58 pm (**Document # 5**)
 - Julie's reply 1/20/2022 @ 4:12 (**Document # 5**)
 - Kent's 4th response 1/21/2022 @ 10:53 pm (**Document # 5**)
 - Julie's reply 1/21/2022 @ 10:52 pm (**Document # 5**)
 - Kent's 5th response 1/21/2022 @ 3:07 pm (**Document # 5**)
 - Attachment: Over/Under Report 12-31-21.pdf
- KORA 23-2:
 - Julie's email request 1/11/2022 @1:35 pm (**Document # 3**)
 - Kent's response 1/13/2022 @ 9:20 am (**Document # 4**)
- KORA 23-3
 - Julie's email request 1/11/2022 @1:35 pm (**Document # 3**)
 - Kent's response 1/13/2022 @ 9:20 am (**Document # 4**)
 - Kent's 2nd response 1/14/2022 @10:55 am (**Document # 6**)
 - Kent's response 1/18/2022 @ 2:52 pm (**Document # 7**) with the following attachments:
 - Butler County CC Final Team Report 20130508.pdf
 - ButlerCC_AssuranceArgument_2013.pdf
 - Butler County Community College Reaffirmation Action Letter 7-11-13.pdf

#1

Kent Williams

From: Julie Winslow <winslowja@gmail.com>
Sent: Monday, January 10, 2022 12:10 PM
To: Kent Williams
Cc: Kim Krull; n5908a (n5908a@gmail.com); Shelby Smith
Subject: [External Source] HLC Concerns KORA 22 Jan 10 2022

Please be cautious, think before you click. -Butler IS
This email was sent from outside of Butler.

Mr. Williams,

I would like the details of all HLC concerns as is mentioned on page 7 of the January, 2022 BCC board packet in writing.

I will also be contacting HLC in a further attempt to know exactly what "approved board policies and HLC criterion" Dr. Krull is referring to, specifically, and in writing.

Details mean copies of the policies in question, underlined, in addition to the HLC criteria (the have a policy book online) again with any and all 'violations' she is referring to noted there.

Thanks very much, and please record this request as official.

Trustee Winslow

#2

Kent Williams

From: Kim Krull
Sent: Monday, January 24, 2022 10:28 AM
To: Kent Williams
Subject: Fwd: HLC Information
Attachments: .image003.jpg; AdoptedPolicy-EvalFramework_2018-11_POL.pdf; AdoptedPolicy-Probation_2020-06_POL.pdf; Consequences of Not fully meeting HLC Accreditation Criteria.docx; HLC Action Letter - Ohio Christian University 3.4.20.pdf; 20200227 PDN Ohio Christian On Notice.pdf; Luna CC Team Report.pdf; HLC Action Letter - Luna Community College 11.4.21.pdf; LunaCommunityCollegePDN_110421.pdf; InterimReports_PRC.pdf

Sent from my iPhone

Begin forwarded message:

From: Kim Krull <kkrull@butlercc.edu>
Date: January 22, 2022 at 3:31:00 PM CST ✓
To: Dave Sherrer <dsherrer@cox.net>, "Forrest Rhodes, Jr." <frhodes@foulston.com>, Julie Winslow <winslowja@gmail.com>, Kim Braungardt <kimbraungardt@gmail.com>, Linda Jolly <candljolly55@gmail.com>, Mary Good <marygood5472@gmail.com>, Shelby Smith <drywall-excellence@sbcglobal.net>
Cc: Ray Connell <ray@connellandconnell.com>, "Phil Speary (pspeary@butlercc.edu)" <pspeary@butlercc.edu>
Subject: HLC Information

Trustees,

At the last Board meeting Shelby requested HLC information that could help in better understanding potential consequences regarding governance issues and the criterion/sub-criterion we have to address for the site team visit in April 2023. Dr. Speary spent time last week compiling this information. He also had the ability to find information on Ohio Christian University who was placed "on notice" in February 2020 and Luna Community College who was placed on "probation" November 2021. I appreciate Dr. Speary's work to gather this information for you.

Below is a list of the documents and some information that will help as you review them the corresponding attached documents.

- Adopted Policy – Evaluative Framework
 - This document gives a bit of an overview of what institutions have to provide and what guides the site team in whether core components and criterion are met
- Adopted Policy – Probation
 - This is the updated policy on what steps are taken if an institution is placed on probation
- This word document contains the links from the HLC website that will take you directly to information on possible consequences if the Criteria for Accreditation are "met with concerns" or "not met"
 - The final report may designate the institution may need to be "monitored"; this can take the form of a required interim report or a focused visit by another site team; this

link covers monitoring, routine monitoring with an interim report, special monitoring and advisory visits.

- o Special monitoring can be called for by HLC in situations where the HLC President wants to gather additional information about concerns at an institution; in special monitoring situations the regular review processes are not used and the HLC President determines the proposed action to be taken
 - o Focused visits occur between the comprehensive reaccreditation visits and are used to examine very specific aspects of an institution and noted concerns that have arisen. It is limited in scope but institutions have to prepare documentation prior to the visit related specifically to the areas of concern the site team will be reviewing.
 - o Sanctions, Show-Cause Orders – this document provides additional information on the sanctions that can be imposed if an institution is found to be at risk of being out of compliance or is out of compliance with HLC requirements.
 - o The dues and fees schedule shows all the associated fees for HLC but of note are the ones related to “substantive change”, “monitoring”, “sanctions and show cause” and “hearings and appeals.” Institutions that are on a sanction or under a show-cause order fall under the requirements and fees associated with substantive change.
- Also attached are the HLC Action Letter to Ohio Christian University being placed on Notice and the Public Disclosure Notice that is required when an institution is placed on Notice. The HLC Action letter provides the HLC Board of Trustees’ rationale for placing them on Notice.
 - Documents for Luna Community College are also attached. Phil was able to find the Luna CC site team report, along with the HLC Action Letter placing them on “Probation” and the Public Disclosure Notice
 - There is also a brief overview of the requirements of interim reports if an institution has to report of its progress on mitigating a concern which is important for the institution to be in compliance in the future.

Feel free to contact me with questions.

Kim

Kimberly W. Krull, Ph.D.

President

Butler Community College

901 S Haverhill Road

El Dorado, KS 67042

316.322.3100 (w)

kim.krull@butlercc.edu



#3

From: Julie Winslow <winslowja@gmail.com>
Sent: Tuesday, January 11, 2022 1:35 PM ✓
To: Kent Williams <kwilliams@butlercc.edu>
Cc: Kim Krull <kkrull@butlercc.edu>; Shelby Smith <drywall-excellence@sbcglobal.net>; mgerber@bkd.com
Subject: [External Source] Kora #23

Please be cautious, think before you click. -Butler IS
This email was sent from outside of Butler.

Kent,

For the sake of transparency, here are three formal requests for information in an official KORA.....

Item 1: Two FMS (financial management systems) reports per year, (digital format is fine of course). One in July at the end of the college's fiscal year, and one in January, after the calendar year (6 months of info for this one). I am including a copy of the EXPENSES we get monthly from BCC accounting that is by department, but it doesn't appear to include labor, benefits (or any overhead) costs fiscal year to date. But, the FMS reports I am looking for would show those expenses as well and on the same report. The EXPENSE report I attached is a decent format, but is not all inclusive.

Item 2: After studying the HLC (Higher Learning Commission) policy book at length, I am concerned enough to ask for a recommendation from BKD as to who can come in and do a "mock audit" for BCC to make sure that there are no issues that need to be addressed, and that if there are, to insure the college has enough time to correct any deficiencies that may be found prior to any official HLC audit. Should you find such a party, I will take that recommendation to the board of trustees at my earliest opportunity. Apparently HLC only audits approximately every 10 years.

Item 3:
Please access our last HLC audit and make any an all documents related to this last audit available to me for review.

As long as they reference this request number and abide by Kora rules,, items can be answered separately as KORAS.

Thank you so much !!

Best regards,

Trustee Winslow
316 390 9090

#4

Kent Williams

From: Kent Williams
Sent: Thursday, January 13, 2022 9:20 AM
To: Julie Winslow
Cc: Kim Krull; Forrest Rhodes, Jr. (frhodes@foulston.com); Mary Good (marygood5472@gmail.com)
Subject: RE: Kora #23 - Update

Julie, please see responses below to update you on your KORA request # 23.

Item 1: Two FMS (financial management systems) reports per year, (digital format is fine of course). One in July at the end of the college's fiscal year, and one in January, after the calendar year (6 months of info for this one). I am including a copy of the EXPENSES we get monthly from BCC accounting that is by department, but it doesn't appear to include labor, benefits (or any overhead) costs fiscal year to date. But, the FMS reports I am looking for would show those expenses as well and on the same report. The EXPENSE report I attached is a decent format, but is not all inclusive.

- **Response:**
Julie, I do not believe that this request is covered by the Kansas Open Record Act. KORA gives you as a citizen the right to inspect or receive copies of existing records.

As I interpret this request you are asking for the creation of reports that do not currently exist. The creation of such reports could entail significant staff time. I respectfully submit that this request should be considered by the board as a whole with input from the admin team to determine an appropriate course of action.

Item 2: After studying the HLC (Higher Learning Commission) policy book at length, I am concerned enough to ask for a recommendation from BKD as to who can come in and do a "mock audit" for BCC to make sure that there are no issues that need to be addressed, and that if there are, to insure the college has enough time to correct any deficiencies that may be found prior to any official HLC audit. Should you find such a party, I will take that recommendation to the board of trustees at my earliest opportunity. Apparently HLC only audits approximately every 10 years.

- **Response:**
Julie, as stated above this request does not appear to be covered by KORA as you are not requesting access or copies of an existing record.

I believe you are suggesting the engagement of an outside consultant specializing in accreditation matters. Regardless of whether my interpretation is correct or not I respectfully suggest that your request be submitted to Dr. Krull and/or the board as a whole.

Item 3:

Please access our last HLC audit and make any and all documents related to this last audit available to me for review.

- **Response:**
Dr. Krull and Dr. Speary are locating and reviewing documentation from our most recent HLC reaccreditation. I anticipate we will send a response to this item within the next three or four working days.

Kent Williams, Vice President of Finance
Butler Community College
316-322-3103

#5

Kent Williams

From: Kent Williams ✓
Sent: Friday, January 21, 2022 3:07 PM
To: Julie Winslow
Cc: candljolly55@gmail.com; dsherrer@cox.net; Forrest Rhodes, Jr. (frhodes@foulston.com); kimbraungardt@gmail.com; Mary Good (marygood5472@gmail.com); Shelby Smith (drywall-excellence@sbcglobal.net); Kim Krull; Kim Sherwood
Subject: Kora #23 Item #1 - report
Attachments: Over-Under Report 12-31-21.pdf

Julie, I have attached a copy of a report we refer to as the Over/Under Report as of December 31, 2021.

In your request you indicated that you wanted to see year-to-date expenditures by department with breakdowns of labor, benefits (or any overhead) costs fiscal year to date.

We do not allocate overhead costs to department at this time. Also we do not allocate benefits to departments. Employee benefits (payroll taxes, health insurance, etc.) are accounted for in the 720 General Admin department.

This report is based on the Operating Funds as defined in the supplemental section of the July 26, 2021 budget document that was presented to the trustees on July 26, 2021. The Operating Funds are the General Fund and the Post-Secondary Technical Education Fund net of the designated funds and accounts. Stated more simply the total budget shown on page 8 of the Over/Under Report (\$53,258,157) agrees with the Operating Funds budget that was presented to the trustees on page OB-4 of the November 22, 2021 report.

This report is generally intended to present a snapshot of the expenditure budget to the individual budget officers of the college. It should be noted that it is common for some departmental variances to be non-linear through the year when compared to actual time elapsed. Also, certain departments may have the ability to offset budget deficits through the use of designated funds.

Please let me know if this satisfies your request. The attached document will be posted to the trustees SharePoint page.

Kent Williams, Vice President of Finance
Butler Community College
316-322-3103

Ready for life
CLASSES ALWAYS ENROLLING

From: Julie Winslow <winslowja@gmail.com>
Sent: Friday, January 21, 2022 12:28 PM ✓
To: Kent Williams <kwilliams@butlercc.edu>
Cc: marygood5472 (marygood5472@gmail.com) <marygood5472@gmail.com>; Shelby Smith <drywall-

excellence@sbcglobal.net>
Subject: [External Source] Re: Mtg for Kora #23 - meeting format

Please be cautious, think before you click. -Butler IS
This email was sent from outside of Butler.

Kent,

If you think you already have this, just send me a digital copy of what you have please.

I really don't see the efficiency in wasting your time in a meeting, and this would be by far the easiest way to fulfill part of Kora request #23.

Should I have any questions, I can let you know.

Thanks again, and congratulations again on your recent audit!

Trustee Winslow
316 390 9090

✓
On Fri, Jan 21, 2022, 10:52 AM Kent Williams <kwilliams@butlercc.edu> wrote:

Julie, I believe it is most appropriate that this item be discussed in the meeting format that has been requested. Please provide the scheduling information. – Thanks, Kent

Kent Williams, Vice President of Finance

Butler Community College

316-322-3103



From: Julie Winslow <winslowja@gmail.com>
Sent: Thursday, January 20, 2022 4:12 PM ✓
To: Kent Williams <kwilliams@butlercc.edu>
Subject: [External Source] Re: Mtg for Kora #23 info request

Please be cautious, think before you click. -Butler IS

This email was sent from outside of Butler

Kent,

Thank you for going to all this extra trouble in formatting out the schedule below. I just don't get why.

Can you just email me a digital copy of the report you are talking about? I'm sure if I have questions I can send them to you, and as a seasoned cost accountant I am pretty sure I can figure out how to read the report you are referring to.

What do you think? That way, no one has to spend a bunch of time puzzling this out.

Thanks much,

Trustee Winslow

On Thu, Jan 20, 2022 at 2:58 PM Kent Williams <kwilliams@butlercc.edu> wrote:

Julie, Shelby, Mary Martha, I would like to schedule a time for the three of you to meet with Kim Sherwood and me to discuss potential solutions to Julie's request for financial management systems reports. The full request is reproduced below in the email stream.

The following table gives the dates and times that Kim S. and I are available for the next two weeks. Please reply to let me know which of those times work for you. Once we have settled on a time I will find a room for the meeting.

Please let me know if you have questions or comments. – Thanks, Kent

		Available - YES/NO
--	--	--------------------

Tuesday, January 25, 2022	2:30 - 5:00	
Wednesday, January 26, 2022	4:00 - 5:00	
Thursday, January 27, 2022	8:00 - 10:00	
Thursday, January 27, 2022	4:00 - 5:00	
Friday, January 28, 2022	10:00 - 5:00	
Monday, January 31, 2022	8:00 - 5:00	
Tuesday, February 1, 2022	1:00 - 5:00	
Wednesday, February 2, 2022	1:00 - 5:00	
Thursday, February 3, 2022	8:00 - 10:00	
Thursday, February 3, 2022	1:00 - 5:00	
Friday, February 4, 2022	10:00 - 5:00	

Kent Williams, Vice President of Finance

Butler Community College

316-322-3103



From: Julie Winslow <winslowja@gmail.com>
Sent: Wednesday, January 19, 2022 5:39 PM ✓
To: Kent Williams <kwilliams@butlercc.edu>
Cc: Kim Krull <kkruill@butlercc.edu>; Kim Sherwood <ksherwood@butlercc.edu>; Shelby Smith (drywall-excellence@sbcglobal.net) <drywall-excellence@sbcglobal.net>
Subject: [External Source] Re: [External Source] Re: Kora #23 - Update

Please be cautious, think before you click. Butler IS

This email was sent from outside of Butler

Thank you. Let's make arrangements with Trustee Smith though as the extra board member since he has expressed similar interest with available budget information.

I do not feel comfortable without at least one other minority board member attending this meeting. Trustee Smith has a much less flexible schedule than I, so I will let him decide when his time frame will allow this meeting to take place unless you decide we can just meet by ourselves.

Thank you very much for your reconsideration

I look forward to hearing from you soon.

Trustee Winslow

316 390 9090

On Tue, Jan 18, 2022, 3:48 PM Kent Williams <kwilliams@butlercc.edu> wrote:

Julie, I would like to follow-up on your KORA request #23 Item #1 which reads as follows:
Two FMS (financial management systems) reports per year, (digital format is fine of course). One in July at the end of the college's fiscal year, and one in January, after the calendar year (6 months of info for this one). I am including a copy of the EXPENSES we get monthly from BCC accounting that is by department, but it doesn't appear to include labor, benefits (or any overhead) costs fiscal year to date. But, the FMS reports I am looking for would show those expenses as well and on the same report. The EXPENSE report I attached is a decent format, but is not all inclusive. I have included (below) my response of January 13 and your reply of January 16 for reference.

After looking at the request again I do not believe we have a report that provides all the parameters you mention. However, we may have a report available that is similar to what I believe you are requesting. In order to avoid

misunderstanding I suggest that we meet along with Kim Sherwood, Director of Accounting, and one of the board officers to review the documents that are currently available in our system to determine if any meet your desires. If this is agreeable please let me know some potential times that you can meet and I will make arrangements.

Kent Williams, Vice President of Finance
Butler Community College
316-322-3103

From: Julie Winslow <winslowja@gmail.com>
Sent: Sunday, January 16, 2022 2:54 PM ✓
To: Kent Williams <kwilliams@butlercc.edu>
Cc: Kim Krull <kkrull@butlercc.edu>; Forrest Rhodes, Jr. (frhodes@foulston.com) <frhodes@foulston.com>; Mary Good (marygood5472@gmail.com) <marygood5472@gmail.com>; Shelby Smith <drywall-excellence@sbcglobal.net>
Subject: [External Source] Re: Kora #23 - Update

Item one you will not deliver I see. We disagree on what to call it, but even in the BCCC world, it does exist in some form and would not have to be created. I will continue to try and discover what this report is named at BCCC. As I have never had an easy time getting information that is readily available, so I would never intentionally ask for something that would have to be created.

Trustee Winslow
316 390 9090

✓
On Thu, Jan 13, 2022 at 9:20 AM Kent Williams <kwilliams@butlercc.edu<<mailto:kwilliams@butlercc.edu>>> wrote:
Julie, please see responses below to update you on your KORA request # 23.

Item 1: Two FMS (financial management systems) reports per year, (digital format is fine of course). One in July at the end of the college's fiscal year, and one in January, after the calendar year (6 months of info for this one). I am including a copy of the EXPENSES we get monthly from BCC accounting that is by department, but it doesn't appear to include labor, benefits (or any overhead) costs fiscal year to date. But, the FMS reports I am looking for would show those expenses as well and on the same report. The EXPENSE report I attached is a decent format, but is not all inclusive.

* Response:

Julie, I do not believe that this request is covered by the Kansas Open Record Act. KORA gives you as a citizen the right to inspect or receive copies of existing records.

As I interpret this request you are asking for the creation of reports that do not currently exist. The creation of such reports could entail significant staff time. I respectfully submit that this request should be considered by the board as a whole with input from the admin team to determine an appropriate course of action.
the next three or four working days.

Kent Williams, Vice President of Finance
Butler Community College
316-322-3103

#6

Kent Williams

From: Kent Williams
Sent: Friday, January 14, 2022 10:55 AM ✓
To: Julie Winslow
Cc: Kim Krull; Forrest Rhodes, Jr. (frhodes@foulston.com); Mary Good (marygood5472@gmail.com)
Subject: RE: Kora #23 - Update

Tracking:	Recipient	Read
	Julie Winslow	
	Kim Krull	Read: 1/14/2022 12:13 PM
	Forrest Rhodes, Jr. (frhodes@foulston.com)	
	Mary Good (marygood5472@gmail.com)	

Julie, regarding your request to "access our last HLC audit" (Item 3 in your email below) I need clarification. HLC does not perform an "audit" of the college, therefore the last "HLC Audit" does not exist, nor can be produced by the College per your request.

Periodically the college is re-accredited by HLC and there are certain documents that are available to the public from that re-accreditation process. Please let me know if these are the documents that you are seeking.

Kent Williams, Vice President of Finance
Butler Community College
316-322-3103



From: Kent Williams
Sent: Thursday, January 13, 2022 9:20 AM
To: Julie Winslow <winslowja@gmail.com>
Cc: Kim Krull <kknull@butlercc.edu>; Forrest Rhodes, Jr. (frhodes@foulston.com) <frhodes@foulston.com>; Mary Good (marygood5472@gmail.com) <marygood5472@gmail.com>
Subject: RE: Kora #23 - Update

Julie, please see responses below to update you on your KORA request # 23.

Item 1: Two FMS (financial management systems) reports per year, (digital format is fine of course). One in July at the end of the college's fiscal year, and one in January, after the calendar year (6 months of info for this one). I am including a copy of the EXPENSES we get monthly from BCC accounting that is by department, but it doesn't appear to include labor, benefits (or any overhead) costs fiscal year to date. But, the FMS reports I am looking for would show those expenses as well and on the same report. The EXPENSE report I attached is a decent format, but is not all inclusive.

• Response:

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As I interpret this request you are asking for the creation of reports that do not currently exist. The creation of such reports could entail significant staff time. I respectfully submit that this request should be considered by the board as a whole with input from the admin team to determine an appropriate course of action.

Item 2: After studying the HLC (Higher Learning Commission) policy book at length, I am concerned enough to ask for a recommendation from BKD as to who can come in and do a "mock audit" for BCC to make sure that there are no issues that need to be addressed, and that if there are, to insure the college has enough time to correct any deficiencies that may be found prior to any official HLC audit. Should you find such a party, I will take that recommendation to the board of trustees at my earliest opportunity. Apparently HLC only audits approximately every 10 years.

• Response:

Julie, as stated above this request does not appear to be covered by KORA as you are not requesting access or copies of an existing record.

I believe you are suggesting the engagement of an outside consultant specializing in accreditation matters. Regardless of whether my interpretation is correct or not I respectfully suggest that your request be submitted to Dr. Krull and/or the board as a whole.

Item 3:

Please access our last HLC audit and make any an all documents related to this last audit available to me for review.

• Response:

Dr. Krull and Dr. Speary are locating and reviewing documentation from our most recent HLC reaccreditation. I anticipate we will send a response to this item within the next three or four working days.

Kent Williams, Vice President of Finance
Butler Community College
316-322-3103

Ready for life
CLASSES ALWAYS ENROLLING

From: Julie Winslow <winslowja@gmail.com>

Sent: Tuesday, January 11, 2022 1:35 PM ✓

To: Kent Williams <kwilliams@butlercc.edu>

Cc: Kim Krull <kkrull@butlercc.edu>; Shelby Smith <drywall-excellence@sbcglobal.net>; mgerber@bkd.com

Subject: [External Source] Kora #23

Please be cautious, think before you click. -Butler IS
This email was sent from outside of Butler.

Kent,

For the sake of transparency, here are three formal requests for information in an official KORA.....

Item 1: Two FMS (financial management systems) reports per year, (digital format is fine of course). One in July at the end of the college's fiscal year, and one in January, after the calendar year (6 months of info for this one). I am including a copy of the EXPENSES we get

monthly from BCC accounting that is by department, but it doesn't appear to include labor, benefits (or any overhead) costs fiscal year to date. But, the FMS reports I am looking for would show those expenses as well and on the same report. The EXPENSE report I attached is a decent format, but is not all inclusive.

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Item 3:

Please access our last HLC audit and make any an all documents related to this last audit available to me for review.

As long as they reference this request number and abide by Kora rules,, items can be answered separately as KORAS.

Thank you so much !!

Best regards,

Trustee Winslow
316 390 9090

#7

Kent Williams

From: Kent Williams
Sent: Tuesday, January 18, 2022 2:52 PM ✓
To: Julie Winslow (winslowja@gmail.com)
Cc: Kim Krull; Esam S. Mohammad; Phil Speary; Ray Connell (ray@connellandconnell.com); candljolly55@gmail.com; dshearer@cox.net; Forrest Rhodes, Jr. (frhodes@foulston.com); kimbraungardt@gmail.com; Mary Good (marygood5472@gmail.com); Shelby Smith (drywall-excellence@sbcglobal.net); Meredith A. Helton
Subject: RE: Kora #23 - HLC reaccreditation documents
Attachments: Butler County CC Final Team Report 20130508.pdf; Butler County Community College Reaffirmation Action Letter 7-11-13.pdf; ButlerCC_AssuranceArgument_2013.pdf

Julie, regarding KORA #23 - Item #3:

Request:

Please access our last HLC audit and make any and all documents related to this last audit available to me for review.

Response – January 18, 2022:

I have attached the following three documents from the HLC site team reaccreditation visit of 2013. I also have paper copies of the documents if you would like to come to campus to view them. Additionally, the documents will be posted to the trustee's SharePoint page.

1. Assurance argument that was electronically submitted to HLC prior to the visit. The hyperlinks included in the assurance argument are no longer active and supporting documentation is no longer available.
2. The final team report which is the follow-up to the visit dated 5/8/2013.
3. The reaffirmation letter which is the official record of the Institutional Actions Council reaccreditation of Butler for 10 years dated 7/11/2013.

It should be noted that there have been changes to the HLC criteria so what is currently listed on the HLC website will differ somewhat from the 2013 visit. Please let me know if you have questions and comments.

Kent Williams, Vice President of Finance
Butler Community College
316-322-3103

From: Julie Winslow <winslowja@gmail.com>
Sent: Tuesday, January 11, 2022 1:35 PM ✓
To: Kent Williams <kwilliams@butlercc.edu>
Cc: Kim Krull <kkrull@butlercc.edu>; Shelby Smith <drywall-excellence@sbcglobal.net>; mgerber@bkd.com
Subject: [External Source] Kora #23

Please be cautious, think before you click. -Butler IS
This email was sent from outside of Butler.

Kent,

For the sake of transparency, here are three formal requests for information in an official KORA.....

Item 1: Two FMS (financial management systems) reports per year, (digital format is fine of course). One in July at the end of the college's fiscal year, and one in January, after the calendar year (6 months of info for this one). I am including a copy of the EXPENSES we get monthly from BCC accounting that is by department, but it doesn't appear to include labor, benefits (or any overhead) costs fiscal year to date. But, the FMS reports I am looking for would show those expenses as well and on the same report. The EXPENSE report I attached is a decent format, but is not all inclusive.

Item 2: After studying the HLC (Higher Learning Commission) policy book at length, I am concerned enough to ask for a recommendation from BKD as to who can come in and do a "mock audit" for BCC to make sure that there are no issues that need to be addressed, and that if there are, to insure the college has enough time to correct any deficiencies that may be found prior to any official HLC audit. Should you find such a party, I will take that recommendation to the board of trustees at my earliest opportunity. Apparently HLC only audits approximately every 10 years.

Item 3:

Please access our last HLC audit and make any and all documents related to this last audit available to me for review.

As long as they reference this request number and abide by Kora rules,, Items can be answered separately as KORAS.

Thank you so much !!

Best regards,

Trustee Winslow
316 390 9090

BOARD ACTION ITEMS

TOPIC for ACTION
Software Development (AAS) Revision

REPORT:

Over the past several years, much of the focus in the software development program shifted towards gaming applications. Many of the current course outlines needed to be peer reviewed for relevancy to ensure alignment with industry partners. Current courses needed streamlined to provide a more concise learning pathway for students with curriculum that builds on foundational principles. Students and employers have indicated the desire to have software development courses which align to specific business application needs. Butler's advisory board members want courses which are more focused on business applications as well. By embedding these changes into Butler's existing program, students will be better prepared for employment in business and industry.

RECOMMENDED ACTION:

Approval of the program revision which incorporates new courses fitting industry needs. Once approved, this program will be submitted to KBOR for final review/approval; scheduled implemented is for Fall 2022.

RECOMMENDED FUNDING SOURCE:

N/A


Submitted by: Peggy Krause, Director, Curriculum and Catalog
Supervisor: Tom Nevill, Vice President of Academics
Date: January 19, 2022

Revised Program Request Form

CA2

General Information

Institution submitting proposal	Butler Community College
Name, title, phone, and email of person submitting the application	Tom Nevill, Vice President of Academics mevill@butlercc.edu , 316.322.3110
Current program title	Software Development
Current CIP code	11.0201
Revised program title	Same
Revised suggested CIP code	Same
Standard Occupation Code (SOC) associated to the proposed program CIP (if changing)	15-1252
Degree/Certificate program description	AAS
Number of credits for the revised degree and/or certificate(s)	60
Proposed date of initiation	Fall 2022
Specialty accrediting agency	NA
Industry certification	

Signature of College Official  Dr. Tom Nevill Date 1/20/2022

Signature of KBOR Official _____ Date _____

Application for Revision of Existing Educational Program

Please respond to the following criteria in narrative form. Attach all required documents (CA-2a) and any additional supporting documents to the application as appendices. Provide complete answers to all criteria.

Criterion I: Rationale for Program Revision

- Provide a detailed rationale for the program change including student and employer demand for the change

Over the past several years, much of the focus in the software development program shifted towards gaming applications. Many of our course outlines needed to be peer reviewed for relevancy to ensure alignment with industry partners. Courses needed streamlined to provide a more concise learning pathway for students with curriculum that builds on foundational principles. Students and employers have indicated the desire to have software development courses which align to specific business application needs. Our advisory board members want courses which are more focused on business applications as well. By embedding these changes into our program, students will be better prepared for employment in business and industry.

- Provide a letter from the Chair or Dean documenting college support and administrative rationale for the revision (See APPENDIX A.)

Criterion II: Curriculum

- Describe in detail how the revised program differs from the current program.
The revised program removes the marketing, web, and game development focus and places more focus on applications oriented towards the needs of our industries as identified by our advisory board. Changes include programming languages, information security, artificial intelligence, database, and network integration.
- Complete and submit a CA2-a form listing all courses in the current program and courses in the revised program. See APPENDIX B
- List by prefix, number, title, and description of all courses to be required in the new program. See APPENDIX C.

Criterion III: Admission and Graduation Requirements

- Describe the admission and graduation requirements for the revised program and detail how they differ from the current program.

No changes. Please see current policy below.

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

Criterion IV: Facilities

- Describe any changes to current facilities that are necessary due to the program revision
No changes will be required.
- Describe any new facilities required by the program revision.
No additional changes or facilities required.

Criterion V: Resources

- Describe how the funding for the revised program differs from the current program funding
There are no changes in funding for this revision.
- If existing resources are not adequate to support the revised program, explain the additional resources needed and the source(s) of the funds
No additional funding required.

Criterion VI: Faculty

- Describe faculty qualifications and/or certifications require to teach in the revised program and explain how they differ from the current program

A B.S in Software Development, Computer Science, Information Technology, or Programming is preferred; however, we will accept applicants with an AAS in these fields with 3-5 years of experience. Faculty are expected to have expertise in the area of the specialty in which they are teaching. Industry experience is prioritized so the instructors are familiar with the business or manufacturing processes in which the software developers will be employed. Prospective candidates must be skilled in PYTHON, C++, C#, SQL, SQL LITE, JAVA, and other programming languages. Preferred candidates will also have experience with Information Technology Project Management, Cloud+, VMWARE, Routing and Switching, Microsoft Client, Microsoft Server, Azure, A+, NET+, SECURITY+, or other information technology specialties.

- Describe plans for additional faculty to support the revised program
No changes in full time faculty are expected. Butler currently supports one full time faculty member in this degree path. It is anticipated that part time adjunct instructors will be retained for their specific areas of expertise and used as enrollment necessitates.
- Describe how the revised program impacts the current faculty, i.e. need for training on new equipment, new certifications
Butler supports Life Long Learning. It is anticipated that faculty will desire training and certifications in different software development courses. Opportunities exist for faculty to attend training sponsored by various vendors. Much of this training is offered to instructors at no cost. Butler is now an Academic Partner through EC-Council and can leverage training from there as well.
- Describe the plan for updating current faculty qualifications if needed
Butler is currently seeking a full-time software development instructor. Through the interview process, we will consider candidates with expertise in a variety of programming languages as top contenders for the software development instructor position.

Criterion VII: Outside accreditation

- Describe plans for gaining or maintaining outside accreditation including a timeline, cost and funding source
No changes required.

Criterion VIII: Approvals

- Provide minutes that indicate approval of the revision from the following:
 - Program Advisory Committee See APPENDIX D
 - 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 E - 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, Ste. 520
Topeka, KS 66612-1368

APPENDIX A
Dean's Letter of Support



November 30, 2021

Dear KBOR Technical Education Authority:

Butler Community College has offered our Software Development degree for over six years. Software Development is a career path that offers graduates a substantial income opportunity with only 60 hours of courses. The Kansas Department of Labor 10 year forecast, 2018-2028, projects 118 annual openings for software developers within southcentral Kansas and 756 annual openings throughout the state. As of November 30, 2021, Indeed.com reports 392 open positions within 50 miles of Wichita, Kansas, with an annual median wage of \$83,000. Nationwide, Indeed.com shows 234,503 unfilled positions.

In consultation with our advisory committee, we reviewed this degree pathway and re-aligned our course offerings and restructured the degree pathway to reflect current employment trends and demand in the programming community.

At Butler, we expect to provide our students with the best education they can receive for their financial investment. Our classes provide current, relevant information students can use in their current employment or when seeking new employment. Our courses are designed to be rigorous, thereby providing greater academic challenges to our students. We listen to our students and our advisory board members to determine what they believe is important in today's business climate.

We see the rapid changes in information technology and recognize the need to keep our degree paths current to meet the needs of the communities we serve.

Sincerely,

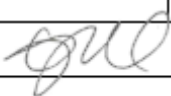
Mel L. Whiteside
Dean - Science, Technology, Engineering, and Mathematics
Butler Community College

715 East 13th North Andover, Kansas 67002 TEL 316.323.6302 www.butlercc.edu

APPENDIX B
CA2a Program Revision Application
Program Comparison Chart
Name of Institution Butler Community College

List all courses in Current Program below. <i>Note the courses to be changed with an * before the course</i>		List all courses in the Revised Program below. <i>Note the NEW courses with ** before the course</i>	
Current Program Title: Software Development		Proposed Program Title: Software Development	
Current Program Courses	Number of Credits	Proposed Program Courses	Number of Credits
EG101 – English Composition 1	3	**BS105 – Sociology <i>or</i> ** BS160 – General Psychology	3
EG102 – English Composition 2	3	EG101 – English Composition 1	3
MA114 – Technical Mathematics	3	EG102 – English Composition 2	3
*ID114 – Digital Branding and Promotion	3	MA114 – Technical Mathematics	3
*ID123 – Interactive Scripting	3	ID124 – HTML and CSS	3
ID124 – HTML and CSS	3	ID223. Beginning C++ with Game Programming	3
ID125 – PHP and Databases	3	**IP100 – Career Readiness <i>and</i> **IP193 – Internship 1.2 <i>Or</i> **IP194 – Internship 1.3	3
ID128 – Information Technology Ethics	3	**IS102 –CompTIA Network+ (title update)	3
*ID 129 – Information Technology (IT) Concepts	3	**IS103- Information Technology Project Mgmt	3
*ID130 – Mobile application Development <i>OR</i> * SD201 - Python Programming with Data Science	3	**IS110 – AWS Academy Cloud Foundations	1
ID223. Beginning C++ with Game Programming	3	**IS111 – AWS Academy Cloud Architecting	2
ID299 – Interactive, Digital, and 3D Capstone	3	**IS203 –CompTIA Security+ (title update)	3
IN201 – C# <i>OR</i> SD201 – Python Programming with Data Science	3	**SD100 – Visual Basic.NET 1 (was IN108)	3
SD146 – Introduction to robotics Programming	3	SD201 Python Programming w/Data Science	3
SD202 – Adv'd Python w/Machine Learning Games	3	SD202 – Adv'd Python w/Machine Learning Games	3
SD211 – Java Programming	3	SD211 – Java Programming	3
SD228 – Introduction to SQL Language	3	**SD130 Database Design and Management	3
SD282 – Artificial Intelligence Game Programming	3	SD221 – C# (was IN201)	3
SP100 – Public Speaking	3	SD228 Introduction to SQL Language	3
Electives	3	SD282 Artificial Intelligence Programming	3
		SP100 – Public Speaking	3
Total Credits in Current Program	60	Total Credits in Revised Program	60

Signature of College Official



Dr. Tom Nevill

Date 1/20/2022

Signature of KBOR Official

Date

Submit the completed application and supporting documents to the following:

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

APPENDIX C Course Descriptions

BS 105. Sociology. 3 hours credit. This course will enable the student to explore the development, structure, and functioning of human groups and how these groups shape development and way of life. The student will be able to apply the knowledge gained about topics that include culture, socialization, collective behavior, institutions, stratification, inequalities of gender and age, deviance and social change. 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 SOC1010).

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).

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).

EG 102. English Composition 2. 3 hours credit. Prerequisite: EG 101 with a C or better. This course will enable the student to further develop argumentative writing strategies and patterns while developing critical intellectual skills and becoming proficient in library and online research and source citation styles. The learning goals and competencies detailed in this outline fully meet or exceed the learning outlines and competencies specified by the Kansas Core Outcomes Project for this course, as approved by the Kansas Board of Regents (Transfers as ENG1020).

ID 124. HTML and CSS. 3 hours credit. This course will enable the student to create web sites using Hyper Text Markup Language (HTML). The student will troubleshoot faulty web pages and provide corrective HTML and Cascading Style Sheets (CSS) coding. The student will learn about the origins of markup languages, how standards are established and changed, and the role of browser software companies in expanding web page capabilities. The student will hand-code HTML and CSS using simple text editors.

ID 223 C++ with Game Programming. Retained. This course will enable the student to use C++ and the Standard Template Library to program text-based games and applications. The student will learn beginning procedural and object oriented programming using structured programming techniques to develop games and game applications.

IP 100. Career Readiness. 1 hour credit. This course will enable the student to identify career goals and utilize career-based technology to search for and secure an internship or enter the job market. The student will prepare a cover letter and a resume and develop interviewing skills.

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 194. Internship 1.3. 3 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 150 contact hours. The student will intern for a specific period of time, which may serve as a precursor to professional employment.

IS 102. Supporting Networked Computers. 3 hours credit. This course will enable the student to install, configure and maintain computers used on networks. The student will focus on a computer's participation in networks as either a network client or as a network server. This course is designed for those anticipating a career in network support or for those seeking professional certification.

IS 103. Information Technology Project Management. 3 hours credit. This course will enable the student to use a variety of project management techniques that can be applied in an information technology project context. The student will gain knowledge in the areas of integration management, scope management, time management, cost management, and quality management, which will serve as a foundation for an information technology project management position.

IS 110. AWS Academy Cloud Foundations. 1 hour credit. This course will enable the student to gain an overview of cloud computing concepts, independent of specific technical roles. The student will receive a detailed overview of cloud concepts, Amazon Web Services (AWS) core services, security, architecture, pricing, and support.

IS 111. AWS Academy Cloud Architecting. 2 hours credit. This course will enable the student to learn the fundamentals of building IT infrastructure on Amazon Web to optimize use of the AWS Cloud by learning about AWS services and how they fit into cloud-based solutions. The student will develop best practices for the AWS Cloud that apply to architectural solutions for different industries, types of applications, and business sizes. The student will be introduced to recommendations of various design patterns to help think through the process of architecting optimal IT solutions on AWS. The student will explore case studies that showcase how some AWS customers have designed their infrastructures and both the strategies and services they have implemented. The student will build a variety of infrastructures through a guided, hands-on approach.

IS 203. Network Security. 3 hours credit. Prerequisites: IN2001 or IS 153 and IN133 or IS 102 both with a C or better. This course will enable the student to understand and implement network security in a diverse information technology environment. The student will learn about network communications from a security standpoint, hardware and software security solutions, and perform exercises in securing networks and operating systems.

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.

SD 100. Visual Basic.NET 1. 3 hours credit. This course will enable the student to use structured programming techniques to develop applications using Visual Basic.NET (VB.NET) as the application development language. The student will practice program development within a Graphical User Interface (GUI) environment.

SD 130. Database Design and Management. 3 hours credit. This course will enable the student to demonstrate the importance of designing, creating, managing, and testing database solutions using industry standards.

SD 201. Python Programming with Data Science. 3 hours credit. This course will enable the student to use structured programming techniques to develop game applications using the Python application development language. The student will analyze the data from games using data science.

SD 202. Advanced Python with Machine Learning Games. 3 hours credit. This course will enable the student to learn advanced Python programming concepts. The student will use machine learning to develop games.

SD 211. Java Programming. 3 hours credit. This course will enable the student to design, code, and implement software projects in Java. The student will solve coding problems involving control structures, data types, classes, methods, and events. The student will implement inheritance, exceptions, user interfaces, recursion, searching and sorting within a Java program. The student will apply a documented project development cycle to the production of Java applications.

SD 221. C#. 3 hours credit. This course will enable the student to design and implement applications using C#. The student will demonstrate a complete product development cycle using object-oriented programming (OOP). The student will develop projects that demonstrate programming concepts, including inheritance, encapsulation, interfaces, and polymorphism. The student will apply control and display methods to data within applications.

SD 228. Introduction to SQL Language. 3 hours credit. This course will enable the student to use the Structured Query Language (SQL) to create, modify or retrieve data from a relational database. The student will create a relational database. This course is designed for those anticipating a career in database design or working towards a computer related degree.

SD 282. Artificial Intelligence Programming. 3 hours credit. This course will enable the student to develop programs to incorporate techniques to read, write, and manipulate data. The student will learn to visualize data with a focus on reporting, charting, and analyzing the results. The student will use predictive analytics techniques such as machine learning and data mining to predict probable outcomes. (Submitted for December Curriculum Team.)

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 D
Program Advisory Committee



- Ready For Life -

BUTLER COMMUNITY COLLEGE
Software Development
Program Advisory Committee Meeting
MINUTES OF MEETING
3/26/2021 Virtual

ATTENDED

Brett Eisenman – Butler Community College
Kevin Lann-Teubner – Butler Community College
Alex Roberts – Agco Corp
Sara Antsey – NovaCoast
Renato Untalan – NovaCoast
Rena Hixon – Global Partner Solutions
Ken Duty – Butler Community College – Adjunct Instructor
Niomi Thompson – Butler Community College
Mel Whiteside – Butler Community College

CALL TO ORDER

The meeting was called to order by Brett Eisenman at 11:30. Brett Eisenman welcomed the group and thanked them for their support in meeting the mission of Butler Community College.

REVIEW OF CURRICULUM FOR EACH PROGRAM

Since there are several new members of the Software Development Board we started with a review of the purpose of the board.

- Provide oversight for curriculum content
- Provide guidance and insight on industry trends, needs, and desires.

We provided the board with our vision for the Software Development degree pathway.

- To develop qualified, employable graduates by engaging students in a comprehensive, quality program with quantifiable outcomes.
- To create a degree path that is relevant to our industry partners

We then discussed our Goals for the Software Development degree Pathway

- Remove and replace classes as needed to align with industry needs
- Create internship opportunities (traditional and long term mentoring)
- Create employment channels for graduates
- Create 4 year pathways for transfer students

During the review the current pathway the following was discussed

- Several team members asked for additional focus on the direction of the degree path.
- Should we focus on transferability or a two-year path directly into the workforce. Alex and Rena felt transferability was important and Sara echoed some of her experience in getting classes to transfer.
- Articulation and transferability is important to Butler's mission but we also have a large segment of students that are seeking a two-year path into the workforce.
- Ken suggested that with four core classes, Java, Python, SQL, and Visual Basic he could take a student and make them employable.

ADJOURNMENT – The meeting was adjourned at 12:30 P.M.

Revised June 2021

APPENDIX E – PENDING
Governing Board - Butler Community College Board of Trustees



**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., January 11, 2022 – Dankert Trustee Board Room**
Meeting Recording can be viewed at <https://youtu.be/9rfenv2y628>

STAFF ATTENDANCE

Tom Borrego (z)	Heather Rinckenbaugh
Rodney Dimick	Dr. Terry Sader
Julio Guerrero	Kelly Snedden
Matt Jacobs	Phil Speary (z)
Kim Krull	Rhonda Thomas
Esam Mohammad (z)	Ireland Turner
Tom Nevill	Kent Williams
Jessica Ohman (z)	Bill Young (z)
Bill Rinckenbaugh	

BOARD ATTENDANCE

Lance Lechtenberg, Chair
Doug Law, Vice Chair
Forrest Rhodes, Secretary
Mary Martha Good
Shelby Smith
Julie Winslow
Kim Braungardt
Linda Jolly
Dave Sherrer

GUESTS

none

*(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

The Pledge of Allegiance was said.

APPROVAL OF THE AGENDA

(YouTube @ 0:58)

Trustee Law made a motion to add the MOU between Butler Community College and the Professional Employees for the 2021-2022 contract to item XII-E. Trustee Smith seconded the motion. The motion passed unanimously by roll call vote. Trustee Howell was absent.

Trustee Smith made a motion to move item XIII-D.2, Council Grove Site Lease to item XII-F. Trustee Law seconded the motion. The motion passed unanimously by roll call vote. Trustee Howell was absent.

Trustee Law made a motion to approve the amended agenda. The motion was seconded by Trustee Good. The motion passed unanimously by roll call vote. Trustee Howell was absent.

SWEARING IN OF NEW TRUSTEES

(YouTube @ 3:00)

Chair Lance Lechtenberg officially swore in Kim Braungardt, Linda Jolly, and Dave Sherrer as the new Butler Community College Trustees.

ELECTION OF BOARD OFFICERS AND APPOINTMENTS FOR 2022

(YouTube @ 4:18)

As the remaining Board Officer, Chair Lance Lechtenberg turned the gavel over to Trustee Rhodes to begin the process for Election of Officers.

Trustee Winslow nominated Trustee Smith for Board Chair. The motion was seconded by Trustee Braungardt. Trustee Good nominated Trustee Rhodes for Board Chair. The motion was seconded by Trustee Jolly. Nominations were voted on in the order they were received.

Roll call vote for Trustee Smith as the Board Chair had Trustees Braungardt, Winslow, and Smith voting in favor and Trustees Good, Jolly, Rhodes and Sherrer voting nay. The motion failed.

Roll call vote for Trustee Rhodes as the Board Chair had Trustees Good, Jolly, Rhodes and Sherrer voting in favor and Trustees Braungardt, Winslow and Smith voting nay. The motion passed. Trustee Rhodes will serve as the 2022 Board Chair.

Trustee Winslow nominated Trustee Smith for Board Vice Chair. The motion was seconded by Trustee Braungardt. Trustee Jolly nominated Trustee Good for Board Vice Chair. The motion was seconded by Trustee Sherrer. Nominations were voted on in the order they were received.

Roll call vote for Trustee Smith as the Board Vice Chair had Trustees Braungardt, Winslow, and Smith voting in favor and Trustees Good, Jolly, Rhodes and Sherrer voting nay. The motion failed.

Roll call vote for Trustee Good as the Board Vice Chair had Trustees Good, Jolly, Rhodes and Sherrer voting in favor and Trustees Braungardt, Winslow and Smith voting nay. The motion passed. Trustee Good will serve as the 2022 Board Vice Chair.

Trustee Good nominated Trustee Jolly for the Board Secretary/Treasurer. The motion was seconded by Trustee Sherrer. Roll call vote for Trustee Jolly for Board Secretary/Treasurer was 6-1 with Trustee Winslow voting nay.

Trustee Braungardt will serve as the KACCT Delegate. Trustees Good and Jolly were appointed to the Board Finance Committee. Trustee Rhodes will serve as the Foundation Board Liaison. Trustees Good and Sherrer will serve on the Educational Facilities Authority of Butler County Board. Trustees Smith and Winslow will serve on the Capital Projects Team.

The Trustees all introduced themselves.

RECOGNITIONS

(YouTube @ 25:15)

Dr. Krull provided a timeline of accomplishments for outgoing Trustees Howell, Law, and Lechtenberg. Trustee Howell served from 2013-January 2022. Trustee Lechtenberg joined the Board in July 2017 and served until January 2022. Trustee Law joined the Board in June 2019

with the retirement of Trustee Craven and served until January 2022. A number of accomplishments were noted along with sharing the college's thanks for their service. Thank you gifts were given to the outgoing Trustees. Chair Lechtenberg will be given a Butler medallion for his service as the Chair.

EXECUTIVE SESSION

(YouTube @ 38:00)

Trustee Good moved and Trustee Smith seconded the Board recess into Executive Session to discuss negotiations pursuant to the open meetings exceptions for matters relating to employer-employee negotiations to include members of the Board, President Kim Krull, Bill Rinkenbaugh, Dr. Phil Speary, and Kent Williams for a period of 20 minutes. The motion passed unanimously. The Board entered Executive Session at 5:11 p.m. and returned to Open Session at 5:30 p.m. No action was taken.

PUBLIC COMMENT – None

(YouTube @ 1:01:40)

STANDING REPORTS

(YouTube @ 1:02:20)

Professional Employees (YouTube @ 1:02:45)

Dr. Sader reported the BCCEA has named Professor Mike Swan as this year's Master Teacher. Professor Swan is in the Mass Communications department. Dr. Sader thanked the Board in anticipation of approval of the MOU that allows a one-time 5% salary payment for the past semester. Dr. Sader and Rhonda Thomas handed out information on BCCEA for the Trustees. They also handed out a "white paper" which included information on the professional employees' stance on the Early Retirement Incentive related to health insurance and fact finding.

Board Finance Committee (YouTube @ 1:27:15)

Trustees Smith and Law were unable to attend the meeting but Trustees Good, Sherrer, and Jolly attended. The statement of revenues and expenditures was reviewed as was the supplemental information that is part of the regular budget updates.

Foundation Board Report (YouTube @ 1:27:53)

None

President's Report (YouTube @ 1:28:00)

Dr. Krull noted the list of KORA requests was at each Trustees' seat. Trustee Winslow noted it was inaccurate and missing information. Dr. Krull reported it was the report that had been sent to her the previous day from the Finance Office. Dr. Krull reported the closing on the 9100 Building has been set for January 28th. She also noted there is a KACCT Legislative Breakfast scheduled on January 27th in the Capitol for community college presidents, Trustees and our Legislators. Dr. Krull asked for Board approval to serve on the KU Medical School Advancement Board as requested by Dr. Noreen Carrocci, former Newman University President. The Board supported this request. Dr. Krull reported \$247,638.56 of Kansas Promise Scholarship funds have been currently awarded in 2021-2022 to 101 students

Dr. Krull asked Trustees to read the Code of Ethics and complete the disclosure form before leaving the meeting. Dr. Krull also noted a KOMA complaint was filed with the Attorney General's office by Trustee Winslow regarding a November 9, 2021 open meeting violation.

The notice was received from the Butler County Attorney's office and is being addressed by college legal counsel.

Trustee Good provided further discussion about the timing of KORA requests and when they are submitted. After further discussion regarding the KORA requests, the Board has requested the KORA information be included on the Board agenda and in the Board Book.

Education Facilities Authority Report (YouTube @ 1:46:25)

None

MONITORING REPORTS - None

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

Butler- Cowley Nursing Partnership (YouTube @ 1:46:46)

Dr. Tom Nevill provided an update on the partnership noting KSBN has approved the expansion of the program by 16 seats. Approval will be required by ACEN and it is hoped to have that approval by the end of February. Dr. Nevill noted the partnership would serve workforce needs with the shortage of nurses. Trustee Smith asked about the program costs. The fall semester will see entry of 8 students and the following fall the additional 8 students.

Board Governance Issues (YouTube @ 1:51:30)

Chair Rhodes noted the discussion is a follow-up from the December 2021 meeting. Concern was expressed in a call with Dr. Tom Bordenkircher, Dr. Speary, Trustees Lechtenberg and Rhodes, and Dr. Krull prior to the December Board meeting about governance concerns. Chair Rhodes noted there are many instances in which Board policies are not being followed and shared that Dr. Bordenkircher noted in the conversation these issues need to be corrected prior to the 2023 HLC Site Team visit. Chair Rhodes stated the Board policy requires requests for information should come first through the president's office. There was discussion about the need to follow Board policies and the need for the Board to act as a "whole" rather than as individual Board members.

Dr. Speary offered his insight as a peer reviewer and team chair based on Board meetings and Board minutes over the past year or so. He noted if Board members are flagrantly circumventing Board policy, this will be an issue with the next site team visit.

Trustee Smith requested a list of the violations of HLC criterion and Board policies and what the consequences could be. After much discussion, Dr. Speary noted he is a member of the Institutional Actions Council for HLC and the concerns he has noted are being shared as a peer evaluator and member of the council and what he would be telling other institutions. Trustee Winslow discussed the need for an interim evaluation based on HLC criterion.

BOARD ACTION ITEMS

Affirmation of Service and Standards of Practice (YouTube @ 2:26:45)

Dr. Krull noted this affirmation was a result of discussions at the last KACCT meeting and adopted as a best practice for the community colleges. Trustees Smith, Winslow, and Braungardt noted they would not support the affirmation and sign it after discussion about the concerns. It was signed by Trustees Good, Jolly, Sherrer and Chair Rhodes.

Ad Astra Academic Schedule and Resource Software (YouTube @ 2:37:50)

Dr. Nevill noted the value of the scheduling software and ability to create efficiencies in class scheduling and use less human resources. Trustee Sherrer moved and Trustee Good seconded a motion to approve the purchase of the 5-year contract with Ad Astra as presented. Roll call vote was 6-1 with Trustee Smith voting nay.

Audit Report Acceptance (YouTube @ 2:41:20)

Trustee Smith moved and Trustee Sherrer seconded a motion to approve the receipt of the audit report for the period ending June 30, 2021. The motion passed unanimously on roll call vote.

Personnel (YouTube @ 2:43:20)

Trustee Sherrer moved to accept the retirement of Steve Braet with the gratitude of many former players, coaches and patrons of Butler football.

Vice President Rinkenbaugh shared comments about Coach Braet's 42 combined years of service to Butler and the football team. Trustee Good seconded the motion. The motion passed unanimously on roll call vote.

Butler – PE Memorandum of Understanding (YouTube @ 2:45:40)

Trustee Smith moved and Trustee Winslow seconded the motion to approve the Memorandum of Understanding providing the faculty with a one-time 5% salary payment from August 1, 2021 to December 31, 2021. The motion passed unanimously on roll call vote.

Council Grove Site Lease (YouTube @ 2:46:30)

Trustee Sherrer moved and Trustee Good seconded the motion to approve the Council Grove Site Lease as presented. Trustee Smith suggested in discussion that we have further conversation in the future with the City of Council Grove to seek their support in covering the cost of the lease since it is outside of Butler County. Council Grove is in Butler's designated service area by KBOR. Dean Heather Rinkenbaugh noted there had been discussions with the school district and the landlord regarding the lease details. There is currently no space in the high school that could be used for classroom space. Trustee Braungardt noted in the future the lease rate should continue to be reviewed. The motion passed on a 6-1 vote with Trustee Smith voting nay.

CONSENT AGENDA (YouTube @ 2:52:20)

Trustee Good moved to approve the consent agenda. Trustee Winslow seconded. The motion passed unanimously on a roll call vote.

In addition to the minutes of the December 14, 2021 Regular Board meeting, the consent agenda contained the following items for approval:

- Approval of Bill and Warrants for December 2021 - \$3,760, 080.72 (includes Expenditure Approval List - \$1,109,899.80 and, Payroll - \$2,650,180.92)
- Approval of the 2022-2023 High School and Statewide Articulation Agreements from Andale – USD 267, Andover – USD 385, Bluestem – USD 205, Campus – USD 261, Centre – USD – 397, Chase County – USD 284, Circle, - USD 375, Conway Springs – USD 356, Council Grove – USD 417, Derby – USD 260, Dodge City – USD 443, Douglass – USD 396, El Dorado – USD 490, Emporia – USD 253, Eureka – USD 389, Flinthills – USD 492, Frederic-Remington – USD 206, Goddard – USD 265, Halstead – USD 440, Hillsboro – USD 410, Maize – USD 266, Marion – USD 408, Newton – USD 373, Peabody-Burns – USD 398, Rose Hill – USD 394, Valley Center – USD 262,

Wichita – USD 259, Statewide – Early Childhood Development and Services, Statewide
 – Hospitality and Tourism

- Approval of Amanda Hadley as Temporary Full-time Foreign Language instructor for spring 2022

SUPPLEMENTAL INFORMATION (YouTube @ 2:52:50)

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Thank you note was received from Meg McGranaghan for flowers in remembrance of her father’s passing

Board Calendars

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
 JANUARY**

January Board Finance Committee	Tuesday, January 11, 3:30 p.m. President’s Conference Room	Shelby Smith
January Board Meeting	Tuesday, January 11, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
January Work Session	Monday, January 24, 4:30 p.m.	ALL TRUSTEES
February Board Finance Committee	Tuesday, February 8, 3:30 p.m. President’s Conference Room	TBD
February Board Meeting	Tuesday, February 8, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
February Work Session	Monday, February 28, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES

2021-2022 Board Meeting Dates
 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

LOOKING AHEAD

March Board Finance Committee	Tuesday, March 8, 3:30 p.m. President’s Conference Room	TBD
March Board Meeting	Tuesday, March 8, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
March Work Session	Monday, March 28, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES

April Board Finance Committee	Tuesday, April 12, 3:30 p.m. President's Conference Room	TBD
April Board Meeting	Tuesday, April 12, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
April Work Session	Monday, April 25, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES

SPRING 2022 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 E.B. White Art Gallery	January 31-February 26
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 (YouTube @ 3:04:10)

Trustee Good moved to adjourn the meeting. Trustee Smith seconded. The motion passed unanimously after roll call vote. The regular meeting of January 11, 2022 was adjourned at 7:34 p.m.

Linda Jolly – Secretary

BILLS AND WARRANTS

TOPIC for ACTION

Due to the early timing of the Board meeting this month, this information will be sent up under separate cover and hard copies will be available at the Board meeting

REPORT

Bills and Warrants for January 2022 – due to the early timing of the Board meeting this month, this in

RECOMMENDED ACTION:

Approval of January 2022 bills and warrants.

RECOMMENDED FUNDING SOURCE:

Submitted by: Sariah Wilson
Supervisor: Yolanda Hackler
Date: February 1, 2022

RESOLUTIONS

TOPIC for ACTION Bank Resolutions

REPORT:

New Commerce Bank resolutions need to be approved due to the change in officers for the Board of Trustees for the College. Commerce Bank currently holds the banking services contract for the College.

RECOMMENDED ACTION:

We recommend that the Board of Trustees pass the following resolutions due to the change in the officers of the Trustees.

Resolution 22-01	Claims Account
Resolution 22-02	Payroll Account
Resolution 22-03	Flex Plan Account
Resolution 22-04	Wire Transfer Account
Resolution 22-05	Federal Fund and Escrow Account
Resolution 22-06	Student Loan Account
Resolution 22-07	Health Insurance Account

RECOMMENDED FUNDING SOURCE:

Not applicable.

Submitted by: Kim Sherwood

Supervisor: Kent Williams

Date: 1/20/2022



**SIGNATURE CARD AND CERTIFICATE OF RESOLUTION
OF CORPORATE BOARD OF DIRECTORS**

Depositor / Account Holder		Business Trade Name (If applicable)			
Butler County Community College (Claims Acct)					
Address		Foreign <input type="checkbox"/>	City	State	Zip + 4
901 S Haverhill Rd			El Dorado	KS	67042
Account Number	Account Type	Opening Date	Tax ID	Responsible Officer Name & Number	Responsible Cost Center
677511637	Commercial Acct	08/04/2011	48-0690383	Mark Utech 19853	547

The undersigned certifies that he/she is the duly elected and qualified Secretary/Assistant Secretary of Depositor, a corporation ("Depositor" refers to both the Depositor and the trade name); that the following is a true and correct copy of resolutions duly adopted by the Board of Directors pursuant to the charter and by-laws of Depositor, which resolutions are now in full force and effect and shall remain in full force and effect until written notice of their amendment or revocation has been received by Bank and Bank has had a reasonable opportunity to act as provided in Bank's Deposit Agreement; and that the specimen signature(s) and facsimile specimen (if applicable) below are true and genuine.

Resolved, that a deposit account ("Account") be opened or maintained with Commerce Bank ("Bank") in the name of Depositor, subject to the terms of Bank's Deposit Agreement and other agreements and disclosures related to the Account, as amended from time to time.

Authorized Agent(s)	Title	Signature(s)	Indicate authorization for each Agent by checking the appropriate boxes below			
			Section A	Section B	Section C	Section D
Forrest Rhodes	Chair Person		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Jolly	Secretary/Treasurer		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kent Williams	VP of Financs		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kim Sherwood	Director of Accounting		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Candice Sullivan	Staff Accountant	<i>Candice Sullivan</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Facsimile Specimen (If applicable)					

SECTION A – DEPOSITS/WITHDRAWALS/DEBIT CARD

Further resolved, that any one of the agents designated above ("Account Agent") is authorized to sign, or otherwise authorize, checks, drafts and other orders ("Instruments"); and enter into agreements with Bank for debit cards, all for the payment of money from the Account; and to endorse Instruments, for credit or negotiation, payable to Depositor. Bank is authorized to pay, without further inquiry, all Instruments signed in accordance with this resolution against the Account whether such items are drawn or endorsed to the drawer, tendered for cash or for payment of the individual obligation of drawer, or are deposited to the individual credit of the drawer. Bank shall not have any obligation to inquire as to the circumstances of the issuance or use of any Instrument or debit card or the application of the proceeds of the Instrument or debit card. Endorsements for credit may be made by the written or stamped endorsement of Depositor, without designation of the person making the stamped endorsement. Bank is authorized to pay any Instruments drawn on the Account that bear or purport to bear the facsimile, electronic or imaged signature, mark or symbol of any Account Agent or Depositor (together referred to as "Facsimile") if such Facsimile resembles the Facsimile on file with Bank or if such Facsimile resembles any Facsimile previously affixed to any Instrument drawn on the Account which was accepted and paid without timely objection by Depositor, thereby ratifying its use.

SECTION B - FUND TRANSFERS/WIRES/ACH

Further resolved, that any one of the agents designated above ("Fund Transfer Agent") is authorized to make or verify written, telephonic or verbal requests for the transfer of funds, including wire transfers and ACH debits, from the Account to other accounts of the Depositor or to third parties; to enter into agreements with Bank providing for such fund transfers; and to designate other Fund Transfer Agents. Bank is authorized to honor all such fund transfers when given or purported to be given by any Fund Transfer Agent.

SECTION C - SECURITIES/INVESTMENTS

Further resolved, that any one of the agents designated above ("Investment Agent") is authorized to buy, sell, assign, transfer and/or deliver any and all stocks, bonds or other securities now owned or hereafter acquired and registered in the name of Depositor or its nominee(s). Any Investment Agent is authorized to enter into any agreements with Bank relating to securities or investments, including, but not limited to, safekeeping agreements and repurchase agreements. Any Investment Agent is authorized to give Bank instructions required to buy, sell or otherwise deal in securities; to receive, withdraw, receipt for and direct the disposition of money, securities and property of every kind held in safekeeping with Bank; and to receive any communications from Bank and to sign any documents relating to securities or investment transactions.

SECTION D - TREASURY SERVICES/ELECTRONIC BANKING

Further resolved, that any one of the agents designated above ("Treasury Services Agent") is authorized to identify and implement cash management and other general banking services, including but not limited to, electronic or online banking services, for Depositor and to enter into agreements with Bank relating to such services.

Small Business	FOR THE POINT-TO-POINT APPLICATION, CHECK "NEW"	Further resolved, that, subject to the Small Business Online Banking Statement of Understanding, which the depositor signs, the Certificate of Resolution below authorizes
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**SIGNATURE CARD AND CERTIFICATE OF RESOLUTION
OF CORPORATE BOARD OF DIRECTORS**

Depositor / Account Holder		Business Trade Name (If applicable)			
Butler County Community College (Flex Plan Account)					
Address		Foreign <input type="checkbox"/>	City	State	Zip + 4
901 S Haverhill Rd			El Dorado	Ks	67042
Account Number	Account Type	Opening Date	Tax ID	Responsible Officer Name & Number	Responsible Cost Center
622657901	Commercial Checking	8/10/2017	48-0690383	M Utech 19853	2257

The undersigned certifies that he/she is the duly elected and qualified Secretary/Assistant Secretary of Depositor, a corporation ("Depositor" refers to both the Depositor and the trade name); that the following is a true and correct copy of resolutions duly adopted by the Board of Directors pursuant to the charter and by-laws of Depositor, which resolutions are now in full force and effect and shall remain in full force and effect until written notice of their amendment or revocation has been received by Bank and Bank has had a reasonable opportunity to act as provided in Bank's Deposit Agreement; and that the specimen signature(s) and facsimile specimen (if applicable) below are true and genuine.

Resolved, that a deposit account ("Account") be opened or maintained with Commerce Bank ("Bank") in the name of Depositor, subject to the terms of Bank's Deposit Agreement and other agreements and disclosures related to the Account, as amended from time to time.

Authorized Agent(s)	Title	Signature(s)	Indicate authorization for each Agent by checking the appropriate boxes below			
			Section A	Section B	Section C	Section D
Forrest Rhodes	Chair Person		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Jolly	Secretary/ Treasurer		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kent Williams	VP of Finance		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kim Sherwood	Director of Accounting		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Candice Sullivan	Staff Accountant	<i>Candice Sullivan</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Facsimile Specimen (If applicable)					

SECTION A – DEPOSITS/WITHDRAWALS/DEBIT CARD

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SECTION B - FUND TRANSFERS/WIRES/ACH

Further resolved, that any one of the agents designated above ("Fund Transfer Agent") is authorized to make or verify written, telephonic or verbal requests for the transfer of funds, including wire transfers and ACH debits, from the Account to other accounts of the Depositor or to third parties; to enter into agreements with Bank providing for such fund transfers; and to designate other Fund Transfer Agents. Bank is authorized to honor all such fund transfers when given or purported to be given by any Fund Transfer Agent.

SECTION C - SECURITIES/INVESTMENTS

Further resolved, that any one of the agents designated above ("Investment Agent") is authorized to buy, sell, assign, transfer and/or deliver any and all stocks, bonds or other securities now owned or hereafter acquired and registered in the name of Depositor or its nominee(s). Any Investment Agent is authorized to enter into any agreements with Bank relating to securities or investments, including, but not limited to, safekeeping agreements and repurchase agreements. Any Investment Agent is authorized to give Bank instructions required to buy, sell or otherwise deal in securities; to receive, withdraw, receipt for and direct the disposition of money, securities and property of every kind held in safekeeping with Bank; and to receive any communications from Bank and to sign any documents relating to securities or investment transactions.

SECTION D - TREASURY SERVICES/ELECTRONIC BANKING

Further resolved, that any one of the agents designated above ("Treasury Services Agent") is authorized to identify and implement cash management and other general banking services, including but not limited to, electronic or online banking services, for Depositor and to enter into agreements with Bank relating to such services.

Small Business	Further resolved, that, subject to the Small Business Online Banking Statement of Understanding (which the person(s) signing this Certificate of Resolution have acknowledged
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SIGNATURE CARD AND CERTIFICATE OF RESOLUTION OF CORPORATE BOARD OF DIRECTORS

Depositor / Account Holder		Business Trade Name (if applicable)			
Butler County Community College (Payroll Acct)					
Address		Foreign <input type="checkbox"/>	City	State	Zip + 4
901 S Haverhill Rd			El Dorado	KS	67042
Account Number	Account Type	Opening Date	Tax ID	Responsible Officer Name & Number	Responsible Cost Center
677511651	Commercial Acct	08/04/2011	48-0690383	Mark Utech 19853	547

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Resolved, that a deposit account ("Account") be opened or maintained with Commerce Bank ("Bank") in the name of Depositor, subject to the terms of Bank's Deposit Agreement and other agreements and disclosures related to the Account, as amended from time to time.

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			Section A	Section B	Section C	Section D
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Linda Joly	Secretary/Treasurer		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Kim Sherwood	Director of Accounting		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Candice Sullivan	Staff Accountant		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Facsimile Specimen (If applicable)					

SECTION A – DEPOSITS/WITHDRAWALS/DEBIT CARD

Further resolved, that any one of the agents designated above ("Account Agent") is authorized to sign, or otherwise authorize, checks, drafts and other orders ("Instruments"); and enter into agreements with Bank for debit cards, all for the payment of money from the Account; and to endorse Instruments, for credit or negotiation, payable to Depositor. Bank is authorized to pay, without further inquiry, all Instruments signed in accordance with this resolution against the Account whether such items are drawn or endorsed to the drawer, tendered for cash or for payment of the individual obligation of drawer, or are deposited to the individual credit of the drawer. Bank shall not have any obligation to inquire as to the circumstances of the issuance or use of any Instrument or debit card or the application of the proceeds of the Instrument or debit card. Endorsements for credit may be made by the written or stamped endorsement of Depositor, without designation of the person making the stamped endorsement. Bank is authorized to pay any Instruments drawn on the Account that bear or purport to bear the facsimile, electronic or imaged signature, mark or symbol of any Account Agent or Depositor (together referred to as "Facsimile") if such Facsimile resembles the Facsimile on file with Bank or if such Facsimile resembles any Facsimile previously affixed to any Instrument drawn on the Account which was accepted and paid without timely objection by Depositor, thereby ratifying its use.

SECTION B - FUND TRANSFERS/WIRES/ACH

Further resolved, that any one of the agents designated above ("Fund Transfer Agent") is authorized to make or verify written, telephonic or verbal requests for the transfer of funds, including wire transfers and ACH debits, from the Account to other accounts of the Depositor or to third parties; to enter into agreements with Bank providing for such fund transfers; and to designate other Fund Transfer Agents. Bank is authorized to honor all such fund transfers when given or purported to be given by any Fund Transfer Agent.

SECTION C - SECURITIES/INVESTMENTS

Further resolved, that any one of the agents designated above ("Investment Agent") is authorized to buy, sell, assign, transfer and/or deliver any and all stocks, bonds or other securities now owned or hereafter acquired and registered in the name of Depositor or its nominee(s). Any Investment Agent is authorized to enter into any agreements with Bank relating to securities or investments, including, but not limited to, safekeeping agreements and repurchase agreements. Any Investment Agent is authorized to give Bank instructions required to buy, sell or otherwise deal in securities; to receive, withdraw, receipt for and direct the disposition of money, securities and property of every kind held in safekeeping with Bank; and to receive any communications from Bank and to sign any documents relating to securities or investment transactions.

SECTION D - TREASURY SERVICES/ELECTRONIC BANKING

Further resolved, that any one of the agents designated above ("Treasury Services Agent") is authorized to identify and implement cash management and other general banking services, including but not limited to, electronic or online banking services, for Depositor and to enter into agreements with Bank relating to such services.

Small Business	(If Applicable, Mark "X")	Further resolved, that, subject to the Small Business Online Banking Statement of Understanding which the depositor signs, the Certificate of Resolution below authorizes
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**SIGNATURE CARD AND CERTIFICATE OF RESOLUTION
OF CORPORATE BOARD OF DIRECTORS**

Depositor / Account Holder			Business Trade Name (If applicable)		
Butler County Community College (Student Loan)					
Address		Foreign <input type="checkbox"/>	City	State	Zip + 4
901 S Haverhill Rd			El Dorado	KS	67042
Account Number	Account Type	Opening Date	Tax ID	Responsible Officer Name & Number	Responsible Cost Center
671195451	Commercial Acct	08/04/2011	48-0690383	Mark Utech 19853	547

The undersigned certifies that he/she is the duly elected and qualified Secretary/Assistant Secretary of Depositor, a corporation ("Depositor" refers to both the Depositor and the trade name); that the following is a true and correct copy of resolutions duly adopted by the Board of Directors pursuant to the charter and by-laws of Depositor, which resolutions are now in full force and effect and shall remain in full force and effect until written notice of their amendment or revocation has been received by Bank and Bank has had a reasonable opportunity to act as provided in Bank's Deposit Agreement; and that the specimen signature(s) and facsimile specimen (if applicable) below are true and genuine.

Resolved, that a deposit account ("Account") be opened or maintained with Commerce Bank ("Bank") in the name of Depositor, subject to the terms of Bank's Deposit Agreement and other agreements and disclosures related to the Account, as amended from time to time.

Authorized Agent(s)	Title	Signature(s)	Indicate authorization for each Agent by checking the appropriate boxes below			
			Section A	Section B	Section C	Section D
Forrest Rhodes	Chair Person		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Jolly	Secretary/Treasurer		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kent Williams	VP of Finance		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kim Sherwood	Director of Accounting		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Candice Sullivan	Staff Accountant	<i>Candice Sullivan</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facsimile Specimen (if applicable)						

SECTION A – DEPOSITS/WITHDRAWALS/DEBIT CARD

Further resolved, that any one of the agents designated above ("Account Agent") is authorized to sign, or otherwise authorize, checks, drafts and other orders ("Instruments"); and enter into agreements with Bank for debit cards, all for the payment of money from the Account; and to endorse Instruments, for credit or negotiation, payable to Depositor. Bank is authorized to pay, without further inquiry, all Instruments signed in accordance with this resolution against the Account whether such items are drawn or endorsed to the drawer, tendered for cash or for payment of the individual obligation of drawer, or are deposited to the individual credit of the drawer. Bank shall not have any obligation to inquire as to the circumstances of the issuance or use of any Instrument or debit card or the application of the proceeds of the Instrument or debit card. Endorsements for credit may be made by the written or stamped endorsement of Depositor, without designation of the person making the stamped endorsement. Bank is authorized to pay any Instruments drawn on the Account that bear or purport to bear the facsimile, electronic or imaged signature, mark or symbol of any Account Agent or Depositor (together referred to as "Facsimile") if such Facsimile resembles the Facsimile on file with Bank or if such Facsimile resembles any Facsimile previously affixed to any Instrument drawn on the Account which was accepted and paid without timely objection by Depositor, thereby ratifying its use.

SECTION B - FUND TRANSFERS/WIRES/ACH

Further resolved, that any one of the agents designated above ("Fund Transfer Agent") is authorized to make or verify written, telephonic or verbal requests for the transfer of funds, including wire transfers and ACH debits, from the Account to other accounts of the Depositor or to third parties; to enter into agreements with Bank providing for such fund transfers; and to designate other Fund Transfer Agents. Bank is authorized to honor all such fund transfers when given or purported to be given by any Fund Transfer Agent.

SECTION C - SECURITIES/INVESTMENTS

Further resolved, that any one of the agents designated above ("Investment Agent") is authorized to buy, sell, assign, transfer and/or deliver any and all stocks, bonds or other securities now owned or hereafter acquired and registered in the name of Depositor or its nominee(s). Any Investment Agent is authorized to enter into any agreements with Bank relating to securities or investments, including, but not limited to, safekeeping agreements and repurchase agreements. Any Investment Agent is authorized to give Bank instructions required to buy, sell or otherwise deal in securities; to receive, withdraw, receipt for and direct the disposition of money, securities and property of every kind held in safekeeping with Bank; and to receive any communications from Bank and to sign any documents relating to securities or investment transactions.

SECTION D - TREASURY SERVICES/ELECTRONIC BANKING

Further resolved, that any one of the agents designated above ("Treasury Services Agent") is authorized to identify and implement cash management and other general banking services, including but not limited to, electronic or online banking services, for Depositor and to enter into agreements with Bank relating to such services.

Small Business	(Please Print - If Applicable, Mark "SA")	Further resolved, that, subject to the Small Business Online Banking Statement of Understanding (which the undersigned certifies to be a true and correct copy of the Statement of Understanding) and the Small Business Online Banking Statement of Understanding (which the undersigned certifies to be a true and correct copy of the Statement of Understanding)
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SIGNATURE CARD AND CERTIFICATE OF RESOLUTION OF CORPORATE BOARD OF DIRECTORS

Depositor / Account Holder		Business Trade Name (If applicable)			
Butler County Community College (Wire Transfer)					
Address		Foreign <input type="checkbox"/>	City	State	Zip + 4
901 S Haverhill Rd			El Dorado	KS	67042
Account Number	Account Type	Opening Date	Tax ID	Responsible Officer Name & Number	Responsible Cost Center
671179023	Commercial Acct	08/04/2011	48-0690383	Mark Utech 19853	547

The undersigned certifies that he/she is the duly elected and qualified Secretary/Assistant Secretary of Depositor, a corporation ("Depositor" refers to both the Depositor and the trade name); that the following is a true and correct copy of resolutions duly adopted by the Board of Directors pursuant to the charter and by-laws of Depositor, which resolutions are now in full force and effect and shall remain in full force and effect until written notice of their amendment or revocation has been received by Bank and Bank has had a reasonable opportunity to act as provided in Bank's Deposit Agreement; and that the specimen signature(s) and facsimile specimen (if applicable) below are true and genuine.

Resolved, that a deposit account ("Account") be opened or maintained with Commerce Bank ("Bank") in the name of Depositor, subject to the terms of Bank's Deposit Agreement and other agreements and disclosures related to the Account, as amended from time to time.

Authorized Agent(s)	Title	Signature(s)	Indicate authorization for each Agent by checking the appropriate boxes below			
			Section A	Section B	Section C	Section D
Forrest Rhodes	Chair Person		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Jolly	Secretary/Treasurer		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kent Williams	VP of Finance		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kim Sherwood	Director of Accounting		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Candice Sullivan	Staff Accountant	<i>Candice Sullivan</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facsimile Specimen (If applicable)						

SECTION A – DEPOSITS/WITHDRAWALS/DEBIT CARD

Further resolved, that any one of the agents designated above ("Account Agent") is authorized to sign, or otherwise authorize, checks, drafts and other orders ("Instruments"); and enter into agreements with Bank for debit cards, all for the payment of money from the Account; and to endorse instruments, for credit or negotiation, payable to Depositor. Bank is authorized to pay, without further inquiry, all Instruments signed in accordance with this resolution against the Account whether such items are drawn or endorsed to the drawer, tendered for cash or for payment of the individual obligation of drawer, or are deposited to the individual credit of the drawer. Bank shall not have any obligation to inquire as to the circumstances of the issuance or use of any instrument or debit card or the application of the proceeds of the instrument or debit card. Endorsements for credit may be made by the written or stamped endorsement of Depositor, without designation of the person making the stamped endorsement. Bank is authorized to pay any Instruments drawn on the Account that bear or purport to bear the facsimile, electronic or imaged signature, mark or symbol of any Account Agent or Depositor (together referred to as "Facsimile") if such Facsimile resembles the Facsimile on file with Bank or if such Facsimile resembles any Facsimile previously affixed to any Instrument drawn on the Account which was accepted and paid without timely objection by Depositor, thereby ratifying its use.

SECTION B - FUND TRANSFERS/WIRES/ACH

Further resolved, that any one of the agents designated above ("Fund Transfer Agent") is authorized to make or verify written, telephonic or verbal requests for the transfer of funds, including wire transfers and ACH debits, from the Account to other accounts of the Depositor or to third parties; to enter into agreements with Bank providing for such fund transfers; and to designate other Fund Transfer Agents. Bank is authorized to honor all such fund transfers when given or purported to be given by any Fund Transfer Agent.

SECTION C - SECURITIES/INVESTMENTS

Further resolved, that any one of the agents designated above ("Investment Agent") is authorized to buy, sell, assign, transfer and/or deliver any and all stocks, bonds or other securities now owned or hereafter acquired and registered in the name of Depositor or its nominee(s). Any Investment Agent is authorized to enter into any agreements with Bank relating to securities or investments, including, but not limited to, safekeeping agreements and repurchase agreements. Any Investment Agent is authorized to give Bank instructions required to buy, sell or otherwise deal in securities; to receive, withdraw, receipt for and direct the disposition of money, securities and property of every kind held in safekeeping with Bank; and to receive any communications from Bank and to sign any documents relating to securities or investment transactions.

SECTION D - TREASURY SERVICES/ELECTRONIC BANKING

Further resolved, that any one of the agents designated above ("Treasury Services Agent") is authorized to identify and implement cash management and other general banking services, including but not limited to, electronic or online banking services, for Depositor and to enter into agreements with Bank relating to such services.

Small Business Online Banking	(Please Print or Stippled, 1088 *08*)	Further resolved, that, subject to the Small Business Online Banking Statement of Understanding (which the person(s) signing this Certificate of Resolution have read and understood)
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SIGNATURE CARD AND CERTIFICATE OF RESOLUTION OF CORPORATE BOARD OF DIRECTORS

Depositor / Account Holder		Business Trade Name (If applicable)			
Butler County Community College (Federal Funds & Escrow)					
Address		Foreign <input type="checkbox"/>	City	State	Zip + 4
901 S Haverhill Rd			El Dorado	KS	67042
Account Number	Account Type	Opening Date	Tax ID	Responsible Officer Name & Number	Responsible Cost Center
671165643	Commercial Acct	08/04/2011	48-0690383	Mark Utech 19853	547

The undersigned certifies that he/she is the duly elected and qualified Secretary/Assistant Secretary of Depositor, a corporation ("Depositor" refers to both the Depositor and the trade name); that the following is a true and correct copy of resolutions duly adopted by the Board of Directors pursuant to the charter and by-laws of Depositor, which resolutions are now in full force and effect and shall remain in full force and effect until written notice of their amendment or revocation has been received by Bank and Bank has had a reasonable opportunity to act as provided in Bank's Deposit Agreement, and that the specimen signature(s) and facsimile specimen (if applicable) below are true and genuine.

Resolved, that a deposit account ("Account") be opened or maintained with Commerce Bank ("Bank") in the name of Depositor, subject to the terms of Bank's Deposit Agreement and other agreements and disclosures related to the Account, as amended from time to time.

Authorized Agent(s)	Title	Signature(s)	Indicate authorization for each Agent by checking the appropriate boxes below			
			Section A	Section B	Section C	Section D
Forrest Rhodes	Chair Person		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Jolly	Secretary/Treasurer		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kent Williams	VP of Finance		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kim Sherwood	Director of Accounting		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Candice Sullivan	Staff Accountant	<i>Candice Sullivan</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Facsimile Specimen (If applicable)					

SECTION A – DEPOSITS/WITHDRAWALS/DEBIT CARD

Further resolved, that any one of the agents designated above ("Account Agent") is authorized to sign, or otherwise authorize, checks, drafts and other orders ("Instruments"); and enter into agreements with Bank for debit cards, all for the payment of money from the Account; and to endorse Instruments, for credit or negotiation, payable to Depositor. Bank is authorized to pay, without further inquiry, all Instruments signed in accordance with this resolution against the Account whether such items are drawn or endorsed to the drawer, tendered for cash or for payment of the individual obligation of drawer, or are deposited to the individual credit of the drawer. Bank shall not have any obligation to inquire as to the circumstances of the issuance or use of any Instrument or debit card or the application of the proceeds of the Instrument or debit card. Endorsements for credit may be made by the written or stamped endorsement of Depositor, without designation of the person making the stamped endorsement. Bank is authorized to pay any Instruments drawn on the Account that bear or purport to bear the facsimile, electronic or imaged signature, mark or symbol of any Account Agent or Depositor (together referred to as "Facsimile") if such Facsimile resembles the Facsimile on file with Bank or if such Facsimile resembles any Facsimile previously affixed to any Instrument drawn on the Account which was accepted and paid without timely objection by Depositor, thereby ratifying its use.

SECTION B - FUND TRANSFERS/WIRES/ACH

Further resolved, that any one of the agents designated above ("Fund Transfer Agent") is authorized to make or verify written, telephonic or verbal requests for the transfer of funds, including wire transfers and ACH debits, from the Account to other accounts of the Depositor or to third parties; to enter into agreements with Bank providing for such fund transfers; and to designate other Fund Transfer Agents. Bank is authorized to honor all such fund transfers when given or purported to be given by any Fund Transfer Agent.

SECTION C - SECURITIES/INVESTMENTS

Further resolved, that any one of the agents designated above ("Investment Agent") is authorized to buy, sell, assign, transfer and/or deliver any and all stocks, bonds or other securities now owned or hereafter acquired and registered in the name of Depositor or its nominee(s). Any Investment Agent is authorized to enter into any agreements with Bank relating to securities or investments, including, but not limited to, safekeeping agreements and repurchase agreements. Any Investment Agent is authorized to give Bank instructions required to buy, sell or otherwise deal in securities; to receive, withdraw, receipt for and direct the disposition of money, securities and property of every kind held in safekeeping with Bank; and to receive any communications from Bank and to sign any documents relating to securities or investment transactions.

SECTION D - TREASURY SERVICES/ELECTRONIC BANKING

Further resolved, that any one of the agents designated above ("Treasury Services Agent") is authorized to identify and implement cash management and other general banking services, including but not limited to, electronic or online banking services, for Depositor and to enter into agreements with Bank relating to such services.

Small Business	(Print or Print - If applicable, mark "X")	Further resolved, that, subject to the Small Business Online Banking Statement of Understanding (which the depositor signs), the Depositor hereby authorizes
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**SIGNATURE CARD AND CERTIFICATE OF RESOLUTION
OF CORPORATE BOARD OF DIRECTORS**

Depositor / Account Holder		Business Trade Name (If applicable)			
Butler County Community College (Health Insurance)					
Address		Foreign <input type="checkbox"/>		City	State
901 S Haverhill Rd		El Dorado		KS	Zip + 4
				67042	
Account Number	Account Type	Opening Date	Tax ID	Responsible Officer Name & Number	Responsible Cost Center
620133305	Commercial Acct	07/16/2021	48-0690383	Mark Utech 19853	513

The undersigned certifies that he/she is the duly elected and qualified Secretary/Assistant Secretary of Depositor, a corporation ("Depositor" refers to both the Depositor and the trade name); that the following is a true and correct copy of resolutions duly adopted by the Board of Directors pursuant to the charter and by-laws of Depositor, which resolutions are now in full force and effect and shall remain in full force and effect until written notice of their amendment or revocation has been received by Bank and Bank has had a reasonable opportunity to act as provided in Bank's Deposit Agreement; and that the specimen signature(s) and facsimile specimen (if applicable) below are true and genuine.

Resolved, that a deposit account ("Account") be opened or maintained with Commerce Bank ("Bank") in the name of Depositor, subject to the terms of Bank's Deposit Agreement and other agreements and disclosures related to the Account, as amended from time to time.

Authorized Agent(s)	Title	Signature(s)	Indicate authorization for each Agent by checking the appropriate boxes below			
			Section A	Section B	Section C	Section D
Forrest Rhodes	Chair Person		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Jolly	Secretary/Treasurer		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kent Williams	VP of Finance		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kim Sherwood	Director of Accounting		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Candice Sullivan	Staff Accountant		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Facsimile Specimen (if applicable)					

SECTION A – DEPOSITS/WITHDRAWALS/DEBIT CARD

Further resolved, that any one of the agents designated above ("Account Agent") is authorized to sign, or otherwise authorize, checks, drafts and other orders ("Instruments"); and enter into agreements with Bank for debit cards, all for the payment of money from the Account; and to endorse Instruments, for credit or negotiation, payable to Depositor. Bank is authorized to pay, without further inquiry, all Instruments signed in accordance with this resolution against the Account whether such items are drawn or endorsed to the drawer, tendered for cash or for payment of the individual obligation of drawer, or are deposited to the individual credit of the drawer. Bank shall not have any obligation to inquire as to the circumstances of the issuance or use of any Instrument or debit card or the application of the proceeds of the Instrument or debit card. Endorsements for credit may be made by the written or stamped endorsement of Depositor, without designation of the person making the stamped endorsement. Bank is authorized to pay any Instruments drawn on the Account that bear or purport to bear the facsimile, electronic or imaged signature, mark or symbol of any Account Agent or Depositor (together referred to as "Facsimile") if such Facsimile resembles the Facsimile on file with Bank or if such Facsimile resembles any Facsimile previously affixed to any Instrument drawn on the Account which was accepted and paid without timely objection by Depositor, thereby ratifying its use.

SECTION B - FUND TRANSFERS/WIRES/ACH

Further resolved, that any one of the agents designated above ("Fund Transfer Agent") is authorized to make or verify written, telephonic or verbal requests for the transfer of funds, including wire transfers and ACH debits, from the Account to other accounts of the Depositor or to third parties; to enter into agreements with Bank providing for such fund transfers; and to designate other Fund Transfer Agents. Bank is authorized to honor all such fund transfers when given or purported to be given by any Fund Transfer Agent.

SECTION C - SECURITIES/INVESTMENTS

Further resolved, that any one of the agents designated above ("Investment Agent") is authorized to buy, sell, assign, transfer and/or deliver any and all stocks, bonds or other securities now owned or hereafter acquired and registered in the name of Depositor or its nominee(s). Any Investment Agent is authorized to enter into any agreements with Bank relating to securities or investments, including, but not limited to, safekeeping agreements and repurchase agreements. Any Investment Agent is authorized to give Bank instructions required to buy, sell or otherwise deal in securities; to receive, withdraw, receipt for and direct the disposition of money, securities and property of every kind held in safekeeping with Bank; and to receive any communications from Bank and to sign any documents relating to securities or investment transactions.

SECTION D - TREASURY SERVICES/ELECTRONIC BANKING

Further resolved, that any one of the agents designated above ("Treasury Services Agent") is authorized to identify and implement cash management and other general banking services, including but not limited to, electronic or online banking services, for Depositor and to enter into agreements with Bank relating to such services.

Small Business	(Please Print - If applicable, mark "X")	Further resolved, that, subject to the Small Business Online Banking Statement of
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Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small></p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p> <p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p> <p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <p>6 City, state, and ZIP code</p> <p>7 List account number(s) here (optional)</p> <p style="text-align: right;">Requester's name and address (optional)</p>
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Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				
OR				
Employer identification number				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

BIDS AND PURCHASES

None

RATIFICATION OF AGREEMENTS AND CONTRACT
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TOPIC for ACTION

Butler Community College Nursing and Grand Canyon University Nursing
Concurrent AAS to BSN

REPORT:

Butler Community College Nursing Program and Grand Canyon University Nursing Program enter into an agreement for a shared commitment to increasing opportunities for student access to, and success in, higher education. This concurrent Associate to Bachelor degree will increase opportunities for nursing students.

RECOMMENDED ACTION:

Board approval of ADN to BSN concurrent degree pathway with Grand Canyon University.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Dr. Caleb Ediger, Associate Dean of Nursing and Allied Health
Supervisor: Dr. Julio Guerrero, Dean Health, Education, & Public Services
Date: January 26, 2022



GRAND CANYON UNIVERSITY™

Butler Community College & Grand Canyon University Concurrent Enrollment Pathway Agreement

This Agreement is entered into by and between Grand Canyon University (GCU), an Arizona nonprofit corporation, with its principal place of business located at 3300 West Camelback Road, Phoenix, Arizona 85017 and Butler Community College (Partner) with its principal place of business located at 901 S Haverhill Rd, El Dorado, KS 67042. This Agreement refers to GCU and Partner collectively as "the Parties". This agreement shall replace or supersede all other agreements between the parties.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein expressed, the parties do hereby agree as follows:

PURPOSE OF AGREEMENT. GCU & Partner wish to enter into an agreement in which in return for the promises contained herein GCU shall offer a scholarship to Partner's students subject to the terms of this Agreement. The scholarship shall apply to online and local cohort students who are concurrently enrolled in partner Associate Degree in Nursing program and a GCU RN to BSN or a GCU Bridge to Master of Science Nursing (MSN) to be known as the Concurrent Enrollment Pathway (CEP).

PERFORMANCE BY PARTNER. Partner shall work with GCU to create and make available to Partner's students marketing materials which describe the Program and provide qualifying students at Partner's facilities with all relevant information regarding the CEP. Partner shall also provide any additional services that may be listed in Exhibit A to this Agreement

PERFORMANCE BY GCU. GCU shall provide the content, instruction, and academic oversight of the above-mentioned Pathway including concurrent enrollment requirements, course requirements, and requirements for matriculation into the BSN or Bridge to Master of Science in Nursing (MSN). GCU shall also provide the services listed in Exhibit A to this Agreement.

TERMS OF AGREEMENT. This Agreement shall be effective when signed by all parties and shall remain in effect until the earlier of (a) three (3) year from the date of the last signature below, or (b) the termination of this Agreement by either party in accordance with the terms below. Either party may terminate this Agreement with sixty (60) days written notice. In the event this Agreement is terminated, any student enrolled in the Program at the time of termination will be permitted to continue their studies and complete the Programs under the terms specified in this Agreement. This Agreement contains the entire understanding of the parties and replaces all other agreements or understandings, written or verbal, which may be in effect between the parties relating to the subject matter herein.

FINANCIAL AID FOR PARTNER'S CURRENT STUDENTS. Under U.S. Department of Education code 34 CFR 690.11, Federal Pell Grant payments are limited to one institution meaning, students are not entitled to receive Federal Pell Grant payments concurrently from more than one institution. Students entering GCU while in attendance at another university would be subject to cost of attendance limitations potentially resulting in an overlapping loan scenario, which would create a large out of pocket expense for the student. Overlapping loans will impact students awarded aid from semester-based institutions (block tuition and semester-based funding) as GCU participates in borrower-based aid (earned credits and weeks of instructional time). Students are awarded aid for the duration of the academic year. Students are not eligible to receive concurrent aid between two schools in this scenario.

IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be executed by themselves or by their duly authorized representatives as of the day and date first written above.

GRAND CANYON UNIVERSITY

By: _____

Print Name: Brian Roberts

Title: Chief Administrative Officer

Date: _____

BUTLER COMMUNITY COLLEGE

By: _____

Print Name: Dr. Kim Krull

Title: President

Date: _____

EXHIBIT A
Performance of Services by GCU and Butler Community College

GCU offers content, instruction, and academic oversight of the Concurrent Enrollment Pathway (CEP) known as the RN-BSN or Bridge to Master of Science in Nursing (MSN).

The Pathway courses will follow the outlines of concurrent courses shown in the attachment Exhibit B. As improvements are made to the related degree programs, the courses may change, however, credit hour requirements will follow the specifications of the current catalog.

GCU Requirements Include:

1. GCU shall grant eligible Partner student intenders a scholarship rate of \$250 a credit hour for the courses required to complete the CEP (Exhibit B) which is a reduction in the undergraduate tuition as shown in the current GCU University Policy Handbook (UPH) (the "Partner Scholarship"). This Partner Scholarship shall be available as long as this Agreement is in place and student maintains eligibility in the CEP by Partner. GCU reserves the right to change the pricing in its UPH at any time and the Partner Scholarship will be applied only as an offset to tuition stated in the UPH. The Partner Scholarship cannot be used in conjunction with any other scholarships, awards, promotions and/or other programs offered by GCU. The Partner Scholarship applies to all eligible Partner students who apply to GCU for the CEP on or after the effective date of this Agreement. GCU shall provide a welcome page to Partner for students interested in learning more about the GCU's CEP offering with Partner.
2. GCU shall provide marketing literature and informational sessions in collaboration with Partner to promote CEP and support student educational goals. GCU shall also include the CEP in its general marketing efforts and, at the request of Partner, shall conduct periodic marketing efforts specifically targeted at potential students for the CEP. GCU shall also conduct all necessary public relations activities designed to enhance and further the status and reputation of the CEP with Partner's prior consent, and which consent shall not be unreasonably withheld.
3. GCU shall provide a local University Development Counselor to act as a primary contact, Partner resource, and information session/event host.
4. GCU will provide all necessary student advisement to ensure student success during CEP and necessary coordination with partner processes.

Partner Requirements Include:

1. Partner shall announce the formation of the alliance with GCU to appropriate student intenders to the CEP and shall work with GCU to communicate to appropriate students the benefits of Programs offered by GCU.
2. Partner shall provide communication to known intenders for the CEP to GCU and will include GCU in recruitment efforts.
3. Partner shall allow access to present information regarding the CEP with GCU to Partner students via information meetings as appropriate when there are groups of students interested in pursuing a CEP option.
4. Partner shall also work with GCU to provide outreach to potential students, including but not limited to informational webinars, posting of flyers, profiling in Partner's newsletters, and other activities as appropriate.
5. Partner will provide appropriate clinical space / experiences / skills labs for student involved in the CEP with GCU according to the clinical requirements necessary to sit for the NCLEX-RN exam and obtain RN licensure in the State of Kansas. These services and measures will be provided in a timely manner to ensure completion of the program.
6. Partner will notify GCU of CEP student acceptances, withdrawals, leave of absences, suspensions, or failures as relates to student groups/cohorts that may affect student progress in the GCU required coursework.
7. Partner will identify / designate point of contact for CEP to provide coordination with GCU appointed personnel on administrative, advising, and student service support to partner students.

EXHIBIT B
Butler Community College & Grand Canyon University
AAS to BSN – CEP
SPRING START

Semester I	Spring	Credits
EG 101	English Composition	3
BI 240	Anatomy and Physiology	5
BS 160	General Psychology	3
MA 135	College Algebra	3
Semester II	Fall	
NR 101	Health Assessment for the Practice of Nursing	3
NR 116	Professional Nursing I	1
NR 102	Patient Centered Care I	4
NR 161	Pharmacology for Nursing I	1
BI 231	Pathophysiology	4
(GCU) NRS – 430V	Professional Dynamics (online – 5 week course)	3
Semester III	Spring	
NR 122	Patient Centered Care II	7
NR 262	Pharmacology for Nursing II	2
NR 117	Professional Nursing II	1
BS 260	Developmental Psychology	3
AH 111	Therapeutic Nutrition	3
(GCU) NRS – 429VN	Family-Centered Health Promotion (online – 5 week course)	3
	Summer	
(GCU) NRS – 434VN	Health Assessment (online – 5 week course)	3
(GCU) PHI – 413V	Ethical & Spiritual Decision Making in Health Care (online – 5 week course)	3
Semester IV	Fall	
NR 243	Patient Centered Care III	7
NR 263	Pharmacology for Nursing III	1
NR 218	Professional Nursing III	1
BI 250	Microbiology	5
(GCU) NRS – 410V	Pathophysiology & Nursing Management of Clients' Health (online – 5 week course)	3
	Spring	
NR 244	Patient Centered Care IV	5
NR 246	Concept Synthesis	4
EG 102 or SP 100	English Composition or Public Speaking	3
(GCU) NRS – 451VN	Nursing Leadership and Management (online – 5 week course)	3
	Graduate from Butler Community College with AAS; Pass NCLEX-RN Complete Remaining BSN Course Requirements*	
(GCU) NRS – 428VN	Concepts in Community and Public Health (online – 5 week course)	3
(GCU) HLT – 362V	Applied Statistics for Health Care Professionals (online – 5 week course)	3
(GCU) NRS – 433V	Introduction to Nursing Research (online – 5 week course)	3
(GCU) NRS – 440V	Trends & Issues in Today's Health Care (online – 5 week course)	3
(GCU) NRS – 493	Professional Capstone and Practicum (10 week course)	6

***Total Credit Hours for Bachelor of Science in Nursing (BSN) Completion: 120 Credits**

General Education Requirements (May be taken at GCU or substituted through course equivalency): MAT-144 College Mathematics (4 credits) and BIO-319 Applied Nutrition (4 credits). Recommended elective coursework to fulfill baccalaureate requirements for graduation (120 credit hours): UNV-103 University Foundations (online) and CWV-101 Christian Worldview (online). Students must have 120 credit hours to graduate with a Bachelor of Science in Nursing at Grand Canyon University.

Butler Community College & Grand Canyon University
AAS to BSN – CEP
FALL START

Semester I	Fall	Credits
EG 101	English Composition	3
BI 240	Anatomy and Physiology	5
BS 160	General Psychology	3
MA 135	College Algebra	3
Semester II	Spring	
NR 101	Health Assessment for the Practice of Nursing	3
NR 116	Professional Nursing I	1
NR 102	Patient Centered Care I	4
NR 161	Pharmacology for Nursing I	1
BI 231	Pathophysiology	4
(GCU) NRS – 430V	Professional Dynamics (online – 5 week course)	3
	Summer Break	
(GCU) NRS – 434VN	Health Assessment (online – 5 week course)	3
(GCU) PHI – 413V	Ethical & Spiritual Decision Making in Health Care (online – 5 week course)	3
Semester III	Fall	
NR 122	Patient Centered Care II	7
NR 262	Pharmacology for Nursing II	2
NR 117	Professional Nursing II	1
BS 260	Developmental Psychology	3
AH 111	Therapeutic Nutrition	3
(GCU) NRS – 429VN	Family-Centered Health Promotion (online – 5 week course)	3
Semester IV	Spring	
NR 243	Patient Centered Care III	7
NR 263	Pharmacology for Nursing III	1
NR 218	Professional Nursing III	1
BI 250	Microbiology	5
(GCU) NRS – 410V	Pathophysiology & Nursing Management of Clients' Health (online – 5 week course)	3
	Summer	
(GCU) NRS – 428VN	Concepts in Community and Public Health (online – 5 week course)	3
(GCU) NRS – 451VN	Nursing Leadership and Management (online – 5 week course)	3
	Fall	
NR 244	Patient Centered Care IV	5
NR 246	Concept Synthesis	4
EG 102 or SP 100	English Composition or Public Speaking	3
	Graduate from Butler Community College with AAS; Pass NCLEX-RN Complete Remaining BSN Course Requirements*	
(GCU) HLT – 362V	Applied Statistics for Health Care Professionals (online – 5 week course)	3
(GCU) NRS – 433V	Introduction to Nursing Research (online – 5 week course)	3
(GCU) NRS – 440V	Trends & Issues in Today's Health Care (online – 5 week course)	3
(GCU) NRS – 493	Professional Capstone and Practicum (10 week course)	6

*Total Credit Hours for Bachelor of Science in Nursing (BSN) Completion: 120 Credits

General Education Requirements (May be taken at GCU or substituted through course equivalency): MAT-144 College Mathematics (4 credits) and BIO-319 Applied Nutrition (4 credits). Recommended elective coursework to fulfill baccalaureate requirements for graduation (120 credit hours): UNV-103 University Foundations (online) and CWV-101 Christian Worldview (online). Students must have 120 credit hours to graduate with a Bachelor of Science in Nursing at Grand Canyon University.

Butler Community College & Grand Canyon University
AAS to MSN Bridge – CEP
FALL START

Semester I	Fall	Credits
EG 101	English Composition	3
BI 240	Anatomy and Physiology	5
BS 160	General Psychology	3
MA 135	College Algebra	3
Semester II	Spring	
NR 101	Health Assessment for the Practice of Nursing	3
NR 116	Professional Nursing	1
NR 102	Patient Centered Care	4
NR 161	Pharmacology for Nursing	1
BI 231	Pathophysiology	4
(GCU) NRS-430V	Professional Dynamics (online – 5 week course)	3
	Summer	
(GCU) NRS-434VN	Health Assessment (online – 5 week course)	3
(GCU) NRS-428VN	Concepts in Community and Public Health (online – 5 week course)	3
Semester III	Fall	
NR 122	Patient Centered Care II	7
NR 262	Pharmacology for Nursing	2
NR 117	Professional Nursing II	1
BS 260	Developmental Psychology	3
AH 111	Therapeutic Nutrition	3
Semester IV	Spring	
NR 243	Patient Centered Care III	7
NR 263	Pharmacology for Nursing III	1
NR 218	Professional Nursing III	1
BI 250	Microbiology	5
(GCU) NRS-410V	Pathophysiology & Nursing Management of Clients' Health (online – 5 week course)	3
	Summer	
(GCU) HLT-362V	Applied Statistics for Health Care Professionals (online – 5 week course)	3
(GCU) NRS-433V	Introduction to Nursing Research (online – 5 week course)	3
Semester V	Fall	
NR 244	Patient Centered Care IV	5
NR 246	Concept Synthesis	4
EG 102 or SP 100	English Composition or Public Speaking	3
Graduate from Butler Community College with AAS; Pass NCLEX-RN Complete Remaining BSN Course Requirements and enroll into the MSN*		
(GCU) NRS-493	Professional Capstone and Practicum (10 week course)	6
(GCU) NUR-513	Introduction to Advanced Registered Nursing (online – 8 week course)	4
(GCU) NUR-514	Organizational Leadership and Informatics (online – 8 week course)	4
(GCU) NUR-550	Translational Research and Population Health Management (online – 8 week course)	4
(GCU) NUR-590	Evidence-Based Practice Project (online – 8 week course)	4

***A minimum cumulative GPA of 3.0 and a previous bachelor's degree are required.** Students will select a graduate program concentration and complete graduate-level coursework in their chosen graduate emphasis. Students may choose from the following graduate program emphases: Nursing Education, Nursing Leadership in Health Care Systems, Public Health, and Health Care Informatics. Students completing this concurrent enrollment pathway will not receive a BSN but rather, GCU will confer an MSN upon completion of graduate program concentration requirements.

Butler Community College & Grand Canyon University
AAS to MSN Bridge – CEP
SPRING START

Semester I	Spring	Credits
EG 101	English Composition	3
BI 240	Anatomy and Physiology	5
BS 160	General Psychology	3
MA 135	College Algebra	3
Semester II	Fall	
NR 101	Health Assessment for the Practice of Nursing	3
NR 116	Professional Nursing	1
NR 102	Patient Centered Care	4
NR 161	Pharmacology for Nursing	1
BI 231	Pathophysiology	4
(GCU) NRS-430V	Professional Dynamics (online – 5 week course)	3
Semester III	Spring	
NR 122	Patient Centered Care II	7
NR 262	Pharmacology for Nursing II	2
NR 117	Professional Nursing II	1
BS 260	Developmental Psychology	3
AH 111	Therapeutic Nutrition	3
	Summer	
(GCU) NRS-434VN	Health Assessment (online – 5 week course)	3
(GCU) NRS-428VN	Concepts in Community and Public Health (online – 5 week course)	3
Semester IV	Fall	
NR 243	Patient Centered Care III	7
NR 263	Pharmacology for Nursing III	1
NR 218	Professional Nursing III	1
BI 250	Microbiology	5
(GCU) NRS-410V	Pathophysiology & Nursing Management of Clients' Health (online – 5 week course)	3
Semester V	Spring	
NR 244	Patient Centered Care IV	5
NR 246	Concept Synthesis	4
EG 102 or SP 100	English Composition II or Public Speaking	3
(GCU) HLT-362V	Applied Statistics for Health Care Professionals (online – 5 week course)	3
Graduate from Butler Community College with AAS; Pass NCLEX-RN Complete Remaining BSN Course Requirements and enroll into the MSN *		
(GCU) NRS-433V	Introduction to Nursing Research (online – 5 week course)	3
(GCU) NRS-493	Professional Capstone and Practicum (10 week course)	6
(GCU) NUR-513	Introduction to Advanced Registered Nursing (online – 8 week course)	4
(GCU) NUR-514	Organizational Leadership and Informatics (online – 8 week course)	4
(GCU) NUR-550	Translational Research and Population Health Management (online – 8 week course)	4
(GCU) NUR-590	Evidence-Based Practice Project (online – 8 week course)	4

*A minimum cumulative GPA of 3.0 and a previous bachelor's degree are required. Students will select a graduate program concentration and complete graduate-level coursework in their chosen graduate emphasis. Students may choose from the following graduate program emphases: Nursing Education, Nursing Leadership in Health Care Systems, Public Health, and Health Care Informatics. Students completing this concurrent enrollment pathway will not receive a BSN but rather, GCU will confer an MSN upon completion of graduate program concentration requirements.

TOPIC for ACTION
CampusESP

REPORT:

Parents have a strong influence on a student's college choice and want to be involved. Currently, Butler does not have the resources necessary to create content and communicate with parents on a regular basis. CampusESP provides a parent engagement platform and automates communication, providing parents with information needed to keep their students moving through the enrollment process. Students with engaged parents are more likely to enroll. CampusESP allows Butler to automatically connect with parents through newsletters, drip campaigns and as-needed announcements.

RECOMMENDED ACTION:

The Board ratify the attached contract/agreement and approve an annual license fee in the amount of \$18,000 with a one-time implementation fee of \$2,000.

RECOMMENDED FUNDING SOURCE:

Student Life Fund & Transcript Fee Account

Submitted by: Dr. Jessica Ohman
Supervisor: Dr. Kimberly Krull
Date: January 26, 2022



PORTAL SERVICE ORDER

1. Client Information

Client	Butler Community College
Address	901 S Haverhill Rd, El Dorado, KS 67042
Contact	Amy Kerschner
Title	Vendor Relationship Manager/PM
Phone Number	316.323.6330
Email Address	akerschner@butlercc.edu

Billing Address	901 S Haverhill Rd, El Dorado, KS 67042
Billing Contact	Amy Kerschner
Title	Vendor Relationship Manager/PM
Phone Number	316.323.6330
Email Address	akerschner@butlercc.edu

Technical Contact	
Title	
Phone Number	
Email Address	

2. Services/Standard Fees

See Exhibit A – Statement of Work - for a full description of services

		Annual Fee	One-time Fee
Student Enrollment	Communicate with parents and families of prospective students (includes CRM integration)	\$20,000	
Optional Modules	<p><input checked="" type="checkbox"/> Parent Recruiter – Collect top-of-the-funnel parent contact info by having prospective students invite their parents to join CampusESP <i>\$4,000 implementation fee for Parent Recruiter <u>waived through March 31, 2022</u></i></p> <p><input checked="" type="checkbox"/> Family Communication – Access for parents and families of admitted and enrolled students</p> <p><input type="checkbox"/> FERPA Management – Support for student dashboards (includes SIS integration and student SSO)</p> <p><input type="checkbox"/> Parent Giving – Track donor participation</p> <p><input type="checkbox"/> Membership Management - Sell and manage family memberships</p>		
Optional Services	<input type="checkbox"/> Virtual Orientation <i>\$4,000 one-time fee</i>		

	<input type="checkbox"/> E-Commerce <i>Billed at \$2 per transaction</i> <input type="checkbox"/> Custom URL <i>Annual fee of \$750</i> <input type="checkbox"/> Admin SSO <i>\$3,500 one-time fee</i> <input type="checkbox"/> Other set forth in Exhibit A - Statement of Work		
Content Curation	Day-to-day management of portal content, including posting of campus-specific web content, posting of CampusESP Network Content and all related services	INCLUDED	
Implementation and Training	Configuration, testing, training and all related services		\$8,000
Total Fees Pre-Discount		\$20,000	\$8,000

3. Discounts

		Annual Fee Discount	One-Time Fee Discount
Special Discounts Represents discount in each term year to annual Total Fees Pre-Discount above	2-year institutional pricing with additional reference discount	-\$2,000	-\$6,000
Total Fee Discounts		-\$2,000	-\$6,000

4. Total Fees After Discounts

		Annual Fee	One-Time Fee
Total Fees Post-Discount	Due in full 45 days from the Effective Date of this Service Order	\$18,000	\$2,000

5. Term

Effective Date	<input type="checkbox"/> Date of this Service Order <input type="checkbox"/> Other: the <u>21</u> day of <u>February</u> , 2022
Term	12 months from the Effective Date
Renewal /Terms	<input checked="" type="checkbox"/> Annual renewal with price lock guarantee for 3 years; future charges not to exceed 4% annually. <input type="checkbox"/> No annual renewal; fees for each renewal term will be increased or decreased to CampusESP's then-current fees upon renewal.
Termination	Client may terminate service at any time by not less than 60 days prior written notice to CampusESP.
Termination Refund	If Client terminates service, Client will be entitled to refund of prepaid fees for periods after termination, other than prepaid fees in respect of the 12 month term in which termination occurs.

By its execution of this CampusESP Portal Service Order, Client agrees to, and intends to be legally bound by, the Access Agreement that accompanies this Service Order, including the Statement of Work attached as Exhibit A to the Access Agreement.

Intending to be legally bound, CampusESP and the undersigned Client have executed this CampusESP Portal Service Order as of the _____ day of _____, 2022.

CampusESP:

CAMPUSESP, INC

By: _____

Name: _____

Title: _____

Client:

Institution Name (print)

By: _____

Name: _____

Title: _____



PORTAL ACCESS AGREEMENT

By its execution of a CampusESP, Inc. ("CampusESP") Portal Service Order (the "Service Order"), the Client set forth on the signature page to the Service Order ("Client") accepts and agrees to, and intends to be legally bound by, this Portal Access Agreement (this "Agreement"), as of the date of the Service Order. Capitalized terms used but not defined in this Agreement have the meanings given in the Service Order.

NOW THEREFORE, the parties, intending to be legally bound, agree as follows:

1. Portal Access. CampusESP grants to Client during the term set forth in the Service Order (including renewal terms, if any, set forth in the Service Order, the "Term") the right for Client and the users set forth in the Service order ("Users") to use the CampusESP portal established for Client (the "Portal"), solely for the purpose of User engagement, as described in the user instructions, portal descriptions or other documentation supplied by CampusESP relating to the Portal ("Documentation").

2. CampusESP Services. CampusESP will provide the included and selected optional services set forth in the Service Order and any other services set forth in the Statement of Work attached as Exhibit A to this Agreement (the "Statement of Work") (the "Services").

3. Fees. Client will pay all fees set forth in the Service Order, without setoff or deduction, in accordance with the terms set forth in the Service Order.

4. Client Responsibilities. Client will use, and will ensure that its trustees, directors, members, shareholders, partners, managers, officers, employees, agents, representatives, advisors and subcontractors ("Representatives") and Users use, the Portal and Services in compliance with applicable laws and only for the purpose for which the Portal and Services are intended. Without limiting the foregoing, Client will obtain and maintain all required consents from students, Users and third parties for access to or use of Client Content (defined below), including FERPA consents and releases, and will ensure legal compliance in connection with the disclosure of student education records and other information.

5. Partnership Privacy. Each party will keep the information confidential and will not, without the prior written consent of the other party, disclose any information in any manner whatsoever, and will not use any

information other than in connection with the relationship; provided however that each party may reveal the information to its representatives (a) who need to know the information for the purpose of evaluating the relationship, (b) who are informed of the confidential nature of the information, and (c) who agree to act in accordance with the terms of this agreement.

6. Client Content

6.1. General. Client Content, including Client Data (defined below), will, as between CampusESP and Client, be the sole property of Client. Except as set forth in Section 6, Client will have sole responsibility and liability for all aspects of Client Content (including its accuracy, legality, non-infringement, privacy protection, backup or security). "Client Content" means Client Data and other content, including text, sound, materials, information, images, video or other media, that is provided, including via automatic feed, by or on behalf of Client to CampusESP or the Portal or obtained by CampusESP from Client's website, social media or other online properties. "Client Data" means student education records, student financial records, student passwords and school identification numbers, and information that identifies a student or User, including their name, address, telephone number, date of birth or social security number.

6.2. Client Approval. Client hereby approves the posting, transmission, receipt, storage or use of Client Content on or through the Portal. Client will approve content obtained by CampusESP from third-party websites, social media or other online properties for posting, transmission, receipt, storage or use on or through the Portal. Client will not access the database included in the Portal except through the front-end interface provided by CampusESP. Client may make changes to such database if properly accessed.

6.3. Privacy Policy. CampusESP and Client will establish a mutually acceptable privacy policy for the Portal that will notify Users regarding the manner in which both CampusESP and Client will use of Client Data of such Users. CampusESP's standard privacy policy, which will apply in the absence of a different privacy policy accepted as provided above, is available at www.campusesp.com/privacy-policy.

7. Data Security Warranty. CampusESP warrants that (i) Client Data will be hosted on systems infrastructure that is consistent with commercially reasonable industry practices for comparable service providers of similar services under similar conditions, (ii) Client Data will be managed by CampusESP utilizing technical and administrative safeguards designed to protect against unauthorized access to, or disclosure or use of, Client Data by CampusESP employees and contractors and against reasonably anticipated third party threats to the security of Client Data, (iii) CampusESP will promptly report to Client any unauthorized access to (including any breach of systems security), or disclosure or use of, Client Data, including a description of any mitigation and corrective action to be taken by CampusESP, and (iv) CampusESP will comply with all laws to which CampusESP is subject regarding any unauthorized access to (including any breach of systems security), or disclosure or use of, Client Data. CampusESP disclaims all warranties as to third party software, facilities, servers, systems, and other products, equipment or services, even if any may be used to provided or included in the Services. Except for breach by CampusESP of this Section 6, CampusESP will have no responsibility or liability with regard to the security of Client Data or any unauthorized disclosure, misappropriation or unauthorized use or access of Client Data.

8. Service Levels

8.1. Service Level Warranty. CampusESP warrants that Client will not experience Downtime (defined below), other than during any interruption that is scheduled by CampusESP upon reasonable advance notice to Client, that is caused by acts or omissions of CampusESP, of more than 8 consecutive hours as a result of any single event or 8 hours in each of three (3) consecutive months. "Downtime" means a service-affecting failure of the systems infrastructure through which the Portal is hosted, including any of third parties, that results in Client's or Users' inability to use or access the Portal. In the event of a breach by CampusESP of the warranty set forth in this Section 7.1, Client's sole and exclusive remedy will be to terminate this Agreement as set forth in the Service Order, except that termination will be effective upon Client's notice to CampusESP and Client will be entitled to a refund of all fees paid for any period after the date of termination.

8.2. Portal Functionality Warranty. CampusESP warrants that the Portal will function reasonably without Error (defined below). When such Errors do occur, CampusESP will use commercially reasonable efforts, in accordance with the level of priority assigned by CampusESP, to fix the Errors as expeditiously as possible under the circumstances. CampusESP may make changes to the Parent Portal from time to time, provided that no such changes will materially impair the overall functionality of the Parent Portal. "Error" means a failure of the Portal to function substantially in accordance with the functional descriptions of the Portal set forth in the Documentation. In the event of a breach by CampusESP of the warranty or obligations set forth in this Section 7.2, Client's sole and exclusive remedy will be to terminate this Agreement as set forth in the Service Order, except that termination will be effective upon Client's notice to CampusESP and Client will be entitled to a refund of all fees paid for any period after the date of termination.

8.3. Access Security. CampusESP will provide Portal access solely by providing Client and Users with a combination of user names and passwords, which may include social login credentials as elected by Users, or as may be included in any of the Documentation. Client will be responsible and liable for any and all use of, and activities, content, transactions and administration conducted through, accounts of Client or Users, whether or not authorized by Client or the User.

9. Proprietary Rights

9.1. Title to Portal. The Portal, Documentation, CampusESP technology and CampusESP proprietary rights, including names, trade secrets, know-how, ideas, designs, forms, methods and other tangible or intangible material or information, are and remain the valuable property of CampusESP. CampusESP will have exclusive ownership of all materials, technology, ideas, inventions or other work product or information that are developed by CampusESP in the course of providing the Portal or Services. Client will not, and will ensure that its Representatives and Users will not, (i) license, sell, transfer, distribute or otherwise make available or disclose to any third party the Portal, Services, CampusESP technology or CampusESP proprietary rights, or (ii) copy, modify, adapt, decompile, reverse engineer, attempt to duplicate or make derivative, competitive or its own works based upon the Portal, Services, CampusESP technology or CampusESP proprietary rights, including any ideas, features, functions or graphics of the Portal.

9.2. Warranty Against Infringement. CampusESP warrants that the Portal (other than licensed products included therein) does not infringe any third party's United States patent, copyright or trade secret and CampusESP owns or has valid and enforceable licenses to use licensed products included in the Portal. In the event of a breach by CampusESP of the warranty set forth in this Section 8.2, Client's sole and exclusive remedy will be to terminate this Agreement as set forth in the Service Order, except that termination will be effective upon Client's notice to CampusESP and Client will be entitled to a refund of all fees paid for any period after the date of termination.

10. Termination

10.1. Termination Rights. In addition to the termination rights set forth in the Service Order and to any other available rights or remedies, (i) Client may, in its sole discretion, elect to terminate this Agreement after written notice to CampusESP describing in reasonable detail a material breach of this Agreement by CampusESP and the expiration of a period of not less than thirty (30) days in which such breach shall remain uncured, (ii) CampusESP may, in its sole discretion, terminate this Agreement after written notice to Client describing in reasonable detail a material breach of this Agreement by Client, and the expiration of a period of not less than thirty (30) days in which such breach shall remain uncured, provided that any failure by Client to make timely payment in full of any fees or other amounts due and owing under this Agreement shall be deemed material and there shall be no cure period for any such failure, and (iii) either party may, in its sole discretion, elect to terminate this Agreement upon the other party's failure to continue to function as a going concern or to operate in the ordinary course of business, or if such party commits an act of bankruptcy within the meaning of the federal bankruptcy laws, or if bankruptcy,

receivership, insolvency, reorganization, dissolution, liquidation or other similar proceedings will be instituted by or against such party.

10.2. Consequences of Termination. Upon termination or expiration of the Term or this Agreement, Client shall cease use of the Portal, notify all Users that use of the Portal has been discontinued and surrender to CampusESP all Documentation and any other equipment, property or materials that have been provided to Client by CampusESP. Upon or after any such termination or expiration, or any material breach of this Agreement by Client and the expiration of the cure period above, if any, CampusESP may, in its sole discretion, elect to shut down the Portal, terminate or prevent Client's and Users' access to the Portal or cease the provision of Services. Except as set forth in the Service Order and for the exclusive remedies set forth in this Agreement, Client will not be entitled in any circumstances to a refund of any fees.

10.3. Data Transition. In the event of termination or expiration of this Agreement, CampusESP will make Client Data available to Client in a mutually agreed upon manner and format. CampusESP will have no obligation to retain any Client data for more than thirty (30) days after termination of this Agreement.

10.4. Survival. The obligations of the parties under this Agreement, which by their nature would continue beyond the termination or expiration of this Agreement, shall survive termination or expiration of this Agreement, including Sections 8.1 and 11 - 13.

11. Insurance. CampusESP will maintain throughout the Term commercially reasonable commercial general liability insurance, naming Client as additional insured and shall provide Client with evidence of such insurance coverage upon request.

12. Indemnification. Subject to the exclusive remedies and limitations on liability provided in this Agreement, CampusESP agrees to indemnify, defend and hold harmless Client and Representatives from and against any and all losses, claims, obligations, liabilities, actions, suits, proceedings, demands, judgments, payments, costs and expenses (including court costs, amounts paid in settlement, judgments, and reasonable attorney fees and other expenses) and damages of any kind, nature or description whatsoever ("Damages") arising out of any breach of this Agreement by CampusESP. Client agrees to indemnify, defend and hold harmless CampusESP and its Representatives from and against any and all Damages arising out of (i) any breach of this Agreement by Client and (ii) any matter for which Client has responsibility and liability under this Agreement.

13. Limitations of Liability

13.1. NO CONSEQUENTIAL DAMAGES. IN NO EVENT WILL EITHER PARTY BE LIABLE OR RESPONSIBLE TO THE OTHER FOR ANY TYPE OF INCIDENTAL, PUNITIVE, SPECIAL, EXEMPLARY, RELIANCE, INDIRECT OR CONSEQUENTIAL DAMAGES, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND REGARDLESS OF THE FORESEEABILITY OF SUCH DAMAGES, WHETHER ARISING UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE.

13.2. LIABILITY MAXIMUM. IN THE EVENT CAMPUSESP WILL BE LIABLE TO CLIENT NOTWITHSTANDING THE LIMITATIONS AND EXCLUSIVE REMEDIES HEREIN, CAMPUSESP'S LIABILITY (WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY, BY STATUTE OR OTHERWISE), WILL NOT EXCEED, IN THE AGGREGATE, THE CONFIGURATION AND IMPLEMENTATION FEES PAID TO CAMPUSESP PLUS THE LAST ONE YEAR'S PORTAL ACCESS FEES PAID TO CAMPUSESP.

13.3. Warranty Exclusions. Except for the express warranties set forth in this Agreement, CampusESP does not make, and hereby disclaims, to the full extent permitted by law, any and all express or implied (by operation of law or otherwise) and/or statutory warranties, including warranties of merchantability, fitness for a particular purpose, noninfringement and title and any warranties arising from a course of dealing, usage or trade practice. Client hereby waives all Damages based on any of the foregoing.

14. Additional Provisions

14.1. Force Majeure. Neither party will be liable for any failure or delay in its performance under this Agreement (except with respect to any fees due or payable hereunder) due to any cause beyond its reasonable control, including acts of God, sabotage, labor dispute, governmental act, network or connectivity failure, or failure of any third party software, facilities, servers or other products, equipment or services (even if any may be included in the Portal or the Services).

14.2. No Publication. The grant of access and use of the Portal hereunder and the carrying out of the transactions contemplated hereby shall not be deemed publication by either party of all or any portion of the Portal or Documentation.

14.3. No Third Party Beneficiaries. Except as otherwise expressly provided in this Agreement, there shall be no third party beneficiaries to this Agreement (including any Users).

14.4. Severability and Waiver. In the event any provision of this Agreement is held by a tribunal of competent jurisdiction to be contrary to the law, the remaining provisions of this Agreement will remain in full force and effect. The waiver of any breach or default of this Agreement will not constitute a waiver of any subsequent breach or default, and will not act to amend or negate the rights of the waiving party.

14.5. Assignment. This Agreement will bind and inure to the benefit of each party's successors and permitted assigns. Neither party may assign this Agreement in whole or in part, directly or indirectly, without the express prior written consent of the other party, and any attempted assignment without such consent will be void.

14.6. Notice. Any notice or communication required or permitted to be given hereunder may be delivered by hand, deposited with an overnight courier, sent by email, confirmed facsimile, or mailed by registered or certified mail, return receipt requested, postage prepaid, in each case to the address of the receiving party as listed on the Service Order at such other address as may hereafter be furnished in writing by either party to the other party. Such notice will be deemed to have been given as of the date it is delivered, mailed, emailed, faxed or sent, whichever is later.

14.7. Relationship of Parties. CampusESP and Client are independent contractors, and this Agreement will not establish any relationship of partnership, joint venture, employment, franchise or agency between CampusESP and Client. Neither CampusESP nor Client will have the power to bind the other or incur obligations on the other's behalf without the other's prior written consent, except as otherwise expressly provided herein.

14.8. Governing Law. This agreement will be governed by and construed in accordance with the laws of the State of Kansas

14.9. Entire Agreement. This Agreement, including the Statement of Work, and the Service Order (which is incorporated into and made part of this Agreement), constitutes the complete and exclusive agreement between the parties with respect to the subject matter hereof, and supersedes and replaces any and all prior or contemporaneous discussions, negotiations, understandings and agreements, written and oral, regarding such subject matter. This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together shall constitute one and the same instrument. This Agreement may be changed only by a written document signed by authorized Representatives of CampusESP and Client. For purposes of this Agreement, the term "written" means anything reduced to a tangible form by a party, including a printed or hand written document, e-mail or other electronic format. The word "including" (and correlative words, such as "include" and "includes") shall not be construed as a term of limitation but shall mean including without limiting the generality of any description preceding such term.

14.10. Binding Agreement. Each of the parties to the Agreement represents and warrants that all necessary action has been taken to authorize such party's execution, delivery and performance of the Agreement and that the Agreement is the valid and binding obligation of such party, enforceable in accordance with its terms.

14.11. Cumulative Rights and Remedies. Except as otherwise expressly provided in the Agreement, the rights and remedies of the parties under the Agreement (including the right to terminate the Agreement and the right to indemnification and the limitations on liability) shall be cumulative with and in addition to, not exclusive or in replacement of, any other rights or remedies that may be available under any other agreement between the parties, at law or in equity.

EXHIBIT A STATEMENT OF WORK

This Statement of Work is entered into by and between CampusESP, Inc. ("CampusESP") and the Client set forth on the Portal Service Order.

1 Project Description

The project involves access to the CampusESP Parent Portal in order to help Client better manage parent and family engagement, prescriptive alerts, news, events and email newsletters.

2 Key Assumptions

Access is granted for the sole purpose of engaging with parents and family of prospective students.

3 Scope of Services

Student Enrollment – Features include (for parents of PROSPECTIVE STUDENTS):

- **CRM integration** enables easy import of prospective parent and student data into CampusESP.
- **Funnel imports** allow for manual user and data imports outside the scope of the CRM integration.
- **User Export tool** enables easy export of parent data, student data and engagement data into your CRM, including by FTP drop. NOTE: CampusESP supports up to three automated FTP reports.
- **Parent Promoter Score™** helps you qualify parent interest levels in order to better predict student yield.
- **Enrollment Funnel** groups parents into stages, mirroring student progress through the enrollment funnel, and calls out which parents are most engaged at each stage of the funnel.
- **Conversion Reports** demonstrate yield and ROI by displaying what percentage of parents converted to a given stage of the funnel from prior stages in the funnel.
- **User Invite** helps you grow your parent enrollment funnel by importing prospective students into the platform, asking students to invite their parents, and then exporting the file of new parent contact information generated through CampusESP.
- **Automated and fully personalized newsletters** deliver regular updates on campus news, events and deadlines to keep parents informed and engaged.
- **Targeted announcements** help you communicate urgent messages in a matter of minutes and capture parents' attention.
- **Event registration** makes it easy for parents to register for campus events using their existing CampusESP profile. Registrations become part of the parent profile, which helps admins manage attendance and follow up communications.
- **Drip campaigns** automate parent communication and send critical information on a schedule to reduce your administrative burden.
- **Ad and campaign management** provides call-to-action content in the portal and newsletters. Ads can be targeted by community. Impressions, clicks and other statistics are tracked to help you understand campaign effectiveness.
- **A fully configurable parent database** allows you to track engagement levels and store parent information in order to identify and communicate with key family members.
- **Form builders** can be customized using dropdowns, checkboxes and more to collect event registration, or contact information, feedback and more. Responses become part of the parent's profile.
- **A customizable onboarding survey** helps you collect the parent information you need up front. Onboarding responses determine which personalized content parents will receive, and all data is downloadable.
- **Communities** allow you to group parents based on interests or demographic qualities. Once parents are in a community, you can send them personalized content and do reporting for that group.
- **Community workflow** automatically moves parents between communities based on time triggers, such as class year transitions at the end of the academic year.
- **Engagement analytics** help you monitor open rates, click rates, campaign impressions, which content parents are actually reading, so that you can refine your communication strategies and ensure a high return on your investment.

- **User analytics** show you open rates, click rates, logins, email history and account information at the user-level, so you can identify which parents are most involved and engaged.
- **Community analytics** show you engagement and membership levels across demographics to help you identify trends between different parent groups.
- **Automated quarterly engagement reports** provide a birds-eye view of how parents are using the portal and evaluate the success of your initiatives.
- **Moderated commenting** makes it easy to reply directly to parent questions, reject unwanted comments, and maintain a positive, student-focused tone.
- **Social integration and one-click-share** allow parents to send critical information directly to their student, or share news with their friends and family across different channels.
- **Content search bar** allows parents to enter keywords to find help articles for specific topics.

Optional Services:

- **Family Communication** – Features include (for parents of ADMITTED and ENROLLED students):
 - **Import process for parent data** provides an effortless way to onboard your parents and reach your users as quickly as possible.
 - **Automated and fully personalized newsletters** deliver regular updates on campus news, events and deadlines to keep parents informed and engaged.
 - **Targeted announcements** help you communicate urgent messages in a matter of minutes and capture parents' attention.
 - **Event registration** makes it easy for parents to register for campus events using their existing CampusESP profile. Registrations become part of the parent profile, which helps admins manage attendance and follow up communications.
 - **Drip campaigns** automate parent communication and send critical information on a schedule to reduce your administrative burden.
 - **Ad and campaign management** provides call-to-action content in the portal and newsletters. Ads can be targeted by community. Impressions, clicks and other statistics are tracked to help you understand campaign effectiveness.
 - **A fully configurable parent database** allows you to track engagement levels and store parent information in order to identify and communicate with key family members.
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 - **User analytics** show you open rates, click rates, logins, email history and account information at the user-level, so you can identify which parents are most involved and engaged.
 - **Community analytics** show you engagement and membership levels across demographics to help you identify trends between different parent groups.
 - **Automated quarterly engagement reports** provide a birds-eye view of how parents are using the portal and evaluate the success of your initiatives.
 - **Moderated commenting** makes it easy to reply directly to parent questions, reject unwanted comments, and maintain a positive, student-focused tone.

- **Social integration and one-click-share** allow parents to send critical information directly to their student, or share news with their friends and family across different channels.
- **Content search bar** allows parents to enter keywords to find help articles for specific topics.
- **FERPA Management** – Features include:
 - **Electronic FERPA waivers** provide parents insight into their students’ academic and financial records. Parents determine what to request, students decide what to approve, and the system records the results.
 - **Student tiles** present updated information and infographic views to inform parents about their student's academic progress and financial details.
 - **Prescriptive alerts** send automated emails to parents about new holds, grades and bills on their student’s accounts. Content links are included to coach parents on how to step in and help out.
 - **Student Information System (SIS) integration** is pre-configured with standardized reports that make it easy to involve your IT department.
 - **SSO integration** provides the ability for students to login for the FERPA waiver approval using their university ID and password.
 - **User data export** allows user changes and updates to be exported and available on the FTP server.
 - **PIN Verification** provides students additional security by requiring parents to verify their identity when calling in with questions about student data.
- **Membership Management** provides the ability to track parent memberships, charge for membership and manage the renewal process. Ads can be automatically delivered to parents based on their individual renewal dates and institutional goals.
- **eCommerce** provides the ability to create products for sale within CampusESP and process payment online. \Parent purchases become part of the parent profile in a special order management screen. CampusESP supports eCommerce integration with the following vendors: TouchNet, Authorize.Net, Cashnet, Payeezy, Stripe and Paypal Payflow.
- **Custom domains allow** institutions to create a portal URL outside of the “.campusesp.com” format, typically to match their .edu domain. If a custom domain is purchased, then AWS will be used to issue the certificate as the certificate authority (CA). The customer validates ownership of their domain by using DNS validation, and has complete control over issuing the certificate via a CNAME record which the customer will set up. Full details on this process, and the security controls, can be found [here](#). AWS will manage the automatic certificate renewal process, and the customer can revoke the certificate at any time by revoking the CNAME record.

Content Curation Services –CampusESP content support includes the following:

- **CampusESP monitors your webpages** and updates your portal with timely, relevant information designed to keep your parents connected and focused on student success.
- **Remote portal management services** include daily monitoring of content to optimize parent engagement.
- **New post notifications** let your team know when content has been curated in your portal, to ensure each post has the opportunity to get approved before getting delivered to parents.

Implementation and Training Services –CampusESP professional services include the following:

- **Communication features are generally designed and deployed in two weeks.** We deploy our portal based on best practices and your existing parent engagement structure.
- **Branding configuration** included setting logos, color set, etc. to insure brand consistency.
- **Content customizations** are set to university-specific messaging such as emails, landing pages, etc.
- **Onboarding setup** includes creation of a parent survey to enable parent portal personalization and parent database reporting analytics.
- **Community configuration** involves creation of communities, community links, and descriptive text in order to organize parent content and create personalized parent configurations.
- **RSS Feed configuration** attaches relevant RSS feeds that can be assigned to specific CampusESP communities for easier content posting.

- **Identification of parent content** includes reviewing your existing website and assigning content to individual CampusESP communities to insure consistency in communications
- **Administrator training**, up to 40 hours, on use of CampusESP.
- **In-app Resource Center** to search for help articles, view product walkthroughs and product updates, and request support from CampusESP.

SUPPLEMENTAL INFORMATION

Office of Research and Institutional Effectiveness

215 BOE

(316) 322.3338



Metric	Description	Latest Performance	Last Updated for BOT	Previous Three Years	Validation Source
Retention	Percentage of incoming first-time full-time degree/certificate seeking students from the first fall who continue to the next fall. Cohort members who graduate within a year are excluded from the calculation.	60% (Fall 2020 Cohort)	02/2022	60 % (Fall 2019), 60 % (Fall 2018), 60 % (Fall 2017)	IPEDS Fall Enrollment Collection/US Dept of Education
Graduation Rate and Transfer Rates	Percentage of incoming first time full time degree/certificate seeking students who graduate or transfer to a 4 year institution within three years of starting at Butler	31 % Graduation Rate/24 % Transfer Rate (Fall 2018 Cohort)	02/2022	28 % Graduation/26 % Transfer (Fall 2017 Cohort); 26 % Graduation/30 % Transfer (Fall 2016 Cohort); 26 % Graduation/26 % Transfer (Fall 2015 Cohort)	IPEDS Graduation Rate 150 Collection/US Dept of Education
Transfer GPA and Hours	Aggregate GPA and accepted transfer credit hours of Butler students who leave to transfer to any of the public universities in Kansas	3.27 & 50.1 hours (Fall 2020 cohort)	12/2021	3.24 & 50.2 hours (Fall 2019); 3.22 & 49.9 hours (Fall 2018), 3.20 & 48.7 hours (Fall 2017)	Kansas Board of Regents KHESTATs Transfer Tab
CTE Placement	Self-reported job placement of technical program concentrators & completers	76% (AY 2020)	04/2021	76.3 % (2019), 77.64 % (2018), 70.54 % (2017)	Kansas Board of Regents AY Follow Up Collection
Completions	Number of associate degrees and certificates granted by the institution	1416 (AY 2021)	10/2021	1446 (AY 2020), 1513 (AY 2019), 1496 (AY 2018)	Kansas Board of Regents AY Completions File

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Planning
Responsible individual(s)	Dr. Jessica Ohman
Report for the BOT meeting of	February 8, 2022
Strategic Goal: Support Students and their Success	Priority Number: 1a . Increase the hours committed to new student advising/admissions with 2 additional positions

Narrative

During 2020 there were several changes and additions to the recruiting and marketing processes. Some were due to COVID-19. Some were due to Strategic Enrollment Management goals. And, some were due to enhanced recruiting and marketing. As a result, it was determined that an additional Admissions Counselor was needed to continue the enhanced recruiting and balance recruitment territories among Admissions staff.

Current Outcomes

A new Admissions Counselor position was approved, position posted and candidate hired in August 2021. A temporary part-time position using Maintenance of Effort funds was approved through June 2022. This position is focused on the recruitment of adult students.

Action items for future outcomes

Admissions counselors will monitor and work to increase conversion rates for their assigned territories.

Strategic Alignment

Support Students and their Success
 Drive Institutional Sustainability and Growth

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Planning
Responsible individual(s)	Dr. Tom Nevill, Dr. Phil Speary, Dr. Troy Nordman
Report for the BOT meeting of	February 8, 2022
Strategic Goal: Support Students and their Success	Priority Number: 2b . Increase AVISO usage by all student facing employees by 25%

Narrative

As a means of bringing greater support to students in Guided Pathways at Butler CC, Butler has implemented AVISO Student Retention. AVISO is a solution-focused, interactive software helping Butler solve one of the biggest challenges in higher education: keeping students engaged, optimizing the opportunities of student success, and avoiding attrition. With its predictive analytics platform, early alert and messaging features, and multiple reporting options (this alleviates some of the workload for the Office of Institutional Research), AVISO has helped establish a more effective real-time “high-touch” environment providing a more immediate and focused impact on Butler’s ability to retain all students and move them through pathways of completion and into jobs sooner.

Current Outcomes (Fall 2021-Spring 2022)

Student Services:

- Welcome text and response to Welcome text recorded in AVISO by the end of the 2nd week of 15-week classes.
 - Goal - 90% of students in AVISO sent text and/or email. – **(MET)**
- Texts to at risk students (high risk/suspension) sent and recorded in AVISO at week 4, 8, 10.
 - Goal: 90% of these students in AVISO sent text and/or email. – **(MET)**
- Enrollment text and email sent and recorded in AVISO by the end of the 9th week of 15-week classes.
 - Goal: 90% of students in AVISO sent text and/or email – **(MET)**

Academic:

Faculty respond to Automated Alerts by closing with Note (50% of those generated by system) – **(MET at an average of 62%)**

- Attendance
- Grades
- Log-in
- Faculty generate Staff-initiated Alerts on behalf of students **(503 alerts sent with 98% closure rate)**
- Navigators respond to Automated Alerts by closing with Note **(baseline still to be determined)**

Action items for future outcomes

Student Services:

- Welcome text and response to Welcome text recorded in AVISO by the end of the 2nd week of 15-week classes.
 - Goal – 25% increase over previous semester
- Texts to at risk students (high risk/suspension) sent and recorded in AVISO at week 4, 8, 10.
 - Goal: 25% increase over previous semester

- Enrollment text and email sent and recorded in AVISO by the end of the 9th week of 15-week classes.
 - Goal: 25% increase over previous semester

Academic:

Faculty respond to Automated Alerts by closing with Note (50% of those generated by system) –: 25% increase over previous semester

- Attendance
- Grades
- Log-in
- Faculty generate Staff-initiated Alerts on behalf of students (continue to respond to alerts at current closure rate)
- Navigators respond to Automated Alerts by closing with Note (baseline to be determined)

Strategic Alignment

Butler’s HLC accreditation through the Open Pathway requires us to implement a Strategic Institutional Improvement Initiative between 2019-2020 and 2022-2023 (the year of our next accreditation determination.) This initiative must have significant impact on the college as a whole through addressing a strategic priority. It must involve a major portion of the institution’s students and employees and entail two to four years of implementation. The Academic and Student Services Divisions’ leadership have worked on implementing a system of highly effective student support processes to increase the likelihood of students’ successful achievement of their Pathways degree/certificate goals as the required Strategic Institutional Improvement Initiative. This initiative addresses our priority of Student Success and involves all students, academic and student services employees in the ongoing two-year cycle of Pathway implementation. The acquisition of AVISO retention software has been crucial to the success of our required HLC accreditation Strategic Institutional Improvement Initiative.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Planning
Responsible individual(s)	Shelley Stultz, Vice Presidents
Report for the BOT meeting of	February 8, 2022
Strategic Goal: Enhance Employee Success and Excellence	Priority Number: 2a . Develop and utilize professional development plans to support employee attainment of professional goals

Narrative

Butler Community College values professional development for all employees, as an essential part of our quest for excellence in providing exceptional student-centered learning and working environments.

Current Outcomes

Butler recognizes that there are many paths to professional development and we commit to provide appropriate time and resources to support employee development goals. These goals are generally established through a professional development plan and reviewed between the employee and supervisor during the annual and mid-year review discussions.

Action items for future outcomes

Butler seeks to create a more robust and intentional professional development plan of action for employees who seek to achieve personal and professional growth opportunities. A committee will be established to review of the current process, tools and systems to determine how to can improve and innovate in this area.

Strategic Alignment

Enhance Employee Success and Excellence. Butler encourages and supports life-long learning in the development of each person to reach their full potential and desired career goals.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Planning
Responsible individual(s)	Dr. Tom Nevill, Academic Deans
Report for the BOT meeting of	February 8, 2022
Strategic Goal: Drive Institutional Sustainability and Growth	Priority Number: 1a . Enhance the roles and responsibilities of Advisory Committees through development of broadened guidelines and intentional engagement

Narrative

The purpose and task of the Advisory Committees is to maintain Career and Technical Education (CTE) programs that meet current occupational needs. CTE educators rely heavily on advice from business and industry. An important step in establishing, maintaining, or up-grading an existing CTE program is the organization of a local Advisory Committee.

The Advisory Committees at Butler Community College are designed to assist the college and its staff in the long-range planning and development of programs, reviewing curriculum for relevance to the changing needs of the industry, and in providing insight into the employment needs in South Central Kansas. The major function of Advisory Committees is to assist the college in ensuring that its programs are meeting the needs of business and industry and providing the workforce with prepared employees.

Current Outcomes

Meetings are conducted a minimum of twice each academic year with a focus on evaluating the current program(s). Annual discussion include an evaluation of why the program exists, the number of graduates, the number employed in the field, wage data related to the program and the credential or degree earned.

Action items for future outcomes

Butler will continue to remain active in engaging current and new committee members. These partnerships often lead to the creation of internship opportunities, equipment and scholarship support as well as cooperative relationships with local industries, businesses, government agencies, organizations and other higher education institutions in our surrounding communities. These efforts contribute directly to the economic well-being of south-central Kansas through the creation of a trained workforce.

Strategic Alignment

Strengthen instruction and programming through collaborative partnerships, continuous capital improvement, faculty excellence, and technology innovation.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Planning
Responsible individual(s)	Dr. Tom Nevill, Academic Deans
Report for the BOT meeting of	February 8, 2022
Strategic Goal: Drive Institutional Sustainability and Growth	Priority Number: 1b . Develop additional articulation and 2+2 agreements with 4-year institutions

Narrative

The purpose of articulations and 2+2 agreements is to provide Butler students a four-year coordinated pathway to complete a Bachelor's degree with a guarantee that classes and pathways completed at Butler will transfer to a four-year institution. Affordability is the driving factor in students completing an Associates degree at Butler prior to transfer, yet each university maintains its own requirements, thus a clearly defined agreement is necessary to ensure students to not incur additional time or money to complete the Bachelor's degree.

Current Outcomes

Butler has agreements with numerous colleges and universities in and outside of the state listed on our transfer information webpage.

Action items for future outcomes

New articulations have been established through the Ottawa's Transfer Advantage for Butler Students at Ottawa University. Current 2+2s are being developed in partnership with WSU in business, hospitality, fine arts, and other career and technical programs that will allow a Butler student to transfer up to 75 credit hours as opposed to the current 60.

Strategic Alignment

Strengthening instruction and programming through collaborative partnerships

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Planning
Responsible individual(s)	Dr. Phil Speary, Inclusion Council
Report for the BOT meeting of	February 8, 2022
Strategic Goal: Inspire Values of Equity and Access	Priority Number: 1a . Engage students and staff in conversations to understand needs and eliminate barriers

Narrative

The Inclusion Council has assigned this project to one of the seven work teams within the Council. That team has been conducting focus groups, open forums, and on-line surveys with both students and employees to get feedback regarding their experience and perception of barriers within the Butler community which hinder their engagement with the college and challenge the effective addressing of their needs relevant to their experience at the college. The team has been analyzing feedback from the various sources and distilling recurrent themes. The team will present these issues to Butler leadership at the Executive level and to Academics and Student Services to formulate collaborative efforts to address these student and staff concerns.

Current Outcomes

- 15 student focus groups, open forums, and targeted surveys
- 3 faculty/staff open forums
- 9 transcripts analyzed by the team
- Draft list of concerns presented at PDD

Action items for future outcomes

- Complete transcript analysis
- Present list of concerns to Executive Council, Deans Council, Student Services directors, Admin Council for information and response input in SP22
- Formulate response efforts collaboratively with those groups for implementation in FL22
- Conduct further student and staff feedback sessions

Strategic Alignment

This project advances the college's strategic goal to Inspire Values of Equity and Access by giving college stakeholders who experience Butler on a daily basis the opportunity to voice their concerns. That input will then be used to inform planning and actions to better address issues of equity and access that need our attention and effective response.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Planning
Responsible individual(s)	Dr. Esam Mohammad
Report for the BOT meeting of	February 8, 2022
Strategic Goal: Inspire Values of Equity and Access	Priority Number: 3a . Establish achievement gap baselines of underrepresented populations.

Narrative

Several subpopulations of students continue to have achievement gaps compared to the aggregate student population. Butler is aware of the recent national focus on the lower retention rates for men and for first generation students and will seek to address this issue via this project during this strategic planning cycle.

Current Outcomes

The Office of Institutional Research and Effectiveness is in the process of selecting two subpopulations to recommend for focusing upon in terms of reducing the achievement gap. This recommendation will be made to the institution's Strategic Enrollment Management Team (SEMT) before the end of the Spring 2022 term.

Action items for future outcomes

Present subpopulation recommendation to SEMT. SEMT—in conjunction with other parts of the college—create framework for additional support of the selected subpopulations.

Strategic Alignment

Close the achievement gap of underrepresented populations

MONTHLY STATEMENT OF REVENUE AND EXPENDITURES

Butler Community College
Statement of Revenue, Expenditures, Other Changes
As of 1/31/2022

FISCAL YEAR 22, PERIOD 07
OPERATING FUNDS

	2022				2021			
	Budget	Actual	Variance (Over)Under	Percent of Budget	Budget	Actual	Variance (Over)Under	Percent of Budget
REVENUES:								
Tuition/Fees	17,921,918	16,938,530	983,388	94.51%	18,010,867	16,849,788	1,161,079	93.55%
Local Sources	14,383,479	1,402,083	12,981,396	9.75%	13,252,728	8,106,501	5,146,227	61.17%
State Sources	15,998,768	16,249,136	(250,368)	101.56%	14,719,888	15,662,634	(942,746)	106.40%
Auxiliary Sources	17,724	17,100	624	96.48%	17,724	18,600	(876)	104.94%
Other Sources	579,263	272,636	306,627	47.07%	654,963	332,832	322,131	50.82%
Transfers	82,134	82,134	0	100.00%	432,135	432,134	1	100.00%
TOTAL REVENUES:	48,983,286	34,961,619	14,021,667	71.37%	47,088,305	41,402,489	5,685,816	87.93%
EXPENSES:								
Instruction	15,937,328	7,427,207	8,510,121	46.60%	15,665,115	7,083,713	8,581,402	45.22%
Academic Support	3,604,011	1,674,241	1,929,770	46.45%	3,413,551	1,622,389	1,791,163	47.53%
Student Services	6,536,487	3,313,095	3,223,393	50.69%	6,280,407	2,937,235	3,343,171	46.77%
Institutional Support	18,916,205	9,694,558	9,221,646	51.25%	17,285,264	10,262,487	7,022,777	59.37%
Physical Plant Operations	3,173,150	1,696,053	1,477,097	53.45%	3,516,342	1,587,378	1,928,964	45.14%
Student Financial	3,555,385	2,042,787	1,512,598	57.46%	3,705,385	1,977,407	1,727,978	53.37%
Auxiliary Enterprise	0	600	(600)	0.00%	0	0	0	0.00%
TOTAL EXPENSES:	51,722,566	25,848,541	25,874,025	49.98%	49,866,064	25,470,609	24,395,455	51.08%
TRANSFERS AMONG FUNDS:								
Mandatory Transfers	923,319	473,241	450,078	51.25%	874,214	674,528	199,686	77.16%
Non-Mandatory Transfers	612,273	1,612,273	(1,000,000)	263.33%	512,273	512,273	0	100.00%
TOTAL TRANSFERS:	1,535,592	2,085,514	(549,922)	135.81%	1,386,487	1,186,801	199,686	85.60%
NET INCREASE/DECREASE IN NET ASSETS	(4,274,872)	7,027,563			(4,164,246)	14,745,079		
Fund Balances, Beginning of year	12,547,809	12,547,809			9,086,097	9,086,097		
Fund Balances, End of Period	<u>8,272,937</u>	<u>19,575,372</u>			<u>4,921,851</u>	<u>23,831,176</u>		

Statement of Revenue, Expenditures, and Other Changes

REVENUES:

Tuition/Fees

In-County, In-State, Out-State, International Tuition, Tuition Waivers, Continuing Ed Fees, Nursing Fees, Auto Tech Uniform Fees, International Student Processing Fees, Online Course Fees, Enrollment Fees, Student Health Fees, and Athletic Scholarship Fees

Local Sources

Ad Valorem Taxes, Taxes-in-Process, Delinquent Taxes, Motor Vehicle Taxes, and other Local Taxes

State Sources

State Operating Grant and SB155 Funding

Auxiliary Sources

Dorm Rental – Fire Science students
Student Life and EduCare Fund Revenue (not applicable to Operating Funds)

Other Sources

Interest Income, Reimbursements, Commissions, Gate Receipts, Deferment Fees, Media Resource Fees, and Prior Year Claims Cancelled

Transfers

Testing Fees Transfer for Administration, Transcript Fees Transfer for Advising, and Residence Hall Debt Transfer

EXPENSES:

Instruction

General, Vocational and Adult Instruction

Other Expenditures

Parking and Agency Funds (not applicable to Operating Funds)

Academic Support

Library, Academic Administration, Curriculum Development

Student Services

Counseling, Financial Aid, Student Records, Admissions, Health Services, Student Activities, and Student Services

Institutional Support

Executive Management, Fiscal Operations, Community/Public Relations, Information Services, and Administrative Services

Physical Plant Operations

Maintenance of Buildings, Equipment, Grounds, Debt Service

Student Financial

Scholarships and Grants

Auxiliary Enterprise

Operating Support of EduCare Center

Transfers

Debt Service Payments, Operating Support to ABE, BETA, and Grizzly Adventures, Annual Transfers to Development, Facilities, and Technology Funds

THANK YOU NOTES

None

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
DECEMBER**

February Board Finance Committee	Tuesday, February 8, 3:30 p.m. President's Conference Room	TBD
February Board Meeting	Tuesday, February 8, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
February Work Session	Monday, February 28, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
March Board Finance Committee	Tuesday, March 8, 3:30 p.m. President's Conference Room	Mary Martha Good, Linda Jolly
March Board Meeting	Tuesday, March 8, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
March Work Session	Monday, March 28, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES

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

LOOKING AHEAD

April Board Finance Committee	Tuesday, April 12, 3:30 p.m. President's Conference Room	Mary Martha Good Linda Jolly
April Board Meeting	Tuesday, April 12, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
April Work Session	Monday, April 25, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
May Board Finance Committee	Tuesday, May 10, 3:30 p.m. President's Conference Room	Mary Martha Good Linda Jolly
May Board Meeting	Tuesday, May 10, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
May Work Session	Monday, May 23, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES

SPRING 2022 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 E.B. White Art Gallery	January 31-February 26
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)	Mon., May 2 @ TBD Tues., May 3 @ TBD

Chamber Concert (Percussion)	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

BUTLER MISSION – Butler Community College exists to develop responsible, involved lifelong learners and to contribute to the vitality of the community it serves.

STRATEGIC PRIORITIES – Butler’s Strategic Priorities provide a blueprint to transform and empower diverse learners for career success, life-long learning, and community engagement. They provide initiatives for creating the highest quality learning environments through innovation, collaboration, financial, and strategic investments in employees, infrastructure and all phases of operations.

SUPPORT STUDENTS AND THEIR SUCCESS

Butler will:

- Maximize equitable access for students
- Improve student outcomes including retention, persistence and completion of student goals
- Increase overall enrollment

ADVANCE COMMUNITIES AND PARTNERSHIPS

Butler will:

- Provide “return on investment” for students and taxpayer resources committed to the college
- Strengthen partnerships with business and industry, advisory committees, and stakeholders to support economic and workforce development

ENHANCE EMPLOYEE SUCCESS AND EXCELLENCE

Butler will:

- Attract and retain the best employees
- Promote internal and external opportunities for professional development and educational advancement
- Enhance staffing and capacity needs

DRIVE INSTITUTIONAL SUSTAINABILITY AND GROWTH

Butler will:

- Strengthen instruction and programming through collaborative partnerships, continuous capital equipment, faculty excellence and technology improvements.
- Strengthen internal and external partnerships to develop new funding sources
- Increase fund reserves to support future financing of strategic priorities and innovations
- Ensure institutional accountability and compliance

CHAMPION EXCELLENCE IN INNOVATION

Butler will:

- Develop increased student centered approaches to learning
- Enhance digital literacy and fluency for students and staff
- Strengthen competency based education (CPL, Military credit, apprenticeships, etc)

INSPIRE VALUES OF EQUITY AND ACCESS

Butler will:

- Maximize a diverse, equitable, and inclusive organizational environment by encouraging engagement, input, communication and respect toward others’ ideas and experiences
- Establish and/or strengthen partnerships with organizations that provide services and support underrepresented populations in support of student access and success
- Close the achievement gap of underrepresented populations
- Enhance recruiting and hiring practices to support a diverse workforce

ADJOURNMENT

MOTION: Trustee _____

Mr. Chair,

I move that the Board meeting be adjourned.

CALL FOR A SECOND: Trustee _____

CALL FOR A VOTE

MEETING ADJOURNED @ _____ PM