

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING**
4:30 p.m., Tuesday, June 14, 2022 – Dankert Trustee Board Room
Watch Live via <http://www.butlercc.edu/bctv>

- 3:30 p.m. Board Finance Committee Meeting** – President’s Conference Room.
- 4:30 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** – For discussion of employer-employee negotiations and non-elected personnel pursuant to 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. **RECOGNITIONS (4:40 p.m.)** ----- 3
- V. **PUBLIC COMMENT (4:50 p.m.)**
If you wish to address the Board during Public Comment, please complete this form:
<https://bit.ly/3ioB30n>
- VI. **STANDING REPORTS (4:55 p.m.)**
 - A. Student Government Association Report - none
 - B. Operational Staff Report – Lisa Bolin
 - C. Professional Employees Report – Terry Sader
 - D. Board Finance Committee Report – Mary Martha Good, Linda Jolly
 - E. KACCT Quarterly Meeting – Kim Braungardt, Kim Krull
 - F. Foundation Board Report – Forrest Rhodes, Kim Krull
 - G. President’s Report – Kim Krull
 - H. Education Facilities Authority Report – Mary Martha Good, Dave Sherrer

VII.	MONITORING REPORTS (5:10 p.m.)	
	A. DIVISION REPORT – Academic Support and Effectiveness (Speary) -----	4
VIII.	BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES	
	A. East Park Softball Field (Krull) (5:20 p.m.)-----	23
	B. Governance (Rhodes) (5:40 p.m.)-----	26
IX.	BOARD ACTION ITEMS	
	A. Insurance Renewal (Williams) (6:00 p.m.)-----	27
	B. KBOR Year Two Performance Report (Mohammad) (6:20 p.m.)-----	28
X.	CONSENT AGENDA (6:30 p.m.)	
	A. Approval of Minutes	
	1. Regular Board Meeting of May 10, 2022 -----	32
	B. Approval of Bills and Warrants for May 2022 (Hackler) -----	39
	C. Resolutions	
	1. Payment of Claims (Hackler) -----	40
	D. Bids and Purchases	
	1. iMac Computers (Young)-----	41
	E. Ratification of Agreements and Contracts	
	1. Advanced Practice Registered Nurse Agreement (Sharp) -----	43
	2. Registered Nurse/Collaborating Physician Practice Agreement (Sharp) -----	47
	3. Local Area IV Workforce Development Board MOA (Krause)-----	53
	4. Handshake (Young) -----	57
	F. Personnel (Stultz)	
	1. Approval of Amanda Hadley, Temp FT Foreign Language Instructor -	60
	2. Approval of Casey McGraw, FT Education Instructor -----	61
	3. Approval of Jennifer Mertz, FT Education Instructor-----	62
	4. Approval of Doug Chance, Head Softball Coach -----	63
XI.	SUPPLEMENTAL INFORMATION (6:35 p.m.)	
	A. Key Performance Indicators Update -----	64
	B. Monthly Statement of Revenue & Expenditures (Sherwood) -----	74
	C. Thank You Notes -----	76
	D. Board Calendars-----	77
XII.	EXECUTIVE SESSION (6:45 p.m.) -----	79
XIII.	ADJOURNMENT (7:45 p.m.) -----	80

MAY BOARD RECOGNITIONS

- **Jesse Pantoja and Jordan Heinze** – Murphy Tractor
- **Lindsey Fields** – IDEAS Fellow in BIOME 2022 – Sparkling IDEAS: Inclusive, Diverse, Equitable and Accessible Communities in STEM Classrooms
- **Chris Miller** - Andover Tornado Cleanup

MONITORING REPORTS

BOARD OF TRUSTEES REPORT DIVISION of ACADEMIC SUPPORT AND EFFECTIVENESS June 2022

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

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

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

Being a resources and services division, ASE is successfully collaborating with all other academic divisions and Student Services. In addition, the organization of the Division promotes sharing and collaboration among all its directors and departments with the overarching goal of supporting student success.

**Adult Education
Director: Sherry Watkins
Transition Coach: Heidi Davison
Full Time Instructors: Pam Cannon; Chelsea Martell; Chrissy Unruh; Richard Jones;
Sherry Johnston;**

KDOC Full Time Staff: Kelsey Abendroth (Educational Navigator); Richard English (Project Manager)
Part Time Instructors: Mariah Branine; Amena Ballout;
Administrative Assistant: Pat Cummings

Unit mission

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

Key unit processes

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

Department Highlights 2021-2022

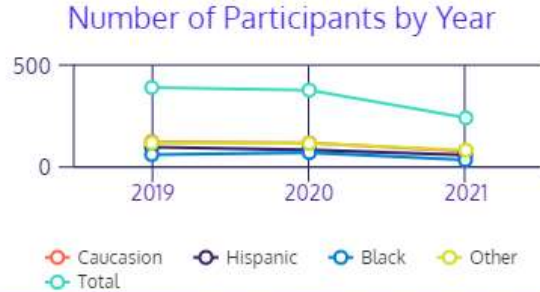
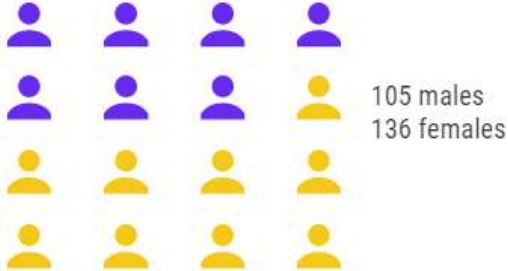
- Adult Education received part of a Kansas Department of Corrections contract to provide adult education services to adult offenders in the El Dorado Correctional Facility
- See graphic representation below for other highlights for FY2021 year

Goals

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

FY 2021 Butler CC Adult Education

Participants



Summary of the 2021 Program Year

Educational Gains



63%

High School Equivalency



20 students

Employed



50%

Disabled



1%

Post-Secondary Education



11 students

Retention Rate (Post-Tests Given)



78%

Classroom Hours total for year



20,788 hrs

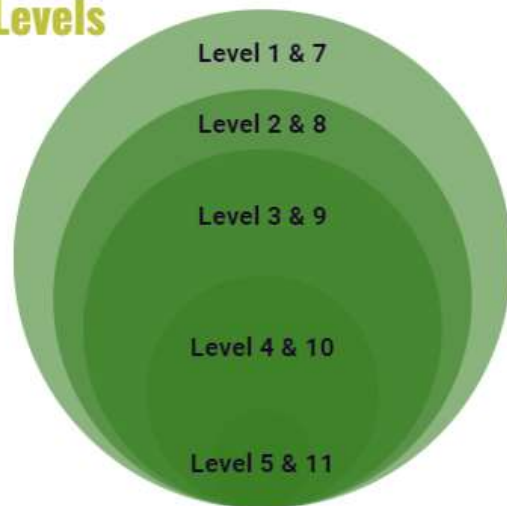
Incarcerated Individuals



17

Participant Levels

- Level 6 & 12- 0 students
- Level 5 & 11- 13 students
- Level 4 & 10- 35 students
- Level 3 & 9- 55 students
- Level 2 & 8- 63 students
- Level 1 & 7- 75 students
- Total- 241 enrolled students



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

The Office of Assessment operates as part of the functions of the Office of the Dean of Academic Support & Effectiveness and supervises the assessment of student learning achievement at the college-wide, program-specific, and discipline-specific levels to assist the faculty in the improvement of student learning and to facilitate the college's meeting of external assessment expectations. The Office of Assessment serves as a consultant and facilitator to the units of the Division of Academics in the evaluation and improvement of the effectiveness of Butler's academic units. A principal focus for assessment efforts continues to be the facilitation of Program Pathway Learning Outcome Assessment as required by HLC to meet HLC criterion 4 expectations. The Office of Assessment has worked with several departments this year to implement Co-Curricular Student Learning Outcomes Assessment in accordance with new HLC guidelines.

Key unit processes

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

Department Highlights of 2021-2022

- Finalized second cycle of gathering assessment data for program learning outcomes for each of the Pathway degree programs
- Systematically assessed student achievement for those program learning outcomes on an ongoing basis (1st & 3rd semesters- F20; 2nd & 4th semesters- S21)
- Used that assessment data for analysis to generate targeted strategies for improvement in learning in every program
- Evaluated the effectiveness of those strategies through subsequent outcome assessment
- Principal discipline faculty for new pathways and new lead/chairs formulated or reviewed and revised the program learning outcomes based on the existing course learning outcomes from the milestone courses in their pathway. Those outcomes have been assessed using the MSAT already identified for the course. Assessment is administered through the Canvas course shells.
- Worked with the Associate Dean of Humanities & Social Sciences and faculty, coaching staff, and Coordinator of Tutoring to design and implement Co-Curricular Student Learning Outcomes Assessment in accordance with new HLC guidelines.
- Reactivated the Faculty Learning Assessment Team which reviews assessment processes and data and serves as liaisons to the faculty in their divisions to facilitate new and ongoing assessment.
- Course learning assessment, department learning assessment, and institution-wide PACT learning assessment (found in the chart below) use the data drawn from this process for those levels of learning assessment.
- Institutional Learning PACT outcome data derives from the alignment of program outcomes to PACT outcomes.

PACT Assessment Data – Fall 2021

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

The work is rated on a three-point scale:

3 = Exceeds Expectations

2 = Meets Expectations

1 = Does Not Meet Expectations

Fall 2021				
PACT Outcomes				
	Number of courses assessed	Number of CRNs assessed	Number of students assessed	Aggregate Score
PERSONAL DEVELOPMENT				
Personal Management	21	170	2,282	2.66
Interpersonal Interaction	12	88	1,162	2.73
ANALYTICAL THINKING				
Critical Thinking	81	411	5,831	2.72
Problem Solving	70	236	3,157	2.61
COMMUNICATION				
Creating a Message	53	176	2,399	2.66
Interpreting a Message	41	117	1,558	2.44
TECHNOLOGY				
General Computer Use	17	48	608	2.91
Field Related Technology	39	83	1,382	2.63

Goals

- During Fall 2022 PDD, the faculty will analyze the data comparing data from the first four semester full cycle of PPLOA (Program Pathway Learning Outcome Assessment) with data from 2020-2022 to determine effectiveness of targeted strategies for improvement of student learning in the Pathways for the 2022-2023 cycle.
- All faculty teaching that term's milestone courses will begin the third PPLOA cycle by administering those MSATs and submitting the assessment data for those MSAT assessments through their Canvas shells.

- Faculty will determine targets for improvement and strategies to implement to achieve that improvement which will be implemented before the next assessment of the specific program learning outcomes being assessed.
- A team from Academics and Athletics will expand implementation of co-curricular learning outcome assessment following new HLC guidelines.
- The Faculty Learning Assessment Team will continue to assess the assessment data to provide institutional overview of PACT data, PPLO data, department data, individual course data, and co-curricular data.

AVID

Co-Liaisons: Dr. Phil Speary, Shannon Covert

Chair: Cory Teubner

Unit Mission

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

Key unit processes

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

Department Highlights of 2021-2022

- Butler is completing its 9th-year of participation in the AVID in Higher Education (AHE) program at the college. Butler has been recognized by the AVID in Higher Ed organization for its outstanding advancement of all essential elements of the AVID AHE program.
- Butler is working with AHE to secure a multi-year grant through which Butler would become AVID's first National Post-secondary Mentoring Institution to work with other AHE institutions in establishing best practices as they begin their AVID programs.
- Butler's Faculty Development Team collaborated with AHE in delivering two of the five days of Butler's professional development conference, Summer Jam, focusing on teaching strategies promoting student engagement and academic success.
- The FDT integrated AVID student engagement strategies into its training of faculty for transition to remote deliver
- Numerous breakout sessions at both Professional Development Days were hosted using AVID engagement strategies.
- Six members of the AVID Site Team attended the virtual AVID DigitalXP Summer Institute.

- Academic Coach/Tutoring Coordinator Cassie Zeiner trained the Tutor Ambassadors in the AVID Socratic Tutoring strategies which the peer tutors employ with other students.
- Expanded AVID-oriented tutoring capabilities with trained staff and improved modes of online, tutoring center, and one on one modes of delivery both f2f and remote.
- The AVID Site Team revised the AVID FYE courses (PDX series) and used current best practices making them more effective in serving the college's Pathway programs by more fully engaging students in career selection and preparation.

Goals

- Work with administration to strongly encourage all participants in the Guided Pathways mentoring processes to further employ AVID student engagement strategies in their support of students particularly in on-line environment through Aviso use.
- Renew membership of AVID Site Team to facilitate more effective interaction with Butler councils, committees, and teams
- Work with participants in AHE f2f and virtual Summer Institute 2022 to share lessons learned with other faculty and staff.
- Refine and implement the long-term faculty development plan and incorporate expanded engaging professional development for all employees.
- Update and revise the design and training of faculty for the 1st-year seminar courses (PDX) specific to pathways.
- Reach out to Butler County high schools to develop pipeline for local students to Butler via Faculty Development continuing education offerings in post-pandemic environment.
- Continue to improve mentoring functions of PDX course series to more fully embrace AVISO functions.
- Explore initiating and developing AVID student group out of PDX cohort.

Curriculum

Faculty Team Chair: Janice Akao

Director: Peggy Krause

Unit mission

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

Key unit processes

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

Department Highlights of 2021-2022

- Processing of much higher volume of course outlines being reviewed including new and revised courses for revision/updating of Pathways due to pandemic restrictions prompting efforts shifting to more focus on mode of delivery adaptation rather than curriculum redesign.
- Review and updating of course outlines to align with current 3-year cycle
- Use of zoom facilitation for team meetings and consultation with faculty working on course outlines

- Reviewing and reformatting outlines to meet accessibility readability standards

Goals

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

TOTALS REFLECTING CURRICULUM UPDATES (August 2021-April 2022)			
Fall 2020/Spring 2021 (AY21)		Fall 2021/Spring 2022 (AY22)	
New courses approved, but <i>pending</i> program approvals.	5	New courses approved, but <i>pending</i> program approvals.	N/A
New courses (Curriculum review)	3	New courses (Curriculum review)	63
Change/Revision of Courses (Curriculum and Non-Curriculum review.)	23	Change/Revision of Courses (Curriculum and Non-Curriculum review.)	145
Reviewed courses	0	Reviewed courses	1

Faculty Development
Director: Mark Jarvis
Specialist: Magan Bearman
Assistant: Wendy Deewall

Unit Mission

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

Key unit processes

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

Department Highlights of 2021-2022

- Crafted and delivered New Faculty Institute for 10 new faculty
- Monthly published “The Goods” newsletter
- Deployed student evaluation instrument, Watermark (aka EvalKit) 87% return rate!
- Hosted three Second Saturday training events

- Coordinated over 140 workshops for Faculty
- Initiated Adobe Advocates team and built some targeted training
- Collaborated with IS, Inclusion Council, Library, AVISO, AVID Site Council
- Leveraged Polystudio and Zoom to double 2nd Saturday attendance
- Resurrected and hosted SummerJam, our flagship training piece

Goals

- Work with IS on faculty performance software
- Collaborate and support OER initiatives via TATT committee
- Coordinate with tutoring and other strategic student support initiatives
- Work with the Academic Retention Team
- Furthering the reach of Adobe Exchange training using Canvas platform
- Continue to attend remote and in-person conferences

Faculty Development by the Numbers:

	Workshops	Round tables	Open Labs	Total Participants	Offered Virtually
Fall PDD	28	10	7	161	
September 2Sat	10			21	7
Fall Virtual IDD	18			277	18
November 2Sat	8			23	6
Spring PDD	31			169	
February 2Sat	11			25	10
Spring IDD	30			303	
AVID Workshops	3			22	3
Starlink				38	32
SummerJAM (35 hrs)	13			39	
	152			1078	76

**HLC Accreditation
Accreditation Liaison Officer: Dr. Phil Speary**

Unit mission

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

Key unit processes

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

- Consult with Butler Board of Trustees, administration, faculty, and staff about accreditation issues involved in decision-making and college operations

Department Highlights of 2021-2022

- Annual completion and submission of Institutional Update for HLC.
- Completion and submission of required application for Andover HS Culinary Arts facilities as temporary additional location approved by HLC
- Notification to HLC of program changes due to curriculum revision and on-line offerings
- Completion of the AVISO Retention Initiative and required report to HLC
- Progress by Steering Committee leading preparation for Comprehensive Evaluation Visit in April 2023 and the Assurance Narratives and Evidence Files which support the CEV
- Implementation of two-year Action Plan for the CEV and Assurance Narrative
- Writing of initial partial drafts for all five Criteria sections of the Assurance Narrative

Goals

- Completion and submission of all required programmatic notifications and applications for change approval
- Facilitation of any required additional reporting to HLC.
- Continued use of AVISO Retention capabilities with expanded faculty, staff, and student participation.
- Preparation for and facilitation of the Comprehensive Evaluation Visit and the Assurance Narratives and Evidence Files which support the CEV including review with internal stakeholder groups of Butler’s Assurance Narrative for all Criteria for Accreditation, their Core and sub-components.

Honors/PTK

Staff Advisor: Christine Gifford

Unit Mission

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

Key unit processes

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

Department Highlights of 2021-2022

- At the PTK International Convention in April 2022, our Region won Excellence in Career Readiness (Presented Do’s and Don’ts for interviews, how to dress for success, resume

tips), Five Star Region, Distinguished Regional Officer Team (Hayden Jansen – President). The Alumni association won Five Star status as well.

- Sister Chapter Award – 1st place Alpha Phi Alpha and Tau Theta, Labette Community College
- Achievement in Art Award – Drawing/Painting 1st place McKenna Everhart
- Achievement in Art Award – Photography 1st place Hayden Jansen and 3rd place Bryce Deewall
- Achievement in Literature Award – Creative 1st Brent Tersol Alpha Phi Alpha, Butler Community College
- Channing Bear – 1st place Alpha Phi Alpha, Butler Community College
- College Project – 1st place Alpha Phi Alpha, Butler Community College
- Most Outstanding Chapter – 3rd Place Alpha Phi Alpha, Butler Community College
- Chapter (Alpha Phi Alpha) remains a “5-star chapter” through Phi Theta Kappa international, the highest level available.
- Received a “REACH” award from Phi Theta Kappa international for increasing our overall enrollment of members by 28% over the last year (and we are still enrolling new members through the end of the current semester).
- PTK students worked in collaboration with several administration and faculty, as they wrote their “Honors in Action” paper this year, a 2600-word research paper required for 5-star recognition.
- In the fall semester, the chapter attended the state-wide convention for Phi Theta Kappa’s Kansas-Nebraska Region and a Leadership Convention in Wichita, Kansas.
- 4 PTK students who were selected for members of the All-Kansas Academic Team: Hayden Jansen, Dani Dragone, Meshack Atandi, and Phuoc Nguyen.
- Students attended the state-wide Region convention for Phi Theta Kappa in Overland Park, Kansas and the international convention for Phi Theta Kappa in Aurora, Colorado.
- PTK student members and advisors continue to serve on the Food Pantry Steering Committee and volunteered with the Red Cross Blood Drive on off-site locations (October and February).
- Alumni Scholarship Award – Hayden Jansen
- International Awards – College Project (Top 50 Chapter out of almost 1300 chapters)
- Chapter member Bryce Deewall will serve as KS/NE Regional Vice President of Leadership next year.

Goals

- Continue to be a “5-Star Chapter”
- Attend regional and international conferences
- Continue to provide educational opportunities for students via our Honors in Action project
- Continue to provide service to the school via our College Project
- Continue to provide service to the community via our various service projects.
- Induct at least 235 new members to our chapter next academic year.

Inclusion

Unit mission

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

Key unit processes

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

Department Highlights of 2021-2022

The Inclusion Council members have actively engaged the goals set forth in our strategic plan. We have successfully met several short terms goals:

- Over the last several months the action team that is focused of diversifying the BCC workforce worked closely with Human Resources to create a training focused on issues related to diversity, equity, and inclusion that is specifically geared toward Search Committee Chairs. This training was led by Human Resources and was presented during Spring IDD.
- The action team focused on ensuring the mental well-being of our students and staff and focused heavily on messaging and awareness of the services that are offered on our campuses, as well as community resources. They continued to utilize digital signage and Canvas messaging to increase the dissemination of information. They held a Suicide Awareness training in November 2021, presented about Metal Health Awareness at Spring PDD, and offered a Monday Zoom Support Group that Nancy Hamm facilitated. This team also created a Resource Guide that can be printed and posted online to help our students and staff quickly reach any resources they may need.
- The team focused on identifying systemic inequities continued to coordinate and facilitate focus groups and listening sessions to gain first hand perceptions from faculty and students regarding experiences related to diversity, equity, and inclusion on our campuses. They are currently evaluating data and have begun to provide formal reports of the information that has been collected.
- The communication and visibility team has continually monitored the webpage and made updates. They are working toward strategies for increasing the council's visibility through utilizing current resources such as digital signage, press releases, and creating a social media presence.

- The team focused on sensitivity-based training and helped plan and implement a training that is specifically focused on RA's. They delivered a training on Fostering Student Well-Being during Spring IDD. In addition, they compiled a list of facilitators that are willing to create and present Inclusion on Demand trainings. Currently, they are focused on implementing a Gender Bias training along with Safe Zone training.
- The action team that is focused on student leadership created the Inclusion Council Student Leadership Circle and were successful in recruiting students to the larger council.
- The Heritage Month team collaborated with other campus groups to acknowledge Hispanic Heritage Month, Black History Month, Women's History Month, and Sexual Assault Awareness Month
- Establishment of Coordinator of Diversity, Equity, and Inclusion as a faculty release time position

Goals

Communication and Visibility:

- Press Release regarding the councils work toward the strategic plan
- Continue to generate interest for participation in the council via on campus signage.
- Create a social media presence that is consistent with BCC practices and marketing strategies that is focused on DEI.
- Generate strategies for using digital signage and social media that promote the benefits of student membership
- Continue to update the IC webpage

Diversifying Workforce:

- Work with Human resources to develop a job description for a full-time Diversity, Equity, and Inclusion Officer

Identify and Reconstruct Systemic Inequities:

- Continue to develop and hold student and faculty forums/focus groups
- Analyze data gained during forums/focus groups

Prioritizing Mental Health:

- Maintain presence through the use of digital signage and Canvas messaging
- Create venues for the dissemination of the Resource Guide

Sensitivity Based Training:

- Continue to create and offer On Demand Inclusion Trainings
- Maintain a presence at IDD, PDD, 2nd Saturday's
- Maintain a presence at NFO, NAO, and NEO

Development of Student Leadership:

- Continue to generate and implement strategies to recruit students to participate on the council
- Obtain a quote for t-shirts for student (and potentially all) inclusion council members; secure funding for the purchase of shirts.

Heritage Months:

- Continue to work with other campus organizations to celebrate Heritage Months
- Generate ideas and strategies for consistently acknowledging chosen Heritage Months.

Personal Development
Chair: Cory Teubner
Adjunct faculty: 44

Unit mission

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

Key unit processes

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

Department Highlights of 2021-2022

- Oversaw and refined implementation of the eight PDX courses which are AVID-infused first year experience courses for new students entering Pathways and MetaMajors:
 - PD121 Engaging in Business & Industry
 - PD122 Engaging in Fine Arts & Communication
 - PD123 Engaging in Health Sciences
 - PD124 Engaging in Humanities
 - PD125 Engaging in Public Services
 - PD126 Engaging in Science, Engineering, & Math
 - PD127 Engaging in Social & Behavioral Sciences
 - PD129 Engaging in Pathways & MetaMajors
- Gathered faculty and student feedback from PDX courses in Fall 21 and Spring 22
- Completed deep course revision to emphasize career exploration and choosing a pathway
- Reviewed all PDX courses through Ed Tech Quality Assurance and Master Course processes
- Clarified and promoted the implementation of revised PDX placement guidelines
- Maintained and revised fully populated course shells in Canvas for all those PDX courses.
- Updated PDX mentoring-oriented content to incorporate evolving institutional use of AVISO
- Continued to offer PD 100 Career Readiness, taught to 17 students (Spring 2022)

Goals

- Implement further data informed revised PDX courses in 2022-2023
- Further train all new PDX instructors and refresher train all continuing PDX instructors to effectively deliver the courses and address new students' needs
- Incorporate Adobe Creative Cloud in PDX course content presentation and assignments

- Coordinate with advising to train PDX instructors on academic coaching best practices and so-called transformative mentoring
- Explore role of all PD courses in Meta-Majors and Major Pathways
- Continue to upgrade PDX mentoring-oriented content to incorporate AVISO systems
- Work with faculty campus-wide to tailor pathway-relevant content more specifically
- Increase presence of current faculty in pathway-specific PDX course through videos
- Further promote consistent awareness of and implementation of PDX placement guidelines
- Augment PDX mentoring-oriented content to include collaboration with field-specific advisors
- Revise Milestone Course-related assignments for students to emphasize student self-evaluation of progress in major
- Coordinate with individual degree pathways to support teachers of Milestone Courses in emphasizing student self-evaluation of progress in major
- Use AVISO data analysis systems to evaluate PDX course effectiveness
- Increase enrollment in Research Techniques courses through communication with students in coursework requiring research skills
- Evaluate possibility of subsuming PD 124 *Engaging in Humanities* into PD 127 *Engaging in Social and Behavioral Sciences* and implement changes as determined

PESONAL DEVELOPMENT CLASSES 2020-2021			
TERM	CLASS	NUMBER OF STUDENTS ENROLLED (20TH DAY NUMBERS)	
Fall 2021			
	PD 100 – Career Readiness		
		20	
	PD 112 – Stress Management		
		20	
	PD 121 – Engaging in Business & Industry		
		176	
	PD 122 – Engaging in Fine Arts and Communication		
		27	
	PD 123 – Engaging in Health Sciences		
		156	
	PD 124 – Engaging in Humanities		
		8	
	PD 125 – Engaging in Public Services		
		20	
	PD 126 – Engaging in Science, Eng. and Math		
		34	
	PD 127 – Engaging in Soc/Beh Sciences		
		103	
	PD 129 – Engaging Meta Majors/Pathways		

		59	
		Total PD Students for Fall 2021	623
Spring 2022			
	PD 110 – Research Techniques		
		2	
	PD 112 – Stress Management		
		17	
	PD 121 – Engaging in Business & Industry		
		65	
	PD 122 – Engaging in Fine Arts and Communication		
		7	
	PD 123 – Engaging in Health Sciences		
		90	
	PD 125 – Engaging in Public Services		
		9	
	PD 126 – Engaging in Science, Eng and Math		
		9	
	PD 127 – Engaging in Soc/Beh Sciences		
		31	
	PD 129 – Engaging Meta Majors/Pathways		
		7	
		Total PD Students for Spring 2022	237

Testing Centers

Full Time Administrators: Nicholas May (BOE), Bryn Cornell & Lana Lomachenko (BOA), L.K. Plain (BOM)

Part Time Test Administrators: Lisa Wills (BOE), Carolyn Estes (BOA)

Part Time Testing Center Assistants: Samantha Cannon & Kathleen Rundell (BOA)

Unit mission

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

Key unit processes

- Proctor placement and diagnostic testing to area students both f2f and remote
- Proctor academic testing in the form of makeup, online and finals
- Proctor GED and CLEP testing
- Proctor professional testing to area stakeholders including testing for police officers and other administration of justice personnel

- Proctor all necessary testing in a remote environment using external services to address student need for flexible scheduling
- Process reception and secure all testing
- Follow proper procedures including check-in, return of test and materials procedures, and reporting of incidents
- Review and update policies and procedures

Department Highlights of 2021-2022

Testing Administered at Butler Testing Centers June 2021-May 2022

	BOA	BOE	BOM/SC	TOTAL
ACCUPLACER Placement	1516	474	430	2420
Math Diagnostic	1024	223	71	1318
Online tests	1278	175	164	1637
Make-up tests	772	314	0	1086
Module finals	2490	455	6	2951
Other finals	571	0	13	584
PearsonVUE	N/A	170	N/A	170
CLEP	16	N/A	315	331
DSST	N/A	N/A	95	95
CNA	105	N/A	N/A	105
Other Placement	308	N/A	2	310
Non-Butler	280	0	1	281
No. of Testers	7036	1467	534	10047
No. of Tests	8358	1685	924	10967

- The three testing centers at BOE, BOA, and BOM/SC continued to use remote testing options begun in March 2020 alongside the predominately f2f testing for all types of tests administered. Test administrators still separated duties with BOA facilitating remote testing of math placement handled by HonorLock and BOM/SC and BOE sharing the facilitation of Accuplacer placement testing through Examity or live zoom proctoring.
- The BOA Testing Center was able to add 14 additional testing stations back into the room. The additional seats allow more students to test at the same time, while still maintaining distance.
- The BOA Testing Center was able to operate at its intended f2f capacity with the hiring of two part-time Testing Center Assistants. The BOE Testing Center refilled the PT Test Administrator position in response to increased testing demand.
- In response to high f2f testing volume, the BOA center created an online schedule tool using the free service PickTime for students to self-schedule academic and placement tests.
- Two versions of Butler’s own CTE test were added to the ACCUPLACER platform.
- Dual credit programs and the various academy programs have brought a number of high school testers into the Testing Center.

Goals:

- Continued refinement of testing processes and redesigned utilization of staffing to accommodate the post-pandemic demands for both f2f and remote testing.
- Adaptability of processes to accommodate the use of multiple measures for placement testing.

- Use of a single scheduling tool to accommodate multiple test types at all three centers
- Reimplementation of GED testing at BOA.
- Develop a MS Excel Instructor cover page streamlining testing processes and unifying BOE, BOA, BSC, and satellite Test Centers into one database.

Tutoring Services

Academic Success Coach/Coordinator of Tutoring: Cassandra Zeiner

Unit Mission

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

Key Unit Processes

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

Department Highlights of 2021-2022

- Expanded Tutoring Service to offer support to Rose Hill students.
- Awarded 9 scholarships for books and tuition in academic year 2021
- Employed an additional 20 students as tutors on an hourly basis (double from last report).
- Communicated needs and results with Chairs and Leads.
- Continued to streamline website and schedule to be more user friendly.
- Continued building of online training for Tutor Ambassadors.
- Created a mega presence on social media and online outlets as well as key locations on campus to continue trying to reach students in need.
- Began building a supplemental information hub for students in mathematics and English.
- Expanded tutoring to include evenings and weekends.
- Continued to strengthen and streamline tutoring for student athletes
 - Began regular meetings with football staff.
 - Began tracking student athletes who are failing one or more course.
- Applied for recertification from the College Reading and Learning Association.
- Obtained additional faculty support.
- Introduced three faculty led study groups
- Introduced a faculty led English workshop.
- TutorTrac software is used to track usage of the Andover Learning Lab, Gayle Krause Learning Lab, Rose Hill, as well as athletics.

Goals

- Advance coordination of math tutoring with math design modules.
- Tutor Ambassadors will continue to work closely with Professional Math Tutors to provide support to students

- Develop further coordination with tutoring services for athletes. Help create an athletic study skills course alongside athletics.
- Give greater exposure to tutoring through PDX courses.
- Develop and administer CRLA Level 1 certification training
- Attend the CRLA National or Regional Conference. Send a few tutor representatives.
- Attend the AVID National or Regional Conference. Send a few tutor representatives.
- Continue to improve social media presence
- Streamline data collection to ensure well-rounded offerings and retain students
- Figure out a way to merge online meeting data with TutorTrac data.
- Explore more co-curricular learning assessment

April 2021-May 2022 Tutoring Services-Usage	Number of Students	Number of Visits	Hours of Tutoring min/60
Andover Learning Lab	328	1022	1022
Teams Bookings	207	278	278
Gayle Krause Learning Lab	253	1970	1970
Athletic Study Hall	225	2807	2807
Rose Hill Location	3	43	43
Total	1016	6120	6120

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

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

**TOPIC for DISCUSSION
East Park Softball Field**

REPORT:

For a number of years, Butler’s softball team has practiced and played their home games on the north field in East Park. The Butler coaching staff maintains the field so it is prepared for practices and games. The past couple of years, Butler and the City have signed an annual lease for the use of the field but recently the City has proposed a longer term lease that would allow the college’s exclusive use and care of the field as well as needed field and area improvements. The City has plans to construct a new concession/restroom building and have been discussing the opportunity for Butler to add a softball locker room as well as fencing to secure the softball field and allow access only to Butler for practice and games.

Vince Haines, Gravity:Works Architecture, has been working with the City of El Dorado to develop their plan for improvements to the East Park ball fields and at the City’s request, has included proposed Butler field and area improvements in his planning. They are included below. The City requests that plans for Butler field and area improvements are consistent with the City’s overall plan for improvements to East Park. The locker room construction is similar to the proposed concession stand/restroom as designed for the City and includes shipping containers based on an 8/20 module. Similar to the City’s design for the concession/restroom building, the containers offer a very secure envelope and very secure doors to lock up any contents. The use of shipping containers facilitates fast construction and is very secure.

Vince Haines will be at the Board meeting to provide oversight of the project and answer questions. The initial, anticipated cost for Butler improvements is:

Sidewalk	\$21,000
6’ fence w/ gates	\$34,300
Locker Room structure	\$211,500
Contingency	\$35,000
<u>Design Fees</u>	<u>\$24,500</u>
Total Project Est	\$326,300

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: June 14, 2022



SITE PLAN - BCC SOFTBALL FIELD
Date: 7-1-07



GRAVITYWORKS
ARCHITECTURE

BCC SOFTBALL
BCC
M Dorrado, KS

DATE	DESCRIPTION
May 21, 2021	PROPOSED ARCHITECTURE
21-030	
A1.1	

TOPIC for DISCUSSION
Board Governance

REPORT:

Board Governance responsibilities related to the approved Board Code of Conduct and Responsibilities and Board Bylaws will be reviewed.

RECOMMENDED ACTION:

This information is for discussion purposed only at this time

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Forrest Rhodes

Supervisor:

Date: June 14, 2022

BOARD ACTION ITEMS

TOPIC for ACTION
Property Insurance Renewal

REPORT:

As reported at the May Board meeting the college will be presented with two insurance renewal proposals – one from ICI and one from the KERMP program through the Conrade agency.

As the Board is aware, for many years, Butler has relied on ICI to broker the policy renewal in the college's best interest. Due to the complex nature of Butler's overall insurance program and with the additional proposal from KERMP, the administrative staff sought a third party for consultation and review of the proposals. IMA has assisted Butler for the past years in regards to health insurance and in the last year with the self-funded health insurance program. IMA's property and casualty division was asked to assist with evaluating the two property insurance proposals.

The administrative staff anticipates having the proposals from ICI and KERMP the first full week of June which will then be submitted to IMA for review. The review summary will not be completed in time to be included in the Board Book. Once the review summary from IMA is received by the administration, a recommendation will be presented as soon as possible prior to the Board meeting. The FY2023 property and liability insurance premiums will need to be approved at the June Board meeting as the current insurance coverage expires June 30, 2022.

RECOMMENDED ACTION:

Approve the FY2023 property and liability insurance premiums per administrative recommendation.

RECOMMENDED FUNDING SOURCE:

General Fund Budget

Submitted by: Kent Williams, Vice President of Finance

Supervisor: Dr. Kim Krull

Date: May 24, 2023

TOPIC for ACTION
KBOR Year Two Performance Report

REPORT

Year Two (AY 2021) for the Performance Agreement Bridge Period between the Kansas Board of Regents and Butler Community College.

RECOMMENDED ACTION

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

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Dr. Esam Sohail Mohammad, AVP, IR/E

Supervisor: Dr. Kimberly Krull

Date: 6/9/2022

Butler Community College Performance Report AY 2021							AY 2021 FTE: 4,799 Date: 4/4/2022	
Contact Person: Tom Nevill Phone: 316-322-3110 email: tneville@butlercc.edu	Foresight Goal	3 yr. History	Reporting AY 2020 (SU19, FA19, SP20)		Reporting AY 2021 (SU20, FA20, SP21)		Reporting AY 2022 (SU21, FA21, SP22)	
			Institution Result	Baseline Comparison	Institution Result	Baseline Comparison	Institution Result	Baseline Comparison
1 Number of certificates and degrees awarded annually	1 <i>KBOR Data</i>	AY 2013: 1,453 AY 2014: 1,492 AY 2015: 1,445 Baseline: 1,463	1,446	↓	1,408	↓		
2 First to second year retention of college-ready cohort (fall-to-fall retention of first-time, full-time, degree-seeking students)	1 <i>KBOR Data</i>	Fall 2012 Cohort: 464/731 = 63.5% Fall 2013 Cohort: 450/732 = 61.5% Fall 2014 Cohort: 530/852 =	496/759 = 65.3%	↑	517/846 = 61.1%	↓		
3 Award of third party technical credentials	2	AY 2014: 973 AY 2015: 973 AY 2016: 1,091 Baseline: 1,012	832	↓	943	↑		
4 Percentage of Accelerated Learning Program (ALP) students who pass co-requisite developmental English and college composition courses in the same term	1	AY 2014: 41/63 = 65.1% (spring only) AY 2015: 77/114 = 67.5% AY 2016: 137/227 = 60.4% Baseline: 255/404 = 63.1%	133/269 = 49.4%	↑*	90/172 = 52.3%	↑*		
5 Increase in number of STEM technical certificates and degrees	2	AY 2014: 323 AY 2015: 291 AY 2016: 292 Baseline: 302	276	↓	327	↑		
6 Directional Improvement in College Algebra Pass Rates	1	AY 2014: 1,248/1,856 = 67.2% AY 2015: 1,092/1,717 = 63.6% AY 2016: 1,174/1,815 = 64.7% Baseline: 3,514/5,388 = 65.2%	1,764/2,334 = 75.6%	↑	1296/1889 = 68.6%	↑		

Butler Community College Performance Report AY 2021

Indicator 1: Number of certificates and degrees awarded annually

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

Result:

Butler's AY 2021 output of degrees and certificates was 1,408 which is 96 % of the baseline of 1,463. We are proud to have achieved this in the context of the dual headwinds of declining enrollments and a public health pandemic that continues to have deleterious effects on the operations of higher education institutions and society at large.

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

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

Result:

Butler Community College is proud of continuing its effort as part of its Guided Pathways approach, to increase the retention of students from first to second semesters and to see them eventually matriculate with the credentials they need. While our performance in AY 2021 was at 98% of the already optimistic baseline, we fell slightly short given the overwhelming influence of a public health crisis during the period in review.

Indicator 3: Award of third party technical credentials

Description: Program faculty facilitate necessary testing and implement a systematic process to track credential attainment. Butler tracks credentials awarded to students in multiple discipline areas including Nursing (LPN Certificate of Completion and national licensure; RN NCLEX certification, IV Therapy Certification), Allied Health (EMT and Advanced EMT certificates, Certified Nurse Assistant and Certified Medical Aide; Home Health Aide), Fire Science (Firefighter 1 and 2 certifications, Hazmat certifications), Automotive Technology (NATEF certificates) Welding (American Society of Welding), Networking Technology (CompTIA A+, Microsoft, TestOut, and other industry credentials), and Culinary Arts (Serve Safe certificate).

Result:

While Butler fell slightly short of its very ambitious baseline, it came within 93% of meeting it and, furthermore, improved over its previous year's performance.. In addition to the stagnant enrollment numbers that have an organic impact on any raw number outcomes, the continuing influence of a public health crisis affected the ability of some learners to sit for credentialing exams.

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

Description: ALP allows developmental English students to enroll in EG060 (developmental) and EG101 (college composition) as co-requisites in the same term. ALP decreases the attrition between the two courses in the traditional sequence and increases the number of students who pass EG101 with a C or better. Success is computed by dividing the total number of students who persist to the end of the term and receive a C or better in EG060/101 ALP courses by the total number of students who receive an A, B, C, D, F, or withdraw at the end of the term. The success rate is then compared to a standalone baseline success rate of 39% for the same level of students through Spring 2019. Due to documented program placement changes, this baseline was recalculated at 23% in Fall 2019.

Result:

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

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

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

Result:

Butler is proud of its continuing achievement in providing high quality STEM related post-secondary education to a diverse set of learners in our region and thus positioning them to contribute to economic growth of our great state.

Indicator 6: Directional Improvement in College Algebra Pass Rates

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

Result:

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



**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., May 10, 2022 – Dankert Trustee Board Room**

Meeting Recording can be viewed at <https://www.youtube.com/watch?v=JIZTs1ObKDE&t=188s>

STAFF ATTENDANCE

Lisa Bolin
Tom Borrego
Christina Byrum
Amy Chastain
Julio Guerrero
Nancy Hamm
Matt Jacobs
Dr. Kim Krull
Zach Lindsey
Dr. Esam Mohammad
Dr. Tom Nevill

Dr. Jessica Ohman
Bill Rinkenbaugh
Heather Rinkenbaugh
Dr. Terry Sader
Janet Schueller
Dr. Phil Speary (z)
Shelley Stultz
Mike Swan
Ireland Turner
Kent Williams
Bill Young
Kelly Snedden

BOARD ATTENDANCE

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

GUESTS

Guadalupe Torres
Ryan Murry
Michelle Schoon (z)

*(Z) denotes attendance via Zoom

CALL TO ORDER

Chair Rhodes called the regular monthly meeting of the Board of Trustees to order at 4:31 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was said.

APPROVAL OF THE AGENDA

(YouTube @ 0:52)

Trustee Good made a motion to approve the agenda. Trustee Sherrer seconded the motion. On a roll call vote, the motion passed unanimously.

RECOGNITIONS

(YouTube @ 1:22)

Dr. Krull provided recognition of Nancy Hamm, College Counselor for receiving the 2022 Disability Advocate Award from Disability Services.

Fire Science students, J'Angelo Herbert, Antonio Hernandez, Adam Kimball and Megan Reents were recognized for providing safety and shelter to some families in the neighborhood of the Fire Science building on April 29th, the evening of the Andover tornado and severe storm threats in El Dorado. Fire Science Department Chair Zach Lindsey was present also.

2022 Kansas Collegiate Media student award recipients were also recognized along with Advisors Amy Chastain and Mike Swan. The "Lantern" staff received 22 individual awards and a silver medal overall. "Lantern" students recognized included Ally Davis, Evan Dalian, Jen Anima-Valdez, Kira Dye, Annette Bernsten, Nick Butler, Hayden Cole, Naomi Galindo, Maya Hall, Adrian Holguin, Hallie Mayes, and Brayden Oneal.

Student Sports Media staff recognized were Tucker Ashburn, Tyler Bond, Brock Brown, Ryan Goebel, Aidan Harper, Micah Miller-Wyse, Nick Brown, Brayden Oneal and Adrian Holguin.

The "Grizzly Magazine" staff received 14 individual awards and a silver medal overall. "Grizzly Magazine" students recognized included Ricky Lee, Rachel Mallory, Brayden Oneal, Michelle Patry, Mariana Gonzalez-Rangel, Madeline Redia, and Jayden Stanley.

PUBLIC COMMENT – None
(YouTube @ 15:11)

STANDING REPORTS
(YouTube @ 15:16)

Student Government Association (YouTube @ 15:48)

SGA President Guadalupe Torres reported on the activities for the end of the semester including Spring Fling in both Andover and El Dorado with good participation at both events. White Ribbon Day and Denim Day were both celebrated as well. SGA helped with the football scrimmage and sponsored "movie night" at the cinema. SGA finished the semester helping sponsor finals late night breakfast.

Operational Staff (YouTube @ 18:21)

Lisa Bolin reported on the success of the silent gift basket auction during IDD which raised more than \$1,800 which is used for the book scholarship fund, welcome back tables. She also reported on OpStaff's "Recharge" event which will be held at the Sedgwick County Zoo. She reported Zach Cannady is the new OpStaff Vice President and Jana Porter is the Treasurer.

Professional Employees (YouTube @ 20:10)

Dr. Sader thanked the Board for their service to the college.

Board Finance Committee (YouTube @ 20:50)

Trustee Good reported that the statement of revenues and expenditures was reviewed.

Foundation Board Report (YouTube @ 21:11)

Trustee Rhodes reported there was no Foundation report this month as the Foundation Board meets May 17th.

President's Report (YouTube @ 21:20)

Dr. Krull reported the college has received an national League for Innovation award for being an Adobe Creative Campus. An "end of semester" picnic is being planned for both the Andover and

El Dorado campuses. The end of week activities for Nurses' Pinning, Honors Ceremony and Commencement were discussed. It was noted that a group of Butler employees and football players assisted with cleanup efforts after the Andover tornado at the home of former Trustee Jim Howell. A report was also provided on the Faculty-Administrator Evaluation that is distributed by Human Resources. Dr. Krull noted Dr. Sader had alerted faculty to not complete it because of concern it was not confidential. Dr. Esam Mohammad provided a written email explanation to all the faculty of the processes used to distribute the survey, compile and aggregate the results which does ensure confidentiality.

Education Facilities Authority Report (YouTube @ 29:43)

Trustee Sherrer reported that EFABC will meet on May 11th. He reported Pepsi and Premier Foods will be the beverage providers. The skybox leases have all been resigned and Donlinger Construction will be sponsoring the flag plaza.

MONITORING REPORTS - None

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

Insurance Renewal (YouTube @ 30:50)

The discussion topic was initially delayed as Ryan Murry, ICI was not yet present at the meeting.

BOARD ACTION ITEMS

Butler Cowley Nursing Partnership (YouTube @ 31:08)

Dr. Tom Nevill discussed information on the revenues and expenditures related to the partnership provided in the Board Book. Eight students would start in the first year and eight in the 2nd year beginning in fall 2023. Discussion was held on the faculty and staff needed to support this partnership. Michelle Schoen, Cowley VPA, and Associate Dean, Janet Schueller provided information related to this partnership. Concerns were raised regarding spending funds in out-of-county locations. Michelle noted Cowley initiated the conversation regarding the partnership with Butler. Action on this topic was tabled to allow more information to be provided in a subsequent meeting.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

Insurance Renewal (YouTube @ 1:07:56)

Ryan Murry was present to discuss the initial information on the college's insurance renewals which will be on the June Board agenda for approval. Kent Williams noted there is another consortium available through KASB providing insurance to a few other community colleges at this time. Butler is requesting information from this consortium for comparison purposes. Ryan noted a few challenges and changes that have occurred over the past few years related to carriers now asking for a percentage wind/hail deductible, finding a carrier for Grizzly Adventures, and the potential cost increase in cybersecurity coverage.

Trustee Good was not feeling well so left the meeting to go home.

Butler Cowley Nursing Partnership Equipment (YouTube @ 1:41:41)

This item was not discussed as the partnership discussion was tabled.

Residence Hall Access Controls (YouTube @ 1:41:55)

Bill Young discussed the access controls project as part of the original capital outlay projects. Residence hall access controls were part of the safety and security projects. Access controls have been implemented on exterior doors both the El Dorado and Andover campuses for

campus buildings and interior doors in the 5000 Building. The residence halls are the last part of the project with funding available still through the capital outlay fund. There was discussion about the current challenges associated with students having physical keys for their residence hall rooms and the advantages of going to remote access. Concerns were raised associated with the cost of installing remote access in the residence halls.

Trustee Sherrer moved to approve the resident hall remote access controls. Trustee Jolly seconded the motion. Trustees Jolly, Rhodes and Sherrer voted in favor. Trustees Braungardt, Winslow, and Smith voted against. The motion failed on a 3-3 vote.

Laptop Replacement Plant (YouTube @ 2:09:48)

Bill Young presented information of the standard cycle of PC replacement. The current laptops to be replaced are at end of life and are classroom, student and staff laptops. Trustee Sherrer moved to approve the replacement of 125 Dell laptops for a total not to exceed \$103,095.75 to be funded with the Computer and Technology Replacement Budget. Trustee Jolly seconded the motion. Trustees Braungardt, Jolly, Rhodes, Winslow and Sherrer voted in favor. Trustee Smith vote against the motion. The motion passed on a 5-1 vote.

Info~Tech – IS Strategic Master Plan and Consulting Services (YouTube @ 2:22:37)

Bill Young discussed the opportunity to have Info~Tech assist in working with all the departments in the development of an updated technology master plan. An updated plan is a requirement of HLC. There was discussion about whether there was “in-house” capacity to develop this plan rather than seek outside consulting assistance. Trustee Sherrer moved to approve the 3-year agreement with Info~Tech’s practical research and advisory services to assist in developing an updated technology master plan at a cost of \$66,861 annually funded through the IS Technology fund. Trustees Braungardt, Jolly, Rhodes, Winslow and Sherrer voted in favor. Trustee Smith voted against the motion. The motion passed on a 5-1 vote.

Personnel (YouTube @ 2:34:30)

Trustee Sherrer moved to accept the retirements of Dr. Shellie Gutierrez, Joel Knudsen, Bernie Wonsetler, Mike Swan, Jana Garrison, Carl Stephens, and Dr. Skyler Goldbarth. Trustee Smith seconded the motion. The motion passed unanimously on a roll call vote.

CONSENT AGENDA

(YouTube @ 2:39:55)

Trustee Sherrer moved to approve the consent agenda as presented. Trustee Smith seconded. The motion passed unanimously on a roll call vote.

In addition to the minutes of the April 12, 2022 Regular Board meeting, the consent agenda contained the following items for approval:

- Approval of Bill and Warrants for April 2022 - \$4,510,291.10 (includes Expenditure Approval List - \$1,754,179.05 and, Payroll - \$2,756,112.04)
- Approval of the resignations of Samuel Sparks and Apryl Nenortas.

SUPPLEMENTAL INFORMATION

(YouTube @ 2:40:23)

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kerry Potter

Board Calendars

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
MAY**

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
June Board Finance Committee	Tuesday, June 14, 3:30 p.m. President's Conference Room	Mary Martha Good Linda Jolly
June Board Meeting	Tuesday, June 14, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
June Work Session	Monday, June 27, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES

2021-2022 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

July Board Finance Committee	Tuesday, July 12, 3:30 p.m. President's Conference Room	Mary Martha Good Linda Jolly
July Board Meeting	Tuesday, July 12, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
July Work Session	Monday, July 25, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
August Board Finance Committee	Tuesday, August 9, 3:30 p.m. President's Conference Room	Mary Martha Good Linda Jolly
August Board Meeting	Tuesday, August 9, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
August Work Session	Monday, August 22, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES

SPRING 2022 ACTIVITY CALENDAR

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.
Softball v. Seward (home)	Mon., April 11 @ 2:00 p.m. and 4:00 p.m.
Softball v. NWKTC (home)	Thurs., April 14 @ 1:00 p.m. and 3:00 p.m.
Institutional Development Day	Thurs., April 14

Good Friday – COLLEGE CLOSED	Fri., April 15
Track and Field – Grizzly Classic	Sat., April 16 – El Dorado
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.
Softball v. Dodge (home)	Sat. April 23 @ 1:00 p.m. and 3:00 p.m.
Instrumental Music Concert College Theatre (700 Building)	Fri./Sat., April 29 and 30 @ 7:30 p.m.
Softball v. Garden City (home)	Sat., April 30 @ 1:00 p.m. and 3:00 p.m.
Track and Field – Butler Invitational	Sat., April 30 – El Dorado
Instrumental Music Chamber Concert (Brass) Chamber Concert (Woodwind/Strings) Chamber Concert (Percussion)	Mon., May 2 @ TBD Tues., May 3 @ TBD Wed., May 4 @ TBD
Softball Region VI	Tues., May 3 @ TBD
Student Art Sale E.B. White Art Gallery	Thurs./Fri., May 5 and 6
Track and Field Region VI	Thurs/Sun., May 5-7 @ Garden City CC
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

EXECUTIVE SESSION

(YouTube @ 2:43:09)

Trustee Sherrer moved and Trustee Winslow seconded the Board recess into Executive Session for discussion of negotiations, pursuant to open meetings exceptions for matters relating to employer-employee negotiations and discussion of non-elected personnel, pursuant to the open meetings exceptions for matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and that the members of the Board, President Kim Krull, Bill Rinkenbaugh, Shelley Stultz, Dr. Tom Nevill, Kent Williams, and Dr. Phil Speary be included. The open meeting would resume in the Dankert Trustee Board Room in 60 minutes. On roll call vote, the motion passed unanimously. The Board entered Executive Session at 7:22 p.m. and returned to Open Session at 8:22 p.m.

(YouTube @ 3:52:25)

The Board re-entered Open Session and entertained a motion to return to Executive Session for the same matters as previously noted and with the same persons. Trustee Sherrer moved and Trustee Winslow seconded the motion to return to Executive Session for 30 minutes. On roll call vote, the motion passed unanimously. The Board entered Executive Session at 8:25 pm and returned to Open Session at 8:55 pm.

(YouTube @ 4:24:52)

The Board re-entered Open Session and entertained a motion to return to Executive Session presented by Trustee Sherrer and seconded by Trustee Winslow for 20 minutes for discussion of the same matters as previously noted and that members of the Board and President Kim Krull be included. The Board entered Executive Session at 8:58 pm and returned to Open Session at 9:14 pm.

ADJOURNMENT

(YouTube @ 4:42:54)

Trustee Sherrer moved to adjourn the meeting. Trustee Winslow seconded. The motion passed unanimously after roll call vote. The regular meeting of May 10, 2022 was adjourned at 9:14 p.m.

Linda Jolly – Secretary

BILLS AND WARRANTS

TOPIC for ACTION

REPORT

Bills and Warrants for May 2022 - \$5,596,688.68 (includes Expenditure Approval List - \$2,552,655.60 and Payroll - \$3,044,033.084).

RECOMMENDED ACTION:

Approval of May bills and warrants.

RECOMMENDED FUNDING SOURCE:

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

RESOLUTIONS

TOPIC for ACTION
Payment of Claims

REPORT:

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

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

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

RECOMMENDED ACTION:

The administration is requesting approval to continue the current procedure for payment of claims for the 2022-2223 budget year consistent with Resolution 98-4.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Yolanda Hackler
Supervisor: Kent Williams
Date: May 16, 2022

BIDS AND PURCHASES

**TOPIC for ACTION
iMac Computers**

REPORT:

Information Services and Academics recommends the purchase of 21 iMac 24" computers to update the former Mac Lab at the Andover campus. The purchase of the new iMac studio computers will aid in the instruction of several of Butler's Digital Media, Game Development including mobile game development, and Web Development courses. Additionally, these devices will allow Butler to offer swift coding classes. The Swift programming language has quickly become one of the fastest growing languages in programming history. Swift makes it easy to write software that is incredibly fast and safe by design. For students, learning Swift will be a great introduction to modern programming concepts and best practices.

The iMacs are the preferred technology in the digital media industry and will allow Butler to teach the usage of Adobe Photoshop, Lightroom, Illustrator, InDesign, and Swift programming in a Mac environment.

Butler's Mac lab is a differentiator for Butler and these computers will provide students cross platform learning and they will leave Butler digitally literate on both Mac and Windows computers.

RECOMMENDED ACTION:

We recommend the purchase of 21 Apple iMac 24" computers for a total not to exceed \$75,579.00

RECOMMENDED FUNDING SOURCE:

Current Computer Replacement Technology Replacement Budget, Information Services and Academics current budget.

Submitted by: Bill Young, Vice President of Digital Transformation/CIO
Supervisor: Dr. Kim Krull
Date: May 31, 2022

Proposal Details

[Back](#)[Convert To Order](#)[Reject](#) | [Delete](#) | [Edit](#)


Proposal Number: 2110708666

Created By: Amy Kerschner

Phone Number: 3163236330

Created On: 05/23/2022

Comments:

Item Picture	Description	Total Quantity	Unit Price	Total Price
	Mac Studio: Apple M1 Ultra chip with 20-core CPU and 48-core GPU, 1TB SSD ↗ MJMW3LL/A Specifications - System on a Chip (Processor): (065-CD6C) - Apple M1 Ultra with 20-core CPU, 48-core GPU, 32-core Neural Engine Memory: (065-CCCF) - 64GB unified memory Storage: (065-CCGJ) - 1TB SSD storage Ethernet: (065-CDJ2) - Back: Four Thunderbolt 4 ports, two USB-A ports, one HDMI port, one 10Gb Ethernet port, one 3.5 mm headphone jack Thunderbolt: (065-CDNC) - Front: Two Thunderbolt 4 ports, one SDXC card slot Pro Apps Bundle for Education: (065-CD63) - None Accessory Kit: (065-CHK) - Accessory Kit Estimated Shipping: 7-9 weeks	21	3,599.00 USD	75,579.00 USD

Subtotal :	75,579.00 USD
Estimated Tax :	5,668.43 USD
Total :	81,247.43 USD

RATIFICATION OF AGREEMENTS AND CONTRACTS

TOPIC for ACTION (Advanced Practice Registered Nurse Agreement)

REPORT: This is the initial annual contract with the Advanced Practice Registered Nurse for Butler College Health Services. This contract allows the clinic to treat patients legally through the state of Kansas.

Contract Introduction:

Term of Agreement: 2022-2023 school year - beginning July 1, 2022 - June 30, 2023.

Butler Community College (BCC) is a private institution with multiple campus sites. The College Health Service is an on-campus outpatient facility offering assessment, treatment and referral service, health promotion and maintenance, and disease prevention services to students and staff at BCC. The College Health Services is housed in the West Dorm room 11-165 on the El Dorado campus with services located at the 5000-building room 5250 at the Andover facility.

The health care units are staffed by Registered Nurses (RNs) with physician and APRN consultants. The Advance Practice Nurse consultant comes on site for case discussions, protocol review, client visits, and periodic in-service seminars. She is also available for telephone consultation.

Hospital emergency rooms are located within three miles of the El Dorado campus and the Andover campus

The program shall be continued through the 2022-2023 school year beginning July 1, 2022 through June 30, 2023.

Caitlin Greene APRN agrees to honor the terms and conditions of this agreement.

The contract also includes the following:

- The responsibilities of the APRN at BCC are listed.
- Provisions for referral and consultation

RECOMMENDED ACTION:

The board to approve continued healthcare services to Butler students, faculty, and staff through the approval of this contract.

RECOMMENDED FUNDING SOURCE:

This is a budgetary item. The agreed upon compensation for Caitlin Greene APRN is twenty-five thousand dollars (\$25,000.00) annually, payable monthly.

Submitted by: Jaime Sharp

Date: 5/16/2022



BUTLER COUNTY COMMUNITY COLLEGE
Student Life Division
College Health Services

ADVANCED PRACTICE REGISTERED NURSE AGREEMENT

Term of Agreement: 2022-2023 school year – beginning July 1, 2022 – June 30, 2023

Introduction

Butler Community College (BCC) is a private institution with multiple campus sites. The College Health Service is an on-campus outpatient facility offering assessment, treatment and referral service, health promotion and maintenance, and disease prevention services to students and staff at BCC. The College Health Services is housed in the West Dorm room 11-165 on the El Dorado campus with services located at the 5000-building room 5250 at the Andover facility.

The health care units are staffed by Registered Nurses (RNs) with physician and APRN consultants. The Advance Practice Nurse consultant comes on site for case discussions, protocol review, client visits, and periodic in-service seminars. She is also available for telephone consultation. Hospital emergency rooms are located within three miles of the El Dorado campus.

The program shall be continued through the 2022-2023 school year beginning July 01, 2022 through June 30, 2023.

Caitlin Greene APRN, agrees to honor the terms and conditions of this agreement.

I. Responsibilities of the Advanced Practice Registered Nurse

1. Caitlin Greene APRN is an independent contractor.
2. Caitlin Greene APRN agrees to be on campus seeing students and consulting with RNs and Dr. Rausch a minimum of two days per week: one day per week at Butler of El Dorado, and one day per week at Butler of Andover. Both parties agree to modify schedule as needed to meet the Health Service's needs.
3. Caitlin Greene APRN agrees to maintain her own professional malpractice insurance in an amount no less than one million (\$1 million) dollars.
4. Caitlin Greene APRN acknowledges that she is an independent contractor and as such is not entitled to College employee benefits.
5. The agreed upon compensation for Caitlin Greene APRN is twenty-five thousand dollars (\$25,000.00) annually, payable monthly



6. Caitlin Greene APRN is responsible for any and all tax consequences of the payments provided for her independent contractor services.
7. This agreement shall become effective on the date accepted and shall continue in effect until terminated by either party on thirty days written notice.
8. BCC reserves the right to terminate this agreement immediately in the event Caitlin Greene APRN fails or refuses to perform her agreed upon responsibilities.
9. Caitlin Greene APRN agrees to be available for calls from RN's and College Health staff, for consultation and referrals in addition to the two days per week on campus providing professional medical treatment and consultation required by College Health Services students.
10. Caitlin Greene APRN is responsible for the provision of high-quality health care services by providing the following:
 - a. Education of and effective communication with those served concerning the diagnosis and treatment of their medical conditions, appropriate preventive measures, and use of the health care system.
 - b. Treatment that is consistent with clinical impressions or working diagnoses.
 - c. Continuity of care.
 - d. Appropriate, accurate, and complete medical records entries.
 - e. Adequate and appropriate transfer of information when clients are transferred to another health care provider.
11. Devise, implement and evaluate plans of care utilizing sound clinical judgments, based on assessment of the physical, psychological, emotional, societal and environmental needs of the clients.
12. Demonstrate evidence of continuing professional growth by involvement in continuing education, peer review, and the review of protocols and procedures, and participate in, design, and / or conduct research.
13. Obtain health histories, perform physical exams and assessments, order lab tests, initiate prescribed treatment per established protocol.
14. Administer adult immunizations, allergy injections and TB skin tests
15. Create a welcoming open environment for students to express any concerns they have, with sensitivity to trauma informed care, issues of diversity such as sexual orientation, gender expression, and multicultural identity
16. Engage students actively in their treatment and promote questions/discussion from the patient side of things.

TOPIC for ACTION
(Registered Nurse/Collaborating Physician Practice Agreement)

REPORT: This is the renewal of the annual contract with the medical director for Butler College Health Services. This contract allows the clinic to treat patients legally through the state of Kansas.

Contract Introduction:

Term of Agreement: 2022-2023 school year - beginning July 1, 2022 - June 30, 2023.

Butler Community College (BCC) is a private institution with multiple campus sites. The College Health Service is an on-campus outpatient facility offering assessment, treatment and referral service, health promotion and maintenance, and disease prevention services to students and staff at BCC. The College Health Services is housed in the West Dorm room 11-165 on the El Dorado campus with services located at the 5000-building room 5250 at the Andover facility.

The health care units are staffed by Advanced Practice Registered Nurses (APRNs) and Registered Nurses (RNs) with physician consultant. The physician consultant comes on site for case discussions, protocol review, client visits, and periodic in-service seminars. He is also available for telephone consultation and to see patients in his office as needed.

Hospital emergency rooms are located within three miles of the El Dorado campus and the Andover campus

The program shall be continued through the 2022-2023 school year beginning July 1, 2022 through June 30, 2023.

A BCC staff member, Jaime Sharp MS, MLAC, RN is identified and assigned the responsibilities associated with running the College Health Services in conjunction with Michael A. Rausch, M.D., a licensed physician.

Both Jaime Sharp and Dr. Michael Rausch agree to honor the terms and conditions of this agreement.

The contract also includes the following:

- The responsibilities of the RN at BCC are listed.
- Responsibilities of the Consulting Physician are listed.
- Coverage for Emergency Absence of the APRN or RN
- Resolution of Disagreement between the RN and Collaborating Physician
- Concerning Diagnosis and Treatment
- Review of Client Records by Collaborating Physician
- Enforcement of Collaborative Agreement



Student Life Division
College Health Services

REGISTERED NURSE/COLLABORATING PHYSICIAN PRACTICE AGREEMENT

Term of Agreement: 2022-2023 school year – beginning July 1, 2022 – June 30, 2023

Introduction

Butler Community College (BCC) is a private institution with multiple campus sites. The College Health Service is an on-campus outpatient facility offering assessment, treatment and referral service, health promotion and maintenance, and disease prevention services to students and staff at BCC. The College Health Services is housed in the West Dorm room 11-165 on the El Dorado campus with services located at the 5000-building room 5250 at the Andover facility.

The health care units are staffed by Registered Nurses (RNs) with physician consultant. The physician consultant comes on site for case discussions, protocol review, client visits, and periodic in-service seminars. He is also available for telephone consultation and to see clients in his office as needed. Hospital emergency rooms are located within three miles of the El Dorado campus.

The program shall be continued through the 2022-2023 school year beginning July 01, 2022 through June 30, 2023.

A BCC staff member, Jaime Sharp, RN, is identified and assigned the responsibilities associated with running the College Health Services in conjunction with Michael A. Rausch, M.D., a licensed physician.
(RN, Director of College Health)
(Physician Name)

Dr. Michael Rausch agrees to honor the terms and conditions of this agreement.
(Physician Name)

I. Responsibilities of the Registered Nurse

The responsibilities of the RN at BCC are listed below:

1. Management for the purpose of scheduling is under the supervision of Bill Rinkenbaugh, Vice President of Student Services, and Dr. Kimberly Krull, College President. The RN is responsible for the following, which shall not be the responsibility of supervisors.

2. Responsible for the provision of high-quality health care services by providing the following:
 - a. Accessible and available health services on campus at El Dorado and Andover.
 - b. Education of and effective communication with those served concerning the diagnosis and treatment of their medical conditions, appropriate preventive measures, and use of the health care system.
 - c. Treatment that is consistent with clinical impressions or working diagnoses.
 - d. Continuity of care.
 - e. Appropriate, accurate, and complete medical records entries.
 - f. Adequate and appropriate transfer of information when clients are transferred to another health care provider.
3. Assess real or potential health hazards and current health status, including analysis of health behavior related to life-style and culture.
4. Devise, implement and evaluate plans of care utilizing sound clinical judgments, based on assessment of the physical, psychological, emotional, societal and environmental needs of the clients.
5. Assist individuals to assume responsibility for the restoration of health and prevention of illness.
6. Consult, refer and collaborate with other disciplines involved in the delivery of total patient care.
7. Utilize the resources of the College community and the surrounding community area.
8. Promote collegial relationships with other clinical staff and providers in the community.
9. Demonstrate evidence of continuing professional growth by involvement in continuing education, peer review, and the review of protocols and procedures, and participate in, design, and/or conduct research.
10. Attend meetings as requested.
11. Demonstrate awareness of legislative issues relating to nursing practice and health care.
12. Serve as a clinical associate of the Department of Nursing, thus supporting the learning and practice of students through such activities as case discussions, resource identification, and assistance in the assessment and planning stages of the nursing care plan.
13. Serve as a role model for students.
14. Direct other employees of College Health Services, Registered Nurses, student workers, nursing and medical records students, office staff, and volunteers; in the medical management of patient care.

II. Responsibilities of the Consulting Physician

1. Physician is an independent contractor.
2. Physician agrees to be on campus seeing students and consulting with RNs and APRN a minimum of two (2) hours per week-- currently scheduled during the Spring and Fall semesters: three (3) Mondays per month at Butler of El Dorado, and one (1) Monday per month at Butler of Andover. Both parties agree to modify schedule as needed to meet the Health Services needs and medical emergencies in the Physician's practice.
3. Physician agrees to maintain their own professional malpractice insurance in an amount no less than two million (\$2 million) dollars and includes Butler Community College as an additional insured under said policy.
4. Physician acknowledges that they are an independent contractor and as such is not entitled to College employee benefits, including workers' compensation.
5. The agreed upon compensation for the Physician is seven thousand dollars (\$7,000.00) annually, payable \$3500.00 on or before December 31, 2022 and the balance on or before May 31, 2023.
6. Physician is responsible for any and all tax consequences of the payments provided for his independent contractor services.
7. This agreement shall become effective on the date accepted and shall continue in effect until terminated by either party on thirty days written notice. In the event of termination prior to the end of a semester the amount payable will be pro-rated for services rendered.
8. BCC reserves the right to terminate this agreement immediately in the event the Physician fails or refuses to perform the agreed upon responsibilities.
9. Physician agrees to be available for calls from APRN, and/or RN and staff, for consultation and referrals in addition to the two hours on campus providing professional medical treatment and consultation required by College Health Services students.
10. Physician agrees to indemnify the Butler Community College from any and all liability arising from Physicians actions.

III. Provisions for Referral and Consultation

Registered Nurses are educationally prepared to determine when consultation or referrals are necessary in the primary care setting. They are responsible for obtaining and documenting consultations and the resulting care plans in the chart.

Consultation options consist of telephone contact with the physician, on site discussion or on site examination of the client by the physician. Clients can be referred to the collaborating physician's office or the local emergency room. Options are selected based upon the urgency and complexity of the presenting problem. If the advanced practice nurse is unsure of the appropriate disposition, she is to consult with the physician regarding this matter.

No medical specialists are on staff at the College Health Services. Referrals to providers in the community are made by the RN in collaboration with the physician if the RN feels this is necessary.

Services provided off-campus by the contracted Physician are to be billed as separate from the annual compensation package previously outlined.

IV. Coverage for Emergency Absence of the APRN or RN

At any time when there is no RN or APRN on site clients are directed to contact the campus security department. That department will obtain emergency transport to the local hospital if necessary. Home telephone numbers of the director of the clinic are on file with key college personnel.

V. Coverage for Emergency Absence of the Physician

In the case of emergency absence of the collaborating physician, the RN will contact one of the other consulting physicians for the College Health Services or the physician colleague designated to cover for the absent physician.

VI. Resolution of Disagreement Between the APRN and Collaborating Physician Concerning Diagnosis and Treatment

Should disagreement arise between the APRN and the collaborating physician regarding diagnosis or treatment, one or more of the following means for resolution shall be followed. Such disagreement shall be communicated to the patient and documented by the APRN in the patient's chart. The physician shall be given the opportunity to speak to the patient or the patient's family directly in order to fully explain the treatment options.

Mechanisms to be used to resolve conflict are:

1. Consult with other physician and/or APRN colleagues affiliated with the clinic.
2. Refer to current professional literature (journals, research, and texts) appropriate to the area in question.
3. Consult with a specialist in the problem area.

VII. Review of Client Records by Collaborating Physician

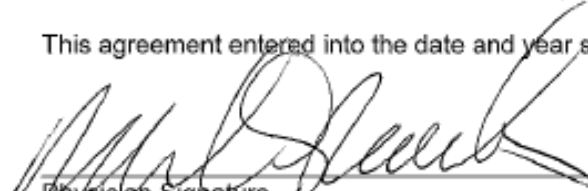
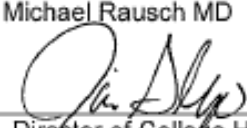
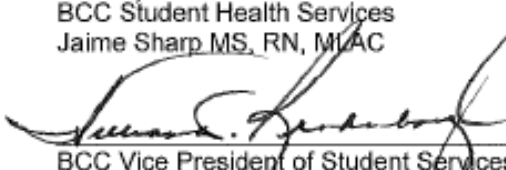
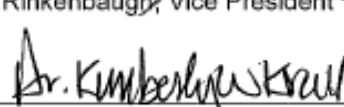
Chart review with the collaborating physician occurs during each on-site visit by the physician. Client records are available at all times for physician review. Physicians are scheduled to be on campus at least once weekly or every other week, while classes are in session. It is the responsibility of the RN to bring to the attention of the collaborating physician any cases which may be in question or where the expected clinical course is not resulting from initial treatment attempts.

VIII. Enforcement of Collaborative Agreement

The enforcement and monitoring of compliance with the guidelines of this document are vested with Bill Rinkenbaugh, Vice President of Student Services, Dr. Kimberly Krull, College President. Any complaints or failure of compliance with these guidelines should be brought to their attention for review and follow-up.

The parties agree to these terms and conditions for the term of the agreement unless modified in writing by all parties.

This agreement entered into the date and year stated below:

 Physician Signature Dr. Michael Rausch MD	<u>5/16/22</u> Date
 RN, Director of College Health BCC Student Health Services Jaime Sharp MS, RN, MLAC	<u>5/16/22</u> Date
 BCC Vice President of Student Services Bill Rinkenbaugh, Vice President	<u>5/18/2022</u> Date
 Butler Community College Dr. Kimberly Krull, College President	<u>5/26/2022</u> Date

TOPIC for ACTION
Local Area IV Workforce Development Board MOA

REPORT:

The purpose of this Memorandum of Agreement (MOA) is to provide information about the relationship between Butler and the Local Area IV Workforce Development Board and Local Area IV Eligible Education/Training/Apprenticeship Providers regarding their respective roles, duties, obligations, responsibilities and expectations. This MOA is also intended to contribute to a cooperative and mutually beneficial relationship between the Local Area IV Workforce Development Board (LWDB) and Eligible Education/Training/ Apprenticeship Providers, to coordinate resources to prevent duplication and ensure the effective delivery of services. Parties to this document propose to coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties' respective programs, services and agencies.

RECOMMENDED ACTION:

This MOA is designed to serve as a record of the relationship of the signatories from July 1, 2022 to June 30, 2023 unless modified by partners.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Peggy Krause, Curriculum and Catalog Director
Supervisor: Dr. Tom Nevill, Vice President of Academics
Date: June 1, 2022

Local Workforce Development Area IV

MEMORANDUM OF AGREEMENT

Between the Local Area IV Workforce Development Board and Local Area IV Eligible Education/Training/Apprenticeship Providers

I. PURPOSE OF MEMORANDUM OF AGREEMENT

A. PURPOSE: The purpose of this Memorandum of Agreement (MOA) is to provide information about the relationship between the above mentioned parties regarding their respective roles, duties, obligations, responsibilities and expectations. This MOA is also intended to contribute to a cooperative and mutually beneficial relationship between the Local Area IV Workforce Development Board (LWDB) and Eligible Education/Training/Apprenticeship Providers, to coordinate resources to prevent duplication and ensure the effective delivery of services. Parties to this document propose to coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties' respective programs, services and agencies.

B. PERIOD OF RELEVANCE: This MOA is designed to serve as a record of the relationship of the signatories from July 1, 2022 until June 30, 2023 unless modified by the partners. The Period of Relevance for each partner will commence upon the date of that partner's signature. A review will be conducted annually for modification and/or amendment. Upon agreement by the parties, the MOA will be renewed for each Program Year based on annual reviews and subsequent modification and/or amendment.

II. INTRODUCTION/BACKGROUND

The Local Area IV Workforce Development Board and the Eligible Education/Training/Apprenticeship Provider developed this Memorandum of Agreement to ensure that the following principles are implemented.

III. PARTIES TO THE MEMORANDUM OF AGREEMENT

A. The Local Area IV Workforce Development Board and Butler Community College are the Parties to this Memorandum of Agreement.

B. AMENDMENTS:

1. The information contained in this MOA may be modified or amended by written consent of the parties. The parties understand and agree that all the terms and conditions of the MOA are binding upon any subsequent modification or new agreement. Any request to amend a provision should

be made in writing to the Local Area IV Workforce Development Board and must be agreed to by all parties in writing. Changes particular to a party's service responsibility or individual program delivery methodology are to be communicated but are not considered amendments to the MOA.

2. It is understood by the parties that each should be able to fulfill its role in full accordance with any federal and state laws and policies which govern or affect their activities. If at any time any party is unable to perform its functions under this Agreement consistent with federal, state or local statutory, regulatory or policy mandates, the affected party should immediately provide written notice of their intent to amend or modify the Agreement at least 30 days in advance of effectuating the amendment or modification.

C. MISCELLANEOUS:

1. NO INDEMNIFICATION AND LIABILITY: By executing this MOA each partner agrees to work together to deliver services for employers, employees and those seeking employment. However, the partners are not legally "partners" to the extent that term encompasses joint and several liability. Each party under this MOA is responsible for its own employees, representatives, agents and subcontractors.
2. MUTUAL RESPECT OF ORGANIZATIONAL PRACTICES: All parties identified in this MOA or in supplemental agreements to this MOA will respect each others' organizational practices and management structures in the provision of services under the MOA. No party shall be deemed to be an agent or employee of any other party. No party shall have authorization, express or implied, to bind another party to any agreement, liability, or Agreement except as expressly set forth herein. Each party shall be solely responsible for the acts of its employees and agents. At all times during the term and performance of this MOA, the parties shall comply with all applicable Federal and State laws, regulations, rules or procedures, as these provisions currently exist, or may hereafter be amended, all of which are incorporated herein by reference and made a part of the terms and conditions of this agreement.
3. NO THIRD PARTY BENEFICIARIES: The parties signing this agreement are the only parties to the agreement and are the only parties entitled to enforce its terms. Nothing in this agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this agreement.
4. ENTIRE AGREEMENT: This agreement sets forth the full and complete Agreement of the parties, as of the date hereof, and relating to the subject matter hereof. It supersedes any and all other agreements regarding the same subject matter, oral or written, made or dated prior thereto.

IV. TERMS OF THE AGREEMENT:

A. The Local Area IV Workforce Development Board agrees:

1. To obtain an individual Release of Information from each participant.
2. To notify the Education/Training/Apprenticeship Provider of its intention to pay, and authorize payments within 30 days of billing.
3. To notify the provider in writing of intent to pay by way of a voucher on behalf of a participant. The voucher will detail the amounts and timeframe that will be funded by the LWDB. Participants should not be allowed to begin training without a completed written voucher.
4. To respond to requests for information timely.
5. To make payments for a semester, quarter or course only. No advance payments will be made. Payment will be made by the end of the term.
6. No payments will be made for classes previously failed or withdrawn from.
7. To discontinue benefits if progress is not made per WIOA guidelines (2.0 GPA).

B. Butler Community College agrees:

1. To provide necessary information to the LWDB as requested and released by the participant at no charge.
2. To make refunds to the LWDB if a participant drops a course as provided in the provider's refund policy.
3. To apply financial aid, both public and private, to the participant's balance prior to applying any payment from the LWDB. Any overage resulting for which the participant may be eligible is to be refunded to the LWDB.
4. To keep Education/Training/Apprenticeship Provider information and individual program information, including cost, updated annually in KANSASWORKS.
5. To provide program performance information as requested.
6. The LWDB will notify the provider in writing of intent to pay by way of a voucher on behalf of a participant. The voucher will detail the amounts and timeframe that will be funded by the LWDB. Participants should not be allowed to begin training without a written voucher.
7. Tools, books, uniforms or other materials purchased by the LWDB remain the property of the LWDB until the participant successfully completes training. If a participant returns to the provider items purchased by the LWDB the provider must return those items to the LWDB.

DocuSigned by
Dr. Kim Krull
For Butler Community College

5/26/2022 | 7:11 AM PDT
Date

DocuSigned by
Keith Lawing
For the LWDB

5/26/2022 | 11:55 AM CDT
Date

**TOPIC for ACTION
Handshake**

REPORT:

Butler contracted with Handshake in December 2019 to connect students, employers and career centers in one Butler branded portal. The handshake network contains 1,400 colleges and universities and over 650,000 employers world-wide. Within Handshake, Butler students can connect with employers, search job openings within their major and RSVP for events hosted by Butler's Career Services office.

Over 800 Butler students have activated accounts and used it for job searching since the launch of Handshake on June 30, 2020. The attached agreement locks in current pricing for the next three years. The 3-year agreement total of \$37,500 is paid annually at \$12,500 per year.

RECOMMENDED ACTION:

Board approve the 3 year renewal for Handshake.

RECOMMENDED FUNDING SOURCE:

Information Services Budget

Submitted by: Bill Young, Vice President of Digital Transformation/CIO
Supervisor: Dr. Kim Krull
Date: May 31, 2022



STRYDER CORP. dba HANDSHAKE

225 Bush Street, Suite 1200
San Francisco, CA, 94104
www.joinhandshake.com
+1 415-981-8400

Order form number: Q-10776

Order form date: 5/2/2022
Offer valid through: 5/28/2022
Order prepared by: Essence Smith

Ship to:
Amy Kerschner
akerschner@butlercc.edu
(316) 323-6330

Bill to:
Amy Kerschner
akerschner@butlercc.edu
(316) 323-6330

Payment & Subscription Terms:
Start Date: 7/3/2022
End Date: 7/2/2025

Butler Community College
901 S. Haverhill Rd.
El Dorado, Kansas 67042 United States

Butler Community College
901 S. Haverhill Rd.
El Dorado, Kansas 67042 United States

Billing Frequency: Annual
Payment Terms: Net 30

Handshake Services	Start Date	End Date	Total Price
Premium Subscription	7/3/2022	7/2/2023	USD 12,500.00
Premium Subscription	7/3/2023	7/2/2024	USD 12,500.00
Premium Subscription	7/3/2024	7/2/2025	USD 12,500.00
Standard	7/3/2022	7/2/2025	USD 0.00
SUBTOTAL:			USD 37,500.00
TOTAL:			USD 37,500.00

Term & Conditions:

This Order Form for Butler Community College is incorporated into and forms a part of the [Master Services Agreement] between Stryder Corp. and Butler Community College (the "Agreement"). The following shall constitute an additional term of the Agreement, effective as of the Subscription Start Date set forth in the table above:

- **Premium Subscription Fee.** The Premium Subscription Fee is amended to be the amount set forth as Premium Subscription Fee in this Order Form for the corresponding Term and shall be the Premium Subscription Fee as referenced in the Agreement to be paid on each anniversary thereafter for any Terms that automatically renew. If Agreement does not provide for the Term to automatically renew, then the Premium Subscription Fee shall only apply to the Term set forth above. The Premium Subscription Fee shall be paid in accordance with the payment terms set forth in the Agreement. The Term shall mean the time period starting the Subscription Start Date and end on the Subscription End Date for each of the Terms referred to above.
- *The Subscription Fee Total Price does not reflect applicable taxes. Each Party shall be responsible for any taxes levied against it in connection with the provision or receipt of the Services. This Order Form does not include any local, state, federal or foreign taxes, levies or duties of any nature, including value-added, sales use or withholding taxes. If Handshake has the legal obligation to pay or collect Taxes for which you are responsible, the appropriate amount shall be invoiced to and paid by you. The Products and Services will then be made available for the Institution's use on the Subscription Start Date as set forth on this Order Form. If the Institution is tax exempt, the Institution shall provide its tax exempt certificate to Handshake.
- Each party represents and warrants to the other party that it is authorized to enter into and perform the obligations set forth in this Order Form which shall amend the Agreement and such amendment shall be enforceable against the parties.

- European Union Data Subject Disclosure:** As soon as reasonably practicable following the Order Form Date and at all times thereafter during the Term of the Agreement, University shall identify and disclose to Handshake any past, current, or future University student who has used, is using or may in future use the Services and is or might reasonably be believed to be a citizen of the European Union or otherwise be deemed to be a "data subject" for the purposes of the EU General Data Protection Regulation (GDPR). Any information disclosed pursuant to this paragraph shall be deemed to be University Data and Confidential Information as those terms are defined in the Agreement.

All other terms and conditions of the Subscription Agreement shall apply unless otherwise agreed to by the Parties in writing. The undersigned Parties hereby agree to the terms of this Order Form:

Butler Community College

By: Dr. Kimberly W. Krull

Name: Dr. Kimberly W. Krull

Title: President

Date: 6/14/22

Handshake

By: _____

Name: _____

Title: _____

Date: _____

PERSONNEL

TOPIC for ACTION
Temporary Full Time Foreign Language Instructor

REPORT

Amanda Hadley has been selected as Temporary Full Time Foreign Language Instructor. She will replace Dr. Kelsey Harper for the Fall 2022 term only. Ms. Hadley will teach Beginning and Intermediate Spanish at Butler of Andover and Online. Her qualifications include a Masters in Spanish from Wichita State University and experience in teaching Spanish at Butler and WSU.

RECOMMENDED ACTION

Approval of Amanda Hadley as a Temporary Full Time Foreign Language Instructor for one semester at a salary of \$24,200 plus full benefits.

RECOMMENDED FUNDING SOURCE

Foreign Language budget

Submitted by: Dr. Susan Bradley, Dean of Humanities and Social Sciences
Supervisor: Dr. Tom Nevill, Vice President of Academics
Date: May 12, 2022

TOPIC for ACTION
Full Time Education Instructor

REPORT:

Casey McGraw has been selected as Full Time Education Instructor for the 2022-2023 academic year. Ms. McGraw holds a bachelor's degree in Elementary Education from Newman University and a master's degree in Early Childhood Unified from Emporia State University. In addition, she holds a Kansas Teaching License for Elementary Education K-6 with an Endorsement in Early Childhood Unified Birth - 3rd grade. Ms. McGraw has been at Skelly Elementary School since 2010 as a 1st grade teacher and a special education teacher.

RECOMMENDED ACTION:

Approval of Casey McGraw as a Full Time Education Instructor for the 2022-2023 academic year at a salary of \$49,000 plus full benefits.

RECOMMENDED FUNDING SOURCE:

Education Department Budget

Submitted by: Dr. Julio Guerrero, Dean of Health, Education, & Public Services

Supervisor: Dr. Thomas Nevill, Vice President of Academics

Date: May 31, 2022

TOPIC for ACTION
Full Time Education Instructor

REPORT:

Jennifer Mertz has been selected as Full Time Education Instructor position for the 2022-2023 academic year. Ms. Mertz holds a bachelor's degree in Social Science 7-12 and a master's degree in Reading K-12 from the University of Nebraska – Kearney. In addition, she holds a Kansas Teaching License for English for Speakers of other Languages PreK-12, History, Government, and Social Studies 6-12, and Reading Specialist PreK-12.

Ms. Mertz has been serving as a General Educator for Juvenile Field Services in Wichita, but has secondary teaching experience as an AVID Elective Teacher and Reading Intervention Teacher at Cheyenne (WY) South High School and as a Reading Instructor and an ELL Teacher at Bluffs Middle School in Scottsbluff, NE. She has nearly 20 years of teaching experience.

RECOMMENDED ACTION:

Approval of Jennifer Mertz as a Full Time Education Instructor for the 2022-2023 academic year at a salary of \$49,000 plus full benefits.

RECOMMENDED FUNDING SOURCE:

Education Department Budget

Submitted by: Dr. Julio Guerrero, Dean of Health, Education, & Public Services

Supervisor: Dr. Thomas Nevill, Vice President of Academics

Date: May 31, 2022

TOPIC for ACTION

REPORT:

Doug Chance, Head Softball Coach, has submitted his notice of resignation (retirement) effective June 30, 2022. Doug has been a full-time employee of Butler Community College for 18 years.

RECOMMENDED ACTION:

The administration recommends that the Board accept the resignation notice for Doug Chance.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Shelley Stultz
Supervisor: Dr. Kim Krull
Date: June 1, 2022

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 Rate/26 % Transfer Rate (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	68.3 % (AY 2021)	04/2022	76 % (2020), 76.3 % (2019), 77.64% (2018)	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. Tom Nevill, Dr. Esam Mohammad
Report for the BOT meeting of	June 14, 2022
Strategic Goal: Support Students and their Success	Priority Number: 2a . Increase institutional and departmental persistence and retention by 1%

Narrative

Butler has been proactively using tools like AVISO and Tableau to assist in departmental monitoring of student success.

Current Outcomes

Between AY 2021 and AY 2022 (numbers are being finalized) it is estimated that our overall persistence rate (new students continuing from fall to spring) went from 69.14 % to 70.39%, an increase of 1.25 %. A majority of the departments (17 out of 30 that had eligible students) also saw their persistence rates increase by 1.00 % or more during the same time

Action items for future outcomes

Retention rates (new students continuing from fall to fall) will be calculated after Census Day of Fall 2022

Strategic Alignment

Support Students and their Success

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Planning
Responsible individual(s)	Dr. Esam Mohammad, Dr. Tom Nevill, Dr. Jessica Ohman
Report for the BOT meeting of	June 14, 2022
Strategic Goal: Advance Communities and Partnerships	Priority Number: 2b. Utilize EMSI analytics to align curriculum with workforce demands

Narrative

Providing modern tools to our faculty and student services leaders for aligning programs and courses to current market needs remains a priority for Butler.

Current Outcomes

The Skillabi tool <https://www.economicmodeling.com/skillabi/> has been deployed, leads and chairs provided access and basic training, and course outlines have been uploaded.

Action items for future outcomes

Continued focus on encouraging greater use of the product.

Strategic Alignment

Advance Communities and Partnerships

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Planning
Responsible individual(s)	Shelley Stultz, Tiffany Rhodes
Report for the BOT meeting of	June 14, 2022
Strategic Goal: Enhance Employee Success and Excellence	Priority Number: 1b . Utilize survey methods to determine employee overall job satisfaction.

Narrative

Being able to attract and retain highly qualified employees is an ongoing strategic priority to the overall success and purpose of the College. We recognize the value and contributions of each employee to the overall success of our college in meeting student and community needs. Identifying current employee engagement and morale are important factors to ensuring Butler is providing the type of employee experience that will attract and retain high performing employees.

Current Outcomes

Research and cost current workplace experience survey instruments in the market. Determine the data and analytics we need to determine and gauge key drivers of employee engagement and success factors.

Action items for future outcomes

Meet with VP and other department leaders to discuss the purpose and drivers of employee engagement data and the tools we will use to measure and improve the employee experience

In Fall/Spring of 2023 implement the Employee Experience Survey

Strategic Alignment

Invest in our Employee Success and Excellence

Butler must maintain a culture that engages employees and develops their full potential to influence student and community success

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Planning
Responsible individual(s)	Shelley Stultz, Tiffany Rhodes
Report for the BOT meeting of	June 14, 2022
Strategic Goal: Enhance Employee Success and Excellence	Priority Number: 2c. Create curriculum based professional development plans and processes

Narrative

Professional development” refers to the continuing effort of all Butler employees to learn more about their chosen occupations, obtain new knowledge and/or skills, and improve existing ones. Butler values the professional development of all employees, both fulltime and part-time, because it is essential to our quest for excellence. It is through our institutional commitment to promote professional development that we achieve the reputation of an institution dedicated to providing exceptional student-centered learning environments, and fostering a climate of excellence through personal growth and professional development

Current Outcomes

Through the performance development cycles we encourage employees and supervisors to work together to create a professional development plan as a means for employees to identify their professional goals and ways of achieving them. This generally includes development of job skills, knowledge or attributes for further career opportunities or job enrichment.

Action items for future outcomes

Review professional development plans for similar job groups to determine opportunities to offer training, on-line courses or on-the-job training to assist in development of skills and knowledge.

Interview team supervisors to assist in the development of a needs assessment related to knowledge or skill gaps in employee job skills or readiness for further development in supervisor roles or higher level job responsibilities.

Strategic Alignment

Investing in our Employee Success is reflected in our continuing effort to develop each employee’s professional skills, knowledge and abilities. During the performance management process, employees establish goals for professional development and identify their personal contribution to the strategic priorities of the college and departments.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Planning
Responsible individual(s)	Tom Borrego, Averie Nelson, Hayley Hobbs
Report for the BOT meeting of	June 14, 2022
Strategic Goal: Drive Institutional Sustainability and Growth	Priority Number: 2a. Increase engagement with alumni, faculty/staff,, Board of Trustees and college donors to increase annual giving

Narrative: The goal of Priority 2a is manage and increase donors to the college. This is accomplished through activities conducted by the Butler Community College Foundation. These activities match the needs of the college.

Current Outcomes: This fiscal year (as of May 31, 2022), the Foundation has exceeded all areas of fundraising. Events: 2022-\$260,941 (exceeded 2021 by \$144,499), Mass Appeals: 2022 - \$120,642 (exceeded 2021 by \$43,174) Athletics: 2022 - \$267,658 (exceeded 2021 by \$71,519) Miscellaneous Gift Program: 2022 - \$3,163,732 (exceeded 2021 by \$2,611,603) and Legacy Gifts: 2022 - \$1,500,787 (exceeded 2021 by \$1,363,106). Total Giving for 2022 - \$5,552,842.

Action items for future outcomes: The Foundation will continue using the same fundraising strategies for fiscal year 2023. The culinary project will be ending and a focus on stewardship will begin. A focus will be on cultivation of current relationships and expanding our donor base.

Strategic Alignment: Priority 2a aligns with Priority 3c (Utilize Foundation scholarships for recruitment for FY 2021-2022) and Priority 4c (Identify and strategically align Foundation support for College innovations).

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Planning
Responsible individual(s)	Dr. Phil Speary, Dr. Tom Nevill
Report for the BOT meeting of	June 14, 2022
Strategic Goal: Drive Institutional Sustainability and Growth	Priority Number: 4a . Continue planning and preparation for HLC 2023 visit through the work of identified subcommittees

Narrative

Butler's ten year accreditation cycle will end in 2023. For continuation of our accreditation, HLC will conduct a Comprehensive Evaluation in April 2023. A team of trained evaluators from peer institutions will visit Butler for two days interviewing college employees, the Board of Trustees, and students. Before the Visit, the team will have studied the Assurance Narrative the college is preparing which is a 35000 word document explaining how Butler meets all five HLC accreditation criteria including eighteen core components and sixty-eight subcomponents.

Current Outcomes

The six members of the Comprehensive Evaluation Steering Committee have drafted portions for each criterion in the Assurance Narrative based on college documents and employee interviews. The committee has met regularly to monitor progress.

Action items for future outcomes

By August 1, the committee will complete a draft of the entire Assurance Narrative for review by college employees during the Fall semester.

Strategic Alignment

Planning and preparation for the HLC 2023 visit advances the Strategic Goal: **Drive Institutional Sustainability and Growth**. Effective planning and preparation for HLC evaluation is crucial for Butler to be given continued accreditation to maintain credibility as a college, be allowed to grant degrees, and receive federal funding.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Planning
Responsible individual(s)	Kent Williams, Jaime Goering, Kerry Potter, Heather Ward
Report for the BOT meeting of	June 14, 2022
Strategic Goal: Drive Institutional Sustainability and Growth	Priority Number: 4c. Complete and submit all HEERF reports by specified deadlines

Narrative

Butler Community College has been fortunate to receive funding from the U.S. Department of Education for COVID Relief. Funding from the Department of Education has been through the Higher Education Emergency Relief Fund (HEERF) consisting of both institutional and student funding. Butler has received \$10,744,113.00 in student emergency assistance and \$14,475,237.00 in institutional relief. The second annual report was submitted per the HEERF grant guidelines.

Current Outcomes

A condition of the funding includes an review of how the funding dollars are spent and reporting for each of the contracts within the guidelines of the award documents. Reporting shall be made quarterly and annually to the U.S. Department of Education and posted to the Butler Community College website. Each time frame for annual reporting has been met to date and posted to the Department of Education website.

Action items for future outcomes

The timeframe for funding currently extends through June 30, 2023. Action items related to this funding are as follows:

- Continue to complete annual and quarterly reporting by the outlined deadlines and post to Butler website – next quarterly report is due July 2022
- Complete annual reporting for 2021 expenditures and post of Butler website – annual report due April 2023.

Strategic Alignment

Butler can ensure institutional accountability and compliance by continuing to submit the HEERF reports on or before the deadlines required by the U.S. Department of Education. To date, all reporting deadlines have been met.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Planning
Responsible individual(s)	Dr. Esam Mohammad, Dr. Jessica Ohman, Dr. Tom Nevill
Report for the BOT meeting of	June 14, 2022
Strategic Goal: Inspire Values of Equity and Access	Priority Number: 3b. Develop and implement a comprehensive plan of student and academic support for a minimum of 2 of the underrepresented populations

Narrative

As part of Priority 2a (increase representation of underrepresented populations), the College has already identified First Generation students as one of the sub-populations for which to have a support plan. Additionally, in line with our outreach to the soon-to-be released inmates at EDCF, we seek to focus on that subpopulation as well.

Current Outcomes

Butler has been approved as a national pilot institution for Second Chance Pell.

Action items for future outcomes

Advising staff is developing specialized plan that focuses on assisting first generation students.

Strategic Alignment

Inspire Values of Equity and Access

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Planning
Responsible individual(s)	Shelley Stultz, Tiffany Rhodes
Report for the BOT meeting of	June 14, 2022
Strategic Goal: Inspire Values of Equity and Access	Priority Number: 4d. Utilize intentional processes to advertise and attract diverse candidates for potential hire

Narrative

The Diversity and Inclusion Council has brought forth a strategic plan that includes a producing a more structured process to bring the diversity of Butler’s faculty and staff (with respect to race, class, sexuality, gender, economic-status, and other diversity measures) in closer alignment with underrepresented populations we serve.

One of the objectives is to provide each reach a more diverse candidate pool through expanding our advertising of open positions within the College.

Current Outcomes

In addition to our current advertising sources we have expanded our efforts to include posting on local and regional Colleges career center job portal – Handshake. This allows us to reach current students nearing graduation who may be looking for positions locally. The following Colleges are actively using Handshake as a method to connect students with jobs in our communities.

Baker University
 Bethel College-North Newton
 Butler Community College
 Emporia State
 Fort Hays State
 Friends University
 KSU
 McPherson College
 Newman University
 Pittsburg State University
 Washburn University
 WSU

Action items for future outcomes

We continue to seek out a variety of sources to post applicable job postings. This may include professional organization job boards, higher ed platforms, and local organizations that support diversity centered initiatives.

Strategic Alignment

Ensuring student and employee success with the ultimate aim of fostering a more diverse and inclusive interview and selection process and alignment of candidates with our strategic priorities and core values.

MONTHLY STATEMENT OF REVENUE AND EXPENDITURES

Butler Community College
Statement of Revenue, Expenditures, Other Changes
As of 5/31/2022

FISCAL YEAR 22, PERIOD 11
OPERATING FUNDS

	2022				2021			
	Budget	Actual	Variance (Over)Under	Percent of Budget	Budget	Actual	Variance (Over)Under	Percent of Budget
REVENUES:								
Tuition/Fees	18,148,819	18,604,521	(455,702)	102.51%	18,513,393	18,601,883	(88,490)	100.48%
Local Sources	14,383,479	9,041,515	5,341,964	62.86%	13,746,419	9,053,513	4,692,906	65.86%
State Sources	16,249,136	16,249,136	0	100.00%	16,286,151	15,949,683	336,468	97.93%
Auxiliary Sources	17,724	17,781	(57)	100.32%	17,724	18,670	(946)	105.34%
Other Sources	579,263	383,279	195,984	66.17%	654,963	479,399	175,564	73.19%
Transfers	82,134	82,134	0	100.00%	432,135	452,225	(20,090)	104.65%
TOTAL REVENUES:	49,460,555	44,378,367	5,082,188	89.72%	49,650,785	44,555,372	5,095,413	89.74%
EXPENSES:								
Instruction	16,371,382	13,299,625	3,071,757	81.24%	15,488,123	12,604,983	2,883,139	81.38%
Public Service	0	0	0	0.00%	0	0	0	0.00%
Academic Support	3,541,458	2,735,714	805,744	77.25%	3,440,543	2,527,805	912,738	73.47%
Student Services	6,588,500	5,244,736	1,343,764	79.60%	6,280,407	4,748,516	1,531,891	75.61%
Institutional Support	18,404,866	14,924,759	3,480,107	81.09%	16,799,379	15,001,317	1,798,062	89.30%
Physical Plant Operations	3,210,976	2,617,789	593,187	81.53%	3,516,342	2,503,651	1,012,691	71.20%
Student Financial	3,402,269	3,362,808	39,461	98.84%	3,405,385	3,400,934	4,451	99.87%
Auxiliary Enterprise	0	600	(600)	0.00%	0	0	0	0.00%
TOTAL EXPENSES:	51,519,450	42,186,031	9,333,419	81.88%	48,930,179	40,787,206	8,142,973	83.36%
TRANSFERS AMONG FUNDS:								
Mandatory Transfers	1,163,558	515,552	648,006	44.31%	874,214	1,168,603	(294,389)	133.67%
Non-Mandatory Transfers	612,273	3,612,273	(3,000,000)	589.98%	512,273	512,273	0	100.00%
TOTAL TRANSFERS:	1,775,831	4,127,825	(2,351,994)	232.44%	1,386,487	1,680,876	(294,389)	121.23%
NET INCREASE/DECREASE IN NET ASSETS	(3,834,726)	(1,935,489)			(665,881)	2,087,290		
Fund Balances, Beginning of year	12,547,809	12,547,809			9,086,097	9,086,097		
Fund Balances, End of Period	<u>8,713,083</u>	<u>10,612,320</u>			<u>8,420,216</u>	<u>11,173,387</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

Dear Butler Community College Family,

Thank you for the lovely flower arrangement and for the Book in Memory of our Father and Grandfather, Merle Morris. I think he would be happy to have a book in your library, as he loved to read. We appreciate your thoughtfulness and support.

Sincerely,
Corrine Morris and family

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
JUNE**

June Board Finance Committee	Tuesday, June 14, 3:30 p.m. President's Conference Room	Mary Martha Good Linda Jolly
June Board Meeting	Tuesday, June 14, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
June Work Session	Monday, June 27, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
July Board Finance Committee	Tuesday, July 12, 3:30 p.m. President's Conference Room	Mary Martha Good Linda Jolly
July Board Meeting	Tuesday, July 12, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
July Work Session	Monday, July 25, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES

2021-2022 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

July Board Finance Committee	Tuesday, July 12, 3:30 p.m. President's Conference Room	Mary Martha Good Linda Jolly
July Board Meeting	Tuesday, July 12, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
July Work Session	Monday, July 25, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
August Board Finance Committee	Tuesday, August 9, 3:30 p.m. President's Conference Room	Mary Martha Good Linda Jolly
August Board Meeting	Tuesday, August 9, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
August Work Session	Monday, August 22, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES

SUMMER 2022 ACTIVITY CALENDAR

Summer 8-Week Classes Begin	Mon, June 6
July 4 Observance – Offices Closed	Mon, July 5
Summer Semester Ends	Fri, July 30
Fall Semester Classes Begin	Mon, August 22

EXECUTIVE SESSION

MOTION: Trustee _____

Mr. Chair,

I move that the Board recess into Executive Session to discuss negotiations, pursuant to the open meetings exceptions for matters relating to employer-employee negotiations and discussion of non-elected personnel, pursuant to the open meetings exceptions for matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and that the members of the Board, President Kim Krull, Bill Rinkenbaugh, Shelley Stultz, Dr. Tom Nevill, Dr. Phil Speary, and Kent Williams be included.

The open meeting will resume 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

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