

**BUTLER COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING**  
4:30 p.m., Tuesday, August 9, 2022 – Dankert Trustee Board Room  
Watch Live via <http://www.butlercc.edu/bctv>

<b>3:30 p.m.</b>	<b>Board Finance Committee Meeting</b> – President’s Conference Room.
<b>4:30 p.m.</b>	<b>Regular Board Meeting</b> – Dankert Trustee Board Room, Upper Level of the Hubbard Welcome Center, 901 S. Haverhill Road, El Dorado, Kansas.  <b>Executive Session</b> – Not to exceed 30 minutes for consultation with legal counsel pursuant to the open meeting exceptions for said matters.  <b>Executive Session</b> – Not to exceed 60 minutes for discussion of 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. **EXECUTIVE SESSION (4:40pm) ----- 3**
- V. **RECOGNITIONS (5:10 p.m.) -----4**
- VI. **PUBLIC COMMENT (5:20 p.m.)**  
If you wish to address the Board during Public Comment, please complete this form:  
<https://bit.ly/3ioB30n>
- VII. **STANDING REPORTS (5:30 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. Foundation Board Report – Forrest Rhodes, Kim Krull
  - F. President’s Report – Kim Krull
  - G. Education Facilities Authority Report – Mary Martha Good, Dave Sherrer

VIII.	<b>MONITORING REPORTS (5:55 p.m.)</b>	- None
IX.	<b>BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES (5:55 p.m.)</b>	
	A. Board Annual Evaluation (Krull)-----	5
	B. Strategic Plan Report (Krull)-----	6
X.	<b>BOARD ACTION ITEMS</b>	
	A. Approval of Notice of Public Hearing (Williams) <b>(6:30 p.m.)</b> -----	7
XI.	<b>CONSENT AGENDA (6:40 p.m.)</b>	
	A. Approval of Minutes	
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	B. Approval of Bills and Warrants for July 2022 (Hackler) -----	16
	C. Ratification of Agreements and Contracts	
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	2. Clinical Nursing Agreement with Kansas Spine Hospital -----	26
	3. Clinical Nursing Agreement with Ascension Via Christi-----	30
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	9. VMWare Agreement FY23 -----	146
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XII.	<b>SUPPLEMENTAL INFORMATION (6:50 p.m.)</b>	
	A. Key Performance Indicators Update -----	166
	B. Monthly Statement of Revenue & Expenditures (Potter)-----	167
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	D. Board Calendars-----	170
XIII.	<b>EXECUTIVE SESSION (7:00 p.m.)</b> -----	172
XIV.	<b>ADJOURNMENT (8:00 p.m.)</b> -----	173

<b>EXECUTIVE SESSION</b>
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**MOTION: Trustee**

Mr. Chair,

I move that the Board recess into executive session for consultation with legal counsel for the Board which would be deemed privileged in the attorney-client relationship pursuant to the open meetings exception for matters protected by consultation with legal counsel and to include the Board, President Kim Krull, and Ray Connell.

**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**

## AUGUST BOARD RECOGNITIONS

- **Grizzly Football team members Isaiah Bunn, Kareem Harden, Jake Humphrey, Wesley Williams, Hiram Steady, Devin Davis, Josh Seudass, Anthony Mix, Amare Sills, Jonathan Forson and Coaches Justin Stolberg and Kenya Heard** – Volunteers at the Wichita Heart Walk
- **Michelle Ponce, Monica Zavala and Megan Chambers** – KACRAO Officers
- **Chrissy Gifford** – PTK Advisor
- **Teresa Eastman, Director of Disability Services/ADA Compliance Officer/Section 504 Coordinator** presented a two-day pre-conference institute at the Association of Higher Education and Disability Conference (AHEAD) in Cleveland, July 18<sup>th</sup> and 19<sup>th</sup>.

<b>BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES</b>
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**TOPIC for ACTION**  
**Board Self-Evaluation**

**REPORT:**

As discussed at the regular July Board meeting, the Trustees complete an annual evaluation that includes a section for evaluation of the Board as a “whole” and a section for individual Trustees’ “personal self-evaluation” as a Board member. The evaluation form was included in the July Board Book for discussion and review and then was sent out electronically for Trustees to complete prior to the August Board meeting. The compiled results will be shared with the Trustees prior to the meeting and discussed with an appropriate plan to apply the evaluation results as needed.

**RECOMMENDED ACTION:**

This item is for discussion purposes only

**RECOMMENDED FUNDING SOURCE:**

N/A

Submitted by: Dr. Kimberly Krull  
Supervisor: Forrest Rhodes  
Date: August 1, 2022

**TOPIC for DISCUSSION**  
**Strategic Plan**

**REPORT:**

Each month throughout the past year, the Board Book included updates on the strategic plan Performance Indicators. This month, the annual report of the strategic plan will be discussed to give the Board an understanding of the goals accomplished, continuing or ongoing goals, as well as those where progress was not realized. Those where progress was not made were most often impacted by staffing and capacity and/or budget limitations. The annual report is being finalized through College Relations and Marketing and will be posted ahead of the meeting with hard copies available at the meeting.

**RECOMMENDED ACTION:**

For discussion purposes at this time.

**RECOMMENDED FUNDING SOURCE:**

N/A at this time

Submitted by: Dr. Kim Krull  
Supervisor: Forrest Rhodes  
Date: August 1, 2022

**BOARD ACTION ITEMS**

**TOPIC for ACTION  
Notice of Public Hearing**

**REPORT:**

The recommended NOTICE OF HEARING TO EXCEED THE REVENUE NEUTRAL RATE AND BUDGET HEARING is attached.

Per the notice, the hearing will be held at 4:30 on September 13, 2022 in the Butler Community College Welcome Center.

Key provisions of the notice:

- The amount of tax to be levied for the FY2023 budget is the same as the amount of tax levied for the FY2022 budget: \$12,928,138.
- The valuation estimate is \$935,814,930, which is a 10.5% increase over the previous year. The original estimate received from the County Clerk dated June 6, 2022 was \$938,614,247. Kent Williams received a recommendation from the Clerks office to reduce the estimated valuation by the Tax Increment Financing (TIF) amount of \$2,799,317.
- The estimated tax rate after adjusting the valuation for the TIF is 13.815 mills, which is .020 mills above the revenue neutral rate.

**RECOMMENDED ACTION:**

It is recommended the Trustees approve the NOTICE OF HEARING TO EXCEED THE REVENUE NEUTRAL RATE AND BUDGET HEARING as attached with a maximum amount of expenditures by fund totaling \$85,861,808, and a maximum amount of tax to be levied of \$12,928,138.”

**RECOMMENDED FUNDING SOURCE:**

N/A

Submitted by: Kent Williams, Vice President of Finance  
Supervisor: Dr. Kim Krull, President  
Date: August 1, 2022

**NOTICE OF HEARING TO EXCEED THE REVENUE NEUTRAL RATE AND BUDGET HEARING  
2022-2023 BUDGET**

The governing body of Butler Community College in Butler County will meet on  
September 13, 2022 at 4:30 pm, at the BCC Welcome Center, 901 S. Haverhill, El Dorado, KS  
for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of  
**tax to be levied, the revenue neutral rate**, and to consider amendments. Detailed budget information is available  
at Office of the Vice President Finance and will be available at this hearing.

**BUDGET SUMMARY**

The Expenditures and the Amount of 2022 Tax to be Levied (as shown below) establish the maximum limits  
of the 2022-2023 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes,  
is subject to change depending on final assessed valuation.

	2020-2021		2021-2022		Proposed Budget 2022-2023		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Amount of 2022 Tax to be Levied	Est. Tax Rate*
Current Funds Unrestricted							
General Fund	40,115,121	16.144	48,591,200	15.262	58,680,538	12,928,138	13.815
Postsecondary Tech Ed	12,817,588		14,187,190		18,308,353	xxxxxxxxx	xxx
Adult Education	417,031		411,269		531,882	0	0.000
Adult Supp Education	186,893	xxx	215,107	xxx	500,000	xxxxxxxxx	xxx
Motorcycle Driver	1,950	xxx	3,840	xxx	10,000	xxxxxxxxx	xxx
Truck Driver Training	0	xxx	0	xxx	0	xxxxxxxxx	xxx
Auxiliary Enterprise	4,263,071	xxx	4,669,407	xxx	6,500,000	xxxxxxxxx	xxx
Plant Funds		xxx		xxx		xxxxxxxxx	xxx
Capital Outlay	790,635	1.863	656,036		1,331,035	0	0.000
Bond and Interest	0		0		0	0	0.000
Special Assessment	0		0		0	0	0.000
No Fund Warrants	0		0		0	0	0.000
Revenue Bonds	0	xxx	0	xxx	0	xxxxxxxxx	xxx
<b>Total All Funds</b>	<b>58,592,288</b>	<b>18.007</b>	<b>68,734,049</b>	<b>15.262</b>	<b>85,861,808</b>	<b>xxxxxxxxx</b>	<b>13.815</b>
<b>Revenue Neutral Rate**</b>							<b>13.795</b>
Total Tax Levied	14,420,075		12,928,138		xxxxxxxxx	12,928,138	
Assessed Valuation	800,817,691		847,096,495		935,814,930		

**Outstanding Indebtedness, July 1**

	2020	2021	2022
G.O. Bonds			
Capital Outlay Bonds	1,285,000	645,000	0
Revenue Bonds			
No-Fund Warrants			
Temporary Notes			
Lease Purchase Principal	14,719,734	13,668,869	12,750,537
<b>Total</b>	<b>16,004,734</b>	<b>14,313,869</b>	<b>12,750,537</b>

\* Tax Rates are expressed in mills.  
\*\*Revenue Neutral Rate as defined by  
KSA 79-2988

Butler Community College, Board Chair





**BUTLER COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR BOARD MEETING  
4:30 p.m., July 12, 2022 – Dankert Board Room**

Meeting Recording can be viewed at [https://youtu.be/2w\\_IJnGR4rE](https://youtu.be/2w_IJnGR4rE)

**STAFF ATTENDANCE**

Janice Akao (*z)	Dr. Esam Mohammad
Lisa Bolin (*z)	Dr. Tom Nevill
Tom Borrego	Dr. Jessica Ohman
Christina Byram	Bill Rinkenbaugh
Shannon Covert	Heather Rinkenbaugh
Dr. Donnie Featherston	Janet Schueller
Susan Forrest	Josh Seaglione
Dr. Julio Guerrero	Shelley Stultz
Jennifer Hartman	Noreen Templin (*z)
Gabrielle Hartog	Kyle Thompson
Sheryl Hayes	Niomi Thompson
Brian Hickey	Ireland Turner
Greg House	Heather Ward
Matt Jacobs	Mel Whiteside
Dr. Kim Krull	Kent Williams
Melanie McLemore	Bill Young

**BOARD ATTENDANCE**

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

**GUESTS**

Michelle Schoon – Cowley Community College \*(z)  
Kristey Williams

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was said.

**APPROVAL OF THE AGENDA**

(YouTube @ 0:40)

Trustee Good made a motion to amend the agenda to add the approval of the VALT nursing simulation software to the agenda under Board Action Items as IX- G. Trustee Sherrer seconded the motion. On roll call vote, the motion passed unanimously.

Trustee Smith made a motion to amend the agenda to add the approval of June Expenditures to discussion under Board Strategic Discussion item VII – B. Trustee Braungardt seconded the motion. On roll call vote, the motion passed unanimously.

Trustee Smith made a motion to amend the agenda and add the BKD Overhead and Athletic Analysis to the agenda under Board Action Items as item IX – H. Trustee Winslow seconded the motion. On roll call vote, the motion passed 4-3, with Trustee Jolly, Trustee Rhodes and Trustee Sherrer voting nay.

Trustee Smith made a motion to move item X – C.1 , Approval of Legal Service Provider, to Board Action Items IX - I Trustee Winslow seconded the motion. On roll call vote, the motion passed 6-1, with Trustee Jolly voting nay.

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

### **RECOGNITIONS**

(YouTube @ 5:45)

Dr. Krull provided recognition of individuals involved with the Boys & Girls Club tours on the Andover Campus, including Kevin Lau-Tuebner, Janice Akao, Daniel Higdon, Kirsten Allen, Michelle Ponce and Janelle Parr.

Also recognized was Heather Ward & the Financial Aid team for their work on the Kansas Promise Act Scholarship program.

Donnie Mercer and the Accounts Receivable team were recognized for their recent community service project at the El Dorado American Legion.

Four students (Eric Schafer, Jentry Squires, Hunter Miller and Caleb Edens) were recognized as Livestock Judging All-Americans.

Four Phi Beta Lambda students were recognized for top ten placements at their national competition.

- Kaelib Harp: 3<sup>rd</sup> in Help Desk, 6<sup>th</sup> in Desktop Publishing
- Sophia Dawson: 5<sup>th</sup> in Business Communications, 7<sup>th</sup> in Emerging Business Issues
- Tyler Joyce: 10<sup>th</sup> in Sports Management/Marketing
- Naomi Galindo – 10<sup>th</sup> in Digital Marketing.

Dr. Krull also recognized Trustee Braungardt's July birthday.

### **PUBLIC COMMENT**

(YouTube @ 16:51)

Kristey Williams, an Augusta resident and member of the Kansas House of Representatives, shared concerns with the Board regarding Butler County taxes, the Revenue Neutral Rate, and the college mill levy. Representative Williams provided a number of examples of concern.

### **STANDING REPORTS (YouTube @ 23:31)**

Student Government Association – None

Professional Employees – None

Board Finance Committee – (YouTube @24:02)

Trustee Good reported that the committee went over some of the requests from Trustee Smith, but otherwise didn't have much to report since there was no statement of revenues and expenditures as it is the beginning of the fiscal year.

Foundation Board Report – (YouTube @ 24:43)

Trustee Rhodes reported that the Foundation Board had not met, so he did not have new information to share.

#### Operational Staff – (YouTube @ 25:30)

Lisa Bolin reported on the OpStaff “ReCharge” event at Sedgwick County Zoo. 38 employees attended the event. They explored the newly renovated spaces in the morning, enjoyed a BBQ lunch and had animal visitors in the afternoon. The Welcome Back tables are the next event hosted by OpStaff. They are accepting applications for the OpStaff book scholarship. To qualify, applicants must be a member of Operational Staff or an immediate family member, applications will be accepted through August 1. The next meeting is July 14.

#### President’s Report – (YouTube @ 27:55)

Dr. Krull introduced Jennifer Hartman, her new Executive Assistant. Jennifer comes from USD 259, where she most recently served as a program manager. Dr. Krull asked the Trustees to be on the lookout for an invitation to the ribbon cutting at the Redler Institute of Culinary Arts on August 16. Next week on Monday, there will be 16 students from around the country on campus for the “Level Up” Camp with Envision. This middle school camp will be on campus for a week of activities. Dr. Krull let the Trustees know that the monthly BKD update was emailed to them. ACCT Board Training will be held on August 12-13 and will be reaching out to each Trustee in preparation for this training. Dr. Krull also provided the quarterly KORA report to the Board of Trustees.

#### Educational Facilities Authority Report – (YouTube @ 33:59)

Trustee Sherrer reported that there had not been a meeting, but they are due to have one in August.

### **MONITORING REPORTS**

#### (YouTube @ 34:20)

Dean Mel Whiteside provided a written report for the Board Book prior to the meeting. Associate Deans Shannon Covert and Naomi Thompson were present to answer questions from Trustees.

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

#### Board Annual Evaluation (YouTube @ 41:54)

Dr. Krull shared that the evaluation is typically done in January unless there are new Trustees, then it’s done in July. She suggested that the Trustees complete their evaluation by the end of the month, reflecting on the board as a whole and themselves as an individual Trustee. Dr. Krull will ask IR to add a button that allows Trustees to come back to the evaluation. She also mentioned that this will be helpful for the ACCT Training coming up in August. There was discussion around the evaluation tools used for Boards and college presidents. Dr. Krull will have the electronic version created and sent to Trustees.

#### June Expenditures (YouTube @ 50:26)

Trustee Smith had questions regarding the purchase of studio cameras. He also brought up questions with Armstrong Chamberlin. Dr. Krull explained that they used Maintenance of Effort funds to shore up what was needed for upcoming marketing campaigns. Trustee Smith also asked about survey administration fees from University of Texas at Austin, which was a student engagement survey. Dr. Esam Mohammad provided clarification. Trustee Smith also asked about the expenses for AirPods used by staff and Bill Young provided clarification as to why these were selected and that multiple devices were tested in different environments.

## **BOARD ACTION ITEMS**

### Approval Notice of Intent to Increase Revenue Neutral Rate (YouTube @ 56:26)

Trustee Jolly made a motion to approve the Notice of Intent to Increase the Revenue Neutral Rate as presented, with hearing to be held on Sept. 13. Trustee Sherrer seconded the motion. Kent Williams reiterated the statutory process associated with this intent and explained that the vote tonight does not increase taxes, but gives the opportunity to continue to review information. The Trustees had significant discussion around the topic. On a roll call vote, the motion passed 4-3, with Trustee Braungardt, Trustee Winslow and Trustee Smith voting nay.

### Paid Parental Leave Policy (YouTube @1:48:53 )

Trustee Sherrer moved to approve the policy as presented. Trustee Jolly seconded the motion. Trustee Winslow indicated that the policy is for the entire college though it originated through conversations with the professional employees union. Shelley Stultz indicated that her office will track this in the same way they do with all leave. On roll call vote, the motion passed 6-0, with Trustee Rhodes abstaining.

### Negotiated Agreement with Professional Employees (YouTube @ 1:52:50 )

Trustee Sherrer moved to ratify the package as presented and as ratified by the Professional Employees, with Trustee Good providing the second. On roll call vote, the motion passed 7-0.

### Compensation Increases for Staff & Part Time Faculty (YouTube @ 1:53:45 )

Prior to calling for a motion, Trustee Winslow asked a clarifying question about employee groups represented. Trustee Sherrer moved that the board approve the salary increases as presented. Trustee Good seconded the motion. It was clarified that there would be no increases to the employee insurance premiums. On roll call vote, the motion passed 6-0, with Trustee Rhodes abstaining.

### Butler-Cowley Nursing Partnership (YouTube @ 1:58:33)

Trustee Good moved to approve the partnership as presented, Trustee Sherrer seconded the motion. Dr. Nevill presented additional information and data points about the cost of the program and answered Trustee questions. Michelle Schoon from Cowley joined the meeting via Zoom. On roll call vote, the motion passed unanimously.

### Service of Alcoholic Beverages Policy (YouTube @ 2:07:28)

Trustee Smith moved for approval of the policy as presented. Trustee Sherrer seconded the motion. On roll call vote, the motion passed unanimously.

### VALT Nursing Simulation Software (YouTube @ 2:08:15)

Trustee Sherrer moved to approve the purchase of the simulation software at a purchase price of \$134,296. Trustee Good seconded the motion. Trustee Winslow requested a demonstration of the software. Janet Scheuller and Bill Young provided an overview of what the software can do and offered to email a recording of a demo provided by VALT. On roll call vote, the motion passed 6-1 with Trustee Smith voting nay.

### BKD Analysis – Overhead & Athletics Modules (YouTube @ 2:15:20)

Trustee Smith moved that the board approve the next two phases of the BKD– Overhead & Athletics Analysis. Trustee Winslow seconded. Trustee Smith didn't set a time limit, but he wants the agreement signed. Trustee Jolly expressed concern about having not seen the

first phase result and not wanting to place undue burden on staff. On roll call vote, the motion passes 5-2 with Trustee Jolly and Trustee Sherrer voting nay.

Legal Services Provider (moved from consent item X-C.1) (YouTube @ 2:18:17)

Trustee Sherrer moved to approve the firm of Connell & Connell as the approved legal counsel of the college. Trustee Good seconded the motion. Trustee Braungardt asked for background on how legal services providers are selected and evaluated. Kent Williams provided clarification. Trustee Smith and Trustee Winslow expressed concerns with the approval. On roll call vote, the motion passed 5-2 with Trustee Winslow and Trustee Smith voting nay.

**CONSENT AGENDA** (YouTube @ 2:21:34)

Trustee Sherrer moved to approve the consent agenda as amended. The motion passed 7-0.

In addition to the approval of minutes of the Regular Board meeting of June 14, 2022 and the Special Board Meeting of June 27, 2022 the consent agenda contained the following items for approval:

- Approval of Bills & Warrants for June 2022 - \$5,131,822.64 (includes Expenditure Approval - \$2,689,816.35 and Payroll - \$2,442,006.29)
- Official Appointments and Designations
  - o Affirmation of Designated Newspaper for 2022-23
  - o Approval of Designated Depository Accounts for 2022-23
- Bids and Purchases
  - o ServiceNow Shared Services Agreement with Diffsix

**SUPPLEMENTAL INFORMATION** (YouTube @ 2:22:03)

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Board Calendars

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES  
JULY**

<b>July Work Session</b>	Monday, July 25, 2022 4:30 p.m. Dankert Trustee Board Room	<b>ALL TRUSTEES</b>
<b>August Board Finance Committee</b>	Tuesday, August 9, 2022 3:30 p.m. President’s Conference Room	<b>Mary Martha Good Linda Jolly</b>
<b>August Board Meeting</b>	Tuesday, August 9, 2022, 4:30 p.m. Dankert Trustee Board Room	<b>ALL TRUSTEES</b>
<b>August Work Session</b>	Monday, August 29, 2022, 4:30 p.m. Dankert Trustee Board Room	<b>ALL TRUSTEES</b>

**2022-2023 Board Meeting Dates**  
 Tuesday, July 12, 2022  
 Tuesday, August 9, 2022  
 Tuesday, September 13, 2022  
 Tuesday, October 11, 2022

Tuesday, November 8, 2022  
 Tuesday, December 13, 2022  
 Tuesday, January 10, 2023  
 Tuesday, February 14, 2023  
 Tuesday, March 14, 2023  
 Tuesday, April 11, 2023  
 Tuesday, May 9, 2023  
 Tuesday, June 13, 2023  
 Tuesday, July 11, 2023

<b><u>LOOKING AHEAD</u></b>		
<b>August Board Finance Committee</b>	Tuesday, August 9, 3:30 p.m. President's Conference Room	<b>Mary Martha Good Linda Jolly</b>
<b>August Board Meeting</b>	Tuesday, August 9, 4:30 p.m. Dankert Trustee Board Room	<b>ALL TRUSTEES</b>
<b>August Work Session</b>	Monday, August 22, 4:30 p.m. Dankert Trustee Board Room	<b>ALL TRUSTEES</b>
<b>September Board Finance Committee</b>	Tuesday, September 13, 3:30 p.m. President's Conference Room	<b>Mary Martha Good Linda Jolly</b>
<b>September Board Meeting</b>	Tuesday, September 13, 4:30 p.m. Dankert Trustee Board Room	<b>ALL TRUSTEES</b>
<b>September Work Session</b>	Monday, September 26, 4:30 p.m. Dankert Trustee Board Room	<b>ALL TRUSTEES</b>

**FALL 2022 ACTIVITY CALENDAR**

Summer Semester Ends	Fri, July 30
New Faculty Institute	August 8-12
ACCT Training with the Board	August 12-13
New Faculty Orientation	Sat, August 20
Professional Development Days Begin	August 15 - 19
Fall Semester Classes Begin	Mon, August 22

**DISCUSSION** (YouTube @ 22:22:27)

Bill Young noted that the audio during public comment was very quiet, so it would be enhance for the replay on YouTube to ensure that the speaker's message was heard.

Dr. Krull let the Trustees know that they would be receiving invitations to Farm to Fork events, as well.

Trustee Jolly announced that the state awarded tax credits to 29 Kansas Non-Profits and the Butler Community College Culinary Application has been funded.

**EXECUTIVE SESSION:**

(YouTube @ 2:26:07)

Trustee Winslow moved that the board recess into Executive Session to discuss 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 and President Kim Krull be included.

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

Trustee Smith seconded the motion. The motion passed unanimously.

**ENTER EXECUTIVE SESSION @ 7:05 PM**

**RETURN TO OPEN SESSION @ 8:03 PM**

**ADJOURNMENT** (YouTube @ 3:32:10)

Trustee Winslow moved to adjourn the meeting. Trustee Good seconded. Motion passes 7-0. The regular meeting of July 12, 2022 was adjourned at 8:05 p.m.

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Linda Jolly – Secretary

**BILLS AND WARRANTS**

**TOPIC for ACTION**  
**Approval of July 2022 Bills and Warrants**

**REPORT**

Bills and Warrants for July 2022 - \$4,902,030.19 (includes Expenditure Approval List - \$2,434,657.13 and Payroll - \$2,467,373.06).

**RECOMMENDED ACTION:**

Approval of July 2022 bills and warrants.

**RECOMMENDED FUNDING SOURCE:**

N/A

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



<b>RATIFICATION OF AGREEMENTS AND CONTRACTS</b>
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**TOPIC for ACTION**  
**Rose Hill Neighborhood Revitalization Program**

**REPORT:**

In January 2023, the Rose Hill City Council will adopt a new Neighborhood Revitalization Plan with an Interlocal Agreement. The plan takes effect January 2023 and ends December 31, 2028. This NRP provides opportunities to promote the revitalization and development within the City of Rose Hill in order to protect the public health, safety, and welfare of the residents. More specifically, through the Plan the City, Butler County, USD 394, and Butler Community College offer property tax rebates for certain improvements or renovation of property within the designated areas. The new NRP has only a few changes from the last NRP approved by the Board in August 2019 that expires December 31, 2022. The prior plan was a 3-year plan and the updated plan will be for a period of 5 years. This change is consistent with updated plans for other cities. The plan also includes minor clarification of language related to rebates on payments made under protest and determination of whether the property is located in Area A or Area B.

The City of Rose Hill is asking for Butler's participation requesting that the Board approve a resolution entering into this Interlocal Agreement with the City, Butler County Board of Commissioners, and USD #394. Participants in this agreement will be eligible for a tax rebate from all four taxing entities in Butler County.

**RECOMMENDED ACTION:**

Recommend approval of request from the City of Rose Hill to enter into an Interlocal Agreement with the City, Butler County Board of Commissioners, and USD 394.

**RECOMMENDED FUNDING SOURCE:**

N/A

Submitted by: Dr. Kimberly Krull

Supervisor: Forrest Rhodes

Date: August 9, 2022

# CITY OF ROSE HILL

## NEIGHBORHOOD REVITALIZATION PLAN

Adopted: \_\_\_\_\_, 2022  
\_\_\_\_\_

Expires: December 31, 2027

ADOPTED by Attorney General Office: \_\_\_\_\_, 2022

# CITY OF ROSE HILL, KANSAS NEIGHBORHOOD REVITALIZATION PLAN

## PURPOSE

This City of Rose Hill, Kansas Neighborhood Revitalization Plan (the "Plan") shall take effect on January 1, 2023 and is intended to promote the revitalization and development of certain areas within the City of Rose Hill, Kansas (the "City") in order to protect the public health, safety, and welfare of the residents of the City. More specifically, through the Plan the City, Butler County, USD No. 394, and Butler Community College, to the extent the same participate and adopt the Plan, offer property tax rebates for certain improvements or renovation of property within the designated areas in accordance with the provisions of K.S.A. 12-17,114 et seq. (the "Act").

## NEIGHBORHOOD REVITALIZATION AREA

The City's Neighborhood Revitalization District (the "District") includes those areas depicted on the Area map included as Exhibit A to this Plan and legally described in Exhibit B & B2 to this Plan. The map included as Exhibit C to this Plan contains the zoning classifications and existing and proposed land uses for all areas within the District, all as of the adoption of this Plan. Exhibit D to this Plan contains the names and addresses of all property owners within the District as of the adoption of this Plan.

The appraised valuation of the real estate contained in the Neighborhood Revitalization District is available at the Butler County Courthouse at 205 West Central El Dorado, KS 67042 and via the Butler County, Kansas web site at [www.bucoks.com/index.aspx?nid=159](http://www.bucoks.com/index.aspx?nid=159).

Subject to the terms and conditions of the Act and this Plan, the owner of property and improvements participating in the Plan may receive a rebate of a portion of the incremental increase in real property taxes resulting from any increased appraised property valuation from the approved improvements.

## CRITERIA FOR DETERMINATION OF ELIGIBILITY

- I. Subject to the requirements of this Plan, all real property improvements (including rehabilitations<sup>1</sup>, alterations and additions to any existing structures and construction of new structures) within the District are eligible for participation in the Plan. This includes commercial properties as well as single family homes and multi-family homes.
- II. Subject to the requirements of this Plan, improvements to "dilapidated structures", as defined in the Act, which are outside of the District are eligible for participation in the Plan upon approval by the City Council. "Dilapidated structures" include any building which is at least 25 years old and "which is in deteriorating condition by reason of obsolescence, inadequate provision of ventilation, light, air or structural integrity or is

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<sup>1</sup> Projects that are more likely to increase a structure's appraised value include additions and major renovations etc. Projects such as painting and carpet, windows, siding, are eligible, but may not result in much, if any, increase in value (and consequently, little if any tax rebate).

otherwise in a condition detrimental to the health, safety or welfare of its inhabitants", or "which is in deteriorating condition and because of age, architecture, history or significance is worthy of preservation."

- III. City Staff will use the following criteria to determine eligibility for participation in the Plan and property tax rebates:
- i Construction of improvements must begin on or after the application date. No applications will be accepted for completed or under-construction improvements.
  - ii Minimum value: Improvements in Area B/Two must have a value of at least \$50,000 based upon building permit value; improvements in Area A/One must have a value of at least \$ 10,000 based upon building permit value.
  - iii Maximum value: Rebate of taxes on additional new value beyond \$275,000 for all improvements to a property is not permitted in this program.
  - iv Upon completion, all existing and new existing improvements on the subject property must conform to all City codes and regulations in effect at the time the improvements are made. Building permits must be approved before commencement of construction. Only one building permit will be required for each application and will be available at no charge.
  - v City and County Staff shall have the authority and discretion to approve or reject applications based on the eligibility standards and review criteria contained herein and in the Act. If any applicant is dissatisfied with City Staffs decision, a written appeal may be submitted to the City Council for final determination. If any applicant is dissatisfied with County Staffs decision, a written appeal may be submitted to the Butler County Board of Commissioners.
  - vi A property may only participate in one tax incentive program at a time. For example, improvements constructed in a tax increment finance district or with the proceeds of industrial revenue bonds are not eligible for participation in the Plan.

#### APPLICATION PROCEDURE

Prior to filing an application for a tax rebate, the following steps must be taken:

- A. Application Forms: The application form is included as Exhibit E to this Plan.
- B. COMPLETE PART I: Prior to the commencement of construction on any improvement or new construction, the property owner must complete and submit to the City Building Official, Part I of the application together with a nonrefundable \$25.00 application fee payable to the City.

- c. Preliminary Approval and County Inspection: The City will forward the application to the County after certifying the application, property, and proposed improvements meet the requirements of this Plan and the Act. The County Appraiser's office will return a copy of Part I to the City within fifteen (15) working days indicating approval or denial of participation in the Plan. The City then will send notice of approval or denial to the applicant either by forwarding the County letter to the applicant or some other means.
- D. Notice of Final Approval and Procedure Construction: Upon approval, the City Clerk will forward a copy of Part I to the City Building Inspector for notification and information purposes. The County Appraiser will forward a copy of the application to the County Clerk for monitoring purposes. Note: Commencing construction prior to receiving this notice from the City will cause the property and improvements to be ruled ineligible for participation.
- E. COMPLETE PART II: If construction of the improvements has not been completed by January 1 of any year, the property owner must complete and submit to the City Building Official, Part II of the application by January 15 of the same year.
- F. The owner will have a maximum of one year to complete the improvements. Applicants are not allowed to phase-in improvements and a property may only have one active rebate at a time.
- G. COMPLETE PART III: Immediately upon completion of the improvements, but no later than November 1 of the year in which the improvements are completed, the property owner shall file Part III of the application with the City Building Official. Upon receipt of Part III, and no later than November 30, the City Building Official's Office will conduct an on-site inspection of the construction project (improvement, rehabilitation, or new) to confirm completion, confirm compliance with all applicable building codes and regulations, and issue any occupancy permits. The City Building Official may deny the property and improvements participation in the Plan for any violation of applicable building codes or regulations or failure to qualify for an occupancy permit. The County Appraiser must receive Part III prior to December 1.
- H. New Valuation: After confirmation of completion by City Building Official's Office, the completed application will be forwarded to the County, certifying the property and improvements are in compliance with the eligibility requirements for the Plan. In accordance with its procedures, the County Appraiser will report the new valuation to the County Clerk by June 1.

#### FURTHER TERMS AND CONDITIONS

- A. Applicants may not "phase-in" improvements. Additional increases in valuation to the property shall not be considered in the rebate calculation after the original improvement value is established by the County Appraiser. Construction must be on one parcel at one time. Parcels are determined by CAMA Number.
- B. All current and future rebates will be immediately forfeited with respect to any property for which payment to Butler County of any real estate tax, including special assessments, becomes delinquent; however, such rebates may be reinstated, at the City's sole discretion, upon full payment of such taxes and assessments; provided further, rebates may only be reinstated one time during the property's participation in the Plan. No rebates shall be reinstated if the property was disqualified from the City's previous neighborhood revitalization plan or has previously been allowed back into this Plan after being delinquent on taxes or assessments.
- c. If the property that has been approved for a tax rebate is sold, the rebate remains in effect and will transfer to the new property owner. Only owners are eligible for tax rebates.
- D. Upon timely payment in full of all real estate tax and special assessments for the property, a rebate of the taxes related to the valuation improvement (less a 5% administrative fee) will be made to the property owner within 45 days of the tax due date. Butler County will issue the rebate checks to the individual taxpayers.
- E. No rebate will be provided for any property with open valuation and/or classification appeals until all disputes have been fully litigated.

## REBATE FORMULA

Program Period: This Plan will terminate on December 31, 2027, unless terminated sooner by State action or extended by the parties to the interlocal cooperation agreement.

Rebate Period:

Rebates granted under this Plan for improvements in Area A/One will be in effect for:

- (i) 10 years for rehabilitations, alterations, or additions.
- (ii) 10 years for new construction on a vacant lot (if demolishing an existing structure, rebate can be maximized by leaving the lot vacant until the next regular appraisal in January).

Rebates granted under this Plan for improvements in Area B/Two will be in effect for:

- (i) 5 years for rehabilitations, alterations, or additions.
- (ii) 5 years for new construction on a vacant lot (if demolishing an existing structure, rebate can be maximized by leaving the lot vacant until the next regular appraisal in January).

Rebate Amount: Rebates granted under this Plan shall be calculated as:

- (i) 95% of the property tax corresponding to the increase in appraised value (on building only, not land) resulting from new construction as identified on the application. The increase in appraised value will not necessarily match the construction cost shown on the building permit.<sup>2</sup>
- (ii) 95% of the property tax corresponding to the increase in appraised (on building only) resulting from rehabilitation/repair as identified on the application. The increase in appraised value will not necessarily match the construction cost shown on the building permit.

The 95% rebate is applied to the annual appraised value of the property, which may fluctuate with market conditions. Under no circumstances will the appraised value eligible for rebate on any property exceed the base value of the original increase of improvement.

Five percent (5%) of the tax corresponding to the increase in appraised value will be retained by the Butler County Clerk's Office to cover administrative costs that include data entry, database management, software licensing and updates, and rebate calculation and processing.

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<sup>2</sup> Projects that are more likely to increase a structure's appraised value include additions and major renovations etc.

<sup>3</sup> Projects that are more likely to increase a structure's appraised value include additions and major renovations etc.

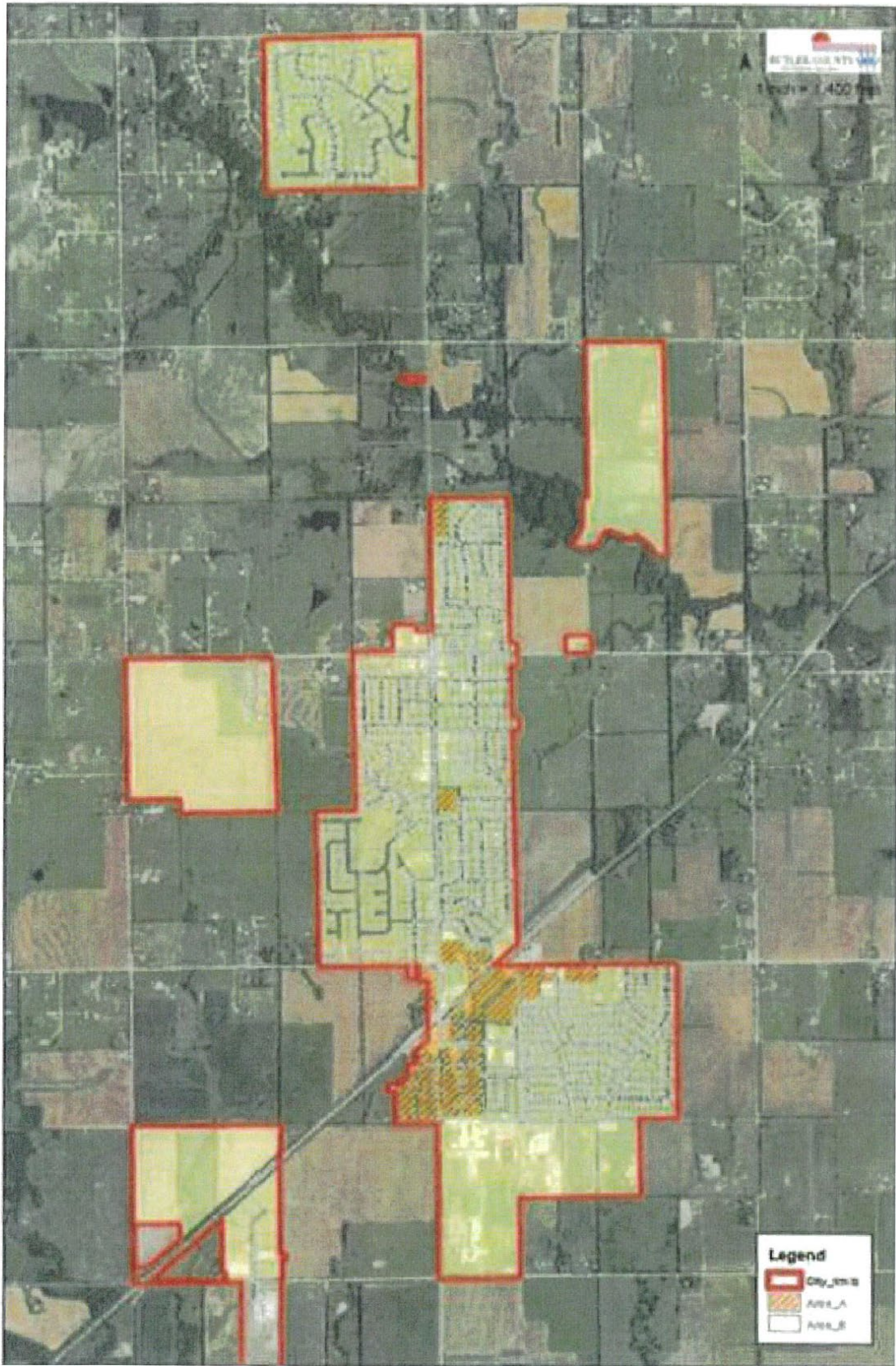
Exhibit A

NEIGHBORHOOD REVITALIZATION DISTRICT MAP

The current Neighborhood Revitalization District map is available at the Rose Hill City Hall located at 125 W. Rosewood, Rose Hill, KS 67133. The current Neighborhood Revitalization District map is also available online at <https://cityofrosehill.com/rose-hill-neighborhood-revitalization-plan>.

See Next Page.





**TOPIC for ACTION**  
**Clinical Nursing Agreement with Kansas Spine and Specialty Hospital LLC**

**REPORT**

Butler Community College and Kansas Spine and Specialty Hospital LLC enter into an agreement for a period of three years to furnish a clinical lab experience for students in nursing.

**RECOMMENDED ACTION:**

Board approval to contract with Kansas Spine and Specialty LLC.

**RECOMMENDED FUNDING SOURCE:**

N/A

Submitted by: Kerri Smith  
Supervisor: Janet Schueller, Associate Dean  
Date: July 1, 2022

## **AGREEMENT**

**Between**

**BUTLER COMMUNITY COLLEGE**

**And**

**KANSAS SPINE & SPECIALTY HOSPITAL, LLC.**

This agreement between the Butler Community College, hereinafter called College, and Kansas Spine & Specialty Hospital, LLC, hereinafter called the Hospital, entered into on August 15, 2022, shall be effective for a period of three (3) years. This agreement may, however, be terminated at an earlier date by either party giving the other ninety (90) days' notice in writing prior to the termination date stated in said notice. Any extension of the period to be covered by this agreement beyond the three (3) years shall be agreed to in writing by the parties hereto.

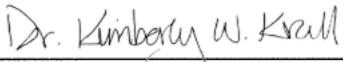
The Hospital and the College, both being desirous of cooperating in a plan to provide clinical education experiences for nursing students, both mutually agree as follows:

1. The College assumes full responsibility for offering the nursing curriculum and other related courses. Its nursing faculty will be qualified both as teachers and as competent Registered Nurse Practitioners in the State of Kansas.
2. The Hospital will maintain the standards required for a surgical specialty Hospital by the State of Kansas.
3. The Hospital will make available to the students of the College the clinical facilities of the institution including necessary equipment and supplies for giving direct care to patients, will provide adequate classroom and conference room space, and will allow for the use of available instructional material.
4. The nursing faculty of the College will plan and conduct all classroom and directed learning experiences of the students. They will go through the Hospital's administration for making plans for observation and practice and will notify the Hospital's administration in advance of its planned schedule of classes, including date, number of students, and types of experiences.
5. The College will provide instructor(s) for teaching and supervision of students assigned to directed learning experiences and retains direct responsibility for the control, supervision, and evaluation of its students.
6. The Hospital will provide adequate staffing in the clinical areas so that no student or faculty member will be expected to give service to patients in the Hospital

apart from that rendered for its educational value as a part of the planned nursing curriculum.

7. Students and faculty of the College will abide by existing rules and regulations of the Hospital insofar as they may pertain to their activities while in the Hospital. The College will assume the responsibility for maintaining discipline among its students and will consider any breach in confidentiality to be an infraction of the rules and regulations of the Hospital calling for appropriate discipline.
8. The Hospital will provide an opportunity for the faculty to keep up to date with nursing policies by attending appropriate meetings and receiving bulletins regarding changes.
9. Members of both the Hospital nursing staff and the nursing faculty of the College will cooperate in concurrent and terminal evaluation of these experiences.
10. The College will provide the Hospital with an appropriate certificate of insurance stating that each student, faculty member, or other agent of the College, while performing any of the duties or services arising in the performance of this Agreement, shall have liability insurance in a minimum amount of one million dollars (\$1,000,000.00). A copy of the policy or a certificate of insurance providing coverage to cover the Academic Term is to be attached to this Agreement. The College will hold the Hospital harmless from any and all persons resulting from the operations of the College's educational program including the faculty and students.
11. The Hospital agrees to provide liability coverage for the operation of its Hospital and to save and hold harmless the College for and against any and all liability for damages to any person and/or property of any and all persons resulting from the operations of the Hospital, exclusive of the services performed by the College, its faculty, and students hereunder.
12. The Hospital will regard students of the College, when assigned for clinical experience, as having the status of learners who will not replace Hospital employees.
13. The Hospital is responsible for the overall supervision and delivery of nursing care.
14. The Hospital will retain the right to restrict a student, faculty member, or other agent of the College from participating in the clinical experience or from the Medical Center grounds for good cause shown. The basis for such a restriction shall be presented in writing to the individual responsible for the clinical experience from the College.

BUTLER COMMUNITY COLLEGE


  
\_\_\_\_\_  
DR. KIMBERLY KRULL

8/9/2022  
\_\_\_\_\_  
Date

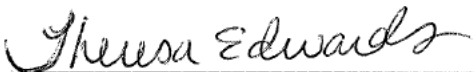
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JANET SCHUELLER, MSN, RN, CNE  
Associate Dean of Health, Education & Public Services

\_\_\_\_\_  
Date

KANSAS SPINE & SPECIALTY HOSPITAL LLC.

  
\_\_\_\_\_  
THOMAS SCHMITT  
Chief Executive Officer

7/7/22  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
THERESA EDWARDS, BSN, RN  
Chief Nursing Officer

7/6/22  
\_\_\_\_\_  
Date

**TOPIC for ACTION**  
**Clinical Nursing Agreement with Ascension Via Christi Hospitals**

**REPORT**

Butler Community College and Via Christi Hospitals enter into an agreement for a period of three years to furnish a clinical lab experience for students in nursing.

**RECOMMENDED ACTION:**

Board approval to contract with Via Christi Hospitals.

**RECOMMENDED FUNDING SOURCE:**

N/A

Submitted by: Kerri Smith  
Supervisor: Janet Schueller, Associate Dean  
Date: July 1, 2022

## CLINICAL EDUCATION AFFILIATION AGREEMENT

**THIS CLINICAL EDUCATION AFFILIATION AGREEMENT** (“Agreement”) is made effective \_\_\_\_\_, by and between the following Ascension entity(ies):

**Ascension Via Christi Hospitals Wichita, Inc.**  
**Ascension Via Christi Hospital Manhattan, Inc.**  
**Ascension Via Christi Hospital Pittsburg, Inc.**  
**Ascension Via Christi Hospital St. Teresa, Inc.**  
**Ascension Via Christi Rehabilitation Hospital, Inc.**  
**Ascension Medical Group Via Christi, P.A.**  
**Wamego Hospital Association**

on behalf of itself and its affiliates (hereinafter referred to as “ASCENSION or FACILITY(IES)”), and **BUTLER COMMUNITY COLLEGE** (hereinafter referred to as the “SCHOOL”). This Agreement supersedes and replaces all prior agreements and understandings between the parties with respect to the subject matter hereof.

### WITNESSETH:

**WHEREAS**, SCHOOL wishes to establish a clinical site for the education of its Students, and ASCENSION, as part of its mission, encourages and supports training/education programs; and

**WHEREAS**, SCHOOL administers education curricula for various health occupations including the following: **NURSING, EMERGENCY MEDICAL TECHNICIAN, ADVANCED EMERGENCY MEDICAL TECHNICIAN, PARAMEDIC, BUSINESS MEDICAL SPECIALIST, EXERCISE SCIENCE** (“Program(s)”), and seeks to provide, as part of the curricula, supervised experiences at an ASCENSION affiliated location for Students enrolled in the Programs (“Student(s)”); and

**WHEREAS**, ASCENSION and SCHOOL have determined that each may best accomplish its objectives by mutual assistance and seek to describe their Affiliation in this Agreement.

**THEREFORE**, in consideration of the mutual promises set forth herein, ASCENSION and SCHOOL agree as follows:

#### **I. Rights and Responsibilities of SCHOOL**

In addition to its rights and responsibilities described elsewhere in this Agreement, SCHOOL shall have the following rights and responsibilities:

A. **Assigning Students to Facility.** SCHOOL agrees to recommend for placement at one or more of the ASCENSION campuses, or its related clinics (hereinafter referred to as “the Facility(ies)”), only those Students who are qualified pursuant to the requirements established by the SCHOOL, appropriate regulatory agencies, and the Facility, and who have completed a Student Responsibilities Acknowledgement, attached hereto in “**ATTACHMENT A.**” SCHOOL shall

provide a roster of the names of the Students (“Roster”), along with a rotation schedule to the Facility Coordinator (as defined below) prior to the education program. At that time, SCHOOL may also request any educational experiences desired for the Students as part of the educational program. Upon receipt of the Roster, or at any time after an educational experience begins, the Facility may refuse to allow any Student or Faculty (as defined below) to participate in the educational experience if the individual has an unfavorable record from previous employment, or based on another clinical or educational experience, or any other reasonable justification made in good faith. All such decisions shall be made within the discretion of Facility and/or ASCENSION.

B. **Faculty.** SCHOOL shall designate and communicate to the Facility the name of faculty members who shall be primarily responsible for coordinating the education program conducted at Facility(ies) and monitoring Student progress (“Faculty”). Faculty who will be monitoring Students on site at any Facility are required to meet the same requirements as Students as provided in this Agreement, including health work, orientation, a background check, signing a confidentiality agreement and completing an authorization form.

C. **Program Memoranda.** SCHOOL will provide the Facility with a description of syllabus requirements or other clinical objective expectations in the form of a Program Memorandum, for each program/discipline association, and such Program Memoranda may be updated or modified from time to time. SCHOOL and Facility will collaborate reasonably toward fulfillment of Program Memorandum expectations, but such expectations shall not constitute the legally binding obligation of Facility. In the event of conflicting provisions in any Program Memorandum and this Agreement, the provisions of this Agreement will control.

D. **OSHA.** SCHOOL will provide health care worker safety education including Occupational Safety and Health Administration's (hereinafter “OSHA('s)”), Tuberculosis Standard Training and Hazard Communication Standard Training, and Bloodborne Pathogen Training to Students and Faculty who may be exposed to blood and body fluids, as applicable, to the extent that such education is part of SCHOOL’s accredited curriculum. Facility will provide applicable site-specific OSHA training for Students participating in on-site clinical rotations. SCHOOL will ensure that Students cooperate and participate with Facility in OSHA training for on-site clinical rotation placement.

E. **Health Work.** SCHOOL shall ensure that all Students and Faculty have completed appropriate health work including appropriate diagnostic testing, immunizations and vaccines, and other health standards as required by ASCENSION and/or Facility policies and practices for Student and Faculty health work. Further, prior to being granted access to the Facility, evidence of vaccination or immunity for each Student and Faculty member shall be provided as required by Facility policies and practices. All Students in this country on a student visa must have the same documentation for health standards as any other Student. SCHOOL understands and agrees that a student visa is not sufficient to validate health standards. The required health standards are specified in “ATTACHMENT A.”

F. **Background Check Law.** Prior to placement at Facility, SCHOOL shall require that Students shall have a background check performed in accordance with the policies and procedures of ASCENSION and/or Facility. Results of the background check will be given to SCHOOL by Student at least four (4) weeks in advance of the start of the Student’s educational experience or



as otherwise directed by Facility. SCHOOL will not share the contents or results of the background check with Facility or its employees unless there is an adverse finding on the Student's background check. In the event SCHOOL discovers any adverse result(s) on a Student' background check, SCHOOL shall disclose such findings to Facility within three (3) business days of SCHOOL having received the results of the background check. Further, should Facility request copies of any Student's background check, SCHOOL shall, within three (3) business days of said request, furnish the applicable background check to Facility. At a bare minimum, the background check shall include, but shall not be limited to, the following:

- i. Criminal history including, but not limited to, all felony and misdemeanor convictions or arrests, and diverted or expunged charges;
- ii. National sexual offender registry;
- iii. Social Security verification;
- iv. Residency history; and
- v. National healthcare fraud and abuse scan and check for exclusion from Federal Programs (OIG, HHS, GSA);
- vi. Applicable State Exclusion List, if one;
- vii. U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN);
- viii. Education verification (highest level);
- ix. Professional license verification;
- x. Certification & designations check; and
- xi. Professional disciplinary action search.

ASCENSION or its designee will notify the SCHOOL whether a Student has been rejected or accepted for participation in the learning experience at the Facility. ASCENSION reserves the right to refuse placement of any individual ASCENSION believes could put its patients, employees and/or visitors at risk.

SCHOOL hereby agrees to notify ASCENSION as soon as possible when the SCHOOL becomes aware that an individual, who is currently on site at the Facility, has been charged with or convicted of any crime or has been investigated by any governmental agency.

SCHOOL shall ensure that background checks are completed for all Faculty who will be monitoring Students on site at any Facility. Should the background check disclose adverse information as to any Faculty member, SCHOOL will not assign that Faculty member to Facility. Documentation of the background check and current license, as applicable, will be provided to Facility upon request.

SCHOOL agrees to be responsible for any issues which may arise as a result of ASCENSION's reliance on SCHOOL's actions related to the completion of the background check and subsequent placement of individuals at ASCENSION's locations.

**G. Policies and Procedures.** SCHOOL agrees that all its Students and on-site Faculty shall abide by all applicable bylaws, directives, orders, rules, regulations, policies and procedures of the Facility and its medical staff, including all standards established by The Joint Commission or any other accrediting organization and those related to privacy and confidentiality, including those of

patient health care information, and use and possession of alcohol, drugs, and weapons at the worksite.

ASCENSION has a Corporate Responsibility Program (“CRP”) which has as its goal to ensure that its customers comply with federal, state and local laws and regulations. The CRP focuses on risk management, the promotion of good corporate citizenship, including the commitment to uphold a high standard of ethical and legal business practices, and the prevention of misconduct. SCHOOL acknowledges ASCENSION’s commitment to the CRP and agrees to conduct itself, and ensure the Students and on-site Faculty conduct themselves, in accordance with the underlying philosophy of the CRP.

SCHOOL further acknowledges that the operations of ASCENSION and its affiliates are in accordance with the Ethical and Religious Directives for Catholic Health Care Services, as promulgated from time to time by the United States Conference of Catholic Bishops, Washington, D.C., of the Roman Catholic Church or its successor (“Directives”) and that the principles and beliefs of the Roman Catholic Church are a matter of conscience to ASCENSION and its affiliates. The Directives are located at <http://www.usccb.org/about/doctrine/ethical-and-religious-directives/upload/ethical-religious-directives-catholic-health-service-sixth-edition-2016-06.pdf>. It is the intent and agreement of the parties that this Agreement shall not be construed to require ASCENSION, or its affiliates, to violate said Directives in its operation and all parts of this Agreement must be interpreted in a manner that is consistent with said Directives.

Before beginning the educational experience, SCHOOL shall require that Students and on-site Faculty have current Basic Life Support or Advanced Cardiac Life Support training, as applicable. Documentation of the training will be provided to Facility upon request.

Facility may refuse access to a Student or Faculty who fails to comply or fails to meet Facility’s standards for safety, health or appropriate conduct. Students and Faculty shall not be deemed to be employees of ASCENSION for purposes of compensation, fringe benefits, workers compensation or any other purpose.

**H. Patient Confidentiality.** SCHOOL further agrees that its Students and Faculty shall maintain patient confidentiality. If a Student or Faculty member participating pursuant to this Agreement and individual Program Memorandum violates patient privacy under state or federal laws and regulations, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), as amended by the Health Information Technology for Economic and Clinical Health Act (“HITECH”), and its’ implementing regulations, SCHOOL agrees that such Faculty or Student(s) will be removed from the Program contemplated by this Agreement and relevant Program Memorandum.

**I. Accreditation and Licensure.** SCHOOL shall maintain at all times during the term of this Agreement: (i) all necessary licensures and approvals from the state where Facility is located; and (ii) with respect to each Program, accreditation from the appropriate accrediting organization, unless such Program does not require specific accreditation. SCHOOL shall immediately notify Facility of any change in its accreditation or licensure status.

Copies of records identified in the above Sections shall be provided to the Facility immediately upon request (subject to law governing confidentiality of such records).

J. **Audits.** In the event ASCENSION requests SCHOOL to verify Student and/or Faculty requirements, SCHOOL will have 24 hours to produce the actual documentation (proof) of the requirement to ASCENSION. ASCENSION has the ongoing right, but not the obligation, to periodically audit SCHOOL for compliance with ASCENSION's published student/instructor requirements for Student placements under this Agreement. If during the audit SCHOOL is found to be noncompliant, the Student and/or Faculty will not be allowed to continue their placement with ASCENSION until all requirements have been met. If on a subsequent audit SCHOOL does not meet ASCENSION's student affiliation requirements, SCHOOL agrees that ASCENSION has the right to discontinue affiliation with SCHOOL.

K. **Student Evaluations.** SCHOOL will be responsible for evaluation of each Student's participation in the educational experience. Facility will provide SCHOOL with information regarding each Student's performance upon reasonable request.

L. **Licensure.** In the event the Clinical Rotation includes nurse practitioners and the School is an out-of-state school, then the School acknowledges that it is the School's responsibility to ensure that the School's program meets the requirements of the Nursing Board in the state where Facility is located, prior to the Clinical Rotation. At a minimum, the respective Nursing Board requirements are as follows: (1) Student holds a current Registered Nurse license in the state where Facility is located; (2) applicable faculty member providing clinical instruction must hold a nursing license in the state where Facility is located; and (3) the School's advanced practice educational program meets the requirements established by the applicable state's Board of Nursing. Current requirements established by the applicable Nursing Board for an advanced practice educational program is accredited by the Accreditation Commission for Education or the Commission on Collegiate Nursing Education, or a similar applicable accrediting body. Upon request by the Facility, documentation regarding these requirements must be provided to the Facility. This section shall also be applicable to any other Program providing post-licensure degrees or certifications.

M. **CPR Training.** Before beginning the Clinical Rotations, the School shall require that each Student and on-site Faculty have current adult, child, and infant cardiopulmonary resuscitation ("CPR") certification that meets standards acceptable to the Facility along with other basic life support certification such as Foreign Body Airway Obstruction and American Red Cross, Professional Rescue. School acknowledges that on-line CPR courses will not be accepted by the Facility, unless Facility approves this request in advance in writing.

N. **Student Supervision.** The School shall be solely responsible for the control, supervision, and evaluation of Students participating in the Clinical Rotations, to the extent allowed by law.

O. **Cautionary Communications and Orientation Packet.** The School shall verify that Students have received information regarding hazardous communication and standard precautions and received, completed, and returned the Facility's orientation packet, provided to the School by Facility, prior to assignment to the Facility.

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**P. Optional Human Subject Research Provision.** For a Student conducting human subject research at the Facility, a faculty member from the School or a representative of Facility, hereinafter a “Research Mentor,” must serve as the principal investigator of the research study to oversee, supervise, and mentor the Student. The Research Mentor is responsible for all study, activity, and compliance with all related administrative and federal regulations and Facility policies and procedures involving human subject research, and meet all sponsor, grant, contract, and other related requirements. The Research Mentor must meet all requirements as established by the institutional review board (“IRB”), including:

- i. Completing human subject’s protection (“HSP”) training as required for all researchers at Facility and ensuring that all members of the research team have completed HSP training prior to submission of a research application to the Facility’s IRB;
- ii. Preparing Students for the role of researcher by instructing them in the ethical and legal conduct of research and assisting them in the preparation of IRB application documents;
- iii. Meeting regularly with Students throughout the research project, reviewing their work, and monitoring their progress in relation to the research protocol;
- iv. Educating and mentoring the research team;
- v. Maintaining research records as required by law; and
- vi. Closing the study with the Facility IRB as soon as all human subject research activities are complete.

**Q. Representations of School.** All information that has been furnished to the Facility concerning the School, Students, and Faculty is true and correct in all respects to the best of School’s knowledge. To the best of School’s knowledge, all representations in this Agreement shall remain true and correct during the term of this Agreement. If any of the representations becomes inaccurate in any way, the School shall promptly notify the Facility of any inaccuracies.

## **II. Facility Rights and Responsibilities**

**A. Accreditation and Licensure.** Facility agrees that it has all the necessary qualifications, certifications and/or licenses to operate the Facilities pursuant to Federal and State laws and regulations.

**B. Facility Coordinator.** Facility shall designate a representative from Facility (“Facility Coordinator”) to coordinate the relationship between Facility and SCHOOL. The Facility Coordinator will collaborate with the Faculty from SCHOOL to complete an assessment, as applicable and as provided by SCHOOL, of each Student’s skills during the educational experience.

**C. Student and Faculty Access.** ASCENSION agrees to allow the SCHOOL’s Students and Faculty access to clinical practice areas as reasonably required to support Students’ clinical development. The Faculty and Students shall also have the right to use the Facility’s cafeteria, classroom and library facilities, and parking areas.

**D. Number of Placements.** The parties will mutually decide upon an appropriate number of Students in each Program to be assigned to the Facility. The Facility, however, shall have the sole

discretion to determine its capacity to accept Students for clinical placement under this Agreement, whether such capacity is described in terms of number of Students on-site at any one time, the number of hours of clinical supervision that Facility can provide over a period of time, or other such description of capacity.

E. **Program Development.** Representatives of the SCHOOL and the Facility will be in contact as often as necessary to coordinate and improve the SCHOOL's training/education program. The Facility and its employees will cooperate with the SCHOOL's Faculty in planning educational experiences for Students.

F. **Termination of Access to Facility.** ASCENSION and/or Facility reserve the right to immediately terminate the access of a Student or Faculty member to Facility when the Facility and/or ASCENSION believe that the individual exhibits inappropriate behavior, is disruptive, does not comply with applicable Facility rules or policies, or poses a threat to the health, safety, or welfare of a patient, employee, or any other person.

G. **Emergency Medical Services.** Emergency care as is available to the general public will be available to the SCHOOL's Students or Faculty who require such services while they are practicing in the SCHOOL's Program at the Facility. The Student or Faculty member receiving such services shall be responsible to pay the usual and customary charges for such care.

H. **FERPA.** ASCENSION acknowledges that Student educational records are protected by the Family Education Rights and Privacy Act ("FERPA"), and that Student permission must be obtained before releasing Student data to any party except SCHOOL.

I. **SCHOOL Access to Facility.** The Facility shall reasonably permit SCHOOL and its accreditation agencies to visit, tour, and inspect the Facility related to the educational experiences on reasonable advance written notice during the Facility administration's regular business hours, subject to requirements of patient confidentiality and other legal compliance requirements of the Facility and minimizing disruption or interference with Facility operation, including patient care activities.

### III. Miscellaneous.

A. **Insurance.** In order to insure against potential liability arising out of the activities performed hereunder, or in any manner related to, this Agreement, SCHOOL and ASCENSION each agree to obtain and maintain, in full force and effect, liability insurance in the types and amounts set forth below. SCHOOL agrees to maintain professional liability insurance (with minimum limits of \$1,000,000 per occurrence and \$3,000,000 annual aggregate) and privacy liability insurance (a/k/a "Cyber" insurance with minimum limits of \$1,000,000 per occurrence) for its participating Students, Faculty, employees and agents. ASCENSION agrees to maintain professional liability insurance or self-insurance with the aforementioned limits for its employees and agents. Further, both parties agree to individually maintain commercial general liability (CGL) insurance (with minimum limits of \$1,000,000 per occurrence and \$3,000,000 annual aggregate).

B. **Indemnity.** To the extent permitted by law, the School shall indemnify, hold harmless, and defend ASCENSION, the Facility and its officers, agents and employees, from all damages

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and liability, including attorney's fees, arising out of the actions, negligent acts, and/or omissions caused by SCHOOL and its Students, officers, agents, and employees, or arising out of any violation of this Agreement by SCHOOL or its Students.

C. **Non-discrimination.** Both parties agree not to discriminate against Students on the basis of race, national origin, sex, age, creed, handicap or veteran status. It is the policy of ASCENSION to provide service to all persons without regard to race, color, national origin, handicap or age in compliance with 45 CFR Parts 80, 84, and 91, respectively. The same requirements are applied to all, and there is no distinction in eligibility for, or in the manner of providing services.

D. **Non-Exclusive.** This Agreement is not exclusive, and both parties are free to participate in similar programs with other entities.

E. **Entire Agreement.** This Agreement supersedes all previous contracts regarding the SCHOOL's Students in all Programs and, with the Recitals set forth above, constitutes the entire agreement between the parties.

F. **Invalid Provision.** The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof; and this Agreement shall be construed in all respects as if such invalid or unenforceable provision were omitted.

G. **Assignment.** This Agreement shall not be assigned without the written consent of the other party; such consent shall not be unreasonably withheld.

H. **Amendment.** This Agreement may be amended at any time with the signed, written approval of the parties. Such amendments or modifications will be typed separately and signed by the parties, and made a part of this Agreement.

I. **Independent Contracting Parties** Nothing contained in this Agreement will be deemed or construed by the parties or by any third person to create the relationship of principal and agent or of partnership and joint venture between the SCHOOL and ASCENSION and/or the Facility. Likewise, the Students and Faculty assigned to the Facility under this Agreement are not Facility or ASCENSION employees and are not entitled to any benefits of employees, including, but not limited to fringe benefits, unemployment compensation, minimum wage laws, social security or worker's compensation coverage.

J. **Governing Law and Compliance with Law.** This Agreement shall be governed by the laws of the state where Facility is located. All parties under this Agreement agree to abide by all applicable federal, state and local laws and regulations, including, but not limited to, HIPAA, in their performance hereunder.

K. **Term and Termination.** The term of this Agreement shall commence effective the date first above written and continue thereafter until terminated by either party upon ninety (90) days prior written notice, providing that Students in good standing and participating in clinical studies at the time of said notice of termination will be allowed to complete the curriculum. In the event any provision of this Agreement is breached, the non-breaching party may terminate this Agreement upon thirty (30) days written notice to the breaching party. If ASCENSION determines

that its federal tax exemption or any tax-exempt bond covenant is (or is likely to be) adversely impacted by this Agreement, then ASCENSION may terminate this Agreement by providing at least ten (10) days' notice to SCHOOL.

L. **Notices.** All notices under this Agreement shall be given in writing and shall be deemed to have been properly given if and when delivered, or sent by certified mail:

If to Facility: **ASCENSION VIA CHRISTI**  
Attn: Clinical Education Professional Development  
929 N. St. Francis  
Wichita, KS 67214

With a copy to: **ASCENSION VIA CHRISTI HEALTH, INC.**  
Attn: Regional Associate General Counsel  
8200 E. Thorn Dr.  
Wichita, KS 67226

If to School: **BUTLER COMMUNITY COLLEGE**  
Attn: Dean  
School of Health Sciences/Business  
901 S. Haverhill Rd  
El Dorado, KS 67042

M. **Counterparts.** The parties may execute this Agreement in any number of duplicate originals, each of which constitutes an original, and all of which collectively constitute only one Agreement. The signatures of the parties need not appear on the same counterpart, and delivery of an executed counterpart signature page is as effective as executing and delivering this Agreement in the presence of the other party to this Agreement. Any party delivering a wet-ink executed counterpart of this Agreement by facsimile or e-mail shall also deliver a manually executed counterpart of this Agreement, but the failure to do so does not affect the validity, enforceability or binding effect of this Agreement.

Electronic documents executed, scanned and transmitted electronically and electronic signatures shall be deemed original signatures for purposes of this Agreement and all matters related thereto, with such scanned and electronic signatures having the same legal effect as original signatures. This Agreement, any other document necessary for the consummation of the transaction contemplated by this Agreement may be accepted, executed or agreed to through the use of an electronic signature in accordance with the Electronic Signatures in Global and National Commerce Act ("E-Sign Act"), Title 15, United States Code, Sections 7001 et seq., the Uniform Electronic Transaction Act ("UETA") and any applicable state law. Any document accepted, executed or agreed to in conformity with such laws will be binding on each party as if it were physically executed,

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement by their duly authorized representatives as below written.

**“ASCENSION”**

**ASCENSION VIA CHRISTI HOSPITALS WICHITA, INC.  
ASCENSION VIA CHRISTI HOSPITAL MANHATTAN, INC.  
ASCENSION VIA CHRISTI HOSPITAL PITTSBURG, INC.  
ASCENSION VIA CHRISTI HOSPITAL ST. TERESA, INC.  
ASCENSION VIA CHRISTI REHABILITATION HOSPITAL, INC.  
WAMEGO HOSPITAL ASSOCIATION**

By: \_\_\_\_\_

Name: Kevin Strecker

Title: COO and Hospital President

**ASCENSION MEDICAL GROUP VIA CHRISTI, P.A.**

By: \_\_\_\_\_

Name: Ann Buess

Title: Chief Financial Officer

**“SCHOOL”**

**BUTLER COMMUNITY COLLEGE**

By: \_\_\_\_\_

Name:

Title:



## ATTACHMENT A

### STUDENT RESPONSIBILITIES ACKNOWLEDGEMENT

I, \_\_\_\_\_, a student at **BUTLER COMMUNITY COLLEGE** (“School”) in the **NURSING, EMERGENCY MEDICAL TECHNICIAN, ADVANCED EMERGENCY MEDICAL TECHNICIAN, PARAMEDIC, BUSINESS MEDICAL SPECIALIST, EXERCISE SCIENCE** Program(s) desire the opportunity to obtain clinical experience through participation in an education experience at \_\_\_\_\_ (“Facility”).

1. I understand and agree to abide by: (i) all applicable Facility policies and procedures, including, without limitation, personnel policies and procedures of Facility, including the Ethical and Religious Directives for Catholic Health Care Services as found at <http://www.usccb.org/about/doctrine/ethical-and-religious-directives/upload/ethical-religious-directives-catholic-health-service-sixth-edition-2016-06.pdf>; and (ii) the requirements of the local Department of Community Health, The Joint Commission and other applicable federal, state, county agency, and/or accreditation bodies. I further understand and agree that failure to do so may result in the immediate termination of my participation in the aforementioned educational experience.

2. I understand and agree that I shall not use or disclose to any third party any trade secrets and/or confidential information, facts or documents relating in any way to Facility’s business operations, patients, suppliers, vendors, personnel, contracts or financial condition or any other confidential or proprietary information except as necessary to the completion of my educational experience. I understand the foregoing does not apply to publicly available information or information required by court order or applicable law.

3. I have been provided the necessary HIPAA training and understand and agree to: (i) appropriately access and disclose patient information; (ii) appropriately use Facility’s information system; and (iii) use reasonable safeguards to prevent unauthorized access to or disclosure of Facility’s patient information.

4. I understand and agree to the following terms:

- a. As part of the educational experience, I am not, and will not be, an employee of Facility and will therefore will not be eligible for any of the compensation or benefits that Facility’s employees receive;
- b. The training provided by Facility is general in nature, and a practical application of material taught in a classroom and is similar to what would be given in a vocational school or academic educational institution;
- c. I am not guaranteed employment with Facility following completion of the training period;
- d. All training provided by Facility is for my benefit, and not the benefit of Facility. Although the externship opportunity may include direct, hands-on training opportunities for me, Facility receives no immediate economic advantage from my activities and, on occasion, Facility's operations may be impeded by my presence or work;
- e. During the training period, I will train under the close supervision of Facility's employees, and will not replace existing Facility employees; and
- f. If I am currently employed by Facility in another position, the clinical learning experience will take place outside of my regular working hours, none of the educational experience activities will be directly related to my current job, I will not perform any productive work during the educational experience or displace workers, I will work only under close supervision of a Facility employee or physician, and for anything outside the educational experience, I will clock-in so I will receive pay for services I provide as an employee.

5. I authorize all necessary exchanges of information between Facility and School related to me and my participation in the educational experience.

6. I agree to clearly identify myself as a student, both visually by dressing professionally and by the wearing of a name badge and in all written and verbal communication, to all patients, providers, and staff during my educational experience.

7. I agree to act only within the scope of my educational experience and, at such times as are necessary, will immediately attempt to resolve any question or doubt I have as to the extent of that scope with the appropriate Facility supervisor.

8. I have been appropriately immunized as required under the “**Clinical Education Affiliation Agreement**” and agree to follow Facility policy regarding provision of evidence of immunization. I further agree to submit to any additional health examinations that might be necessary to my participation in the educational experience and further agree to make the results of any such additional examinations available to Facility upon request, as referred to in “EXHIBIT A”.

9. I understand that Facility may make emergency care available to me during the term of my educational experience and that such emergency care will not be given without charge. I agree that I will be financially responsible for any medical care provided by Facility, including any emergency care.

10. I understand and agree that Facility retains the right to remove me at any time, if Facility deems such removal to be in the best interests of Facility and its patients.

11. I agree to release Facility from any liability for the loss of or damage to my personal property while on Facility property. I agree to be liable for and indemnify Facility for any claims made against Facility which are based solely on any of my activities. By signing this Student Responsibilities Acknowledgement, I, and my parent or guardian if applicable, acknowledge that I understand the risks of participating in the educational experience and hereby release Facility, its administration, Board of Trustees, employees and agents from any and all liability from my participating in the educational experience. I agree that this Student Responsibilities Acknowledgement shall be binding and of full force and effect upon my heirs, assigns, executors, personal representatives, and guardians, including parents, durable powers of attorney or next of kin.

STUDENT:

_____ Signature	_____ Date
_____ Printed Name	_____ Program

PARENT/GUARDIAN (If student is a minor): I hereby agree to the above terms on behalf of the above-named student.

_____ Signature	_____ Date
_____ Printed Name	_____ Program

## EXHIBIT A

- A. Physical within the year.
- B. TB test: 2 step TB Test or T-spot Test or Quantiferon Test.
- C. The following vaccination requirements:
  - 1. **Pertussis** - All students will have immunity to Pertussis as evidenced by receipt of a single dose of Tdap (ADACEL™). Those aged less than 64 who do not have documentation of Tdap immunization should receive a single dose of Tdap if it has been at least 2 years since receipt of a tetanus toxoid-containing vaccine.
  - 2. **Measles, Mumps, and Rubella (MMR) Vaccine** -All Students will have immunity to Measles, Mumps, and Rubella as evidenced by any of the following:
    - (a) Birth on or before January 1, 1957
    - (b) Physician-diagnosed infection
    - (c) Documentation of 2 Measles, Mumps, and Rubella (MMR) vaccines
    - (d) Positive Measles, Mumps, and Rubella titer
  - 3. **Varicella Vaccination** - All students will have immunity to varicella as evidenced by any of the following.
    - (a) History of chickenpox infection or herpes zoster
    - (b) Documentation of 2 varicella vaccines
    - (c) Positive varicella titer
  - 4. **Hepatitis B Vaccine** - Students should receive the Hepatitis B vaccine series. Students should be advised about the risk of Hepatitis B and the availability of a vaccination for Hepatitis B. The Facility will require a waiver of notification from the Student in the event there is a Student, who upon being apprised of the risks of Hepatitis and the availability of the vaccine, refuses to be vaccinated.
  - 5. **Influenza Vaccine** - Students who have clinical rotations during the time frame defined by Facility, from year-to-year, during flu season, *are required* to receive one dose of influenza vaccine annually or otherwise abide by the policies of Ascension Health or Facility, as applicable.
  - 6. **Meningococcal Vaccine** - Microbiology students who handle isolates of Neisseria Meningitis should receive 1 dose of Meningococcal Vaccine.
  - 7. **COVID-19 Vaccine** - Students, School Liaison, or other onsite faculty of School will be required to receive the COVID-19 vaccine as this is now required for Ascension associates, or otherwise abide by the policies of Ascension Health or Facility, as applicable. Failure to satisfy this paragraph shall result in immediate removal from the rotation.
  - 8. **Fit testing** is required for Students/School Liaison or other onsite faculty that care for or interact with any patients with the COVID-19 diagnosis. It shall be the School's responsibility

to validate completion of the fit testing for any Student/School Liaison/onsite faculty providing care to or interacting with patients with COVID-19. Reasonable proof of such fit testing must be submitted by School to Facility before any Student(s) or onsite Faculty may proceed with any rotation contemplated by this paragraph.

D. Students with a potentially transmissible infection or disease may be restricted from participating in the clinical experience. Students presenting with a potentially transmissible infection or disease will be evaluated by Employee Health or other designated department and, when appropriate, physicians with other medical specialties as may be required to determine whether student's participation in the clinical experience is advisable based on safety issues of the individual student, other employees and/or patients.

Students experiencing any of the following may not participate in the clinical experience:

1. Fever greater than 101°
2. Acute febrile upper respiratory infection, including Group A Streptococcal Infection
3. Influenza
4. Acute Diarrhea
5. Herpes simplex \*
6. Chickenpox, Pertussis, Measles, Mumps, Rubella
7. Draining abscesses, boils, impetigo
8. Acute viral hepatitis
9. Pulmonary tuberculosis
10. Scabies

*\*Restricted from caring for high risk patients until on treatment for 48 hours.*

Any Student restricted from participation in the Experience for any of the above stated infections or diseases must obtain a statement of release from the Student's personal physician and the Medical Director of Employee Health or other Facility designee before returning to a clinical setting.

E. Clinical rotations for students with chronic and potentially transmissible infection(s) such as Hepatitis B, Hepatitis C or HIV infection, must be approved by Employee Health or such other medical specialist as designated by Employee Health.

**TOPIC for ACTION**  
**Clinical Nursing Agreement with Tender Care Pediatrics, LLC**

**REPORT**

Butler Community College and Tender Care Pediatrics enter into an agreement for a period of three years to furnish a clinical lab experience for students in nursing.

**RECOMMENDED ACTION:**

Board approval to contract with Tender Care Pediatrics.

**RECOMMENDED FUNDING SOURCE:**

N/A

Submitted by: Kerri Smith  
Supervisor: Janet Schueller, Associate Dean  
Date: July 1, 2022

## **AGREEMENT**

**Between**

**BUTLER COMMUNITY COLLEGE**

**and**

**TENDER CARE**

**PEDIATRICS**

This agreement between the BUTLER COMMUNITY COLLEGE hereinafter called College, and TENDER CARE PEDIATRICS hereinafter called Nursing Center, entered into on August 22, 2022, shall be effective for a period of three (3) years. This agreement may, however, be terminated at an earlier date by either party giving the other ninety (90) days' notice in writing prior to the termination date stated in said notice. Any extensions of the period to be covered by this agreement beyond the three (3) years, shall be agreed to in writing by the parties hereto. The Nursing Center and the College, both being desirous of cooperating in a plan to provide the clinical education experiences for nursing students, both mutually agree as follows:

1. The College assumes full responsibility for offering the nursing curriculum and other related courses. Its nursing faculty will be qualified both as teachers and as competent Registered Nurses in the State of Kansas.
2. The Nursing Center will maintain the standards required for a physician's office by the State of Kansas.
3. The Nursing Center will make available to the students of the College the clinical facilities of the institution including necessary equipment and supplies for giving direct care to patients and will allow for the use of available instructional material.
4. The nursing faculty of the College will plan and conduct all classroom and directed learning experiences of the students. They will go through the Nursing Center's administration for making plans for observation and practice and will notify the Nursing Center's administration in advance of its planned schedule of classes, including date, number of students, and types of experiences.
5. The College will provide instructor(s) for teaching and supervision of students assigned to directed learning experiences and retain direct responsibility for the control, supervision, and evaluation of its students.
6. The Nursing Center will provide adequate staffing in the clinical areas so that no student or faculty member will be expected to give service to patients in the Nursing Center apart from that rendered for its educational value as a part of the planned nursing curriculum.
7. Students and faculty of the College will abide by existing rules and regulations of the Nursing Center insofar as they may pertain to their activities while in the Nursing Center. The College will assume the responsibility for maintaining discipline among its students and will consider any breach in confidentiality to be an infraction of the rules and regulations of the Nursing Center calling for appropriate discipline.
8. The Nursing Center will provide an opportunity for the faculty to keep up to date with nursing policies by attending appropriate meetings and receiving bulletins regarding changes.

9. Members of both the Nursing Center staff and the nursing faculty of the College will cooperate in concurrent and terminal evaluation of these experiences.
10. The College will provide the Nursing Center with an appropriate certificate of insurance stating that each student, faculty member, or other agent of the College, while performing any of the duties or services arising in the performance of this Agreement, shall have liability insurance in a minimum amount of one million dollars (1,000,000). The College will hold the Nursing Center harmless from any and all persons resulting from the operations of the College's educational program including the faculty and students.
11. The Nursing Center agrees to provide liability coverage for the operation of its facility and to save and hold harmless the College for and against any and all liability for damages to any person and/or property of any and all persons resulting from the operations of the Nursing Center, exclusive of the services performed by the Collège, its faculty, and students hereunder.
12. The Nursing Center will regard students of the College, when assigned for clinical experience, as having the status of learners who will not replace Nursing Center employees.
13. The Nursing Center is responsible for the overall supervision and delivery of nursing care.
14. The Nursing Center will retain the right to restrict a student, faculty member, or other agent of the College from participating in the clinical experience or from the Medical Center grounds for good cause shown. The basis for such a restriction shall be presented in writing to the individual responsible for the clinical experience from the College.

TENDER CARE PEDIATRICS

\_\_\_\_\_  
DR. CHRISTOPHER BIRD

\_\_\_\_\_  
Date

BUTLER COMMUNITY COLLEGE

\_\_\_\_\_  
DR. KIMBERLY KRULL, PRESIDENT

\_\_\_\_\_  
Date

\_\_\_\_\_  
JANET SCHUELLER, MSN, RN

\_\_\_\_\_  
Date

July 1<sup>st</sup> 2022

Tender Care Pediatrics

**TOPIC for ACTION**  
**Clinical Nursing Agreement with Butler County Health Department**

**REPORT**

Butler Community College and Butler County Health Department enter into an agreement for a period of three years to furnish a clinical lab experience for students in nursing.

**RECOMMENDED ACTION:**

Board approval to contract with Butler County Health Department.

**RECOMMENDED FUNDING SOURCE:**

N/A

Submitted by: Kerri Smith  
Supervisor: Janet Schueller, Associate Dean  
Date: July 1, 2022



AGREEMENT  
Between  
BUTLER COMMUNITY COLLEGE  
And

BUTLER COUNTY HEALTH DEPARTMENT

THIS AGREEMENT between the Butler Community College, hereinafter called College, and Butler County Health Department entered into on this date, August 22, 2022, shall be effective for a period of three years. At least one month prior to the date of termination, both parties will review this agreement.

Butler County Health Department and the College, both being desirous of cooperating in a plan to furnish clinical laboratory experience for students in nursing, do mutually agree on the following:

1. Butler County Health Department will maintain final decision-making authority in regard to patient care.
2. The College is responsible to assure that students assigned to the clinical facility meet Butler County Health Department's health standards.
3. Butler County Health Department will maintain the standards required for approval as a clinical laboratory area for nursing students in an accredited program in nursing.
4. Students and faculty of the College will abide by existing rules and regulations of the Health Department, in so far as they may pertain to their activities while in the Health Department.
5. Members of both Butler County Health Department nursing staff and the nursing faculty of the College will cooperate in concurrent and terminal evaluation of these experiences.
6. The College will provide the Health Department with an appropriate certificate of insurance reflecting that each Butler Community College nursing student and each faculty member, while performing any of the duties or services contemplated under this agreement, has professional liability insurance in a minimum amount of one million dollars (\$1,000,000) for each claim that may be asserted and three million dollars (\$3,000,000) annual aggregate.
7. Butler County Health Department will be held harmless from any and all liability for damages to any person and/or property of any and all persons resulting from the operation of the College's education program.

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
DR. KIMBERLY KRULL  
BUTLER COMMUNITY COLLEGE  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Janet Schueller,  
Associate Dean, Health Education, & Public Services

\_\_\_\_\_  
Date

July, 1<sup>st</sup> 2022

**TOPIC for ACTION**  
**Clinical Nursing Agreement with Harry Hynes Acute Hospice**

**REPORT**

Butler Community College and Harry Hynes Acute Hospice enter into an agreement for a period of three years to furnish a clinical lab experience for students in nursing.

**RECOMMENDED ACTION:**

Board approval to contract with Harry Hynes Acute Hospice.

**RECOMMENDED FUNDING SOURCE:**

N/A

Submitted by: Kerri Smith  
Supervisor: Janet Schueller, Associate Dean  
Date: July 1, 2022

**AGREEMENT**

**Between**

**BUTLER COMMUNITY COLLEGE**

**And**

**HARRY HYNES ACUTE HOSPICE**

This agreement between the Butler Community College, hereinafter called College, and Harry Hynes Acute Hospice, hereinafter called the Facility, entered into on August 15, 2022 shall be effective for a period of three (3) years. At least three month prior to the date of termination, both parties to the agreement will review this agreement.

The Facility and the College, both being desirous of cooperating in a plan to provide clinical education experiences for nursing students, both mutually agree as follows:

1. The Facility will maintain final decision-making authority in regard to patient care.
2. The College is responsible to assure that students assigned to the clinical facility meet the Facility's health standards.
3. The Facility will maintain the standards required for approval as a clinical laboratory area for nursing students in an accredited program in nursing.
4. Students and faculty of the College will abide by existing rules and regulations of the Facility, insofar as they may pertain to their activities while in the Facility.
5. Members of both the Facility nursing staff and the nursing faculty of the College will cooperate will cooperate in concurrent and terminal evaluation of these experiences.
6. The College will provide the Facility with an appropriate certificate of insurance reflecting that each Butler Community College student and each faculty member, while performing any of the duties or services contemplated under this agreement, has professional liability insurance in a minimum amount of the one million dollars (\$1,000,000) for each claim that may be asserted and three million dollars (\$3,000,000) annual aggregate.
7. The Facility will be held harmless from any and all liability for damages to any person and/or property of any and all persons resulting from the operations of the College's educational program.

BUTLER COMMUNITY COLLEGE

\_\_\_\_\_  
DR. KIMBERLY KRULL                      Date  
President

HARRY HYNES ACUTE HOSPICE

*Thomas Welk*                      July 19, 2022  
\_\_\_\_\_  
THOMAS WELK                      Date  
Director of Professional Education

\_\_\_\_\_  
JANET SCHUELLER                      Date  
Associate Dean Health, Education, and Public Services

**TOPIC for ACTION**  
**Advanced Emergency Medical Technician (AEMT) Technical Certificate**

**REPORT:**

The Butler Community College Fire Science & EMS Department is seeking Board approval to recognize the existing Advanced Emergency Medical Technician (AEMT) program as a technical certificate program. Recognition of a technical certificate program is required in order for the Kansas Board of Regents to consider this program for a Cert A designation, which would afford students access to financial aid opportunities.

A technical certificate program is a program that offers an industry-recognized credential by completing at most 30 credit hours of course work. The Butler AEMT program requires 20 credit hours of course work, which is captured by completing FS 255 Advanced EMT (10 credit hours) and FS 256 Advanced EMT Field Internship (10 Credit Hours). In addition, these two courses allow students to complete the required 96 hours of hospital clinicals and 250 hours of EMS field internship.

Butler has existing clinical partnerships with Kansas Medical Center, Wesley Medical Center, and Ascension Via Christi; and existing partnerships for student field internships with Butler County EMS, Sedgwick County EMS, and Reno County EMS. If student location necessitates, temporary agreements are entered into with other hospitals or EMS agencies to enable students to complete requirements.

Since Butler offers all coursework for the AEMT program and already has all the required equipment, facilities, supplies, instructional materials, faculty, and industry support, there will be no increased cost to the institution to recognize the program as a technical certificate program. Currently, there are no AMET technical certificate programs available in South Central Kansas for students who are undertaking Advanced EMT training. The recognition of this certificate will fill a vital credentialing need for workers entering the EMS field in South Central Kansas and for those who are interested in promotion to supervisory-level positions within their agencies. But more importantly, recognition of this certificate will be a step closer for this program becoming financial aid eligible, which would make this program more affordable to students.

**RECOMMENDED ACTION:**

Board approve the existing AEMT program as a technical certificate program.

**RECOMMENDED FUNDING SOURCE:**

No additional funding source is needed.

Submitted by: Evan Seiwert, Chair of Fire and EMS Education

Supervisor: Dr. Julio Guerrero, Dean of Health, Education, and Public Services

Date: July 27, 2022

# New Program Request Form

## CA1

### General Information

Institution submitting proposal	Butler Community College
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Julio Guerrero, Dean of Health Science (316) 322-3146, <a href="mailto:jguerrero6@butlercc.edu">jguerrero6@butlercc.edu</a>
Identify the person responsible for oversight of the proposed program	Evan Seiwert, Department Chair for Fire and EMS (316) 323-6148, <a href="mailto:eseiwert@butlercc.edu">eseiwert@butlercc.edu</a>
Title of proposed program	Advanced Emergency Medical Technician
Proposed suggested Classification of Instructional Program (CIP) Code	51.0810
CIP code description	A program that prepares individuals to assist licensed EMTs, under the supervision of a physician, to prepare and transport ill or injured patients, and to operate emergency vehicles and equipment such as life support units. Includes instruction in first aid and emergency medicine field techniques, patient stabilization and care, medical field communications, equipment operation and maintenance, emergency vehicle operation, and applicable standards and regulations.
Standard Occupation Code (SOC) associated to the proposed program	53-3011 Ambulance Drivers and Attendants, Except Emergency Medical Technicians
SOC description	Assess injuries and illnesses and administer basic emergency medical care. May transport injured or sick persons to medical facilities.
Number of credits for the degree <u>and</u> all certificates requested	Technical Certificate A/20 credit hours
Proposed Date of Initiation	Spring 2023 (AY23)
Specialty program accrediting agency- <u>emailed Evan to confirm</u>	CoAEMSP: Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions
Industry certification- <u>emails Evan to confirm</u>	<ul style="list-style-type: none"> <li>• Certifying Bodies: National Registry of Emergency Medical Technicians / Kansas Board of EMS</li> <li>• Industry Certification: Advanced Emergency Medical Technician (AEMT)</li> </ul>

Signature of College Official  Date 7/28/22

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

## **Narrative**

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

*Institutions requesting subordinate credentials need only submit the following sections:*

*1) General Information, 2) Program Rationale, 3) Complete catalog descriptions (including program objectives) for the proposed program, 4) List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program, 5) List any pertinent program accreditation available (rationale for seeking or not seeking accreditation and plan to achieve accreditation), and 6) Program Approval at the Institution Level.*

### **Program Rationale**

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

For many years Butler Community College offered an Emergency Medical Technician-Intermediate course of instruction. In the 2008 Kansas EMS Transition process this existing program was adapted into an Advanced Emergency Medical Technician course to meet the newly adopted state curricula. In light of the increased breadth and depth of the new curricula, the course was expanded to 20 credit hours offered evenly over two semesters.

Since the transition to an AEMT program, multiple area fire and EMS agencies have come to view Butler Community College as a vital provider of advanced life support education for their current and potential employees.

In ongoing conversations with communities of interest and the Fire & EMS Education Advisory Board it has been identified that recognition of the AEMT coursework as a certificate program would afford students access to financial aid opportunities and offer an industry-recognized credential.

Furthermore, in conversations with area EMS agencies it was identified that a certificate program would be of significant value to employees interested in promotion to supervisory-level positions within their agencies.

Currently, there are no other certificate programs available in South Central Kansas for students who are undertaking Advanced EMT training. The recognition of this certificate will fill a vital credentialing need for workers entering the EMS field in South Central Kansas. The need for trained workers in the EMS field only continues to increase, and the ability of Butler Community College to offer such training, along with recognized educational credentials, will not only help meet this need, but further the practice and educational standards of the industry.

### **Program Description**

- Provide a complete catalog description (including program objectives) for the proposed program.

An Advanced Emergency Medical Technician (AEMT) provides advanced emergency medical care for patients. An AEMT is a part of a comprehensive Emergency Medical Services (EMS) Response Team and operates under medical oversight. Once you obtain AEMT certification you will be able to work in an ambulance or in an emergency department of a facility. An AEMT must obtain 250 hours of EMS Field Internship, 96 hours of hospital ED clinicals and be able to perform specific skills, including, intravenous application, distribution of medication, EKG Facilitation and Interpretation. Butler instructors provide you with practical experience and training in this in-demand job.

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

No changes to current requirements

#### Admission Requirements

Program admission follows Butler Community College procedure on admissions.

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

#### Graduation Requirement

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

Complete a Butler Community College degree application form

#### Advanced Emergency Medical Technical program requirements:

- 1) Provide valid State of Kansas Emergency Medical Technician (EMT) certification records.
- 2) Provide up-to-date immunization records.
- 3) Butler Community College specified background check.  
Some felony criminal convictions may prevent the student from participating in course clinicals, field internships, and state/national certification exams.

### **Demand for the Program**

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

The Kansas Department of Labor Long-term Occupation Projections 2018-2028 indicate a statewide change of employment for Emergency Medical Technicians and Paramedics (29-2041) of 1.1% with an annual median wage of \$29,190, with a postsecondary non-degree award as the typical education needed for entry. Annual openings equate to 148 jobs per year.

Emsi-Burning Glass job posting analytics show that from June 2021 through June 2022, roughly 2,152 total postings (775 unique postings) were advertised statewide with a median advertised salary of \$21.60 per hour.

- Show demand from the local community. Provide letters of support from at least three potential employers, which state the specific type of support they will provide to the proposed program. Letters of support from area EMS agencies that both employ former students and support the program through field internship agreements are attached. **See APPENDIX A**
- If the program/coursework will be made available to high school students, provide letters of support from the local high schools and/or districts that intend to participate.  
Courses for this program are not offered to high school students because they will not have met the age requirements to earn the prerequisite for the AEMT certification.

- Describe how the Perkins Comprehensive Local Needs Assessment supports the program initiation.

The local needs assessment data currently shows a shortage of program concentrators for the Fire Science/EMS pathways/programs compared to the job openings in the region. Based on the employment data provided by KBOR for the 2021/2022 needs assessment, particularly for the EMS pathway, an increase in employment on 1.1% is projected with a total of 1,484 job openings projected between 2018 and 2028. The number of job openings, as well as this occupation being an essential occupation (especially following the most recent pandemic), supports the need for program initiation.

- Describe/explain any business/industry partnerships specific to the proposed program.  
*If a formal partnership agreement exists, agreement explaining the relationship between partners and documenting support to be provided for the proposed program must be submitted to the Board office independent from the CA1 materials for review purposes. The agreement will not be published or posted during the comment period.*

Due to state curriculum requirements for student completion of hospital clinical rotations and a 250 hour field internship, industry partnerships are vital for program success. Butler Community College enjoys the support of area hospitals including Kansas Medical Center, Wesley Medical Center, and Ascension Via Christi which have entered into formal clinical agreements with the college. These agreements are attached for review. Furthermore, if student location necessitate, temporary agreements are entered into with other hospitals to enable students to locally complete clinical requirements.

Butler CC also enjoys robust support from area EMS agencies for student field internships. Formal agreements exist with Butler County EMS, Sedgwick County EMS, and Reno County EMS. These agreements are also attached for review. Again, if student location or employment necessitates, temporary agreements are entered into which allow students to complete field internship requirements with an EMS agency in their area.

### Duplication of Existing Programs

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

Health Science --- Academic Year 2020

CIP Code	Program Name	Institution	Award	Total # Declared Majors	Total # Concentrators	Total # Pursuing Additional Education	Total # Graduates	Total # Graduates Exited	Total # Graduates Exited & Employed	Average Wage: Graduates Exited & Employed	Median Wage: Graduates Exited & Employed
51.0810	Emergency Care Attendant (EMT Ambulance)	Cloud County Community College	Assoc/Cert	15	*	*	*	*	*	*	*
	Emergency Care Attendant (EMT Ambulance)	Flint Hills Technical College	Assoc/Cert	*	*	*	*	*	*	NR	NR
	Emergency Care Attendant (EMT Ambulance)	Independence Community College	Assoc/Cert	6	*	*	*	*	*	NR	NR
51.0904	Emergency Medical Technology/Technician (EMT Paramedic)	Barton Community College	Assoc/Cert	32	23	18	6	6	6	\$68,905	\$64,752
	Emergency Medical Technology/Technician (EMT Paramedic)	Coffeyville Community College	Assoc/Cert	18	15	11	*	*	*	*	*
	Emergency Medical Technology/Technician (EMT Paramedic)	Cowley Community College	Assoc/Cert	34	32	18	11	11	10	\$45,497	\$45,705
	Emergency Medical Technology/Technician (EMT Paramedic)	Garden City Community College	Assoc/Cert	32	6	7	6	6	6	\$51,643	\$50,113
	Emergency Medical Technology/Technician (EMT Paramedic)	Hutchinson Community College	Assoc/Cert	84	39	40	15	12	12	\$48,559	\$46,808
	Emergency Medical Technology/Technician (EMT Paramedic)	Johnson County Community College	Assoc/Cert	47	32	20	20	13	13	\$56,604	\$54,948
	Emergency Medical Technology/Technician (EMT Paramedic)	Kansas City Kansas Community College	Assoc/Cert	99	51	46	18	16	15	\$70,320	\$60,183
	Emergency Medical Technology/Technician (EMT Paramedic)	Wichita State University Campus of Applied Sciences and Technology	Assoc/Cert	*	*	*	*	*	*	NR	NR
51.2601	Health Aide	Allen Community College	Assoc/Cert	23	*	16	*	*	*	NR	NR



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

Currently, no other institutions in the South Central Kansas region offer a certificate for an AEMT program. Cowley Community College and Hutchinson Community College both offer certificate programs involving paramedic education, but neither offer a certificate for their AEMT coursework. The ability of Butler CC to offer a certificate for AEMT fills a gap for students pursuing AEMT training by offering a unique certificate that recognizes their educational and industry achievements in the eyes of potential employers.

### Program Information

- List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program.

#### **FS 255. Advanced Emergency Medical Technician (AEMT)**

This course will enable the student to provide assessment and pre-hospital emergency care to patients experiencing trauma or medical emergencies utilizing National Standard Guidelines Scope of Practice (NSGSP) and the Kansas Authorized Activities for the AEMT with the focus on achieving the terminal competencies needed to function as an AEMT. The student will be required to perform a practicum experience in a hospital and/or Emergency Medical Services (EMS) setting. Successful completion of the AEMT and AEMT Field Internship will allow the student to challenge the exams to become a Kansas and National Registered AEMT.

**Prerequisite(s):** Current certification as a Kansas Emergency Medical Technician (EMT), up to date immunizations, and passage of a criminal background check.

**Credits:** 10

#### **FS 256. Advanced Emergency Medical Technician (AEMT)-Field Internship**

This course will enable the student to have hands- on experience utilizing the knowledge and skills gained in FS255. The student will assess and provide pre-hospital emergency care to patients experiencing trauma or medical emergencies utilizing guidelines from the National Standard Guidelines Scope of Practice and the Kansas Authorized Activities for the AEMT. The student will be supervised and evaluated by an assigned preceptor on the ability to assess and manage traumatic and medical emergencies. The student will be evaluated in the classroom, field, and clinical setting. The student will be required to document 250 hours working directly on an ambulance and 96 hours in hospital ER. **Prerequisite(s):** FS 255 with a C or better and current Kansas certification as an EMT. **Credits:** 10

- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.

No alternative pathways.

- Provide a Program of Study/Degree Plan for the proposed program including a semester-by-semester outline that delineates required and elective courses and notes each program exit point.

#### Semester 1

FS255 Advanced Emergency Medical Technician (AEMT)	10 credit hours
--	-----------------

#### Semester 2

FS256 Advanced Emergency Medical Technician (AEMT) Field Internship	10 credit hours
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- List any pertinent program accreditation available:
  - a. Provide a rationale for seeking or not seeking said accreditation

Program accreditation is available through CoAEMSP (Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions), however, Butler CC currently does not hold accreditation as it is not required by the industry.

- b. If seeking accreditation, also describe the plan to achieve it.

The National Registry of EMTs (NREMT) is the certifying body for graduates of AEMT courses. The NREMT has announced that within 3-5 years they are considering implementing a requirement for students to complete a CoAEMSP accredited AEMT program in order to be eligible for certification. As such, Butler CC is beginning to formulate a plan to work toward program accreditation in the next three years. The Fire & EMS Education department chair is developing an accreditation timeline and plan to delegate accreditation components to faculty members for completion. Within 2 years the program aims to begin the Letter of Review process with CoAEMSP as the official start of the accreditation review process.

Formal accreditation is not required; however, all EMS courses and programs must be reviewed and approved by the Kansas Board of EMS.

### **Faculty**

- Describe faculty qualifications and/or certifications required to teach in the proposed program. Kansas certification as an AEMT or Paramedic is required for all instructional faculty. While not required, Kansas certification as an EMS Instructor/Coordinator is preferred, which requires at least two years of field experience.

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

- Provide a detailed budget narrative that describes all costs associated with the proposed program (physical facilities, equipment, faculty, instructional materials, accreditation, etc.). Butler CC enjoys a well-established EMS Education program offering EMT and AEMT courses. BCC has a proven track record of supporting EMS agencies and fire departments in the region by developing qualified EMS providers. In particular, the AEMT program has demonstrated an excellent job placement rate for program completers. As this program has been in operation for many years, all required facilities, equipment, faculty, and instructional materials are already in place. There will be no increased cost to the institution to recognize the program as a CERTA.
- Provide detail on **CA-1a form**. See **APPENDIX B**
- Provide Excel in CTE fee details on the **CA-1b form**. See **APPENDIX C**
- If the program is requesting Perkins funding, provide details on the **CA-1c form**. See **APPENDIX D**
- If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form**. See **APPENDIX E**
- Describe any grants or outside funding sources that will be used for the initial startup of the new program and to sustain the proposed program.

Perkins funding will be the only outside source of funding.

### **Program Review and Assessment**

- Describe the institution's program review cycle. BCC Fire & EMS Education has developed a program quality management plan detailing ongoing review and assessment. At the conclusion of each initial course of instruction evaluations of the course, instructor(s), and lab assistant(s) shall be completed by all students. The program management and medical director reviews all course and faculty evaluations. For Board of EMS approved initial courses the program manager and medical director shall also review course completion data. The Fire & EMS Education Advisory Committee also reviews all evaluation

data on a semi-annual basis. The advisory committee also evaluates the program offerings and student outcomes to ensure industry needs are being met. Feedback is returned from the advisory committee and medical director to the program manager and department faculty team. The faculty team utilizes this feedback at their annual program review meeting (held following the spring semester) to develop program improvement steps for the forthcoming academic year.

**Program Approval at the Institution Level**

- Provide copies of the minutes at which the new program was approved from the following groups:
  - Program Advisory Committee – **see APPENDIX F**  
*(Including a list of the business and industry members)*
  - Curriculum Committee  
The Butler Community College Faculty Curriculum Team examines, recommends and approves all courses; it does not examine nor approve degree programs. Approved courses reflected in the attached pathway have been reviewed/approved by the division dean and the Vice President of Academics prior to final review/approval from our Board of Trustees.
  - Governing Board – **See APPENDIX G - PENDING**  
*(Including a list of all Board members and indicate those in attendance at the approval meeting)*

Submit the completed application and supporting documents to the following:

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

APPENDIX A  
Letters of Support



To the Kansas Board of Regents

07/27/2022

My name is Kyle Burtch, and I am the Workforce and Special Operations Coordinator for Sedgwick County EMS. We have supported the Butler Community College EMT and AEMT programs in the past and will continue to support them in the future.

In my role, I see students both when they are in class, in field internship, and after class when we hire them for careers here at Sedgwick County. I would like to just extend my support for Butler Community College and its EMS program at both the EMT and AEMT levels.

In my experience, Butler students come out with the required knowledge, skills, and abilities to function in EMS and do an exceptional job. We host these students during their field internships as well and have nothing but great things to say about the program and how well prepared they are. Even when they come out for an internship, they have all the pieces they need to be successful.

In our area Butler Community College is hands down a leader both in how well they prepare the students as well as the student experience they provide.

Thank you,

A handwritten signature in black ink, appearing to read 'K Burtch', written over a horizontal line.

Kyle Burtch

Workforce and Special Operations Coordinator

Sedgwick County EMS

APPENDIX A (cont'd)  
Letters of Support



7/25/2022

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

Dear KS Board of Regents,

This letter is to offer support of the Butler County Community College Advanced EMT program within their technical certificate program in the form field internship opportunities for their students and to serve as an available resource for their program. The demand for EMS by our aging population as well as medical technological advances continues to cause strain within Kansas EMS systems. The AEMT program offered by Butler Co Community College is helping these EMS systems, such as Kingman EMS, by training professionals to enter the EMS workforce. Kansas EMS systems would struggle more so than what they currently do if these programs did not exist. We look forward to continuing our professional relationship with Butler Co Community College in helping us meet our staffing objectives to meet our goals of providing quality healthcare to the communities of Kingman County.

Respectfully,

Zachary Bieghler, MHA, EMT-P/IC  
EMS Director  
City of Kingman

Director: Zach Bieghler  
zbieghler@kingmanems.com

1030 US HWY 54 | P.O. Box 168  
Kingman, KS 67068

Office: (620) 532-5624  
Fax: (620) 532-1293

APPENDIX A (cont'd)  
Letters of Support



**BUTLER COUNTY**  
EMERGENCY MEDICAL SERVICES

**FRANK WILLIAMS**  
Director

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

July 25, 2022

To whom it may concern,

This letter is to support and affirm the relationship between our agency and Butler Community College EMS and Fire Program. This strong relationship includes the Advanced Emergency Medical Technician (AEMT) level certification.

For decades, Butler County EMS and Butler County Rescue Squad have successfully worked hand-in-hand with the Butler Community College. This strong relationship has included the BCC EMS and Fire program. We continue to collaborate primarily on maintaining and creating EMS workforce across the region. BCC has also been a great partner in enhancing our overall innovation surrounding best practice of EMS. Butler Community College EMS and Fire, currently led by Evan Seiwert, continues to be a crucial element to the success of our team and many EMS agencies across the South-Central Region.

We continue to need all levels of EMS certification, including AEMT educational programs. We enjoy the AEMT Internship process and will continue to support BCC to accomplish this real-life EMS experience.

In closing, we depend on BCC and their EMS educational programs of EMT and AEMT. We cannot emphasize enough the importance of maintaining a healthy local community college EMS educational system, through funding, State approval, and support, for Butler County, Kansas and beyond.

Respectfully submitted,

Frank A. Williams RN, BSN, DMS, Paramedic  
Chief – Butler County EMS/ Butler County Rescue Squad  
701 North Haverhill Rd.  
El Dorado, Kansas 67042  
(316) 322-4262 (office)  
(316) 321-9264 (fax)  
[fwilliams@bucoks.com](mailto:fwilliams@bucoks.com)

cc: file

Page 1 of 1

701 N. Haverhill Rd. • El Dorado, KS 67042  
316-322-4262 • [www.bucoks.com](http://www.bucoks.com)

Page: 10

**APPENDIX B**

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Institution: Butler Community College

Proposed Program: Advanced Emergency Medical Technician

IMPLEMENTATION COSTS					
Part I. Anticipated Enrollment			Implementation Year		
Please state how many students/credit hours are expected during the initial year of the program?					
			Full-Time	Part-Time	
A. Headcount:			--	12	
Part II. Initial Budget			Implementation Year		
A. Faculty			Existing:	New:	Funding Source:
Full-time	#		\$	\$	
Part-time/Adjunct	#1		\$14,700	0	
			Amount	Funding Source	
B. Equipment required for program			\$0		
C. Tools and/or supplies required for the program			\$0		
D. Instructional Supplies and Materials			\$0		
E. Facility requirements, including facility modifications and/or classroom renovations			\$0		
F. Technology and/or Software			\$0		
G. Other <i>(Please identify; add lines as required)</i>			0		
<b>Total for Implementation Year</b>			\$14,700		

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

PROGRAM SUSTAINABILITY COSTS (Second and Third Years)					
Part I. Program Enrollment			Second and Third Years		
Please state how many students/credit hours are expected during the first two years of the program?					
			Full-Time	Part-Time	
A. Headcount:			--	12	
Part II. Ongoing Program Costs			First Two Years		
A. Faculty			Existing:	New:	Funding Source:
Full-time	#		\$	\$	
Part-time	#1		\$14,700	\$0	
			Amount	Funding Source	
B. Equipment required for program			\$0		
C. Tools and/or supplies required for the program			\$0		
D. Instructional Supplies and Materials			\$600		
E. Facility requirements, including facility modifications and/or classroom renovations			\$0		
F. Technology and/or Software			\$0		
G. Other <i>(Please identify; add lines as required)</i>			0		
<b>Total for Program Sustainability</b>			\$15,300		

Submit the completed application and supporting documents to the following:

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

**APPENDIX C**  
CAI-b Excel in CTE

*Per statute (K.S.A. 72-3810), the Kansas Board of Regents shall establish general guidelines for tuition and fee schedules in career technical education courses and programs. The Excel in CTE tuition and fee schedule of every technical education program shall be subject to annual approval.  
Please include all costs charged to high school students for the proposed new program.*

<b>Institution Name:</b>	Butler Community College
<b>Program Title:</b>	Advanced Emergency Medical Technician
<b>Program CIP Code:</b>	51.081

<i>Please list all fees associated with this <b>program</b>: costs the institution <u>is</u> charging students.</i>		<i>Only list</i>
<b>Fee</b>	<b>Short Description</b>	<b>Amount</b>
Psychomotor Testing	Certification skills testing completed at the end of the course	\$ 250.00
Background Check / Drug Screen	Background check and drug screen required for program clinicals	\$ 70.00

<i>Please list all courses within the program and any fees associated to those <b>courses</b>: costs the institution <u>is</u> charging students. Do not duplicate expenses.</i>		<i>Only list</i>
<b>Course ID</b>	<b>Short Description</b>	<b>Amount</b>
FS-255	Lab fee to cover expendable lab supplies and equipment including, but not limited to, BLS/ALS medications, IV catheters, IV administration sets, ECG electrodes, syringes, trauma dressings, and airway adjuncts.	\$ 70.00
FS-255	Clinical Insurance	\$ 28.00
FS-256	Lab fee to cover expendable lab supplies and equipment including, but not limited to, BLS/ALS medications, IV catheters, IV administration sets, ECG electrodes, syringes, trauma dressings, and airway adjuncts.	\$ 70.00

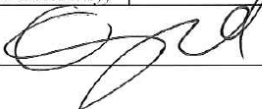
<i>Please list items the student will need to purchase on their own for this program: Institution <u>is not</u> charging students these costs, rather students are expected to have these items for the program.</i>		
<b>Item</b>	<b>Short Description</b>	<b>Estimated Amount</b>
Kansas Board of EMS Background	Kansas Board of EMS required background check fee	\$ 50.00
Kansas Board of EMS Certification	Kansas Board of EMS certification fee	\$ 50.00
NREMT Certification Fee	Fee for cognitive certification exam	\$ 136.00
Textbooks	Required textbooks	\$ 780.50



**APPENDIX D**  
 Carl D. Perkins Funding  
 Eligibility Request Form

Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act  
 CA-1c Form (2022)

Name of Institution	Butler Community College
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Julio Guerrero, Dean of Health Science (316) 322-3146, <a href="mailto:jguerrero6@butlercc.edu">jguerrero6@butlercc.edu</a>
Name, title, phone, and email of the Perkins Coordinator	Jaime Goering, Director, Resource Development (316) 322-3188, <a href="mailto:jgoering1@butlercc.edu">jgoering1@butlercc.edu</a>
Program Name	Advanced Emergency Medical Technician
Program CIP Code	51.0810
Educational award levels <u>and</u> credit hours for the proposed request(s)	Technical Certificate A/20 credit hours
Number of concentrators for the educational level	
Does the program meet program alignment?	Not applicable
How does the needs assessment address the occupation and the program <i>(provide page number/section number from the CLNA and describe the need for the program)</i>	We referred to page 5 from the CLNA and the data was pulled directly from KBOR's 2018-2028 occupational projections. Additional information is provided under the Demand for the Program section of the CA-1a form.
Justification for conditional approval: <i>(how will Perkins funds will be used to develop/improve the program)</i>	In order to offer realistic and curriculum mandated hands-on training to students enrolled in the AEMT program it is necessary to upgrade lab training equipment such as cardiac monitors and pulmonary ventilators. Perkins funding is essential in affording access to these vital pieces of training equipment.
Pursuant to Americans with Disabilities Act, the proposed program will be offered in a location or format is fully accessible, according to applicable ADA laws? <i>(Contact Board staff for technical assistance if there are questions regarding accessibility)</i>	Yes

Signature of College Official  \_\_\_\_\_ Date 7/28/22

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

**APPENDIX E**  
**Kansas Promise**  
**Eligibility Request Form**

CA-1d Form (2021)

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

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

Program Eligibility

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

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

Name of Institution	Butler Community College
Name, title, and email of person responsible for Academic program	Evan Seiwert Chair, Fire & EMS Education 316.323.6148 eseiwert@butlercc.edu
Name, title, and email of Financial Aid contact	Heather Ward, Director of Financial Aid hmward@butlercc.edu

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

Mental and Physical Healthcare			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)
51.0810	Advanced Emergency Medical Technician	Technical Certificate A	AY23

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

Date 7/28/22

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

Date \_\_\_\_\_

Special Note to Kansas Independent Colleges:

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

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

## **APPENDIX F**

### Program Advisory Board Members and Minutes

#### **Fire & EMS Education Advisory Committee**

Kyle Burtch – Sedgwick EMS  
Mike Roosevelt – Andover Fire Department  
Elizabeth Snow – Wichita Fire Department  
Chris Matson – Andover Fire Department  
Ray Marbut – Augusta Fire Department  
Chad Russell – Andover Fire Department  
Kelly Ross – Wichita Fire Department  
Joe Haag – El Dorado Fire Department  
Chris Cannon – Cowley CC  
Doug Williams – Sedgwick Fire Department  
Dan Mishler – Butler CC Adjunct  
J'Angelo Herbert – Student Advisor  
Frank Williams – Butler EMS  
Evan Seiwert- Chair Butler CC Fire Science/EMS  
Zach Lindsey – Butler CC Fire Science Lead Instructor  
Angie Martin – Butler CC Admin Asst Fire Science/EMS  
Julio Guerrero – Butler CC Dan HEP Division

**APPENDIX E (cont'd)**  
Program Advisory Board Members and Minutes

**Fire & EMS Education Advisory Committee Meeting**  
**March 21, 2022**

Attending Meeting:

Evan Seiwert, Zach Lindsey, Angie Martin, J'Angelo Herbert, Emilee Escareno, Kyle Burch, Chris Matson, Carl Cox, Kelly Ross, Joe Haag

1. **Call to Order** – Evan Seiwert
2. **Department Updates** – Zach Lindsey /Evan Seiwert
  - a. Fire
    - Burn building construction- Zach – 1<sup>st</sup> floor is completely finished. There have been live burns in the new building. The new policy is done, and training with El Dorado Fire to have more instructors to lead burns.
    - Fire Service Leadership Certificate – Zach- as of 3/21/2022 this was approved by KBOR, and will be starting in the Fall. There will be options for current fire fighters to take these classes while on shift. The Academy will also begin in the Fall. 8 weeks of FF1/FF2/HAZMAT Ops/Awareness. 8 weeks EMT – These 8 weeks will alternate, so that it meets the needs for students.
    - Needs assessment – Perkins Approved CTE program- Zach-
  - b. EMS
    1. You will be emailed info to review and state whether you agree or disagree with the assessments of the industry in our area and why
    - AAS in EMS pathway- Evan- still working on getting a pathway that would allow all paramedic pre reqs, AEMT, and EMT. Still working to get it approved.
    - Accreditation- Evan- This is coming, and there will need to more discussion down the road. Circle HS has reached out to see about an EMS Academy that would allow HS students to graduate with their EMT and re-reqs so they would be ready to go somewhere for Paramedic classes. There have been meetings on this with Cowley, but nothing has been set up just yet. There will be more discussion coming.
  - c. **Fire Residents**
    - Currently 8 male / 2 female residents – We just filled our open male spot last month. We will be holding interviews for the Fall 22 in May.
3. **Strategic Discussions**
  - a. Equipment –
  - b. Trainings-
  - c. Budget and Staffing
  - d. Course Development
  - e. Certifications
4. **Other**
5. **Adjourn** – Kelly Ross

**APPENDIX E (cont'd)**  
**Fire & EMS Education Advisory Committee Meeting**  
**November 9, 2021**

Attending Meeting:

Zach Lindsey, Evan Seiwert, Angie Martin, J'Angelo Herbert, Dr. Julio Guerrero, Kelly Ross, Casey Hauschild, Chris Matson, Frank Williams, Kyle Burtch, Doug Williams, Tony Yaghjan

1. **Call to Order** - Major Marbut- was not able to be at the meeting, so Evan Seiwert called meeting to order. Dr. Julio Guerrero introduced himself as the new Dean. He spoke about the goals he has, and where he wants the Program to grow and be in the future.
  
2. **Department Updates** – Zach Lindsey introduced as the new Lead Instructor and provided updates. When Zach took over this position this past fall he started evaluating the current program, and saw lots of growth and changes that needed to happen. Currently, our students don't see live fire, and that needed changed. That is where the new plans for the new Burn Building came into effect.
  - a. Fire
    - Burn building construction- Shipping containers are set, and are now being turned into burn rooms to train students in. Multiple floors, and Zach is doing all of the work on the inside to make the building a training facility. It's going to produce more qualified firefighters and not just testers.
    - Fire Service Leadership Certificate – Evaluated the current degree. Zach is in the process of meeting with KU, and they are willing to test in officer and supervisor rolls. Zach will have more meetings and that is in the works to get up and going with instructor programs as well as the certificates. Zach wants to be able to offer Officer 1 and 2 and Instructor 1 and 2. We are looking at this being a hybrid course. These will be students that are already currently working and just wanting to progress in skills and leadership. This will be through IFSAC. These will also be electives in the current AAS program. In the future the goal is to produce officers and good leaders in the fire services community. Our degree right now is basic entry level classes, and it needs to grow.
    - Needs assessment – Perkins Approved CTE program- RECRUITMENT-Needs to grow, kids are wanting a certificate right now, and not wanting a two-year degree. There is a real shortage of EMT's and firefighters right now. With this new CTE Program it would allow those students to get certified quicker and be out working on the lines faster. Smaller Departments this would give them to have actual trained firefighter on their staff. This would be an accelerated program. The goal is to take 8 weeks of EMT, and 8 weeks of FF1. There is going to be a pretty lengthy screening process of students that would be entered into this program. Everyone agreed that there would be a benefit from this, as long as there was a screening process.
      1. You will be emailed info to review and state whether you agree or disagree with the assessments of the industry in our area and why
  - b. EMS
    - AAS in EMS pathway- Looking to form a pathway where students could receive an Associates Degree. That is in the process of being done. This would allow those students to either enter the job force right away, or have all pre-reqs required to enter a Paramedic Program, as well as have received a Associates Degree.

- Accreditation- Currently it accredits Paramedic Programs, expecting AEMT to be accredited. Actively hiring Lab Assistants, and need to hire more.
- Proposed logistics coordinator position
- c. Fire Residents • New residents this fall
  - Currently 8 male / 2 female residents

**3. Strategic Discussions**

- a. Equipment – CP Funding, purchased Bunker Gear, hoses, and will be looking more of a need on the EMS side for manikins and trainings for students to be able to practice on.
- b. Trainings- Continuing to partner with different agencies on Fire/EMS side for needs. Want to be able to serve agencies effectively.
- c. Budget and Staffing
- d. Course Development- We have Officer classes that are needing to go for approval.
- e. Certifications

**4. Other**

**5. Adjourn – Kelly Ross motioned to adjourn the meeting.**

**APPENDIX G - PENDING**  
Governing Board Members and Minutes

**TOPIC for ACTION**  
**Concurrent Enrollment Partnerships**

**REPORT:**

In accordance with KBOR procedures for concurrent enrollment, Butler Community College has reviewed and revised the Concurrent Enrollment Partnership (CEP) agreement appendices identifying designated CEP program administrators, liaisons, and CEP instructors for the 2022-2023 academic year.

CEP agreements are made between Butler and service area high schools to offer classes in the school during the school day. The courses are taught by Butler faculty or high school faculty approved by Butler Deans and must follow the Butler course outcomes and competencies.

The school districts included are:

USD 385	Andover/Andover/Central
USD 402	Augusta
USD 205	Bluestem
USD 397	Centre
USD 284	Chase County
USD 375	Circle
USD 417	Council Grove
USD 396	Douglass
USD 490	El Dorado
USD 389	Eureka
USD 266	Maize/Maize South
USD 408	Marion
USD 398	Peabody-Burns
USD 206	Remington
USD 394	Rose Hill
USD 481	Rural Vista (White City)

**RECOMMENDED ACTION:**

Board of Trustees approval of revised CEP agreement appendices for the 2022-2023 academic year.

**RECOMMENDED FUNDING SOURCE:**

N/A

Submitted by: Loni M.M. Jensen

Supervisor: Heather Rinkenbaugh

Date: 26 July 2022





2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Andover High School and
Butler Community College
Originally dated April, 2006
(Revised August, 2016)

CEP classes to be offered at
Andover High School:

English Composition I

Non-CEP classes to be offered at
Andover High School:

General Psychology
College Algebra
Public Speaking
American Federal Government

Designated CEP program administrators and liaisons:

Andover High School
Hollie Ricke
Counselor
Work Phone: 316.218.4600 ext 311124
E-mail: rickeh@usd385.org
Address:
1744 N Andover Rd
Andover, KS 67002

Butler Community College
Loni M.M. Jensen
Director of High School Academic Partnerships
Work Phone:316-322-3254
E-mail:ljensen3@butlercc.edu
Address:
901 S. Haverhill Road
El Dorado, KS 67042

Acknowledgement:

Andover High School

Butler Community College

Hollie Ricke,
Counselor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Brent Riedy, Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date

POSITION DESCRIPTION  
ADJUNCT COMMUNITY COORDINATOR

Position Title:		Date:
Adjunct Community Coordinator		6/8/95
Organization Unit:	Reports to:	Rev. No & Date
High School Academic Partnerships	Director, High School Academic Partnerships	#1, 9/13 #2, 8/2020

I. **Narrative General Description:**

Coordinator serves as a liaison between Butler Community College, the community and the local school district. Emphasis is on promoting a positive image of Butler Community College through a responsibility for college programs on the local level. This position reports directly to the Director of High School Academic Partnerships.

II. **Functional Responsibilities:**

- A. Establish and maintain positive relations with local Unified School District to assist in determining the educational needs of the community.
  - 1. Coordinate with USD administrators on use of facilities
  - 2. Plan semester class schedules with high school and Director
- B. Promote college programs and activities.
  - 1. Distribute brochures, flyers and other promotional materials
  - 2. Administer surveys
  - 3. Coordinate special events, presentations and advertising
- C. Act as resource in the recruitment and orientation of teaching staff
  - 1. Ensure syllabi, certification and grade rosters are submitted by due date
  - 2. Distribute teaching and lab supplies to instructors as needed
- D. Aid in recruitment, orientation and retention of students.
  - 1. Distribute schedules
  - 2. Promote classes
  - 3. Disseminate enrollment information
  - 4. Coordinate placement testing
  - 5. Publicize Articulation Agreements and articulated credit opportunities.
- E. Facilitate enrollment of students and other transactions concerning BCC policies
  - 1. Expedite enrollment process
  - 2. Assist with collection of student tuition and fees as necessary.
  - 3. Assist students in accessing their account (user name, password, Service Desk).
  - 4. Encourage and support student completion and submission of articulated credit applications.

- F. Be familiar with programs and services available at Butler Community College.
- G. Attend in-service/development sessions each semester
- H. Other duties and responsibilities as assigned.

III. **Consulting Tasks:**

- A. Supervise on-site programs in accordance with the expressed needs of Director, local USD and high school.
- B. Consult with adjunct faculty to insure student needs are met.

IV. **Supervise the following staff:**

None

V. **Required Knowledge, skills and personal qualifications:**

- A. Must be able to interact professionally and effectively with community personnel, faculty, staff and students.
- B. Will have good communication skills, both oral and written, and interpersonal and human relation skills.
- C. Will be dependable and prompt.
- D. Must be able to think and operate independently to carry out the functions of the college in relation to the setting.

VI. **Required experience:**

- A. A minimum of two to three years education experience, preferred.

VII. **Required education background:**

- A. Bachelor’s degree preferred.

VIII. **Status regarding Fair Labor Standards Act**

Exempt

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Loni M.M. Jensen, Director Date  
 High School Academic Partnerships

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Shelli Swan, Registrar Date  
 Andover High School



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
 Concurrent Enrollment Partnership (CEP) between  
 Andover High School  
 and  
 Butler Community College  
*Originally dated April 2006*  
*(Revised August 2016, August 2020)*

CEP Instructor Agreement  
Fall 2022

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #385, Andover, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies or access codes for EG101 English Composition 1, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simple Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Andover High School

Butler Community College

\_\_\_\_\_  
Katherine Loyle, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brent Riedy, Principal

\_\_\_\_\_  
Dr. Tom Nevill  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
Concurrent Enrollment Partnership (CEP) between  
Andover High School  
and  
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*Originally dated April 2006*  
*(Revised August 2016, August 2020)*

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Fall 2022

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1. The college agrees to provide the course outline and instructor desk copies or access codes for EG101 English Composition 1, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simple Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
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opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Andover High School

Butler Community College

\_\_\_\_\_  
Jeff Roper, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brent Riedy, Principal

\_\_\_\_\_  
Dr. Tom Nevill  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Andover Central High School and
Butler Community College
Originally dated April, 2006
(Revised August, 2016)

CEP classes to be offered at
Andover Central High School:

English Composition I
College Algebra
American Federal Government
Public Speaking

Non-CEP classes to be offered at
Andover Central High School:

Designated CEP program administrators and liaisons:

Andover Central High School
Tracy Anderson
Counselor
Work Phone: 316.218.4403 ext 32108
E-mail: andersot@usd385.org
Address:
603 E Central
Andover, KS 67002

Butler Community College
Loni M.M. Jensen
Director of High School Academic Partnerships
Work Phone: 316-322-3254
E-mail: ljensen3@butlercc.edu
Address:
901 S. Haverhill Road
El Dorado, KS 67042

Acknowledgement:

Andover Central High School

Butler Community College

Tracy Anderson,
Counselor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Amanda Grier, Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date





2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
 Concurrent Enrollment Partnership (CEP) between  
 Andover Central High School  
 and  
 Butler Community College  
*Originally dated April 2006*  
*(Revised August 2016, August 2020)*

CEP Instructor Agreement  
Fall 2022

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WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies or access codes for PO141 American Federal Government, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simply Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Andover Central High School

Butler Community College

\_\_\_\_\_  
Kara Belew, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amanda Grier, Principal

\_\_\_\_\_  
Dr. Tom Nevill  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
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Andover Central High School  
and  
Butler Community College  
*Originally dated April 2006*  
*(Revised August 2016, August 2020)*

CEP Instructor Agreement  
Fall 2022

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WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies or access codes for SP100 Public Speaking, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simply Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Andover Central High School

Butler Community College

\_\_\_\_\_  
Julie Kobbe, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amanda Grier, Principal

\_\_\_\_\_  
Dr. Tom Nevill  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2022-2023

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Concurrent Enrollment Partnership (CEP) between  
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and  
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*Originally dated April 2006*  
*(Revised August 2016, August 2020)*

CEP Instructor Agreement  
Fall 2022

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #385, Andover, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies or access codes for MA135 College Algebra, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simply Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Andover Central High School

Butler Community College

\_\_\_\_\_  
Brett Randolph, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amanda Grier, Principal

\_\_\_\_\_  
Dr. Tom Nevill  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
Concurrent Enrollment Partnership (CEP) between  
Andover Central High School  
and  
Butler Community College  
*Originally dated April 2006*  
*(Revised August 2016, August 2020)*

CEP Instructor Agreement  
Fall 2022

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WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies or access codes for EG101 English Composition I, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simply Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Andover Central High School

Butler Community College

\_\_\_\_\_  
Adrienne Stenholm, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amanda Grier, Principal

\_\_\_\_\_  
Dr. Tom Nevill  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Augusta High School and
Butler Community College
Originally dated April, 2006
(Revised August, 2016)

CEP classes to be offered at
Augusta High School:

College Algebra
U.S. History 1
English Composition I
Beginning Spanish II

Non-CEP classes to be offered at
Augusta High School:

Nurse Aide
General Psychology
Public Speaking

Designated CEP program administrators and liaisons:

Augusta High School
Harmony Davis
Counselor
Work Phone:316.775.5461
E-mail: hdavis@usd402.com
Address:
2020 Ohio St
Augusta, KS 67010

Butler Community College
Loni M.M. Jensen
Director of High School Academic Partnerships
Work Phone:316-322-3254
E-mail:ljensen3@butlercc.edu
Address:
901 S. Haverhill Road
El Dorado, KS 67042

Acknowledgement:

Augusta High School

Butler Community College

Harmony Davis, Counselor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Rick Rivera, Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date

POSITION DESCRIPTION  
 ADJUNCT COMMUNITY COORDINATOR

Position Title:		Date:
Adjunct Community Coordinator		6/8/95
Organization Unit:	Reports to:	Rev. No & Date
High School Academic Partnerships	Director, High School	#1, 9/13
	Academic Partnerships	#2, 8/2020

I. **Narrative General Description:**

Coordinator serves as a liaison between Butler Community College, the community and the local school district. Emphasis is on promoting a positive image of Butler Community College through a responsibility for college programs on the local level. This position reports directly to the Director of High School Academic Partnerships.

II. **Functional Responsibilities:**

- A. Establish and maintain positive relations with local Unified School District to assist in determining the educational needs of the community.
  - 1. Coordinate with USD administrators on use of facilities
  - 2. Plan semester class schedules with high school and Director
- B. Promote college programs and activities.
  - 1. Distribute brochures, flyers and other promotional materials
  - 2. Administer surveys
  - 3. Coordinate special events, presentations and advertising
- C. Act as resource in the recruitment and orientation of teaching staff
  - 1. Ensure syllabi, certification and grade rosters are submitted by due date
  - 2. Distribute teaching and lab supplies to instructors as needed
- D. Aid in recruitment, orientation and retention of students.
  - 1. Distribute schedules
  - 2. Promote classes
  - 3. Disseminate enrollment information
  - 4. Coordinate placement testing
  - 5. Publicize Articulation Agreements and articulated credit opportunities.
- E. Facilitate enrollment of students and other transactions concerning BCC policies
  - 1. Expedite enrollment process
  - 2. Assist with collection of student tuition and fees as necessary.
  - 3. Assist students in accessing their account (user name, password, Service Desk).
  - 4. Encourage and support student completion and submission of articulated credit applications.

- F. Be familiar with programs and services available at Butler Community College.
- G. Attend in-service/development sessions each semester
- H. Other duties and responsibilities as assigned.

III. **Consulting Tasks:**

- A. Supervise on-site programs in accordance with the expressed needs of Director, local USD and high school.
- B. Consult with adjunct faculty to insure student needs are met.

IV. **Supervise the following staff:**

None

V. **Required Knowledge, skills and personal qualifications:**

- A. Must be able to interact professionally and effectively with community personnel, faculty, staff and students.
- B. Will have good communication skills, both oral and written, and interpersonal and human relation skills.
- C. Will be dependable and prompt.
- D. Must be able to think and operate independently to carry out the functions of the college in relation to the setting.

VI. **Required experience:**

- A. A minimum of two to three years education experience, preferred.

VII. **Required education background:**

- A. Bachelor's degree preferred.

VIII. **Status regarding Fair Labor Standards Act**

Exempt

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Loni M.M. Jensen, Director Date  
High School Academic Partnerships

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Harmon Davis, Counselor Date  
Augusta High School



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
Concurrent Enrollment Partnership (CEP) between  
Augusta High School  
and  
Butler Community College  
*Originally dated April 2006*  
*(Revised August 2016, August 2020)*

CEP Instructor Agreement  
Fall 2022

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #402, Augusta, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies or access codes for MA135 College Algebra, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simply Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Augusta High School

Butler Community College

\_\_\_\_\_  
Jonathan Morgan, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Rivera, Principal

\_\_\_\_\_  
Dr. Tom Nevill  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
Concurrent Enrollment Partnership (CEP) between  
Augusta High School  
and  
Butler Community College  
*Originally dated April 2006  
(Revised August 2016, August 2020)*

CEP Instructor Agreement  
Fall 2022

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #402, Augusta, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies or access codes for HS131 U.S. History 1, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simply Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Augusta High School

Butler Community College

\_\_\_\_\_  
Joan Reichardt, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Rivera, Principal

\_\_\_\_\_  
Dr. Tom Nevill  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
Concurrent Enrollment Partnership (CEP) between  
Augusta High School  
and  
Butler Community College  
*Originally dated April 2006*  
*(Revised August 2016, August 2020)*

CEP Instructor Agreement  
Fall 2022

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #402, Augusta, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies or access codes for EG101 English Composition I, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simply Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development



opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Augusta High School

Butler Community College

\_\_\_\_\_  
Becky Timberlake, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Rivera, Principal

\_\_\_\_\_  
Dr. Tom Nevill  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
Concurrent Enrollment Partnership (CEP) between  
Augusta High School  
and  
Butler Community College  
*Originally dated April 2006*  
*(Revised August 2016, August 2020)*

CEP Instructor Agreement  
Fall 2022

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #402, Augusta, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies or access codes for FL108 Beginning Spanish II, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using SALSA based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Augusta High School

Butler Community College

\_\_\_\_\_  
Mandy Walker, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Rivera, Principal

\_\_\_\_\_  
Dr. Tom Nevill  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2022-2023

**ADDENDUM TO MEMORANDUM OF AGREEMENT**

Concurrent Enrollment between  
Bluestem High School and  
Butler Community College  
*Originally dated April, 2006  
(Revised August, 2016)*

**CEP classes to be offered at  
Bluestem High School:**

English Composition I  
College Algebra  
Music Appreciation

**Non-CEP classes to be offered at  
Bluestem High School:**

**Designated CEP program administrators and liaisons:**

Bluestem High School  
Shelby Herbel  
Counselor  
Work Phone: 316.742.3261  
E-mail: sherbel@usd205.com  
Address:  
500 Bluestem Dr  
Leon, KS 67074

Butler Community College  
Loni M.M. Jensen  
Director of High School Academic Partnerships  
Work Phone: 316-322-3254  
E-mail: ljensen3@butlercc.edu  
Address:  
901 S. Haverhill Road  
El Dorado, KS 67042

**Acknowledgement:**

Bluestem High School

Butler Community College

\_\_\_\_\_  
Shelby Herbel, Counselor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Orville Brown, Principal

\_\_\_\_\_  
Dr. Tom Nevill, Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
 Concurrent Enrollment Partnership (CEP) between  
 Bluestem High School  
 and  
 Butler Community College  
*Originally dated April 2006*  
*(Revised August 2016, August 2020)*

CEP Instructor Agreement  
Fall 2022

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #205, Leon, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies or access codes for BI110 General Biology, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simply Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Bluestem High School

Butler Community College

\_\_\_\_\_  
Chris Day, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Orville Brown, Principal

\_\_\_\_\_  
Dr. Tom Nevill  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
 Concurrent Enrollment Partnership (CEP) between  
 Bluestem High School  
 and  
 Butler Community College  
*Originally dated April 2006*  
*(Revised August 2016, August 2020)*

CEP Instructor Agreement  
Fall 2022

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #205, Leon, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies or access codes for MU100 Music Appreciation, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simply Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Bluestem High School

Butler Community College

\_\_\_\_\_  
Eric Pretz, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Orville Brown, Principal

\_\_\_\_\_  
Dr. Tom Nevill  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
 Concurrent Enrollment Partnership (CEP) between  
 Bluestem High School  
 and  
 Butler Community College  
*Originally dated April 2006*  
*(Revised August 2016, August 2020)*

CEP Instructor Agreement  
Fall 2022

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #205, Leon, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies or access codes for EG101 English Composition I, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simply Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Bluestem High School

Butler Community College

\_\_\_\_\_  
Melissa Winter, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Orville Brown, Principal

\_\_\_\_\_  
Dr. Tom Nevill  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2021-2022

ADDENDUM TO MEMORANDUM OF AGREEMENT  
Concurrent Enrollment between  
Centre High School  
and  
Butler Community College  
*Originally dated April, 2006  
(Revised August 2020)*

CEP classes to be offered at  
Centre High School:

Non-CEP classes to be offered at  
Centre High School  
English Composition 1 & 2, EG101 & EG102, BL,  
R Rodriguez  
College Algebra, MA135,  
G Stuchlik or L Sawyer BL  
Applied Statistics, MA210 IDL,  
G Stuchlik  
General Psychology, BS160,  
G Francis  
US History 1, HS131, G Looney  
Public Speaking, SP100, C Stout

Designated CEP program administrators and liaisons:

CENTRE HIGH SCHOOL  
Miranda McMichael, Counselor  
  
Work Phone: 785-983-4321  
E-mail: mmcmichael@usd397.com  
Work Address:  
2364 310<sup>th</sup> St.  
Lost Springs, KS 66859

BUTLER COMMUNITY COLLEGE  
Loni M.M. Jensen, Director of High School  
Academic Partnerships  
  
Work Phone: 316.322.3254  
E-mail: ljensen3@butlercc.edu  
Work Address:  
901 S. Haverhill Road  
El Dorado, KS 67042

ACKNOWLEDGEMENT:

Centre High School

Butler Community College

\_\_\_\_\_  
Miranda McMichael/Hillary Kickhaefer (Interim)

\_\_\_\_\_  
Loni M.M. Jensen, Director of  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trevor Siebert, Principal

\_\_\_\_\_  
Dr. Tom Nevill, Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2021-2022

ADDENDUM TO MEMORANDUM OF AGREEMENT  
Concurrent Enrollment between  
Chase County Jr/Sr High School  
and  
Butler Community College  
*Originally dated April, 2006  
(Revised August 2016)*

CEP classes to be offered at  
Chase County High School:  
N/A

Non-CEP classes to be offered at  
Chase County High School:  
EG101, English Composition 1, Fall,  
K. Studer  
EG102, English Composition 2, Spring,  
K. Studer  
BS160, General Psychology, Fall or Spring,  
G. Francis  
MA135, College Algebra, Spring, L. Sawyer  
HS131 or HS132, US History 1 or 2, G Looney  
SP100, Public Speaking, Fall & Spring, K Haun

Designated CEP program administrators and liaisons:

Chase County Jr/Sr HIGH SCHOOL  
Stacia Barrett, Registrar

Work Phone: 620-273-6354  
E-mail: barretts@usd284.org  
Work Address:  
600 Main St, PO Box 400  
Cottonwood Falls, KS 66845

BUTLER COMMUNITY COLLEGE  
Loni M.M. Jensen, Director of High School  
Academic Partnerships

Work Phone: 316.322.3254  
E-mail: ljensen3@butlercc.edu  
Work Address:  
901 S. Haverhill Road  
El Dorado, KS 67042

ACKNOWLEDGEMENT:

Chase County High School

Butler Community College

\_\_\_\_\_  
Stacia Barrett, Registrar

\_\_\_\_\_  
Loni M.M. Jensen, Director of  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Alberto Carrillo, Principal

\_\_\_\_\_  
Dr. Tom Nevill, Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Circle High School and
Butler Community College
Originally dated April, 2006
(Revised August, 2016)

CEP classes to be offered at
Circle High School:

US History 1

Non-CEP classes to be offered at
Circle High School:

English Composition I
College Algebra
General Psychology
Public Speaking
Introduction to Teaching
American Federal Government

Designated CEP program administrators and liaisons:

Circle High School
Breahna Crawford
Counselor
Work Phone: 316.536.2277
E-mail: bcrawford@usd375.org
Address:
PO Box 159
Towanda, KS 67144

Butler Community College
Loni M.M. Jensen
Director of High School Academic Partnerships
Work Phone: 316-322-3254
E-mail: ljensen3@butlercc.edu
Address:
901 S. Haverhill Road
El Dorado, KS 67042

Acknowledgement:

Circle High School

Butler Community College

Breahna Crawford,
Counselor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Matthew Carroll, Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date

POSITION DESCRIPTION  
ADJUNCT COMMUNITY COORDINATOR

Position Title:		Date:
Adjunct Community Coordinator		6/8/95
Organization Unit:	Reports to:	Rev. No & Date
High School Academic Partnerships	Director, High School Academic Partnerships	#1, 9/13 #2, 8/2020

I. **Narrative General Description:**

Coordinator serves as a liaison between Butler Community College, the community and the local school district. Emphasis is on promoting a positive image of Butler Community College through a responsibility for college programs on the local level. This position reports directly to the Director of High School Academic Partnerships.

II. **Functional Responsibilities:**

- A. Establish and maintain positive relations with local Unified School District to assist in determining the educational needs of the community.
  - 1. Coordinate with USD administrators on use of facilities
  - 2. Plan semester class schedules with high school and Director
- B. Promote college programs and activities.
  - 1. Distribute brochures, flyers and other promotional materials
  - 2. Administer surveys
  - 3. Coordinate special events, presentations and advertising
- C. Act as resource in the recruitment and orientation of teaching staff
  - 1. Ensure syllabi, certification and grade rosters are submitted by due date
  - 2. Distribute teaching and lab supplies to instructors as needed
- D. Aid in recruitment, orientation and retention of students.
  - 1. Distribute schedules
  - 2. Promote classes
  - 3. Disseminate enrollment information
  - 4. Coordinate placement testing
  - 5. Publicize Articulation Agreements and articulated credit opportunities.
- E. Facilitate enrollment of students and other transactions concerning BCC policies
  - 1. Expedite enrollment process
  - 2. Assist with collection of student tuition and fees as necessary.
  - 3. Assist students in accessing their account (user name, password, Service Desk).
  - 4. Encourage and support student completion and submission of articulated credit applications.

- F. Be familiar with programs and services available at Butler Community College.
- G. Attend in-service/development sessions each semester
- H. Other duties and responsibilities as assigned.

III. **Consulting Tasks:**

- A. Supervise on-site programs in accordance with the expressed needs of Director, local USD and high school.
- B. Consult with adjunct faculty to insure student needs are met.

IV. **Supervise the following staff:**

None

V. **Required Knowledge, skills and personal qualifications:**

- A. Must be able to interact professionally and effectively with community personnel, faculty, staff and students.
- B. Will have good communication skills, both oral and written, and interpersonal and human relation skills.
- C. Will be dependable and prompt.
- D. Must be able to think and operate independently to carry out the functions of the college in relation to the setting.

VI. **Required experience:**

- A. A minimum of two to three years education experience, preferred.

VII. **Required education background:**

- A. Bachelor’s degree preferred.

VIII. **Status regarding Fair Labor Standards Act**

Exempt

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Loni M.M. Jensen, Director Date  
 High School Academic Partnerships

---

Breahna Crawford, College and Career Advocate Date  
 Circle High School



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
Concurrent Enrollment Partnership (CEP) between  
Circle High School  
and  
Butler Community College  
*Originally dated April 2006*  
*(Revised August 2016, August 2020)*

CEP Instructor Agreement  
Fall 2022

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #375, Circle, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies or access codes for HS131 US History 1, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simply Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development



opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Circle High School \_\_\_\_\_

Butler Community College \_\_\_\_\_

\_\_\_\_\_  
Doug Odom, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Matt Carroll, Principal

\_\_\_\_\_  
Dr. Tom Nevill  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2022-2023

**ADDENDUM TO MEMORANDUM OF AGREEMENT**

Concurrent Enrollment between  
Council Grove High School  
and  
Butler Community College  
*Originally dated April, 2006  
(Revised August, 2020)*

**CEP classes to be offered at  
Council Grove High School:**

SP100, Public Speaking  
Samantha Davis, Instructor

**Non-CEP classes to be offered at  
Council Grove High School:**

EG101, English Composition 1, 1<sup>st</sup> & 2<sup>nd</sup> Tri  
Rena Rodriguez, Instructor  
EG102 English Composition 2, 2<sup>nd</sup> & 3<sup>rd</sup> Tri  
Rena Rodriguez, Instructor  
MA135, College Algebra, 1<sup>st</sup> & 3<sup>rd</sup> Tri  
Lance Sawyer, Instructor  
BS160, Psychology, 1<sup>st</sup> & 2<sup>nd</sup> Tri  
Gretchen Francis, Instructor  
AH122, Certified Nurse Aide  
Rebecca Craney, Instructor

**Designated CEP program administrators and liaisons:**

COUNCIL GROVE HIGH SCHOOL  
Jill Day, Counselor  
Work Phone: 620-767-5149  
  
E-mail: jday@cgrove417.org  
Address:  
129 Hockaday.  
Council Grove, KS 66846

BUTLER COMMUNITY COLLEGE  
Loni M.M. Jensen  
Director of High School Academic Partnerships  
Work Phone: 316-322-3254  
E-mail: ljensen3@butlercc.edu  
Address:  
901 S. Haverhill Road  
El Dorado, KS 67042

**Acknowledgement:**

Council Grove High School

Butler Community College

\_\_\_\_\_  
Jill Day, Counselor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jay Doornbos, Principal

\_\_\_\_\_  
Dr. Tom Nevill, Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
 Concurrent Enrollment Partnership (CEP) between  
 (Council Grove High School USD417)  
 and  
 Butler Community College  
*Originally dated April 2006*  
*(Revised August 2016, August 2020)*

CEP Instructor Agreement  
 (Fall 2022 & Spring 2023)

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #417, Council Grove Jr/Sr High School, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies or access codes for Public Speaking, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simple Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

(Council Grove High School)

Butler Community College

\_\_\_\_\_  
Samantha Davis, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jay Doornbos, Principal

\_\_\_\_\_  
Dr. Tom Nevill  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Douglass High School and
Butler Community College
Originally dated April, 2006
(Revised August, 2016)

CEP classes to be offered at
Douglass High School:

Intermediate Algebra
College Algebra

Non-CEP classes to be offered at
Douglass High School:

Designated CEP program administrators and liaisons:

Douglass High School
Dana Houser
Counselor
Work Phone: 316.747.3310
E-mail: dhouser@usd396.net
Address:
PO Box 158
Douglass, KS 67039

Butler Community College
Loni M.M. Jensen
Director of High School Academic Partnerships
Work Phone:316-322-3254
E-mail:ljensen3@butlercc.edu
Address:
901 S. Haverhill Road
El Dorado, KS 67042

Acknowledgement:

Douglass High School

Butler Community College

Dana Houser,
Counselor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Scott Dunham, Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
 Concurrent Enrollment Partnership (CEP) between  
 Douglass High School  
 and  
 Butler Community College  
*Originally dated April 2006*  
*(Revised August 2016, August 2020)*

CEP Instructor Agreement  
Fall 2022

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #396, Douglass, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies or access codes for MA125 Intermediate Algebra and MA135 College Algebra, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simply Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Douglass High School

Butler Community College

\_\_\_\_\_  
Rodney Wasson, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scott Dunham, Principal

\_\_\_\_\_  
Dr. Tom Nevill  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2022-2023

**ADDENDUM TO MEMORANDUM OF AGREEMENT**

Concurrent Enrollment between  
El Dorado High School and  
Butler Community College  
*Originally dated April, 2006  
(Revised August, 2016)*

**CEP classes to be offered at  
El Dorado High School:**

English Composition I  
College Algebra  
Calculus I w/Analytic Geo

**Non-CEP classes to be offered at  
El Dorado High School:**

Public Speaking  
General Psychology  
U.S. History I

**Designated CEP program administrators and liaisons:**

El Dorado High School  
Jeremy Johnson  
Counselor  
Work Phone: 316.322.4810  
E-mail: jbjohnson@usd490.org  
Address:  
401 McCollum Rd  
El Dorado, KS 67042

Butler Community College  
Loni M.M. Jensen  
Director of High School Academic Partnerships  
Work Phone: 316-322-3254  
E-mail: ljensen3@butlercc.edu  
Address:  
901 S. Haverhill Road  
El Dorado, KS 67042

**Acknowledgement:**

El Dorado High School

Butler Community College

\_\_\_\_\_  
Jeremy Johnson, Counselor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Erin Nichols, Principal

\_\_\_\_\_  
Dr. Tom Nevill, Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
 Concurrent Enrollment Partnership (CEP) between  
 El Dorado High School  
 and  
 Butler Community College  
*Originally dated April 2006*  
*(Revised August 2016, August 2020)*

CEP Instructor Agreement  
Fall 2022

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #490, El Dorado, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies or access codes for EG 101 English Composition, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simply Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

El Dorado High School

Butler Community College

\_\_\_\_\_  
Roger Briggs, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Erin Nichols, Principal

\_\_\_\_\_  
Dr. Tom Nevill,  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
 Concurrent Enrollment Partnership (CEP) between  
 El Dorado High School  
 and  
 Butler Community College  
*Originally dated April 2006*  
*(Revised August 2016, August 2020)*

CEP Instructor Agreement  
Fall 2022

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #490, El Dorado, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies or access codes for MA135 College Algebra and MA151 Calculus I w/Analytic Geo, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simply Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

El Dorado High School

Butler Community College

\_\_\_\_\_  
David Herrs, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Erin Nichols, Principal

\_\_\_\_\_  
Dr. Tom Nevill,  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Eureka High School and
Butler Community College
Originally dated April, 2006
(Revised August, 2016)

CEP classes to be offered at
Eureka High School:

Beginning Spanish II
Music Appreciation

Non-CEP classes to be offered at
Eureka High School:

Designated CEP program administrators and liaisons:

Eureka High School
Anna Noble
Counselor
Work Phone: 620.583.7428
E-mail: annoble@eurekasud389.net
Address:
815 N Jefferson
Eureka, KS 67045

Butler Community College
Loni M.M. Jensen
Director of High School Academic Partnerships
Work Phone:316-322-3254
E-mail:ljensen3@butlercc.edu
Address:
901 S. Haverhill Road
El Dorado, KS 67042

Acknowledgement:

Eureka High School

Butler Community College

Anna Noble,
Counselor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Sean Spoons, Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
Concurrent Enrollment Partnership (CEP) between  
Eureka High School  
and  
Butler Community College  
*Originally dated April 2006*  
*(Revised August 2016, August 2020)*

CEP Instructor Agreement  
Fall 2022

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #389, Eureka, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies or access codes for MU100 Music Appreciation, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simply Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Eureka High School

Butler Community College

\_\_\_\_\_  
Steven Knapp, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sean Spoons, Principal

\_\_\_\_\_  
Dr. Tom Nevill,  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
Concurrent Enrollment Partnership (CEP) between  
Eureka High School  
and  
Butler Community College  
*Originally dated April 2006*  
*(Revised August 2016, August 2020)*

CEP Instructor Agreement  
Fall 2022

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #389, Eureka, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies or access codes for FL108 Beginning Spanish II, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simply Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development



opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Eureka High School

Butler Community College

\_\_\_\_\_  
Calisa Marlar, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sean Spoons, Principal

\_\_\_\_\_  
Dr. Tom Nevill  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Maize High School and
Butler Community College
Originally dated April, 2006
(Revised August, 2016)

CEP classes to be offered at
Maize High School:

Principles of Early Childhood Education I

Non-CEP classes to be offered at
Maize High School:

Designated CEP program administrators and liaisons:

Maize High School
Dr. Lindsay King
Coordinator, Maize Career Academy
Work Phone: 316.350.2122
E-mail: lking@usd266.com
Address:
11600 W 45th St N
Maize, KS 67101

Butler Community College
Loni M.M. Jensen
Director of High School Academic Partnerships
Work Phone: 316-322-3254
E-mail: ljensen3@butlercc.edu
Address:
901 S. Haverhill Road
El Dorado, KS 67042

Acknowledgement:

Maize High School

Butler Community College

Lindsay King, Coordinator
Maize Career Academy

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Dr. Chris Botts, Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
 Concurrent Enrollment Partnership (CEP) between  
 Maize High School  
 and  
 Butler Community College  
*Originally dated April 2006*  
*(Revised August 2016, August 2020)*

CEP Instructor Agreement  
Fall 2022

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #266, Maize, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies or access codes for CD122 Principles of Early Childhood, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simply Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Maize High School

Butler Community College

\_\_\_\_\_  
Megan Sauer, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Lindsay King  
Maize Career Academy Coordinator

\_\_\_\_\_  
Dr. Tom Nevill  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## 2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
 Concurrent Enrollment between  
 Marion High School, USD 408  
 and  
 Butler Community College  
*Originally dated April, 2006*  
*(Revised August 2022)*

CEP classes to be offered at  
 Marion High School:

Fall 2022:  
 College Algebra, MA 135, G. Stuchlik  
 English Composition 1, EG101, C. Rome

Year Long:  
 Calculus w/ Analytic Geometry, MA151  
 G. Stuchlik

Spring 2023:  
 Applied Statistics, MA210, G. Stuchlik  
 English Composition 2, EG102, C. Rome  
 Intro to Literature, LT201, C. Rome

Designated CEP program administrators and liaisons:

MARION HIGH SCHOOL, USD 408  
 Max Venable, Counselor

Work Phone: 620-382-2168  
 E-mail: venabmax@usd408.com

Work Address:  
 701 E. Main  
 Marion, KS 66861

**ACKNOWLEDGEMENT:**

Marion High School

\_\_\_\_\_  
 Max Venable, Counselor

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Donald Raymer Principal

\_\_\_\_\_  
 Date

Non-CEP classes to be offered at  
 Marion High School

Fall & Spring 2020-2021:  
 Public Speaking, SP100, C. Stout  
 General Psychology, BS160  
 US History 1 & 2, HS131 & 132, G. Looney  
 Certified Nurse Aide, AH122, R. Craney  
 Certified Medication Aide, AH120, R. Craney

BUTLER COMMUNITY COLLEGE

Loni M.M. Jensen  
 Director of High School Academic Partnerships

Work Phone: 316.233.3254  
 Email: ljensen3@butlercc.edu

Work Address:  
 901 S. Haverhill Road  
 El Dorado, KS 67042

Butler Community College

\_\_\_\_\_  
 Loni M.M. Jensen, Dir HS Academic Partnerships

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Dr. Tom Nevill, Vice President of Academics

\_\_\_\_\_  
 Date



**2022-2023**

ADDENDUM TO MEMORANDUM OF AGREEMENT  
 Concurrent Enrollment Partnership (CEP) between  
 Marion High School  
 and  
 Butler Community College  
*Originally dated April, 2006*  
*(Revised August 2020)*

CEP Instructor Agreement  
 Christopher Rome  
Fall 2022 & Spring 2023

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #408, Marion, Kansas, hereinafter referred to as "the district", party of the second part:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies for English Composition 1 & 2 EG101 & 102 and Intro to Literature, LT201, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students at the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simple Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Marion High School

Butler Community College

\_\_\_\_\_  
Christopher Rome, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Donald Raymer, Principal

\_\_\_\_\_  
Dr. Tom Nevill  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
 Concurrent Enrollment Partnership (CEP) between  
 Marion High School  
 and  
 Butler Community College  
*Originally dated April, 2006*  
*(Revised August 2016)*

CEP Instructor Agreement  
 Gary Stuchlik  
 Fall 2022 & Spring 2023

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #408, Marion, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies for College Algebra MA135, Applied Statistics MA210, and Calculus with Analytical Geometry MA151, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students at the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simple Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler



departmental faculty and are encouraged to participate in professional development opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Marion High School

Butler Community College

\_\_\_\_\_  
Gary Stuchlik, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Donald Raymer, Principal

\_\_\_\_\_  
Dr. Tom Nevill  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment between
PEABODY-BURNS High School
and
Butler Community College
Originally dated April, 2006
(Revised August 2020)

CEP classes to be offered at
Peabody-Burns High School:
EG101 & EG102, English Comp 1
K Schmidt

Non-CEP classes to be offered at
Peabody-Burns High School:
BS160, General Psychology, Fall or Spring,
G. Francis
MA135, College Algebra, Spring 2020, L. Sawyer
SP100, Public Speaking, C Stout

Designated CEP program administrators and liaisons:

PEABODY-BURNS HIGH SCHOOL
Haley Hall, Counselor
Work Phone: 620-398-2196
E-mail: hhall@usd398.com
Work Address:
506 Elm St
Peabody, KS 66866

BUTLER COMMUNITY COLLEGE
Loni M.M. Jensen, Director of High School
Academic Partnerships
Work Phone: 316.233.3254
E-mail: ljensen3@butlercc.edu
Work Address:
901 S. Haverhill Road
El Dorado, KS 67042

ACKNOWLEDGEMENT:

Peabody-Burns High School, USD398

Butler Community College

Haley Hall, Counselor

Loni M.M. Jensen, Director of
High School Academic Partnerships

Date

Date

Ryan Bartel, Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date



## 2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
 Concurrent Enrollment Partnership (CEP) between  
 Peabody-Burns High School  
 and  
 Butler Community College  
*Originally dated April 2006*  
*(Revised August 2016, August 2020)*

CEP Instructor Agreement  
Fall 2022 & Spring 2023

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #398, Peabody, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies or access codes for English Composition 1 & 2, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simple Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Peabody-Burns HS, USD398

Butler Community College

\_\_\_\_\_  
Kaila Schmidt, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ryan Bartel, Principal

\_\_\_\_\_  
Dr. Tom Nevill  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2022-2023

**ADDENDUM TO MEMORANDUM OF AGREEMENT**

Concurrent Enrollment between  
Fredrick Remington High School and  
Butler Community College  
*Originally dated April, 2006  
(Revised August, 2016)*

**CEP classes to be offered at  
Fredrick Remington High School:**

**Non-CEP classes to be offered at  
Fredrick Remington High School:**

English Composition 1

**Designated CEP program administrators and liaisons:**

Fredrick Remington High School  
Roger Foltz, Counselor,  
Work Phone:316.799.2123  
  
E-mail: rafoltz@usd206.org  
Address:  
8850 NW Meadowlark Road  
Whitewater, KS 67154

Butler Community College  
Loni M.M. Jensen  
Director of High School Academic Partnerships  
Work Phone:316-322-3254  
E-mail:ljensen3@butlercc.edu  
Address:  
901 S. Haverhill Road  
El Dorado, KS 67042

**Acknowledgment:**

Fredrick Remington High School

Butler Community College

\_\_\_\_\_  
Roger Foltz, Counselor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
James O'Brien, Principal

\_\_\_\_\_  
Dr. Tom Nevill, Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Rose Hill High School and
Butler Community College
Originally dated April, 2006
(Revised August, 2016)

CEP classes to be offered at
Rose Hill High School:

Non-CEP classes to be offered at
Rose Hill High School:

- English Composition I
American Federal Government
General Psychology
College Algebra
US History 1

Designated CEP program administrators and liaisons:

Rose Hill High School
Greg Welch
Counselor
Work Phone: 316.776.3360
E-mail: gwelch@usd394.com
Address:
710 S Rose Hill Rd
Rose Hill, KS 67133

Butler Community College
Loni M.M. Jensen
Director of High School Academic Partnerships
Work Phone:316-322-3254
E-mail:ljensen3@butlercc.edu
Address:
901 S. Haverhill Road
El Dorado, KS 67042

Acknowledgement:

Rose Hill High School

Butler Community College

Greg Welch,
Counselor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Shannon Haydock, Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date



2021-2022

ADDENDUM TO MEMORANDUM OF AGREEMENT  
Concurrent Enrollment between  
White City High School, USD 481  
and  
Butler Community College  
*Originally dated April, 2006  
(Revised August 2020)*

CEP classes to be offered at  
White City, USD #481 High School:

English Comp 1 & 2, EG101 & 102,  
C Riedy

Non-CEP classes to be offered at  
USD #481

Public Speaking, SP100, K. Haun  
Psychology, BS160, G Francis  
College Algebra, MA135, L. Sawyer

Designated CEP program administrators and liaisons:

USD #481 White City & Hope HIGH SCHOOL  
Lorri Kasten, SW & Erika Cook, Couns.

Work Phone: 785-349-2211  
E-mail: [lkasten@usd481.com](mailto:lkasten@usd481.com);  
[ecook@usd481.com](mailto:ecook@usd481.com)  
414 E. Goodnow  
White City, KS 66872

BUTLER COMMUNITY COLLEGE  
Loni M.M. Jensen, Director of High School  
Academic Partnerships  
Work Phone: 316-322-3254  
E-mail: [ljensen3@butlercc.edu](mailto:ljensen3@butlercc.edu)  
Work Address:  
901 S. Haverhill Road  
El Dorado, KS 67042

ACKNOWLEDGEMENT:

USD#481, White City & Hope High School

\_\_\_\_\_  
Lorri Kasten, SW; Erika Cook, Couns.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Darlene Griffiths, Principal White City HS

\_\_\_\_\_  
Adam Sobba, Principal Hope HS

\_\_\_\_\_  
Date

Butler Community College

\_\_\_\_\_  
Loni M.M. Jensen, Director of  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Tom Nevill, Vice President of Academics

\_\_\_\_\_  
Date



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
Concurrent Enrollment Partnership (CEP) between  
Rural Vista District #481  
and  
Butler Community College  
*Originally dated April, 2006*  
*(Revised August 2020)*

CEP Instructor Agreement  
Cody Riedy  
Fall 2022-Spring 2023

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #481, White City, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies for English Composition 1, EG101 and English Composition 2, EG102, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students at the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using SALSA based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development



opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Super Saturdays, Connection meetings, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

White City & Hope High School, USD481    Butler Community College

\_\_\_\_\_  
Cody Riedy, CEP Instructor

\_\_\_\_\_  
Loni M.M. Jensen, Director  
High School Academic Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Darlene Griffiths, Principal, WCHS USD#481

\_\_\_\_\_  
Dr. Tom Nevill  
Vice President of Academics

\_\_\_\_\_  
Adam Sobba, Principal, Hope HS USD#481

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**TOPIC for Action  
VMWare for FY 2023**

**REPORT:**

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

CDW

\$41,055.02

**RECOMMENDED ACTION:**

Board approval of VMWare support Annual Renewal from CDW

**RECOMMENDED FUNDING SOURCE:**

Information Services Infrastructure-Software Budget

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



## QUOTE CONFIRMATION

**AMY KERSCHNER,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MVZC684	7/7/2022	MVZC684	0345781	<b>\$41,055.02</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">VMware Support and Subscription Production - technical support (renewal) -</a> Mfg. Part#: VS7-EPL-P-SSS-A-R Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	2	6037765	\$899.00	\$1,798.00
<a href="#">VMware Support and Subscription Production - technical support (renewal) -</a> Mfg. Part#: VS7-EPL-P-SSS-A-R Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	2	6037765	\$899.00	\$1,798.00
<a href="#">VMware Support and Subscription Production - technical support (renewal) -</a> Mfg. Part#: VS7-EPL-P-SSS-A-R Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	4	6037765	\$899.00	\$3,596.00
<a href="#">VMware Support and Subscription Production - technical support (renewal) -</a> Mfg. Part#: VS7-EPL-P-SSS-A-R Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	8	6037765	\$899.00	\$7,192.00
<a href="#">VMware Support and Subscription Production - technical support (renewal) -</a> Mfg. Part#: VS7-EPL-P-SSS-A-R Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	2	6037765	\$899.00	\$1,798.00
<a href="#">VMware Support and Subscription Production - technical support (renewal) -</a> Mfg. Part#: VS7-EPL-P-SSS-A-R Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	2	6037765	\$899.00	\$1,798.00
<a href="#">VMware Support and Subscription Production - technical support (renewal) -</a> Mfg. Part#: VS7-EPL-P-SSS-A-R Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	1	6038962	\$1,544.00	\$1,544.00

QUOTE DETAILS (CONT.)				
Mfg. Part#: VCS7-STD-P-SSS-A-R Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)				
<a href="#">VMware Support and Subscription Production - technical support (renewal) -</a>	14	6038974	\$501.93	\$7,027.02
Mfg. Part#: VS7-EPL-VS-P-SSS-A-R Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)				
<a href="#">VMware Support and Subscription Production - technical support (renewal) -</a>	14	5842277	\$1,036.00	\$14,504.00
Mfg. Part#: VR19-STD-P-SSS-A-R Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)				

<b>SUBTOTAL</b>	\$41,055.02
<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$0.00
<b>GRAND TOTAL</b>	<b>\$41,055.02</b>

PURCHASER BILLING INFO	DELIVER TO
<b>Billing Address:</b> BUTLER COUNTY COMMUNITY COLLEGE FINANCE OFFICE 901 S HAVERHILL RD EL DORADO, KS 67042-3280 <b>Phone:</b> (316) 321-2222 <b>Payment Terms:</b> NET 30-VERBAL	<b>Shipping Address:</b> BUTLER COUNTY COMMUNITY COLLEGE AMY KERSCHNER 901 S HAVERHILL RD EL DORADO, KS 67042-3280 <b>Shipping Method:</b> ELECTRONIC DISTRIBUTION
	<b>Please remit payments to:</b>  CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



**Sales Contact Info**

**Dave Walczak** | (877) 493-1102 | [davewal@cdwg.com](mailto:davewal@cdwg.com)

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager

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## VMware Support/Subscription Quote

**Quote Number :** 30851715-R:1C:31MAR22 23:14:51  
**Account Number :** 113838178  
**Account Name :** Butler Community College  
**Address :** 901 S Haverhill Rd El Dorado BUTLER KS KS 67042-3225 United States  
**Super User Name :** John, Irvin  
**Super User Email :** jirvin3@butlercc.edu  
**Procurement Contact :** John, Irvin  
**Procurement Contact Email :** jirvin3@butlercc.edu

Dear VMware Customer,

This notice and quote is a courtesy reminder that your Support & Subscription (SnS) is set to expire soon or recently expired on 01-AUG-2022. Don't miss out on receiving the latest updates/upgrades and the security of being able to contact VMware's Global Support Services Organization. If you are not the appropriate person within your company to manage this renewal, please send an email to let me know with whom I should be working.

Please review the below product detail to ensure accuracy. Please pass this quotation onto your preferred reseller or a local [VMware VIP Reseller](#) to assist you in purchasing this renewal.

If you would like to co-term a number of licenses/contracts to one specific end date making future renewals an annual event please contact your VMware Support Sales Representative listed below. We ask that you consider a three year service extension for which we give the following discount: 3YR - 12%.

If you choose to not renew your contract upon expiration, you will not be able to receive updates/upgrades or open a Support Request. If at a later time you decide to reinstate your SnS, the term will start the day after your previous contract expiration date and a 20% reinstatement fee will be applied on past due SnS and 1 year forward SnS.

If you have already initiated payment of the below product(s) or are currently working with your local VIP partner, then please disregard this notice.

We would like to take this opportunity to thank you for your continued business with VMware. If you require further information or assistance, please do not hesitate to send an email or call us.

Sincerely,  
Caroline Prifti  
VMware Support Sales Manager  
P:  
E: cprifti@vmware.com

*Note: This quotation is provided pursuant to the terms and conditions of the license agreement that you executed when you acquired your licenses.*

VMware, Inc. 3401 Hillview Ave, Palo Alto, CA, 93404. Tel: 1-877-486-9273 or 650-427-5000, Fax: 650-427-5001  
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## Confidential VMware Support / Subscription Quote

**VMware, Inc**  
 3401 Hillview Ave  
 Palo Alto, CA 94304  
 Tel: 1-877-486-9273  
 or 650-427-5000  
 Fax: 650-427-5001

<b>Today's Date:</b> 31-MAR-2022 <b>Account Number:</b> 113838178 <b>Account Name:</b> Butler Community College <b>Address:</b> 901 S Haverhill Rd <b>City/State:</b> El Dorado, KS <b>Zip/Postal Code:</b> 67042-3225KS <b>Country:</b> United States	<b>Quote Number:</b> 30851715-R:1C:31MAR22 23:14:51 <b>Quote Version:</b> 0.2 <b>Quote Expiration:</b> 01-AUG-2022 <b>Super User:</b> jirvin3@butlercc.edu <b>Procurement Contact:</b> jirvin3@butlercc.edu
--	---

Below is a summary/quotation of your Support and Subscription services to be purchased/renewed. Please review this statement's itemized services, support items, quantities, coverage dates, address and company contacts and advise us of any changes.

To initiate/continue support services, please provide billing authorization by issuing a check, credit card, wire transfer or Purchase Order. If payment is made via Purchase Order, we require the following information to be present:

- 1) Payment terms of "Net 30" must be on the face of the PO
- 2) Current Bill To and Ship To Addresses
- 3) Description of Items Purchased
- 4) Please reference quote#
- 5) PO must have All Required Signatures or written communication stating: "Signature is not needed; this is the standard order process"

Instance	Part #	Description/Serial/FAC	Qty	Unit Price	Annual List	Start	End	# of Days	Extended Price	Reinstatement Fee	Discount	Total
181467847	VR19-STD-P-SSS-A	Production Support Coverage Academic VMware vRealize Suite 2019 Standard (Per PLU)	14	\$1,036.00	\$14,504.00	02-AUG-22	01-AUG-23	365	\$14,504.00	\$0.00	\$0.00	\$14,504.00
186189731	VS7-EPL-VS-P-SSS-A	Production Support Coverage Academic VMware vSphere 7 Enterprise Plus for vCloud Suites (Per CPU)	14	\$513.00	\$7,182.00	02-AUG-22	01-AUG-23	365	\$7,182.00	\$0.00	\$0.00	\$7,182.00
187712183	VCS7-STD-P-SSS-A	Production Support Coverage Academic VMware vCenter Server 7 Standard for vSphere 7 (Per Instance)	1	\$1,544.00	\$1,544.00	02-AUG-22	01-AUG-23	365	\$1,544.00	\$0.00	\$0.00	\$1,544.00
188546526	VS7-EPL-P-SSS-A	Production Support Coverage Academic VMware vSphere 7 Enterprise Plus for 1 processor	2	\$899.00	\$1,798.00	02-AUG-22	01-AUG-23	365	\$1,798.00	\$0.00	\$0.00	\$1,798.00



## Confidential VMware Support / Subscription Quote

**VMware, Inc**  
 3401 Hillview Ave  
 Palo Alto, CA 94304  
 Tel: 1-877-486-9273  
 or 650-427-5000  
 Fax: 650-427-5001

Instance	Part #	Description/Serial/FAC	Qty	Unit Price	Annual List	Start	End	# of Days	Extended Price	Reinstatement Fee	Discount	Total
188546528	VS7-EPL-P-SSS-A	Production Support Coverage Academic VMware vSphere 7 Enterprise Plus for 1 processor	2	\$899.00	\$1,798.00	02-AUG-22	01-AUG-23	365	\$1,798.00	\$0.00	\$0.00	\$1,798.00
188546530	VS7-EPL-P-SSS-A	Production Support Coverage Academic VMware vSphere 7 Enterprise Plus for 1 processor	8	\$899.00	\$7,192.00	02-AUG-22	01-AUG-23	365	\$7,192.00	\$0.00	\$0.00	\$7,192.00
188546531	VS7-EPL-P-SSS-A	Production Support Coverage Academic VMware vSphere 7 Enterprise Plus for 1 processor	4	\$899.00	\$3,596.00	02-AUG-22	01-AUG-23	365	\$3,596.00	\$0.00	\$0.00	\$3,596.00
188546533	VS7-EPL-P-SSS-A	Production Support Coverage Academic VMware vSphere 7 Enterprise Plus for 1 processor	2	\$899.00	\$1,798.00	02-AUG-22	01-AUG-23	365	\$1,798.00	\$0.00	\$0.00	\$1,798.00
188546535	VS7-EPL-P-SSS-A	Production Support Coverage Academic VMware vSphere 7 Enterprise Plus for 1 processor	2	\$899.00	\$1,798.00	02-AUG-22	01-AUG-23	365	\$1,798.00	\$0.00	\$0.00	\$1,798.00

Total List Price (USD):	\$41,210.00
Total Reinstatement Fee (USD):	\$0.00
Total Discount (USD):	\$0.00
Estimated Tax (USD):	****
<b>Total with Fee (USD):</b>	<b>\$41,210.00</b>

**\*\*\*\* This Quote does not include applicable tax. Applicable tax will be reflected on your invoice**

All pricing is in USD and subject to change due to local: taxes, fees and currency exchange.

Please forward this renewal notification to your preferred local VMware reseller. A link has been provided below to choose from a list of local resellers nearest you.  
<http://partnerlocator.vmware.com>



## Confidential VMware Support / Subscription Quote

**VMware, Inc**

3401 Hillview Ave  
Palo Alto, CA 94304  
Tel: 1-877-486-9273  
or 650-427-5000  
Fax: 650-427-5001

**Terms:**

Payment of the amount specified for the products and services in this quote shall constitute acceptance of the terms and conditions, quantities, and pricing detailed herein. Subsequent quotes may be subject to separate terms and conditions. Licensee accepts responsibility of license inventory.

Please reference this quotation in any correspondence with VMware. All pricing reflects US Dollars (USD). Prices are exclusive of taxes; applicable taxes will be added. Any errors or omissions in this quote shall be rectified via a replacement or supplemental quote issued by VMware. International customers are responsible for all applicable duty and tariff fees, and must make payment in USD. Purchase orders can be faxed to VMware Sales at (650) 475-5001 (Attn: "SnS renewals," or the individual named below). Purchase orders can be mailed to VMware, Inc., Attn: Support Sales, 3401 Hillview Ave, Palo Alto, CA 94304. Payments can be made to VMware, Inc., Department CH10806, Palatine, IL 60055-0806.

Annual support and subscription services (as documented on the VMware Website) are renewable on the twelve (12) month anniversary of the date of purchase of the VMware software or upon expiration of the then-current term of support and subscription services. Additional reinstatement fees shall apply if you do not purchase support and subscription services at the time of purchase of the VMware software license or if you do not renew support and subscription services in a timely manner. The discount and pricing reflected in this quotation are only valid for the quantity specified, and any modifications require a new quotation to be generated.

This quotation is subject to the terms and conditions specified in the applicable signed agreement between VMware and Customer, or, if none, to the appropriate then current, standard VMware agreement for the products or services quoted. These agreements, copies of which shall be made available upon request, are:

- \* Software - VMware's End User License Agreement for the applicable software product
- \* Support and Subscription Services - VMware's Standard Support Programs and Subscription Services Terms and Conditions
- \* [http://www.vmware.com/pdf/support\\_terms\\_conditions.pdf](http://www.vmware.com/pdf/support_terms_conditions.pdf)
- \* Consulting Services - VMware's Standard Consulting Services Terms
- \* VMware's Purchase Orders Standard Terms & Conditions - Purchase Orders do not have to be signed to be valid and enforceable

Accordingly, the software and services are offered under these standard terms and conditions, and this quotation is expressly conditional on acceptance of such terms and conditions. No additional or conflicting terms and conditions will apply without VMware's prior, express written consent, and any such additional or conflicting terms and conditions on customer's purchase order, acknowledgement or other business form are hereby rejected by VMware.

Unless separately agreed by VMware in writing, payment terms are Net 30.

**Maximize Your Renewal**

Customers who purchase training to support their VMware software recognize specific benefits including:

- Faster adoption
- Improved ROI

Make sure your IT team has the skills needed to take full advantage of your VMware products. VMware Learning Credits allow you to prepay for VMware training and certification. Volume discounts are available.

**Buy Learning Credits now**

Hyperlink URL:

[http://store.vmware.com/store/vmware/en\\_US/pd/productID.310865200](http://store.vmware.com/store/vmware/en_US/pd/productID.310865200)



**TOPIC for ACTION**  
**BDI DataLynk Agreement**

**REPORT:**

Butler is entering into a revenue sharing agreement with BDI Datalynk for the period starting on January 1, 2023 and ending on December 31, 2023. Through this relationship, BDI Datalynk provides subject matter expertise, program content, maintains an approved provider status, curriculum, and instruction for Certified Fiber Optics Technician and Specialist courses. Butler will coordinate management and processing of registrations for the courses and period agreed upon. Through this relationship, Butler Community College and BDI Datalynk will provide the services outlined in the agreement with an agreed-to distribution of total revenue collected. This partnership is supported through Butler's Business Education and Training Analysis (BETA).

**RECOMMENDED ACTION:**

The Board approve the attached agreement.

**RECOMMENDED FUNDING SOURCE:**

N/A

Submitted by: Jon Cressler, BETA  
Supervisor: Dr. Tom Nevill, VP of Academics  
Date: August 9, 2022



BDI DataLynk, LLC  
 3475 Lenox Road, Suite 300  
 Atlanta, GA 30326  
 Tel: 912.506.0634

July 13<sup>th</sup>, 2022

Jon Cressler  
 Butler Community College  
[jcressler@butlercc.edu](mailto:jcressler@butlercc.edu)

This contract constitutes a revenue sharing business relationship between BDI DataLynk and Butler Community College for the period starting on January 1, 2023 and ending on December 31, 2023. Through this relationship, BDI DataLynk provides subject matter expertise, program content, maintains an approved provider status, curriculum, and instruction; whereas Butler Community College agrees to coordinate management and processing of registrations for the courses and period agreed upon. Through this relationship, Butler Community College and BDI DataLynk will provide the services outlined, with an agreed-to distribution of total revenue collected as described below under FEE Schedule:

**Specific Dates and Courses Proposed:**

**Track # 1: January 2023**

(CFOT) Certified Fiber Optics Technician Course	01/23/23	01/25/23	8:00 AM	5:00 PM
(CFOS/T) Certified Fiber Optics Specialist in Testing	01/25/23	01/26/23	8:00 AM	5:00 PM
(CFOS/S) Certified Fiber Optics Specialist in Splicing	01/27/23	01/27/23	8:00 AM	5:00 PM

\* Finish time is a function of the number of students in class.

**Track # 2: August 2023**

(CFOT) Certified Fiber Optics Technician Course	08/14/23	08/16/23	8:00 AM	5:00 PM
(CFOS/T) Certified Fiber Optics Specialist in Testing	08/16/23	08/17/23	8:00 AM	5:00 PM
(CFOS/S) Certified Fiber Optics Specialist in Splicing	08/18/23	08/18/23	8:00 AM	5:00 PM

\* Finish time is a function of the number of students in class.

**Specifically, Butler Community College will:**

- Provide facilities for the training sessions on campus unless otherwise agreed upon in advance. Classroom will be scheduled for the duration of each class. Equipment needed: White or Black board, Projector Screen for Power Point Presentations, chairs, and tables with no computers.
- Assist BDI DataLynk with marketing these classes by adding course to standard course booklet and campus web site further providing a link from campus web page to the BDI DataLynk web page.
- Handle registration of participants and accept payment for training in advance.
- Collect all fees accruing from these course offerings and will provide BDI DataLynk with a roster for the registration fees collected.
- Reserve the option to cancel the class if the minimum enrollment is not met. A total enrollment of 12 students per track (track is equal to CFOT, CFOS/T, CFOS/S). Example: 4, 4, 4 in each course or 8 & 4 in each course would also be acceptable.

**Fee Schedule:**

Upon completion of each "track", Butler Community College will provide BDI DataLynk with a final enrollment (roster) for each course offered; and remit a partner refund payable via direct deposit or check for revenue settlement based on the following amounts:

- Certified Fiber Optics Technician - CFOT: \$725.00 for each student in attendance
- Certified Fiber Optics Testing & Maintenance Specialist Course - CFOS/T: \$650.00 for each student in attendance
- Certified Fiber Optic Specialist in Splicing - CFOS/S: \$650.00 for each student in attendance

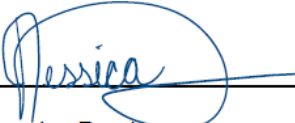
**Specifically, BDI Datalynk will:**

- Provide FOA Certified Instructors, training sessions, training equipment, consumable supplies, study manuals, and exams for the course.
- Provide training for a maximum of 25 students in each individual class session unless agreed upon in advance.
- Pay travel and lodging expenses for the instructor unless otherwise agreed upon in advance.
- Share in marketing effort of courses by adding all course and campus information to the BDI Datalynk website.
- Provide Certified Instructor for Courses listed in the aforementioned paragraph.
- Reserve the option to cancel if the minimum of 12 students per track is not achieved 7 days prior to class.

**Accepted and approved:**

\_\_\_\_\_  
Butler Community College

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Jessica Ramirez  
COO | BDI DataLynk, LLC

\_\_\_\_\_  
Date

<b>CONSENT AGENDA – PERSONNEL</b>
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**TOPIC for ACTION**  
**Full Time Biology Instructor**

**REPORT:**

Katya Frank is recommended for the Biology Instructor position for the 2022-2023 academic year. Ms. Frank holds a Bachelor of Science in Biology from the University of Wisconsin and a Master of Science in Biology from Fort Hays State University. She brings 4 years of teaching experience. While teaching in the K-12 system, Ms. Frank completed graduate courses for alternative certification focused on teaching and education.

**RECOMMENDED ACTION:**

Recommendation of approval of Katya Frank as a Full Time Instructor of Biology for the 2022-2023 academic year at a salary of \$45,000 plus full benefits.

**RECOMMENDED FUNDING SOURCE:**

Biology Department General Fund

Submitted by: Shannon Covert, Associate Dean of STEM

Supervisor: Mel Whiteside, Dean of Science, Technology, Engineering, and Math

Date: July 26, 2022

**TOPIC for ACTION  
ID3D Faculty, STEM**

**REPORT**

Holly Silvia has taught as a Butler adjunct faculty member for five years in the Interactive, Digital and 3 Dimension (ID3D). She received her education at Full Sail University with a Masters of Arts in Media Design and a Bachelor's in Computer Science at Southwestern College.

Holly will be responsible for teaching ID3D classes on Adobe Photoshop, Illustrator Fundamentals, InDesign Fundamentals, HTML and CSS, CMS for Web Development, Advanced HTML and others. In addition to her teaching responsibilities, Holly will be responsible for curriculum development, collaborating and partnering with high school technical education faculty and counselors.

**RECOMMENDED ACTION:**

Approve Holly Silvia as ID3D faculty, Science, Technology, Engineering and Mathematics (STEM) effective August 1, at a salary of \$47,800 plus benefits.

**RECOMMENDED FUNDING SOURCE:**

Information Technology Department General Fund Budget

**Submitted by:** Mel Whiteside, Dean – Science, Technology, Engineering and Mathematics

**Supervisor:** Dr. Thomas Nevill, VP of Academics

**Date Submitted:** July 27, 2022

**TOPIC for ACTION  
ID3D Faculty, STEM**

**REPORT**

Zachary Sewell is currently employed at Wichita State University as a teaching assistant in WSU's Media Arts and Game Design program. He received his education at Wichita State University with a Bachelor's in Media Arts and Game Design and Associate of Applied Science from Butler Community College in Interactive 3D Technology and Game Design. Zachary will be responsible for teaching ID3D gaming and programming classes. In addition to his teaching responsibilities, he will be responsible for curriculum development, collaborating and partnering with high school technical education faculty and counselors.

**RECOMMENDED ACTION:**

Approve Zachary Sewell as ID3D faculty, Science, Technology, Engineering and Mathematics (STEM) effective August 1, at a salary of \$42,000 plus benefits.

**RECOMMENDED FUNDING SOURCE:**

Information Technology Department General Fund Budget

**Submitted by:** Mel Whiteside, Dean – Science, Technology, Engineering and Mathematics

**Supervisor:** Dr. Thomas Nevill, VP of Academics

**Date Submitted:** July 27, 2022

**TOPIC for ACTION**  
**Resignation of Melody Cantrell**

**REPORT**

Melody Cantrell, Nursing Instructor, has submitted her notice of resignation effective July 31, 2022. Melody has been an employee of Butler Community College for 6 years.

**RECOMMENDED ACTION:**

The administration recommends that the Board accept the resignation notice for Melody Cantrell.

**RECOMMENDED FUNDING SOURCE:**

NA

**Submitted by:** Shelley Stultz

**Supervisor:** Dr. Kim Krull

**Date Submitted:** July 26, 2022

## **Kathy Conner**

---

**From:** Kathy Conner  
**Sent:** Tuesday, July 26, 2022 3:40 PM  
**To:** Kathy Conner  
**Subject:** Melody Cantrell Resignation Notice

Melody L. Cantrell  
461 N. Creek Trail St.  
Kechi, KS 67010  
316-260-0065

July 5<sup>th</sup>, 2022

Janet Schueller, MSN, RN, CNE  
Associate Dean of Nursing and Allied Health  
Butler Community College  
901 S. Haverhill Rd.  
El Dorado, KS 67042

Dear Ms. Schueller,

I deeply regret that this email represents my formal resignation from Butler Community College. My last day will be Friday, August 5<sup>th</sup>, 2022. However, I can be available for phone calls or text messages thru the month of August as needed to smooth the transition. I have included Shelley Stultz, Associate Vice President of Human Resources and Julio Gutierrez, Dean of HEP as recipients of this email to notify them of my resignation as well.

I have enjoyed working at Butler Community College and truly appreciate all I have learned from my coworkers during the years I was privileged to work there. I will be working to make sure a copy of my current classroom content and activities are provided for future faculty use and that my office is cleaned out prior to my last day. Please let me know if you need anything additional from me during the next several weeks of my employment.

Sincerely,

Melody L. Cantrell, DNP, RN, CNE



**TOPIC for ACTION**  
**Resignation of Ruthann Farley**

**REPORT**

Ruthann Farley, Nursing Instructor, has submitted her notice of resignation effective July 31, 2022. Ruthann has been an employee of Butler Community College for 8 years.

**RECOMMENDED ACTION:**

The administration recommends that the Board accept the resignation notice for Ruthann Farley.

**RECOMMENDED FUNDING SOURCE:**

NA

**Submitted by:** Shelley Stultz

**Supervisor:** Dr. Kim Krull

**Date Submitted:** July 26, 2022

July 5, 2022

Dear Janet & Julio:

Please accept this letter as formal notification that I am resigning from my position as full-time nursing faculty at Butler Community College. My last day will be July 20<sup>th</sup>. Thank you so much for the opportunity to work in this position for the last 8 years. I've greatly enjoyed and appreciated the opportunities I've had to impact students in a career that I care deeply and am passionate about. I've learned so much working with all of you and appreciate all the opportunities and growth throughout my time at Butler and this has made me a better nurse, person and impacted my life significantly. As I move forward, I will take all I have learned with me throughout my career.

During the remainder of my time at Butler I will do everything possible to wrap up my duties and make the transition as smooth as possible. Please let me know if there's anything else I can do to aid during the transition.

I wish you all in the Butler Nursing program continued success, and I hope to stay in touch in the future.

With Gratitude,

Ruthann M. Farley

**TOPIC for ACTION**  
**Resignation of Matthew Sanders**

**REPORT**

Matthew Sanders, Fitness and Wellness Instructor, has submitted his notice of resignation effective July 31, 2022. Matthew has been a full-time employee of Butler Community College for 8 years.

**RECOMMENDED ACTION:**

The administration recommends that the Board accept the resignation notice for Matthew Sanders.

**RECOMMENDED FUNDING SOURCE:**

NA

**Submitted by:** Shelley Stultz

**Supervisor:** Dr. Kim Krull

**Date Submitted:** July 26, 2022

**Kathy Conner**

---

**From:** Matthew C. Sanders  
**Sent:** Wednesday, June 29, 2022 4:26 PM  
**To:** Julio G. Guerrero  
**Cc:** Kathy Conner  
**Subject:** Moving On

After much difficult deliberation, I have decided to resign my position effective July 31. Butler has provided me a lot of growth opportunity, and I have learned a great deal from both positive and negative experiences. Change is scary, but it's time to take a risk and face new challenges. I value my time here and look forward to leveraging this experience as I move on. I'm leaving a department better than I found it and know it will be in good hands. I'll be working with Bryce over the next month to make sure succession is as seamless as possible.

Regards,

Matt

**TOPIC for ACTION**  
**Resignation of Alexis Reisig-Hopkins**

**REPORT:**

Alexis Reisig-Hopkins, Speech Instructor, has submitted her notice of resignation effective July 31, 2022. Alexis has been an employee of Butler Community College for 22 years.

**RECOMMENDED ACTION:**

The administration recommends that the Board accept the resignation notice for Alexis Reisig-Hopkins.

**RECOMMENDED FUNDING SOURCE:**

N/A

Submitted by: Shelley Stultz  
Supervisor: Dr. Kim Krull  
Date: July 26, 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

# MONTHLY STATEMENT OF REVENUE AND EXPENDITURES

Butler Community College  
Statement of Revenue, Expenditures, Other Changes  
As of 7/31/2022

FISCAL YEAR 23, PERIOD 01  
OPERATING FUNDS

	2023				2022			
	Budget	Actual	Variance (Over)Under	Percent of Budget	Budget	Actual	Variance (Over)Under	Percent of Budget
<b>REVENUES:</b>								
Tuition/Fees	0	1,900,030	(1,900,030)	0.00%	18,825,165	6,941,280	11,883,885	36.87%
Local Sources	0	0	0	0.00%	15,190,091	0	15,190,091	0.00%
State Sources	0	0	0	0.00%	15,998,768	7,728,401	8,270,367	48.31%
Auxiliary Sources	0	0	0	0.00%	17,724	6,650	11,074	37.52%
Other Sources	0	19,679	(19,679)	0.00%	654,963	40,464	614,499	6.18%
Transfers	0	0	0	0.00%	82,134	0	82,134	0.00%
<b>TOTAL REVENUES:</b>	<b>0</b>	<b>1,919,708</b>	<b>(1,919,708)</b>	<b>0.00%</b>	<b>50,768,845</b>	<b>14,716,795</b>	<b>36,052,050</b>	<b>28.99%</b>
<b>EXPENSES:</b>								
Instruction	16,325,466	396,732	15,928,733	2.43%	15,473,735	152,012	15,321,723	0.98%
Other Expenditures	0	0	0	0.00%	0	0	0	0.00%
Public Service	0	0	0	0.00%	0	0	0	0.00%
Academic Support	3,617,374	262,556	3,354,818	7.26%	3,452,483	209,995	3,242,488	6.08%
Student Services	6,588,500	221,646	6,366,854	3.36%	6,280,407	37,200	6,243,207	0.59%
Institutional Support	18,374,866	2,849,679	15,525,187	15.51%	16,944,618	2,351,268	14,593,350	13.88%
Physical Plant Operations	3,210,976	175,380	3,035,596	5.46%	3,516,342	198,235	3,318,107	5.64%
Student Financial	3,402,269	16,782	3,385,487	0.49%	3,405,385	39,954	3,365,431	1.17%
Auxiliary Enterprise	0	0	0	0.00%	0	0	0	0.00%
<b>TOTAL EXPENSES:</b>	<b>51,519,450</b>	<b>3,922,775</b>	<b>47,596,675</b>	<b>7.61%</b>	<b>49,072,970</b>	<b>2,988,664</b>	<b>46,084,306</b>	<b>6.09%</b>
<b>TRANSFERS AMONG FUNDS:</b>								
Mandatory Transfers	1,163,558	120,763	1,042,795	10.38%	874,214	120,763	753,451	13.81%
Non-Mandatory Transfers	612,273	0	612,273	0.00%	652,273	0	652,273	0.00%
<b>TOTAL TRANSFERS:</b>	<b>1,775,831</b>	<b>120,763</b>	<b>1,655,068</b>	<b>6.80%</b>	<b>1,526,487</b>	<b>120,763</b>	<b>1,405,724</b>	<b>7.91%</b>
<b>NET INCREASE/DECREASE IN NET ASSETS</b>	<b>(53,295,281)</b>	<b>(2,123,830)</b>			<b>169,388</b>	<b>11,607,367</b>		
Fund Balances, Beginning of year	10,208,850	10,208,850			12,547,809	12,547,809		
Fund Balances, End of Period	<u>(43,086,431)</u>	<u>8,085,021</u>			<u>12,717,197</u>	<u>24,155,176</u>		

## **Statement of Revenue, Expenditures, and Other Changes**

### **REVENUES:**

#### Tuition/Fees

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

#### Local Sources

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

#### State Sources

State Operating Grant and SB155 Funding

#### Auxiliary Sources

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

#### Other Sources

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

#### Transfers

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

### **EXPENSES:**

#### Instruction

General, Vocational and Adult Instruction

#### Other Expenditures

Parking and Agency Funds (not applicable to Operating Funds)

#### Academic Support

Library, Academic Administration, Curriculum Development

#### Student Services

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

#### Institutional Support

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

#### Physical Plant Operations

Maintenance of Buildings, Equipment, Grounds, Debt Service

#### Student Financial

Scholarships and Grants

#### Auxiliary Enterprise

Operating Support of EduCare Center

#### Transfers

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



**THANK YOU NOTE**

Alex Larchan  
Dale Hartig  
Calle Johnson  
Jennifer Johnson  
Diana VanDyke  
Sheryl Hayes  
Charity Anderson  
Amanda Descher  
Heather Waul  
Daphne Reiter  
Katie Herwin

YOUR GENEROSITY IS  
OVERWHELMING!

THANK YOU SO MUCH

Butter Board of Trustees -

Thank you for your generous  
approval of staff raises and  
the Service Recognition Award.  
Your support is appreciated!

The Financial Aid Office

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES  
AUGUST 2022**

<b>August Board Finance Committee</b>	Tuesday, August 9, 2022 3:30 p.m. President's Conference Room	<b>Mary Martha Good Linda Jolly</b>
<b>August Board Meeting</b>	Tuesday, August 9, 2022, 4:30 p.m. Dankert Trustee Board Room	<b>ALL TRUSTEES</b>
<b>August Work Session</b>	Monday, August 29, 2022, 4:30 p.m. Dankert Trustee Board Room	<b>ALL TRUSTEES</b>
<b>September Board Finance Committee</b>	Tuesday, Sept. 13, 2022 3:30 pm. President's Conference Room	<b>Mary Martha Good Linda Jolly</b>
<b>September Board Meeting</b>	Tuesday, Sept. 13, 2022 4:30 p m. Dankert Trustee Board Room	<b>ALL TRUSTEES</b>
<b>September Work Session</b>	Monday, Sept. 26, 2022, 4:30p m. Dankert Trustee Board Room	<b>ALL TRUSTEES</b>

**2022-2023 Board Meeting Dates**

Tuesday, July 12, 2022  
 Tuesday, August 9, 2022  
 Tuesday, September 13, 2022  
 Tuesday, October 11, 2022  
 Tuesday, November 8, 2022  
 Tuesday, December 13, 2022  
 Tuesday, January 10, 2023  
 Tuesday, February 14, 2023  
 Tuesday, March 14 2023  
 Tuesday, April 11, 2023  
 Tuesday, May 9, 2023  
 Tuesday, June 13, 2023  
 Tuesday, July 11, 2023

**LOOKING AHEAD**

<b>October Board Finance Committee</b>	Tuesday, October 11, 2022 3:30p m. President's Conference Room	<b>Mary Martha Good Linda Jolly</b>
<b>October Board Meeting</b>	Tuesday, October 11, 2022 4:30p m. Dankert Trustee Board Room	<b>ALL TRUSTEES</b>
<b>October Work Session</b>	Monday, October 24, 2022 4:30p m. Dankert Trustee Board Room	<b>ALL TRUSTEES</b>
<b>November Board Finance Committee</b>	Tuesday, November 8, 2022 3:30p m. President's Conference Room	<b>Mary Martha Good Linda Jolly</b>
<b>November Board Meeting</b>	Tuesday, November 8, 2022 4:30p m. Dankert Trustee Board Room	<b>ALL TRUSTEES</b>
<b>November Work Session</b>	Monday, November 28, 2022 4:30pm. Dankert Trustee Board Room	<b>ALL TRUSTEES</b>

**FALL 2022 ACTIVITY CALENDAR**

Summer Semester Ends	Fri, July 30
New Faculty Institute	August 8-12
Women's Volleyball vs. Coffeyville	Sat. August 13
ACCT Training with the Board	August 12-13
Women's Soccer vs. Emporia State University	Mon. August 15
Professional Development Days Begin	August 15 - 19
Women's Soccer vs. Iowa Western	Sat. August 20
New Faculty Orientation	Sat. August 20
Fall Semester Classes Begin	Mon. August 22
Women's Volleyball vs. Cloud County	Wed. August 24
Football vs. Garden City	Sat. August 27
Women's Soccer vs. Seminole State College	Fri. September 2
Football @ Highland	Sat. September 3
Women's Soccer vs. Laramie County (Wyo)	Sun. September 4
Labor Day Holiday – No Classes/Offices Closed	Mon. September 5
Women's Volleyball vs. Colby	Wed. September 7
Football vs. Snow College	Sat. September 10
Women's Volleyball vs. Garden City	Wed. September 14

<b>EXECUTIVE SESSION</b>
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**MOTION: Trustee \_\_\_\_\_**

Mr. Chair,

I move that the Board recess into Executive Session to discuss 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 and President Kim Krull 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**