

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

4:30 p.m., Tuesday, November 8, 2022 – Dankert Trustee Board Room
Watch Live via <http://www.butlercc.edu/bctv>

3:30 p.m.	Board Finance Committee Meeting – President’s Conference Room.
4:30 p.m.	Regular Board Meeting – Dankert Trustee Board Room, Upper Level of the Hubbard Welcome Center, 901 S. Haverhill Road, El Dorado, Kansas.
	Executive Session – To consult with attorney pursuant to the open meetings exception for matters protected by attorney-client privilege.

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. **CALL TO ORDER (4:30pm)**
- II. **PLEDGE OF ALLEGIANCE (4:30pm)**
- III. **APPROVAL OF AGENDA (4:35pm)**
- IV. **EXECUTIVE SESSION (4:40pm)** -----3
- V. **RECOGNITIONS (5:10pm)** -----4
- VI. **PUBLIC COMMENT (5:20pm)**
If you wish to address the Board during Public Comment, please complete this form:
<https://bit.ly/3ioB30n>
- VII. **STANDING REPORTS (5:25pm)**
 - A. Student Government Association Report – Lillian Rippe, SGA President
 - B. Operational Staff Report – Lisa Bolin
 - C. Professional Employees Report – Terry Sader
 - D. Board Finance Committee Report – Mary Martha Good, Linda Jolly
 - E. Foundation Board Report – Forrest Rhodes, Kim Krull
 - F. President’s Report – Kim Krull
 - G. Education Facilities Authority Report – Mary Martha Good, Dave Sherrer
- VIII. **MONITORING REPORT – Online, High School & Community Learning (Rinkenbaugh) (6:00pm)** ----- 6
- IX. **BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES**
 - a. Deferred Maintenance & Renovation Projects (Turner) **(6:10pm)** -----14
 - b. The Villas (Krull) **(6:15pm)**-----25
 - c. Board ByLaws (Krull) **(6:20pm)** -----26
 - d. Board Governance – KORA Report **(6:20pm)** ----- 27

X.	BOARD ACTION ITEMS	
a.	Purchase of Culinary Arts Building from BCC Foundation (Borrego) (6:25pm) ---	29
XI.	CONSENT AGENDA (6:35pm)	
a.	Approval of Minutes	
i.	Regular Board Meeting of October 11, 2022 (Hartman) -----	30
b.	Approval of Bills and Warrants for October 2022 (Hackler) -----	35
c.	Resolutions -----	36
d.	Bids and Purchases -----	37
e.	Ratification of Agreements and Contracts	
i.	Aruba Wireless and Wired Infrastructure -----	38
ii.	Bellevue University Transfer Agreement -----	39
iii.	Change in Personnel for Central National Bank-----	43
f.	Personnel -----	44
XII.	SUPPLEMENTAL INFORMATION (6:40pm)	
a.	Key Performance Indicators Update (Mohammad) -----	45
b.	Monthly Statement of Revenue & Expenditures (Potter) -----	46
c.	Thank You Notes -----	48
d.	Board Calendar -----	49
XIII.	ADJOURNMENT (6:45pm) -----	51

EXECUTIVE SESSION

MOTION: Trustee _____

Mr. Chair,

I move that the Board recess into executive session for consultation with legal counsel pursuant to the open meetings exception for matters protected by attorney-client privilege and that the Board, President Kim Krull and Ray Connell be present.

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

CALL FOR A SECOND: Trustee _____

CALL FOR A VOTE

ENTER EXECUTIVE SESSION @ _____

RETURN TO OPEN SESSION @ _____

ANY ACTION REQUIRES A MOTION, SECOND AND VOTE

NOVEMBER BOARD RECOGNITIONS

- **Janice Akao** was one of 18 faculty selected to participate in a Managerial Accounting Symposium, which was held October 20-22 in Park City, Utah. This was an all-expenses paid trip and provided valuable professional development opportunities.
- **Teressa Eastman**, Director of Disability Services/ADA Compliance Officer/Section 504 Coordinator presented at the virtual conference of Washington Association on Postsecondary Education and Disability on October 20th. Teressa and a colleague from Leigh Carbon Community College in Pennsylvania, were asked to prepare the three-hour presentation entitled, "Students, Parents and Accommodations: Oh, My!" The presentation focused on transition and educational partnerships. Teressa and her colleague were specifically asked to present at the conference of the Washington State organization of two- and four-year colleges by the president of the organization from Tacoma Community College who attended the national AHEAD two-day pre-conference session by Teressa and her colleagues in July. Teressa serves nationally as a co-chair for the Community College Knowledge and Practice Group.
- **Kellee Kruse**, Assistant Director of College Relations & Marketing / Brand Manager, received a professional development scholarship to attend this year's design conference held by the University and College Designers Association. These scholarships are designated for members who would benefit from the professional development opportunity of attending the UCDA Design Conference. These scholarships are awarded based on the recipient's professional development benefit potential and on the quality level of work they currently perform for their institution. The award/scholarship helps offset the expense of attending the annual UCDA Design Conference. All eligible applications were reviewed blindly by the UCDA Foundation Board of Directors. Kellee was one of six to earn a scholarship and was publicly recognized his month during the annual national conference in Santa Ana Pueblo, New Mexico. Nearly 250 were in attendance, representing universities and colleges across the country including Clemson University, Notre Dame, Purdue University, and California State University.
- **Butler Community College Music Faculty – Valerie Mack, Matt Udland, Chad Ingram and Amanda Pfenninger** Vaughn Lippoldt, Past President of KCDA, KMEA and the SW Division of MENC commended these faculty members for their efforts with the Music Program at BCC. He states that these individuals are among the finest of all community colleges in the state.
- **Butler Community College 2022 Honor Roll of Veterans**



2022 BUTLER COMMUNITY COLLEGE



HONOR ROLL OF VETERANS

Bill Flynn	24 Years	Air Force
Charles Ross	22 Years	Army & Air Force
Gregory Cole	25 Years	Army
Kristine Estes	4 Years	Air Force
Jennifer Gunn	5 Years	Navy
Mac Thompson	4 Years	Navy
Amanda Tucker	5 Years	Air Force
Daniel Gorman	33 Years	Army/KS Army National Guard
Richard W. Arthur	8 Years	Army/Army Reserve
Kent Williams	4 Years	Navy
Perry Ireland	5 Years	Navy
William McCarthy	2 Years	Army
Anatole B. Haidai	26 Years	Air Force/KS Air National Guard
Lori Winningham	4 Years	Air Force
Ashley Wilgus	3 Years	Army
Troy Carson	4 Years	Army
Stan Seymour	4 Years	Air Force
Scott L. Dunbar	12 Years	Navy
Mark Meadows	4 Years	Navy
Larry Bell, Jr.	4 Years	Air Force
Sheryl LeSage	4 Years	Army
Forrest Rhodes	8 Years	Navy
John Cox	5 Years	Air Force



219 YEARS OF SERVICE TO THE US
ARMED FORCES - THANK YOU!



MONITORING REPORT –ONLINE, HIGH SCHOOL AND COMMUNITY LEARNING
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BOARD OF TRUSTEES REPORT DIVISION of ONLINE, HIGH SCHOOL AND COMMUNITY LEARNING November 2022
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Dean: Heather Rinkenbaugh	Associate Dean: Dr. Donnie Featherston
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Administrative Assistant: Alyssa Dehncke-White	Administrative Assistant: Lisa Bolin
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The Online, High School and Community Learning (OHCL) division is diverse in service and location providing quality support and service to faculty, staff, students, and our communities through our programs, services, and sites. The OHCL Division consists of Educational Technology, the Early College Academy, High School Academic Partnerships, the Butler Service Center, and Butler sites at McConnell Air Force Base, Rose Hill, Marion, and Council Grove.

The Online, High School, and Community Learning division is responsible for the development, implementation, supervision, and assessment of all delivery systems, support services, and resources within each department and site. The OHCL division continues to support the College's mission of developing lifelong learners and to contribute to the vitality of our communities through partnerships with local high schools, Early College Academy pathways, online course development, access and operation of our CANVAS LMS, and programs and services for our service area and military. The OHCL Dean serves as a member of the Strategic Enrollment Management Team (SEMT), assisting in the development of strategies for increased recruitment, enrollment, and retention efforts. The OHCL Dean also serves on the Inclusion Council, joining the Sensitivity-Based Training action team that is responsible for carrying out trainings for faculty and staff. The Associate Dean continues to lead the Early College Academy staff, serves as the director for all pathways located off campus, and collaborates with the Faculty Development Team to provide insight and training tailored to the high school student. Additionally, he has led the charge on exploring different modalities for instruction utilizing technology and lessons learned from remote operation during the pandemic. Both the Dean and Associate Dean are serving on the committee in preparation for the upcoming HLC visit, writing for Criteria 1 and 3.

The OHCL Division works collaboratively with all divisions and departments within Academics and Student Services to successfully extend learning opportunities to our county, designated service area, and region. Additionally, we support the functionality of CANVAS, our learning management software for all Butler students, faculty, and staff.

Educational Technology**Director: Dr. Haylee Dass**

Assistant Director: Brian Dye

Instructional Designer: Hilary Williams

Instructional Technology Specialist: Cameron Gutierrez

Instructional Technology Specialist (PT): Calli Tipton

CANVAS Systems Administrator: Julie Smith

Program mission

The Educational Technology department is committed to providing faculty, staff, and students with high-quality service and support for the institution's learning management system (LMS) as well as Instructional Design services. We are also committed to providing professional development and training for Butler faculty regarding the creation and application of high-quality online pedagogy and educational technologies.

Key processes

- Provide support and maintenance for the institution's Learning Management System used by all faculty/staff/students both in training and academic courses at the college.
- Provide limited support for 3rd party integrations and various educational technologies used within the Learning Management System.
- Develop and provide training for the integration and use of the institution's LMS and various other educational technologies.
- Provide instructional design services to develop and maintain courses and programs for the college.
- Develop and provide training regarding instructional design and best practices in online/blended education.

Department highlights

- Delivered high quality training during Professional Development Days and other institutional events for faculty (IDD, group/one-on-one trainings).
- Continued to train all faculty on Simple Syllabus.
- 68 faculty/staff have completed Intro to Canvas 21-22 training.
- 37 faculty/staff have completed Intro to Online/Blended Teaching 21-22.
- 43 faculty have completed the Special Topics workshops 21-22.
- 92 faculty/staff have completed Accessibility Training 21-22.
- 21 master courses have been created in AY22 compared to 18 in AY21.
- 14 master courses are currently in development.
- 4 degree/certificate programs have been added online (40 total current degree/certificate programs offered online).
- Partnered with academic divisions/faculty and the Textbook Affordability Team to develop/adopt Open Educational Resources in master courses.

Goals

- Increase the number of online degrees/certificates.

- Increase the number of individual online course offerings.
- Work to establish messaging for promotion of online courses/programs.
- Continue to expand on partnerships with key stakeholders supporting online/blended students.

Enrollment/Facts

- 65,367 credit hours in AY 22.
- Fall 2022 online enrollment 27,025, Fall 2021 was 27,571 credit hours.

Early College Academy

Associate Dean: Dr. Donnie Featherston

Administrative Assistant: Lisa Bolin

Director (Rose Hill): Andrea Gartman

Office Manager (Rose Hill): Catherine Hoefer

Director (Andover): Michael Donovan

Program mission

The Early College Academy seeks to provide a directed college experience for high school students and to assist them in furthering their higher educational goals.

Key processes

- Create new and relevant pathways throughout our service area.
- Interact with high schools to understand the needs and interest of students and communicate relevant opportunities at Butler.
- Build new and foster existing relationships with high schools in the region.
- Ensure an unmatched educational environment for students grow and the ECA population to expand.
- Develop and maintain course plans appropriate for each pathway and degree offered within the Academy.
- Work closely with Academic departments to ensure pathways align with larger institutional goals and best practices.
- Regularly interact, counsel, and direct high school students within the program to ensure student success and completion.

Department highlights

- Increase in year-1 enrollment from 113 in 2021 to 121 for 2022
- 83 graduates in 2021 with associate degree, and 4 with welding certificate.
- \$2,399,850 in scholarship offerings for those graduating to attend 4-year colleges or other educational opportunities.
- Successful redeployment of our Counselor Breakfast in Fall of 2022 with many counselors attending from area high schools in attendance (in collaboration with High School Academic Partnerships & Admissions).
- Creation of a "Counselor Camp" in Fall of 2022 for counselors to interact more directly with Butler faculty.

- Shifting our CTE programs to one-year senior designed certificates to better meet the needs of our CTE students.
- Growth in our Cyber Security pathway from 4 in 2021 to 9 in 2022; and 1 student in Agriculture in 2021 to 4 in 2022.
- Started robust tutoring in sciences and math at our Rose Hill campus.

Goals

- Further market and grow the construction pathway in Rose Hill.
- Continue to enrich the pathways on the El Dorado campus, identifying new opportunities to reach students in the area.
- Enhance and retool the PD courses to meet the changing needs of students and their educational and professional goals.
- Strengthen opportunities and services at the Rose Hill campus, adding tutoring and course options for ECA and traditional students.
- Develop new pathways that better meet the needs of students interested in careers in technology (Software Development at Andover)
- Create a computer lab at our Rose Hill campus to meet student needs for online courses, and other technology courses.

Enrollment/Facts

- Recruited 121 new students.
- Weekly grade checks went out to 19 area high school counselors, totaling 532 individual grade reports over the academic year.
- Graduated 83 students with an Associate Degree in 2021 and 4 students complete their Welding Certificate. In 2021 the ECA graduated 94 students.

High School Academic Partnerships

Director: Loni Jensen

Office Coordinator: Jana Porter

Program mission

High School Academic Partnerships exists to extend the quality and rigor of the Butler experience to area high schools through Concurrent Enrollment Partnerships and to promote Butler as a strong post-secondary option after high school.

Key processes

- Conduct student and parent information sessions to provide detail and guidance on enrollment options and processes.
- Provide on-site all elements of the enrollment process.
- Maintain strong relationship with partner high schools to ensure efficiency in the enrollment process and to help ensure student success.
- Coordinate course and program articulation agreements with high schools across the designated service area and state.

Department highlights

- Hosted 32 partner school counselors at breakfast session to kick-off the 2022-2023 school year.
- Hosted 18 partner school counselors at Counselor Camp session to familiarize counselors with Butler faculty and programs and launch STEM Discovery Day registration.
- Planned and hosted the Kansas Deans & Directors meeting on campus.
- Increased communication with students, parents, and high school partners through revised presentations, full website redesign, and establishment of H+B+U program.

Goals

- Continue to seek out ways to increase access for high school students.
- Increase high school dual enrollment.
- Collaborate with other departments on campus to increase high school student matriculation.
- Integrate the developed logo for the high school program to increase visibility and brand awareness.
- Continue collaboration with the High School Strategy team to develop clear pathways to Butler as a post-secondary option.

Enrollment/Facts

- 289 placement tests given from 8/1/2021 to 8/1/2022.
- Through concurrent enrollment, we serve every high school in Butler County, approving their credentialed faculty to teach or sending a Butler instructor to their high school.
- Fall 2022 high school generated 3,617 credit hours in our Butler County high schools. This is an increase of 512 credit hours from fall 2021.

Butler of the Flint Hills (Marion & Council Grove)

Director: Amy Kjellin

Learning Community Resource Coordinator: Dara Fillmore

Office Coordinator (Council Grove): Michelle Turkovic

Academic Advisor (Council Grove) (PT): Veronica Tischhauser

Academic Advisor (Council Grove) (PT): Janet Hesterman

Program mission

Butler of the Flint Hills partners with students and stakeholders in Marion, Morris, and Chase counties to provide access to course work, student services, and career training in an environment that supports a quality learning experience to support student transition to the workforce or to further their educational goals.

Key processes

- Support Flint Hills designated service area high schools with dual enrollment options.
- Provide well-trained allied health workers for the area facilities.
- Recruit and train adjunct instructors who align with the goals and mission of the college and who have content expertise.

- Engage adjunct faculty in professional development opportunities and resources.
- Extend enrollment services to students in the area.

Department highlights

- Increased access and communication with partner high schools through use of technology.
- Collaboration with the modalities team to create access and efficiency for enrollment of smaller class sizes at various locations.
- Continued collaboration with a local donor to create scholarships for students in need.
- Increased communication with parents, students, and high school partners through website redesign.
- Staff trained in Adobe products to create updated flyers for the area.
- Increase presence and time with students in partner high schools through the creation of “off-site office hours” where staff are available to students in their high school buildings. This created the opportunity for more meaningful conversations with students and counselors to help ensure student success and communicate Butler offerings.
- Increase presence and attendance at open house events in local schools and Parent-Teacher Conference tables.
- Tour with Director of High School Academic Partnerships to all high schools following the High School Counselor Breakfast, providing content from the event for counselors unable to attend in person.
- Instrumental in development of H+B+U concept which takes established curriculums and organizes courses in a manner conducive to dual enrollment students to be able to complete AA/AS/AAS degree in a year post-high school. Development of internal and sharable promotional materials for program.

Goals

- Increase options for students in our service area high schools.
- Add EMT as a regular part of available curriculum.
- Look for ways to increase access for remote students to engage in BCC courses and programming by advocating for the creative modalities in which BCC is engaging.
- Continue to increase allied health credentialing options for the region.
- Continue collaboration with the High School Strategy team to develop clear pathways to Butler as a post-secondary option.

Enrollment/Facts

- Fall 2022, Butler of the Flint Hills generated 750 credit hours compared to 845 in fall 2021. The primary loss in credit hours comes from English, math, and speech which require placement scores to enroll. COVID-19 has created gaps in preparedness particularly in math and English.
- Increased enrollment in Allied Health and Behavioral Science classes.

Butler of McConnell / Butler Service Center**Director: Erika Gestring**

Office Manager: Dee Mabe

Enrollment Assistant (PT): Linda Jacobelli

Enrollment Assistant (PT): April Sanders

Registration/Evening Coordinator: Molly Simpson

Program mission

Butler of McConnell exists to support the service men and women, their dependents, and the surrounding communities in achieving their educational goals.

Key processes

- Support military, their dependents, and area community members with educational options on McConnell Air Force Base.
- Administer CLEP and DSST testing on base.
- Collaborate with McConnell AFB to complete background checks and paperwork for base access for students, faculty, and staff.
- Assist the College with placement testing and enrollment in classes at Butler campuses.
- Support faculty teaching at McConnell AFB.
- Evaluate military training programs and technical education to provide credit for prior learning.

Department highlights

- Continued generation of significant revenue for the college through enrollment at the Service Center (\$1,218,754.00 in AY22).
- Additional options for course promotion on base with McConnell AFB welcome classes for all new military and their families on base. (513 in attendance in AY22)
- Continued use of hyflex instruction to create cost-effective options for students on base.
- Continued work with base staff to increase marketing opportunities and events post-COVID.

Goals

- Continue to increase enrollment while decreasing the number of cancelled sections on base through use of hyflex course offerings.
- Work with new base staff to adjust course offerings based on training needs for the military.
- Continued development of marketing strategy and location on base for promotion utilizing photos and video taken on base earlier this year.
- Increase enrollment events at the Service Center.
- Create a marketing messaging to communicate the value of Butler classes on base, ease of base access, etc.

Enrollment/Facts

- In AY22, McConnell generated 792 credit hours with a headcount of 143 students.
- Fall 2022, McConnell generated 403 credit hours compared to 486 in fall 2021. COVID- 19 restrictions have remained in effect on base until after the fall 2022 semester began.
- Continue to serve the greater institutional need for enrollment services at the Service Center, generating over \$1.2M in tuition & fee revenue each year.
- In AY22, the Air Force Tuition Assistance contributed \$72,810.00 and the Army Tuition Assistance contributed \$3,390.00 in tuition revenue for Butler. This is due to exposure to Butler's options on McConnell Air Force Base.
- McConnell staff facilitate CLEP & DSST testing that generates \$8,940.00 in revenue for the College.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

TOPIC for DISCUSSION Deferred Maintenance and Renovation Projects

REPORT:

In September of 2021, the Board approved Simpson Construction as the CMR for the deferred maintenance and renovation projects. Simpson Construction solicited and received bids on September 29, 2022 for the following projects:

The estimated project budgets from 2021 were:

• 700 Roof Replacement	\$184,536
• <u>500 Building HVAC Upgrade</u>	<u>\$ 2,237,220</u>
Total Budget estimate September 2021	\$ 2,421,756

The bids presented by Simpson Construction:

• 700 Roof Replacement	\$164,438
• 500 Building HVAC Upgrade	\$ 2,360,963
• 500 Building Equipment	\$ 201,505
• <u>Project Alternates</u>	<u>\$ 25,526</u>

Total Budget Estimate – November 2022 **\$ 2,752,432**

Current estimate over September 2021 estimate **\$ 330,676**

This increase is associated with the high material and labor cost inflation over the last eighteen months. Attached are the project documents including the summary of bids.

The additional project cost will be taken from the Deferred Maintenance Designated Reserve which was funded by transfers from the HEERF Indirect Designated Reserve.

RECOMMENDED ACTION:

No action at this time.

RECOMMENDED FUNDING SOURCE:

Deferred Maintenance Funds

Submitted by: Ireland Turner, Director of Facilities Management
Supervisor: Kent Williams, VP of Finance
Date Submitted: October 24, 2022

**Butler County Community College
500 BLD Mechanical
700 BLD Roof
GMP Proposal**



Please accept the following cost proposal to complete the renovation of 500 Building and re-roof the 700 Building on the El Dorado Campus of Butler County Community College located at 901 S Haverhill Rd in El Dorado, Kansas. All work in the 500 Building is based on plans and specifications provided by Gravity :: Works Architecture with a project number of 21-1375 dated September 2, 2022. The re-roof of the 700 building is based on Gravity :: Works architecture plans for project number 22-1392 dated September 2, 2022. Pricing accounts for Addendum 1 dated September 15, 2022 and Addendum 2 dated September 28, 2022.

CONSTRUCTION SUMMARY	AREA	UNIT COST	TOTAL AMOUNT
500 Building Renovation	41,793	\$51	\$ 2,142,240
CM Contingency		3%	\$ 64,267
500 Building Renovation GMP		\$53	\$ 2,206,507
Architectural and Engineering Fees		7%	\$ 154,456
500 Building overall Project Cost			\$ 2,360,963
700 Building Re-Roof	13,511	\$11	\$ 149,204
CM Contingency		3%	\$ 4,476
700 Building Re-Roof GMP		\$11	\$ 153,680
Architectural and Engineering Fees		7%	\$ 10,758
700 Building overall Project Cost			\$ 164,438
Project Alternates			
DX ceiling grid in lieu of AX			\$ (17,922)
Paint competition gym walls and ceiling (no graphics)			\$ 21,202
Remove and replace pyramid skylight on the 700 building			\$ 20,576
Project Alternate totals			\$ 23,856
Architectural and Engineering Fees		7%	\$ 1,670
Project Alternate overall Project Cost			\$ 25,526
Total Project Cost including alternates		\$61	\$ 2,550,926

Allowances (included in above GMP)

- Roof ladders (material only) \$ 10,000
- 2" deep x 6" wide cable tray (200 LF total) \$ 4,437
- Replace existing lighting in competition gym \$ 50,000

**Butler County Community College
500 BLD Mechanical
700 BLD Roof
GMP Proposal**



Clarifications

- General Liability Insurance is included
- Plan Review and permit fees included
- Builder's Risk Insurance included
- Payment and Performance bond included
- Includes an allowance for (2) exterior roof ladders with lockable cages (height TBD)
- Includes a new 3'-0" x 6'-8" wood door in a hollow metal frame into the Women's Basketball coach's restroom
- 700 building roof is to be a Versico .060 mil fully adhered TPO roof with 3" iso board mechanically fastened to the metal deck with crickets as required.
- Skylight replacement includes removal and replacement of an 8' x 8' kalwall pyramid skylight

Exclusions

- Sales Tax
- Design fees (included above for reference purposes only)
- Work to any existing security system
- Furniture, fixtures, & equipment
- Low voltage data and telephone cabling
- Hoof hatches and interior roof ladders
- Does not include the purchase price of the pre-purchased equipment (included in a prior bid package)
- Does not include cutting new holes in practice gym walls per structural drawings. Per mechanical drawings, the new air devices are sized to fit the existing openings

Butler County Community College
Renovation and Deferred Maintenance
HEERF Funds
Project Summary



CONSTRUCTION SUMMARY		TOTAL AMOUNT
1600 (EduCare) Building		
Construction Cost		\$ 576,891
Design Costs	7%	\$ 40,382
1600 (EduCare) Building Total Project Cost		\$ 617,273
ADA: 100, 500, 600, 900, & sidewalks		
Construction Cost		\$ 295,655
Design Costs	7%	\$ 20,696
ADA: 100, 500, 600, 900, & Sidewalks Total Project Costs		\$ 316,351
700 Building Roof		
Construction Cost		\$ 174,256
Design Costs	7%	\$ 12,198
700 Building Roof Total Project Cost		\$ 186,454
300 HVAC Equipment		
Construction Cost		\$ 826,462
Design Costs	7%	\$ 57,852
300 HVAC Equipment Total Project Cost		\$ 884,314
500 HVAC Equipment		
Equipment Package		\$ 201,505
Construction Cost		\$ 2,209,787
Design Costs	7%	\$ 168,790
500 HVAC Equipment Total Project Cost		\$ 2,580,082
Project Summary		
Total Project Construction Costs		\$ 4,284,556
Total Project Design Costs	7%	\$ 299,919
TOTAL PROJECT COST		\$ 4,584,475

Butler Community College - 500 BLD Mechanical & 700 BLD Roof

Project Location: 501 South Everett Road, El Dorado, KS 67032, United States of America
 Prepared by: Emerald Construction Services Inc. - 2512 North Dodge Road, STE 112, Wichita, KS 67202, United States of America

Proposal Summary

BID PACKAGES	
05.02: Structural Steel Erection	
07.02: Roofing and Metal Panels	
30.01: Acoustical Ceiling, Drywall, & Framing	
30.04: Painting	
23.01: Plumbing & HVAC	
26.01: Electrical	

Soft Awarded / Apparent Low

COMPANY	Total Cost
Jack Fowler	\$12,493
Larry Votky Roofing	\$182,825
Hogges Crane Inc.	\$82,665
Lewis & Page Painting	\$21,000
Central Mechanical/Wichita	\$1,452,880
Smiley Electric	\$152,157

2nd Apparent Low

COMPANY	Total Cost
Q/001 Steel Erection, Inc.	\$75,200
Sturdivant Roofing Inc.	\$174,056
Feunly Dynamics, LLC	\$82,200
HTI Painting	\$38,380
Kyssa Corporation	\$1,323,078
A & M Electric, Inc.	\$152,416

3rd Apparent Low

COMPANY	Total Cost
Martin Roofing Co.	\$200,200
Hi-Tech Trainers, Inc.	\$44,728
Hartwood Painting, Inc.	\$33,609

Butler Community College - 500 BLD Mechanical & 700 BLD Roof

Prepared by Simpson Construction Services Inc. - 2872 North Ridge Road, STE 112, Wichita, KS 67205, United States of America

Project Location: 537 South Haven Rd, El Dorado, KS 67042, United States of America

06.02 Structural Steel Erection		Jack Foster		Griffith Steel Erection, Inc.		Carl Harris Co. Inc.		Mahaney Steel		HME, Inc.	
Base Bid		\$12,810		\$12,200		NO BID		NO BID		NO BID	
LINE ITEMS		Unit		Unit		Unit		Unit		Unit	
Structural Steel Erection		Total Cost		Total Cost		Total Cost		Total Cost		Total Cost	
		\$12,810		\$13,200							

Butler Community College - 500 BLD Mechanical & 700 BLD Roof

Prepared by Simpson Construction Services Inc. - 2872 North Ridge Road, STE 112, Wichita, KS 67205, United States of America

Project Location: 431 South Haskell Road, El Dorado, KS 67032, United States of America

07.02: Roofing and Metal Panels

Base Bid

Larry Wally Roofing

\$156,035

Unit

Total Cost

\$156,035

\$17,247

\$154,788

Starfield Roofing Inc.

\$180,643

Unit

Total Cost

\$174,606

\$6,263

\$180,869

Martin Roofing Co.

\$243,000

Unit

Total Cost

\$200,000

NO BID

\$200,000

Wray Roofing, Inc.

NO BID

Unit

Total Cost

\$0

Buckley Roofing Co.

NO BID

Unit

Total Cost

\$0

LINE ITEMS

500 Roof

700 Roof

Butler Community College - 500 BLD Mechanical & 700 BLD Roof
Prepared by Simpson Contracting Services Inc. - 2672 North Ridge Road, STE 112, Wichita, KS 67205, United States of America
Project Location: 301 South Hamhill Road, El Dorado, KS 67030, United States of America

Basis Bid		Unit		Total Cost		Unit		Total Cost	
Hogarth Group Inc.		\$62,055							
Facility Dynamics, LLC		\$62,230							
Hi-Tech Insulators, Inc.		\$65,700							
Spartan Acoustics		\$55,612							
Spartan Drywall		NO BID							
Empire Wall Systems		NO BID							
Minerv Drywall		NO BID							
UNIT TOTALS		\$62,000							
ANNUAL CARRY		\$62,000							

Butler Community College - 500 BLD Mechanical & 700 BLD Roof															
Prepared by Simpson Construction Services, Inc. - 25522 North Ridge Road, STE 172, Mechanicsville, MD 21060, United States of America															
Prepared for: Butler Community College - 500 BLD Mechanical & 700 BLD Roof															
Project Location: 300 South-Henry Road, El Dorado, KS 67030, United States of America															
09-04- Painting		Auron & Page Painting		HTI Painting		Hardwood Painting, Inc.		Wilcox Painting, Inc.		Atlas Painting		Hasteland Painting		Paint Co.	
Base Bid		Unit		Unit		Unit		Unit		Unit		Unit		Unit	
\$21,000		\$21,000		\$28,200		\$32,000		NO BID		NO BID		NO BID		NO BID	
Total Cost		Total Cost		Total Cost		Total Cost		Total Cost		Total Cost		Total Cost		Total Cost	
\$21,000		\$21,000		\$28,200		\$32,000		\$32,000		\$32,000		\$32,000		\$32,000	
LINE ITEMS		LINE ITEMS		LINE ITEMS		LINE ITEMS		LINE ITEMS		LINE ITEMS		LINE ITEMS		LINE ITEMS	
Painting		Painting		Painting		Painting		Painting		Painting		Painting		Painting	

TOPIC for DISCUSSION
The Villas

REPORT:

At the October Board meeting, discussion was held as the Villas, owned by T Town, LLC, are now for sale. The current owners informed Dr. Krull on September 28th of their plans and wanted to provide an opportunity for the Board to consider the purchase of the Villas. College legal counsel, Ray Connell, has reviewed all the prior agreements with Oxbow Holdings, LLC (original builders and owners) and T Town, LLC and determined Butler doesn't have any current or actionable commitments with the potential sale of this property.

At the September Board meeting, the Board requested an opportunity to review the financials of the Villas. Those were sent to the Board under separate cover on October 30th.

RECOMMENDED ACTION:

This information is for discussion purposes.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Dr. Kimberly W. Krull, President
Supervisor: Forrest Rhodes
Date: November 8, 2022

TOPIC for DISCUSSION
Board By-Laws

REPORT:

Trustee Smith has requested a change in Board By-laws to allow public comment at both Regular and Special Board meetings. The current By-laws speak to public comment under Article III-Meetings, Section 3.10 Public Comment included below

3.10 Public Comment

The general public is welcome to address the Board of Trustees under the public comment section of the Regular Board Meeting Agenda. Public Comment should be germane to the business and activities of the Board of Trustees. Personnel issues are prohibited from Public Comment. The Board Chairperson will ask visitors wishing to make brief comments to identify themselves and the topic they are wishing to address. If several members of one group or organization wish to speak to the Board concerning the same item, the Board Chairperson may ask the group to identify a single spokesperson.

A time limit of five minutes has been set for each recognized member or spokesperson of the audience to speak to the Board.

The Board will take no action during the Public Comment period of the Board Meetings. However, it will take the matter under deliberation and, if appropriate, direct the President to follow up with a written response and report at the next Regular Board Meeting.

Trustee Smith proposes the following change to the current wording in Section 3.10 Public Comment noted in "boldface" print below:

3.10 Public Comment

*The general public is welcome to address the Board of Trustees under the public comment section of the Regular Board Meeting Agenda **and the Special Board Meeting Agenda**. Public Comment should be germane to the business and activities of the Board of Trustees. Personnel.....etc.....*

Regarding Special Meetings, Roberts Rules of Order states nothing other than business for which the special meeting was called can be considered other than motions that allow the meeting to address the business noticed up. This rule protects the rights of absentees and can't be suspended unless every member of the Board is present.

RECOMMENDED ACTION:

This information is for discussion purposes with formal action to be taken at the December 13, 2022 Regular Board meeting.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Dr Kim Krull
Supervisor: Forrest Rhodes
Date: November 8, 2022

TOPIC for DISCUSSION
Board Governance

REPORT:

The KORA quarterly report for requests received from 7/1/22 through 9/30/22 is included. Additional discussion will be held on information requests as a follow-up from the October Regular Board meeting.

RECOMMENDED ACTION:

This information is for discussion purposes only

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by:	Dr. Kim Krull, President
Supervisor:	Forrest Rhodes
Date:	November 8, 2022

Kansas Open Records Act Ending September 30, 2022					
Date Received	Requested From	Subject	Language of Request	Date of Resolution	
7/1/2022	Trustee Winslow	Request #35	FY2022 by Org w/salary (Digitally)	7/8/2022	
7/7/2022	Stephanie Echavarri with IntelliMap, Inc	Active Contracts	Active contracts for: EAB CCS or EAB Navigate, Campus Labs, Civitas Learning, Watermark-Aviso Retention, Ellucian Advise, Salesforce-Advising and Target X	7/18/2022	
7/10/2022	Trustee Winslow	Request #36: Training: ACCT	Please provide an itemized estimate of the total cost of this scheduled "training".	7/16/2022	
7/12/2022	Kristi Upton - Research Coordinator with Acme Research	Expenditure Info	Name, address and cumulative total dollar amount of any payee, other than an employee or student, who was paid a cumulative to amount of \$10,000 or more over the relevant time period.	8/11/2022	
8/1/2022	Ganon Evans, Policy Manager & Analyst with Sandlian Center of Entrepreneurial Govt	2021-2022 Payroll Information	Payroll data in electronic format for School year 2021-2022: School Year, First and Last Name, Position and Total Pay	10/11/2022	Paid
8/20/2022	Trustee Winslow	Request #36a Training: Inclusion and Equity Training Presentation	Please provide an copy of the Butler's "Get Inclusive Title IX" training presentation.	9/9/2022	
8/30/2022	Davis Hammet davishammet@gmail.com	Student Directory	Directory Information: First and Last Name, Address, Phone Numbers, FT/PT Status, Date of Birth, Email Addresses, and Major.	9/20/2022	Paid
9/7/2022	Mr. Isaac Rose with Retained Equity	Outstanding/Unca shed/State Dated Checks	Outstanding/Uncashed/State Dated Checks/Properties that are greater than \$1,000 from 1/1/17 until 12/31/21 For each property, please provide issue dates, payee names, addresses, and dollar amounts due.	9/9/2022	

BOARD ACTION ITEMS

TOPIC for ACTION

Purchase of Culinary Arts Building from the Butler Community College Foundation

REPORT:

It is proposed that Butler Community College purchase the culinary building from the Butler Community College Foundation for an amount not to exceed \$1,500,000. Subject to the terms of the Commerce Bank Loan, Butler Community College Foundation will assign its pledge receivables and outright gifts to date from the culinary project to Butler Community College.

Anticipated Net Cost to the College: \$564,675

RECOMMENDED ACTION:

Purchase the Culinary Arts building from the BCC Foundation.

RECOMMENDED FUNDING SOURCE:

Strategic Initiatives

Submitted by:	Tom Borrego, VP of Advancement
Supervisor:	Dr. Kim Krull, President
Date:	October 31, 2022



**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., October 11, 2022 – Dankert Board Room**

Meeting Recording can be viewed at: www.youtube.com/watch?v=-H7BbW0mcAQ

STAFF ATTENDANCE

Tom Borrego	Ireland Turner
Jennifer Hartman	Kent Williams
Matt Jacobs	Dylan Wittorf
Dr. Kim Krull	
Dr. Esam Mohammad	
Dr. Tom Nevill	
Dr. Jessica Ohman	
Bill Rinkenbaugh	
Heather Rinkenbaugh	
Kelly Snedden	
Shelley Stultz	

BOARD ATTENDANCE

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

GUESTS

Lillian Rippe, *(z)
Ray Connell, *(z) – exec session only
Alisa Erhlich – exec session only

CALL TO ORDER

(YouTube @ 0:43)

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

PLEDGE OF ALLEGIANCE

(YouTube @ 0:52)

The Pledge of Allegiance was said.

APPROVAL OF THE AGENDA

(YouTube @ 1:12)

Trustee Smith moved to approve the agenda as presented. Trustee Good seconded the motion. On roll call vote, motion passed 7-0.

RECOGNITIONS

(YouTube @ 1:58)

Dr. Krull recognized Alyssa Rumble, Spanish Instructor, for being named the 2022 Kansas World Language Association Teacher of the Year.

Dr. Krull also recognized Amy Cyphers, Willow Dean and Dr. Esam Mohammad and the Butler Veterans Advisory Board for their work on completing the Best Colleges for Vets survey, ensuring that Butler remains seen as a premier destination for veterans.

Dr. Krull also recognized Trustee Smith's October birthday.

PUBLIC COMMENT

(YouTube @ 4:43)

Julie Winslow from Rose Hill, provided public comment around the topic of public records and transparency.

STANDING REPORTS

Student Government Association –

(YouTube @ 12:04)

Lillian Rippe, SGA President, updated the Board about recent activities hosted by the Student Government Association, as well as upcoming events. She stated that the Fun Friday at Grizzly Bowl and Voter Registration Drives were very well attended. More Voter Registration drives are planned prior to the registration deadline.

Operational Staff –

No report this month.

Professional Employees –

No report this month.

Board Finance Committee –

(YouTube @ 15:41)

Trustee Good directed Trustees to page 30 of the Board Book to point out corrections that will be made to the expenditure sheet that will be made next month.

Foundation Board Report –

(YouTube @ 16:47)

Trustee Rhodes indicated that the Foundation Board met in August and will have their next meeting in November.

President's Report –

(YouTube @ 17:00)

Dr. Krull shared that she attended the Andover City Council meeting on September 27 to thank them for their partnership over the years.

She also shared updates on 20th day enrollment numbers and how they compared to other institutions in the state, as well as breakdowns among specific majors and programs.

Dr. Krull shared that the college was closed for fall break on October 10. The college took part in Institutional Development Day on October 11. This is a college-wide professional development opportunity where employees can learn from each other in various breakout sessions throughout the day.

The instrumental music concert was last week and vocal music is this weekend. Dr. Krull encouraged Trustees to get tickets for those performances. She also shared that the Butler drumline has been very active in community parades and events recently.

Educational Facilities Authority Report –
(YouTube @ 28:40)

Trustee Good reported that there had not been a meeting, but there is one coming up very soon.

MONITORING REPORTS – Institutional Advancement
(YouTube @ 29:35)

Tom Borrego provided a written report that was included in the Board Book. Trustee Good asked about the Foundation Board of Directors. She also asked about Life Enrichment, which is planned by the Foundation Staff. Trustee Rhodes asked about the attendance for the Harold Smith Cultural Series event, which was around 375 people.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES
(YouTube @ 32:11)

- a. BKD/Forvis Analytical Software Update (YouTube @32:15) – Kent Williams shared that since the item was submitted for the board materials, they have scheduled a meeting with Forvis to discuss the upcoming timelines for Athletics and Overhead data. Trustee Smith asked if the software was being used, and what lessons have been learned. Dr. Nevill shared the software has been used to establish benchmarks and will provide insight if the current decisions have been financially effective. Trustee Smith asked to see the data in real-time.
- b. The Villas – (YouTube @ 35:54) – Dr. Krull shared some of the original terms of the agreement that have been in place over the years regarding The Villas, and that the owners are preparing to sell the complex. They have discussed with Dr. Krull the potential opportunity for the college to purchase The Villas before it is listed on the open market. Trustees had discussion about additional information that is needed in order to make an informed decision. Dr. Krull will ask for the additional information and provide it to the Trustees.

BOARD ACTION ITEMS
(YouTube @ 53:05)

- a. Sound System Replacement – Fine and Performing Arts (YouTube @ 53:06) – Dr. Nevill reminded the Board of the needs in the auditorium that were discussed at the September meeting. He requested the Board approve the purchase of the equipment. Trustee Smith and Trustee Winslow asked clarifying questions regarding the quotes. Trustee Sherrer moved to approve

the purchase of the sound system from Heartland AV for a price of \$40,401.05. Trustee Good seconded the motion. On roll call vote, the motion passed 7-0.

- b. Capital Plan for Ball Fields (YouTube @ 55:39) – Dr. Krull shared that she has continued conversations with the city, and provided updated cost information if they chose to contribute to the improvement plan. She noted the city is currently writing the RFP for the construction of the Butler Softball locker room at East Park as well. The college would bear the cost of that structure. If the plan were approved for the improvements at McDonald Park and East Park, the investment would be \$264,000. The locker room is estimated at approximately \$200,000. Dr. Krull also shared a breakdown of lease costs for the facilities. Trustee Winslow suggested leaving the locker room cost out of the initial approval. Trustee Sherrer moved to approve improvements at East, McDonald and the addition of a Butler locker room. Trustee Good seconded the motion. Trustee Braungardt asked clarifying questions about the lease options. Trustee Smith expressed that he wished that he had more information about the revenue generation of these programs. Trustee Good moved to amend the motion on the table to remove the construction of the locker room at this time. Trustee Braungardt seconded the motion. The motion to amend passed 6-1 with Trustee Sherrer voting nay. On roll call vote, the amended motion to approve the \$264,000 improvements to McDonald Park and East Park passed 6-1, with Trustee Smith voting nay.
- c. Board Policies (YouTube @ 1:11:15) – Trustee Rhodes indicated that at the September Work Session, the Board did not have any suggested changes to the Philosophy of Compensation Policy. Trustee Smith suggested changes to the Professional Development policy, which were reflected in the Board Book. Trustee Smith moved to approve the recommended changes. Trustee Winslow seconded. On roll call vote, the motion passed 7-0. The information request policy has not been proposed for approval at this time. There was brief discussion. Trustee Rhodes encouraged the Trustees to send any other policies for review by October 19 for discussion at the next Work Session on October 24.

CONSENT AGENDA

(YouTube @ 1:15:33)

Trustee Sherrer moved to approve the consent agenda. Trustee Smith seconded. On roll call vote, the motion passed 7-0.

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Esam Mohammad

(YouTube @ 1:15:57)

No updates at this time.

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

No discussion.

Board Calendars – (YouTube @ 1:16:15)

Dr. Krull highlighted events on the Board Calendar including the Work Session on October 24, sporting events and various fine arts events.

EXECUTIVE SESSION

(YouTube @ 1:18:04)

Trustee Good moved 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 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 members of the Board, President Kim Krull, Ray Connell, Alisa Ehrlich and Shelley Stultz be included for up to 60 minutes. Trustee Sherrer seconded the motion. On roll call vote, motion passes 7-0.

ENTER EXECUTIVE SESSION @ 5:55PM

RETURN TO OPEN SESSION @ 6:55PM

(YouTube @ 2:24:59) Trustee Winslow moved to re-enter executive session for the same reasons as previously entered for 15 minutes. Trustee Sherrer seconded. On roll call vote, the motion passed 6-0 with Trustee Braungardt abstaining due to brief absence.

ENTER EXECUTIVE SESSION @ 6:58PM

RETURN TO OPEN SESSION @ 7:13PM

(YouTube @ 2:42:43) Trustee Smith expressed that he would appreciate knowing about issues before reading about them in the newspaper. Trustee Winslow shared those concerns. Trustee Rhodes reminded the Board that personnel issues shouldn't be discussed in open session. Trustee Jolly asked Trustee Winslow if she had ever asked Dr. Krull for the specific information she was requesting. She indicated she had. Dr. Krull responded that she had not received questions via email or phone. Trustee Winslow indicated that she approached Dr. Krull at a meeting instead.

ADJOURNMENT

(YouTube @ 2:45:50)

Trustee Smith moved to adjourn the meeting. Trustee Braungardt seconded. On roll call vote, motion passed 7-0.

Linda Jolly – Secretary

BILLS AND WARRANTS

TOPIC for ACTION
Approval of October 2022 Bills and Warrants

REPORT

Due to month end and the timing necessary to submit the Board Book for printing and mailing, this information will be sent under separate cover and hard copies will be available at the Board meeting.

RECOMMENDED ACTION:

Approval of October 2022 bills and warrants.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by:	Sariah Wilson, Assistant Director – Accounts Payable
Supervisor:	Yolanda Hackler, Director – Accounts Payable
Date:	November 1, 2022

RESOLUTIONS

None.

BIDS & PURCHASES

None.

RATIFICATION OF AGREEMENTS & CONTRACTS

TOPIC for Action
Aruba Wireless and Wired Infrastructure

REPORT:

During the winter of 2016, to meet the demands for faster and more reliable wireless connectivity, Butler Community College approved and purchased a new Border-to-Border wireless environment and network infrastructure that impacted all campuses. The average student brings 7 devices to college, all of which require an internet connection. In addition, Information Services supports approximately 800 student classroom laptops, 900 employee laptops and 1000 desktop computers. The annual maintenance renewal for the Aruba wired and wireless environment provides hardware and software support for Butler's entire Aruba ecosystem. This maintenance renewal covers software updates, hardware failures, and technical support services. The annual renewal is a crucial support service required to maintain the infrastructure needed for all students, faculty, staff, and stakeholders.

RECOMMENDED ACTION:

Information Services recommends the Board approve the annual Aruba maintenance renewal through CDWG for \$44,986.04

RECOMMENDED FUNDING SOURCE:

FY22 Infrastructure Services

Submitted by: Bill Young, Vice President of Digital Transformation/CIO

Supervisor: Dr. Kim Krull, President

Date: October 26, 2022

TOPIC for ACTION
Butler Community College and Bellevue University
Transfer Agreement

REPORT:

Since Spring 2022, Bellevue University has worked with the Kansas Community Colleges to develop a transfer agreement which allows associate degree students to transfer all credits to Bellevue University, entering as junior status to complete a bachelor's degree through Bellevue's traditional or accelerated pathways. The agreement between Butler and Bellevue University is included.

RECOMMENDED ACTION:

Board approval of the transfer agreement with Bellevue University.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by:	Dr. Tom Nevill, Vice President of Academics
Supervisor:	Dr. Kimberly Krull, President
Date:	November 8, 2022



Transfer Agreement
Between
Bellevue University
And
Butler Community College

In accordance with the Kansas Board of Regents policy on transfer, Butler Community College and Bellevue University recognize the need and importance of facilitating the transfer of students and graduates from one institution to the other as they pursue their educational goals. Recognizing that many students engage in education as a life-long learning process, Butler Community College and Bellevue University enter into this agreement to provide a transfer path to a baccalaureate degree.

SECTION 1 - PURPOSE

1. This agreement between Butler Community College, located at 901 Haverhill Road, El Dorado, KS 67042 and Bellevue University located at 1000 Galvin Road South, Bellevue, NE 68005, is for the purpose of providing students in the state of Kansas enhanced access to upper division undergraduate programs.
2. This agreement defines the nature of the relationship and responsibilities between Bellevue University and Butler Community College. The parties mutually understand that this agreement is intended to represent a good faith effort to accommodate the partnership and carry out the parameters defined below.
3. This agreement shall be always carried out by both parties in compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

SECTION 2 - TRANSFER QUALIFICATIONS

1. Bellevue University prefers that transfer students obtain an associate degree, or approximately 60 credit hours prior to transfer. All applicants not meeting these standards will be referred to the Community College for additional coursework whenever possible. Both institutions will work together to mutually support the needs of their students, and the needs of their respective partner institutions.
2. Butler Community College students transferring with an associate degree will receive credit for all coursework in their degree program and will enter Bellevue University with junior status. This is applicable for both the traditional bachelor's degree program and the accelerated bachelor's degree completion program.
3. All Butler Community College transfer students may submit unofficial transcripts to Bellevue University for initial evaluation and to be provided information on remaining requirements for degree completion. Official transcripts are required prior to admittance.
4. Butler Community College transfer students must complete a minimum of 30 hours in residence with Bellevue University. On-line courses satisfy residence requirements.
5. Butler Community College transfer students must meet all catalog requirements for their degree program.

SECTION 3 - OBLIGATIONS OF BUTLER COMMUNITY COLLEGE

1. Butler Community College will inform students of transfer opportunities to Bellevue University under this agreement by posting links to the agreement and BU portal on their website.
2. Provide academic advising services to assist Butler Community College students interested in transferring to BU in choosing courses that will best prepare them to complete the associate degree.
3. Allow Bellevue University representatives access to various contacts within the community colleges to schedule classroom and other presentation opportunities and for general recruitment purposes. Butler Community College will provide guidance on the appropriate process and protocol to follow in requesting faculty appointments and classroom presentations. Those contacts will include, but are not limited to faculty, program directors, advisors, managers and other school personnel.
4. Butler Community College agrees to provide Bellevue University students and Bellevue staff residing in the local area of their respective community colleges access to library services and computers in the libraries.
5. In the event of any agreed upon shared marketing effort, Butler Community College will provide updated logos to produce co-branded promotional material. Butler Community College reserves the right to review in advance any information including, but not limited to, websites, cobranded web portals, and in- print marketing publications.
6. Student Information: Upon request, Butler Community College will provide an annual report of associate degree graduates from the previous academic year which may include but not limited to students' names and email addresses, with student consent.

SECTION 4 - OBLIGATIONS OF BELLEVUE UNIVERSITY

1. Butler Community College student inquiries in which the student requires an associate degree or equivalent lower- division credits will be referred to the Butler Community College admissions department for additional coursework completion.
2. Bellevue University will create and maintain a co-branded microsite to provide Butler Community College students information relevant to transfer requirements, partnership agreements, and additional information as agreed upon by the partner institution.
3. An annual meeting will be coordinated by Bellevue University with a representative from Butler Community College for the purpose of reviewing all aspects of the partnership.
4. Bellevue University will maintain all transcript records for Bellevue University coursework, as well as handle the processing and administration of all

Bellevue University student transactions.

5. Bellevue University will work closely with Butler Community College to coordinate a press release and press conference to announce the transfer agreement and enhance awareness of the opportunity for students.
6. On condition of receipt of data from Butler Community College, Bellevue University agrees to a reciprocal obligation of providing transfer information on admissions and enrollment, academic performance, and graduation of two-year students. All data shall be provided in disaggregate form and in compliance with federal, state, and local laws relevant to the monitoring and execution of this agreement.
7. Students and Graduates of Butler Community College are eligible to participate in the Community College Tuition Program. Current tuition rate will be \$350.00 per credit hour for degree seeking, full time Undergraduate courses which may be revised annually on July 1st, at the sole discretion of Bellevue University.

SECTION 5- ACCREDITATION

1. Bellevue University and Butler Community College will ensure that they maintain any applicable accreditation with the appropriate regional accrediting body and/or any applicable state or federal authorization requirements and ensure that all operations will be in keeping with any applicable requirements. This AGREEMENT shall be effective upon executive signatures below and any necessary state approvals that may be required and shall continue in force and effect until either party requests amendment or termination of said AGREEMENT. Amendment shall occur at the mutual agreement of both parties. Termination shall occur upon written notice by either party to the other submitted ninety (90) days prior to the termination date. Bellevue University programs in progress at the time of termination shall be permitted to run to completion for the sake of the student participants.

ACCEPTANCE BY PARTIES

The parties are committed to the concept of a long-standing agreement. This agreement may be amended when terms are added, deleted, or significantly modified. Amendments must be in writing and may take the form of letters signed by the signatories or their designees. The agreement may be reviewed at any time at the request of either party.

SIGNATURES:

Kansas Association of Community Colleges:

Representative of Butler Community College

Date

Bellevue University

Vice President, Bellevue University

Date

President, Bellevue University

Date

TOPIC for ACTION
Change in Personnel for Central National Bank

REPORT:

Due to changes in personnel in the accounting department, we recommend the following changes:

- Regarding Central National Bank, we recommend that the Board of Trustees:
 - Approve Kerry Potter as a signer and remove Kim Sherwood due to a change in the Director of Accounting position.
 - Add Jessica Lenz as a signer and remove Candice Sullivan due to a change in the Staff Accountant position.
 - Keep Kent Williams as a signer.
 - Approve online access for all signers at Central National Bank.

RECOMMENDED ACTION:

Approve the changes outlined above.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted By: Kerry Potter, Director of Accounting
Supervisor: Kent Williams, Vice President of Finance
Date Submitted: October 26, 2022

PERSONNEL

None.

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	1371 (AY 2022)	09/2022	1416 (AY 2021), 1446 (AY 2020), 1513 (AY 2019)	Kansas Board of Regents AY Completions File

MONTHLY STATEMENT OF REVENUE AND EXPENDITURES
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Due to month end and the timing necessary to submit the Board Book for printing and mailing, this information will be sent under separate cover and hard copies will be available at the Board meeting.

Statement of Revenue, Expenditures, and Other Changes

REVENUES:

Tuition/Fees

In-County, In-State, Out-State, International Tuition, Tuition Waivers, Technology Access Fee, Nursing Fees, Auto Tech Uniform Fees, International Student Processing 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 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 (not applicable to Operating Funds)

Other Expenditures

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 Sources

Student Life Fund Expenses (not applicable to Operating Funds)

Transfers

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

THANK YOU NOTES

None.

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
SEPTEMBER 2022**

November Board Finance Committee	Tuesday, November 8, 2022 3:30p m. President's Conference Room	Mary Martha Good Linda Jolly
November Board Meeting	Tuesday, November 8, 2022 4:30p m. Dankert Trustee Board Room	ALL TRUSTEES
November Work Session	Monday, November 28, 2022 4:30pm. Dankert Trustee Board Room	ALL TRUSTEES
December Board Finance Committee	Tuesday, December 13, 2022 3:30pm Dankert Trustee Board Room	Mary Martha Good Linda Jolly
December Board Meeting	Tuesday, December 13, 2022 4:30pm Dankert Trustee Board Room	ALL TRUSTEES
NO WORK SESSION IN DECEMBER	-----	-----

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		
December Board Finance Committee	Tuesday, December 13, 2022 3:30pm Dankert Trustee Board Room	Mary Martha Good Linda Jolly
December Board Meeting	Tuesday, December 13, 2022 4:30pm Dankert Trustee Board Room	ALL TRUSTEES
NO WORK SESSION IN DECEMBER	-----	-----
January Board Finance Committee	Tuesday, January 10, 2022 3:30pm Dankert Trustee Board Room	Mary Martha Good Linda Jolly
December Board Meeting	Tuesday, January 10, 2022 4:30pm Dankert Trustee Board Room	ALL TRUSTEES
January Work Session	Monday, January 23, 2023 4:30pm Dankert Trustee Board Room	ALL TRUSTEES

FALL 2022 ACTIVITY CALENDAR

Men's Basketball vs. KCKCC @ Home	Tuesday, Nov. 8	7:30pm
Women's Basketball vs. Tabor College JV @ Home	Tuesday, Nov. 8	5:30pm
NJCAA Men's Cross Country Championship (Tallahassee, FL)	Saturday, Nov. 12	TBA
Football @ Ellsworth (IA)	Saturday, Nov. 12	12:00pm
Celebration of Freedom Parade	Saturday, Nov. 12	9:00am
Celebration of Freedom Concert (Clifford Stone Room)	Sunday, Nov. 13	7:00pm
Men's Basketball vs. Colby @ Home	Wednesday, Nov. 16	7:30pm
Women's Basketball vs. Colby @ Home	Wednesday, Nov. 16	5:30pm
Women's Soccer NJCAA National Tournament	Nov. 14-19	TBD
Art Reception #3	Thursday, Nov. 17	6:00pm
Women's Volleyball NJCAA National Tournament	November 17-19	TBA
Theatre Performance	Friday, Nov. 18	7:30pm
Theatre Performance	Saturday, Nov. 19	2:00pm
Theatre Performance	Saturday, Nov. 19	7:30pm
Show Choir Vocal Festival (non-ticketed, free event)	Monday, Nov. 21	TBA
Men's Basketball @ Home vs. NWKS Technical College	Tuesday, Nov. 22	7:30pm
Women's Basketball @ Home vs. NWKS Technical College	Tuesday, Nov. 22	5:30pm
Thanksgiving Break (no classes/offices closed)	Nov. 23-25	--
BCC Legislative Luncheon	Tuesday, Nov. 29	11:30am
Dance Recital: Seasons of Dance!	Thursday, Dec. 1	7:30pm
KACCT Quarterly Meeting	December 2-3	--
Men's Basketball vs. Hutchinson @ Home	Saturday, Dec. 3	4:00pm
Women's Basketball vs. Hutchinson @ Home	Saturday, Dec. 3	2:00pm
Men's Basketball vs. Dodge City @ Home	Wednesday, Dec. 7	7:30pm
Women's Basketball vs. Dodge City @ Home	Wednesday, Dec. 7	5:30pm
Men's Basketball vs. Barton @ Home	Monday, Dec. 12	7:30pm
Women's Basketball vs. Barton @ Home	Monday, Dec. 12	5:30pm
Instrumental Music Chamber Ensemble (non-ticketed, free event) – Clifford Stone Room	Monday, Dec. 5 Tuesday, Dec. 6	7:30pm
Donor Holiday Party	Monday, Dec. 5	5:30pm
Winter Break (no classes/offices closed)	Dec. 23 – Jan. 2	--

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**