

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING**
4:30 p.m., Tuesday, December 13, 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 – Pursuant to the open meetings exceptions for matters of non-elected personnel which if discussed in open meeting might violate their right to privacy.

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. **RECOGNITIONS (4:40pm) -----3**
- V. **PUBLIC COMMENT (4:50pm)**
If you wish to address the Board during Public Comment, please complete this form:
<https://bit.ly/3ioB30n>
- VI. **STANDING REPORTS (4:55pm)**
 - 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. KACCT Quarterly Report – Mary Martha Good, Kim Krull
 - G. President’s Report – Kim Krull
 - H. Education Facilities Authority Report – Mary Martha Good, Dave Sherrer
- VII. **MONITORING REPORT – None. (5:15pm) ----- 4**
- VIII. **BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES**
 - A. Curriculum and Textbooks (Nevill) **(5:15pm) -----5**
 - B. Mission and Vision Update (Krull) **(5:45pm) ----- 6**
 - C. 20th Day Enrollment Information (Rhodes) **(5:55pm) ----- 7**

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DECEMBER BOARD RECOGNITIONS

- **Greg Cole** - Awarded the Robert J. Dole Distinguished Service Award at the “Veterans Coming Home Salute 2022” for his commitment to community service and leadership.
- **Dr. Tom Nevill, VP of Academics** was awarded an Outstanding Leadership Award from Education 2.0 in recognition for his contributions to the field of education and learning.
- **Future Business Leaders of America (formerly PBL) receives recognition from Career Connections Conference:** The Butler Chapter of Future Business Leaders of America attended the regional Career Connections Conference in Omaha, November 3-5. There was a total of 166 students in attendance. This year, three mini-case competitions were added. Each student was teamed up with members from other states and then worked together to present their case solution to the judges. Four Butler students were on teams that placed.
 - **Chloe He’s** team placed 1st in Finance
 - **Victoria Wurm’s** team placed 3rd in Accounting
 - **Savannah Harrod’s** team placed 4th in Accounting
 - **Kaelib Harp’s** team placed 5th in Hospitality Management
- **Butler CC hosts Disability Mentoring Day November 17:** Butler Community College was the site host for Disability Mentoring Day for 47 Butler County high school students with a range of disabilities on November 17th. Butler has been the host site for the event since 2008. Bill Rinkenbaugh gave inspiring opening remarks about his sister Susan. Our STEM division provided opportunities for the students to learn about Welding, Auto Tech and Diesel Technology. The junior and senior students viewed the Welding, Auto Tech and Diesel shops and watched our Butler students in action. Our Butler Admissions department gave campus tours to the freshman and sophomores. All students then gathered for a Career Services gave a dynamic workshop on resume building and interview skills By Career Services and Financial Aid gave a presentation on the importance of budgeting and credit card awareness. Most importantly, each Butler employee emphasized ability over disability and that there is a place for everyone in our society! Thank you to the following: Bill Rinkenbaugh, Mark Jaye, Todd Williams, Matt Galbraith, Aletra Chaney- Profitt, Katie Kern, Billy Jackson, Niomi Thompson.
- **Jon Cressler** for his work to establish Butler as a recognized Intermediary Sponsor by Kansas State Office of Apprenticeships. An Intermediary Sponsor is committed to modernizing, diversifying, and expanding Registered Apprenticeships to support success of Kansas workers, employers, and communities across the state. The Kansas Registered Apprenticeship Program is intentionally employer designed and driven, creating unique opportunities for employers and career seekers throughout the state.
- **Accounts Receivable serves as Salvation Army bell ringers across Butler County:** The Accounts Receivable team, with volunteers from Financial Aid, Admissions, Enrollment Management and Tutoring covered every bell ringing location in Butler County from 8-10am on Friday, December 2. There were ringers at Andover, Augusta and El Dorado, Dillon’s and Walmart stores. This was a great way for Butler Community College to reach out to the entire Butler County community.

MONITORING REPORTS

None this month.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES
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TOPIC for DISCUSSION
Curriculum and Textbooks

REPORT:

Curriculum and textbook selection and guidelines at Butler are aligned with the Higher Learning Commission (HLC) Criteria for Accreditation, The Kansas Board of Regents (KBOR) Transfer and Articulation Council (TAAC), Kansas Core Outcomes Group (KCOG), the Post-Secondary Technical Education Authority (TEA), the Butler Faculty Curriculum Process that includes the Butler Learning PACT, the Butler Textbook Selection Rubric, and the Butler Bookstore Adoption Process. Discussion will be presented on these guidelines and processes allowing the Board to have a more comprehensive understanding of the in-depth processes in place.

RECOMMENDED DISCUSSION:

This is for discussion purposes only

RECOMMENDED FUNDING SOURCE:

n/a

Submitted by: Dr. Tom Nevill, Vice President of Academics
Supervisor: Dr. Kim Krull, President
Date: November 11, 2022

TOPIC for DISCUSSION
Mission and Vision Update

REPORT:

Beginning with discussion at Institutional Development Days in October 2021, a review and revision of Butler's Mission and Vision statements was launched. Employee discussions were held in November and December 2021 and student forums were held in March 2022. An all employee survey was sent out in March 2022 with results received from 375 employees and compiled in April 2022. Discussions were also held with students in March 2022.

A committee of employees from across the college was formed in fall 2022 to continue the work to review and revise the mission and vision statements. Committee members included representatives from El Dorado, Andover, and service area sites. Functional areas represented included Faculty, Academic Divisions, Operational Staff, Administrative Staff, Early College Academy, Veterans, Student Life, First Year Experiences, Residence Life, Administration, IS, Facilities, Student Services, and IR.

The committee has met on multiple dates during the fall 2022 semester. Proposed updates to the Mission and Vision statements will be presented based on the compilation of college-wide survey results if those results are available. If those results have not yet been reviewed by the committee, updates will be presented at the January Regular Board Meeting.

RECOMMENDED ACTION:

This information is for discussion purposes only at this time

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Dr. Kim Krull, President
Supervisor: Forrest Rhodes, Boar Chair
Date: December 13, 2022

TOPIC for DISCUSSION
20th Day Enrollment Information

REPORT:

Trustee Smith has requested a discussion regarding 20th day enrollment information. Specific discussion questions and/or needed information have been requested to allow Butler administration to prepare but this information was not yet available at the time the agenda and Board Book were completed.

RECOMMENDED ACTION:

This information is for discussion purposes only at this time.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Forrest Rhodes, Board Chair

Supervisor:

Date: December 13, 2022

BOARD ACTION ITEMS

**TOPIC for ACTION
Policy Changes**

REPORT:

As part of the work to review and revise Board policies, a number of policies were presented and discussed at the November 28, 2022 Work Session. Those discussed included:

- Copyright
- Records Retention
- Identity Theft Prevention
- Full Data and Email Account Termination
- Payroll
- Telecommuting and Alternate Work Arrangements
- Acceptable Use of College Information Systems and Technology

Current policies discussed for elimination included:

- Pipeline Group
- Laptop Computer
- Tablet Computer

The policies discussed are included below with all the updated changes. No changes were recommended by the Board. At the work session, the Board determined that it would be best to have all the policy changes presented as one action item and voted on for approval as such.

RECOMMENDED ACTION:

The Administration recommends approval of all proposed policy changes and elimination of proposed policies as presented.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Dr. Kim Krull, President
Supervisor: Forrest Rhodes, Board Chair
Date: December 13, 2022

Copyright Policy

Policy Statement

~~Butler. It is the policy of Butler Community College Community College to~~ comply with the U.S. Copyright Act of 1976. All Butler ~~Community College~~ faculty, staff, ~~students and other entities performing collaborative work or service for the College must comply with this policy whether or not compensated by the College. students are expected to act as responsible users of the copyrighted works of others. All individuals and entities are expected to act as responsible users of others' copyrighted works.~~

-which includes making informed decisions based on the fair use exemptions to the copyright laws.

Scope

~~This policy applies to Butler faculty, staff, students and other entities performing collaborative work or service for the College, whether compensated by the College or not.~~

This policy extends to all works of authorship and creativity covered by federal copyright law. These works include print and electronic documents, software, databases, multimedia and ~~audio visual audio-visual~~ materials, photographs, music, works of drama, works of art (sculpture), ~~motion pictures and sound recordings~~ among other types of creative works. (17 U.S.C 102)

Definitions

~~Copyright:~~ Under U.S. law, a work is copyrighted at the instant of creation when it is fixed in a tangible medium of expression for a period of more than a transitory duration. The author of a work is given certain exclusive rights to do or to authorize the following:

- To reproduce the copyrighted work
- To prepare derivative works
- To distribute copies of the copyrighted work publicly
- To perform the copyrighted work publicly
- To display the copyrighted work publicly
- In the case of sound recordings, to perform the copyrighted work publicly by means of a digital audio transmission

If a person or entity does not own the copyright in a work, does not have permission to do the above rights, and does it anyway ~~then~~ that person or entity is infringing. There are many statutory exemptions to these rights. The major exemption is fair use.

Fair Use: The fair use exemption (Section 107, U.S. Copyright law) permits limited reproduction of copyrighted works for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research, without permission of the copyright owner. However, nonprofit educational use does not automatically establish a condition of fair use. Determination of fair use is evaluated ~~done~~ on an individual, case-by-case basis. The four factors to consider ~~being considered~~ are:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for a nonprofit educational purpose.
2. The nature of the copyrighted work (creative or factual)
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for a value of the copyrighted work.

Statutory damages for willful infringement are significant. If a person or entity can demonstrate that evaluation of the four factors took place and lead to the belief of fair use, statutory damages can be considerably reduced. (17 U.S.C 107)

Compliance/Responsibilities

College faculty and staff desiring to use copyrighted materials are responsible for compliance with federal copyright laws, including decisions on the utilization of fair use exemptions. If questions occur, the L.W. Nixon Library will provide assistance to the Butler faculty and staff in the understanding, applying and complying with of copyright law. The College does not assume legal responsibility for any independent application of copyright principles made by College faculty or staff that do not meet the terms of the Copyright Act or this College's copyright policy. Permissions must be obtained in all instances where the employee determines that the desired use exceeds fair use or other limitations on the rights of copyright owners.

Displaying Media on Campus

Classroom Use

Showing copyrighted audio-visual materials (VHS, DVD, Blu-ray) is permissible under the following conditions:

- The use must be by instructors or by students
- The use is part of mediated instructional activities
- The showing takes place in a classroom or other instructional venue. For online, the showing must be for a specific number of students enrolled in a particular class
- The video is lawfully made, the person responsible has no reason to believe that the video was not lawfully made (17 U.S.C. 110)

Public Performance

Any screening outside the classroom sponsored by any Butler persons, organizations, committees, or departments is considered a public performance. Unless a film has public performance rights attached, it should be assumed permission is required for a public screening of the film. The screening of the film is not excused from the "public" designation because it is an "educational film", it is being advertised only on campus, or admission is not being charged. The person, organization, committee, or department is responsible for acquiring permission and performance fees.

Additional detailed copyright information is available by contacting the Butler Library or through the Copyright Guide on the Butler Libraries webpage.

Digital Millennium Copyright Act Policy

It may be a violation of copyright law to copy, distribute, display, exhibit or perform copyrighted works without authority of the owner of the copyright. It is Butler Community College policy that users of Internet services and equipment provided by Butler Community College are responsible for their compliance with all copyright laws pertaining to information they place on or retrieve from the Internet.

Responsibilities

All individuals who use Butler Community College Internet services are responsible for their compliance with copyright laws. All instances of reported copyright violations will be reported to

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Records Retention Policy

~~Purpose and Scope~~

~~Butler Community College is committed to effective records retention to meet business needs, preserve its history, comply with legal requirements, optimize use of space, minimize the cost of record retention and ensure that outdated and obsolete records are safely destroyed.~~

~~To provide a framework for Butler Community College's (Butler) departments in implementing a record retention program and basic definitions applicable to Butler records.~~

~~Policy~~

~~All Butler Community College departments and employees will comply with federal and state laws and regulations, to eliminate accidental destruction of records and to promote efficiency with valuable storage space. Department supervisors should consult this policy and the related Records Retention Guidelines and Procedures IS-100.3.1 in forming their departmental records retention guidelines. Department procedures should strive to classify records by type and offer retention schedules for those records.~~

~~This Policy applies to the Butler Community College campus community, including all students, personnel, and visitors or other individuals using Butler Information systems, technology, or Butler Data ("Users"), regardless of whether the access or use is from a Butler device or occurs on campus. This policy applies to all departments and employees of Butler Community College.~~

~~Records held by Butler's departments and offices are subject to a variety of retention requirements. Each department, office, or other unit responsible for production, management, or handling of a distinct type of record shall ensure that those records are retained and disposed of in accordance with applicable legal, policy, and other retention considerations. This policy is intended as guidance in implementing retention programs within Butler that address the specific needs of each department or office. Department supervisors should consult this policy in forming their departmental retention guidelines. Department policies should strive to classify records by type and offer retention schedules for those records.~~

~~Retention Policy Guidelines and Procedures~~

~~Records Retention Guideline and Procedures are designed to ensure compliance with federal and state laws and regulations, to eliminate accidental destruction of records and to promote efficiency with valuable storage space.~~

Generally, records are to be destroyed when the minimum retention period has been met, unless they are needed to meet specific legal requirements or are to be designated for permanent (archival) retention. All faculty and staff have responsibility for identifying and retaining college records-paper and electronic-in accordance with the Records Retention Guidelines and Procedures. Records are to be archived or destroyed after the retention period, subject to the exceptions stated in this policy regarding retention for audit and litigation purposes.

1. Unless otherwise defined in departmental policy, the minimum retention period for documents at Butler is one year.

2. Departments are encouraged to destroy records at the end of their minimum retention period. Obsolete records should not occupy office, storage, or computer space.
3. Retention periods apply to information regardless of digital or physical form or other medium ~~the physical format (paper, microfilm, computer disk or tape, optical imaging, CD-ROM, or other medium).~~
4. All retention periods are based on the fiscal year, from July 1 through June 30, and are in addition to the current year. For example, a one year retention period means a document in the current ~~created this~~ year should be kept until June 30th and then one additional year after the June 30th date.
5. Each supervisor over areas in which covered records are produced, managed, or retained is responsible for ensuring their areas comply with the Records Retention Policy ~~this policy~~ and applicable law.

Definitions

1. **Record:** Information created or received and retained, in any format, in the course of transacting Butler business activities. Examples of record formats include paper documents, photographs, video recordings, and electronically stored mail, data and documents.
2. **Record Custodian:** Designated Butler official charged with the responsibility for management of a specific record type, usually an employee in the record's office of origin.
3. **Record Guardian:** Designated Butler entity charged with responsibility for care and oversight of a stored record, ensuring its safety and availability. A major example is Information Services, the record guardian of all electronically stored documents on Butler computer servers.
4. **Official Record:** The "official record" of any record type is the one record used by Butler for decision-making or other official purposes. It does not include any copies made for convenience, personal notations, desk files, or similar documents.
5. **Minimum Retention Period:** The shortest amount of time that a record must be kept before it is destroyed. Some records need to be retained permanently, while others can be destroyed once they have reached the minimum retention period.

Department Retention Procedures

Because of differing laws, rules, and regulations, Butler departments, offices, and other units will develop their own retention procedures guided by retention requirements of the records they manage and record the retention requirements utilizing a common template. They shall request advice and counsel from Butler Legal Counsel, Information Services, and other appropriate offices as needed. In forming its policy, each unit shall consider what records require retention, the location of stored records (including individual computer hard drives, storage devices, and server shared file space), the retention period, and the disposal method once the record's retention period has expired. Each unit shall have a continuing duty to remain current on record retention requirements for their areas and update their programs as appropriate. Departments will review and update the department records retention requirements annually.

Litigation Holds

Butler Legal Counsel, Human Resources, Executive Council, or College President may issue a litigation hold notice based on anticipated or pending litigation. Such notices are directed to the Record Custodian of any Butler department that may have records retained which are relevant

to the litigation. Any records subject to a litigation hold in the possession of any department must be retained and destroyed only upon clearance of the Legal Counsel. The Record Custodian shall ensure a reasonable process exists within their areas to ensure that documents subject to litigation holds are preserved until cleared by the Legal Counsel.

Destruction of Records

To help ensure that information entrusted to Butler custody and control does not end up in improper hands, the Record Custodian shall ensure that records eligible for destruction that contain confidential information are timely shredded, erased, or otherwise safely destroyed. Electronic records shall be destroyed in a manner approved by the Vice President of Information Technology/Chief Information Officer. Non-confidential paper records may be recycled.

All copies of records eligible for destruction shall not be retained in the unit of origin but shall be destroyed in accordance with applicable policy, procedure, and protocol. Unofficial files should be similarly destroyed.

(Rev. 11/16)

Identity Theft Prevention – Red Flag Policy

Purpose

This Policy is adopted in accordance with the Fair and Accurate Credit Transaction Act of 2003 (“FACTA”) to help mitigate and protect against identify theft and applies to all employee-users of Butler Community College accounts covered by FACTA. Additionally, this policy prescribes the establishment of an Identity Theft Prevention Program and Procedures as directed by the Federal Trade Commission’s Red Flag Rules. The Identity Theft Prevention Program shall include reasonable guidelines and procedures to:

~~The purpose of this policy is to establish and maintain an Identity Theft Prevention Program. The Program shall include reasonable policies and procedures to:~~

- Identify relevant red flags for new and existing covered accounts and incorporate those red flags into the program;
- Detect red flags that are incorporated into the Program;
- Respond appropriately to any red flags that are detected and mitigate identity theft; and
- Ensure the Program is updated periodically to reflect changes in reasonably foreseeable identify theft risks.

Identity Theft Prevention: In accordance with FACTA and FTC Red Flag Rules, the President or President’s designee shall be responsible for developing and maintaining an Identity Theft Prevention Program to establish procedures and/or guidelines on detecting, preventing and mitigating identity theft. It is the intent of Butler Community College to comply with all applicable provisions of FACTA and the FTC Red Flag Rules.

Employees shall abide by and follow all College policies, procedures and programs regarding identity theft prevention and shall take all necessary and required measures to identify and report all information and/or activities as required by FACTA.

This Policy and associated Guidelines and Procedures applies to the Butler Community College campus community, including all students, personnel, and visitors or other individuals using Butler Information systems, technology, or Butler Data (“Users”), regardless of whether the access or use is from a Butler device or occurs on campus.

Guidelines and Procedures

Definitions

- Identity theft: Fraud committed or attempted using the identifying information of another person without authority.
- Covered Account: An account for which there is a foreseeable risk of identity theft and is used primarily for personal, family, or household purposes that permits multiple payments or transactions.
- Red Flag: A pattern, practice or specific activity that indicates the possible existence of identity theft.
- Program Administrator: The designated individual with primary responsibility for oversight of the Program.

Covered Accounts

The Program considers covered accounts to be Student Accounts under the control and operation of the following departments:

- Registration
- Accounts Receivable
- Financial Aid
- Admissions
- Advising
- Human Resources
- Accounts Payable

Identification of Relevant Red Flags

In order to identify relevant red flags, the Program considers the types of accounts that it offers and maintains, methods it provides to open its accounts, methods it provides to access its accounts, and its previous experiences with identity theft. The Program identifies the following red flags in each of the listed categories:

1. Suspicious Documents
 - Identification document or card that appears to be forged, altered or inauthentic.
 - Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document.
 - Other document with information that is not consistent with existing student information.
 - Application for service that appears to have been altered or forged.
2. Suspicious Personal Identifying Information
 - Identifying information presented that is inconsistent with other information the student provides (example: inconsistent birth dates).
 - Identify information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a loan application).
 - Identify information presented that is the same as information shown on other applications that were found to be fraudulent.
 - Identifying information presented that is consistent with fraudulent activity (such as invalid phone number or fictitious billing address).
 - Social Security number presented that is the same as one given by another student.
 - An address or phone number presented that is the same as that of another person.
 - A person fails to provide complete personal identifying information on an application when reminded to do so.
 - A person's identifying information is not consistent with the information that is on file for the student.
3. Suspicious Covered Account Activity or Unusual Use of Account
 - Change of address for an account followed by a request to change the student's name.
 - Payments stop on an otherwise consistently up-to-date account.
 - Account used in a way that is not consistent with prior use.

- Mail sent to the student is repeatedly returned as undeliverable.
 - Notice to the College that a student is not receiving mail sent by the College.
 - Notice to the College that an account has unauthorized activity.
 - Breach in the College's computer system security.
 - Unauthorized access to or use of student account information.
4. Alerts from Others
 1. Notice to the College from a student, identity theft victim, law enforcement, or other person that the College has opened or is maintaining a fraudulent account for a person engaged in identity theft.

Detecting Red Flags

Student Enrollment

In order to detect any of the red flags identified above associated with the enrollment of a student, College personnel will take the following steps to obtain and verify the identity of the person opening the account:

1. Require certain identifying information such as name, date of birth, academic records, home address, or other identification.
2. Verify the student's identity at time of issuance of student identification card.

Existing Accounts

In order to detect any of the red flags identified above for an existing Covered account, College personnel will take the following steps to monitor transactions on an account:

1. Verify the identification of students if they request information (in person, via telephone, via facsimile, via email).
2. Verify the validity of requests to change billing addresses by mail or email and provide the student a reasonable means of promptly reporting incorrect billing address changes.
3. Verify changes in banking information given for billing and payment purposes.

Consumer ("Credit") Report Requests

In order to detect any of the red flags identified above for an employment or volunteer position for which a background report is sought, College personnel will take the following steps to assist in identifying address discrepancies:

1. In the event that notice of a social security discrepancy is received, verify that the consumer report pertains to the applicant for whom the requested report was made.
2. Verify the validity of the applicant's social security number.

Preventing and Mitigating Identity Theft

In the event College personnel detect any identified red flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the red flag:

1. Prevent and Mitigate
 - Continue to monitor accounts for evidence of identity theft.
 - Contact the employee or applicant for which a consumer report was run.
 - Change any passwords or other security devices that permit access to student/employee account.
 - Provide the student with a new student identification number.
 - Notify the Program Administrator for determination of the appropriate step(s) to take.
 - Notify law enforcement.
 - Determine that no response is warranted under the particular circumstances.

- Mail sent to the student is repeatedly returned as undeliverable.
 - Notice to the College that a student is not receiving mail sent by the College.
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 - Determine that no response is warranted under the particular circumstances.

Full Data and E-Mail Account Termination

Purpose

This policy covers the disposition of email and other files stored on an individual's college-owned computer or assigned space on the campus network when an individual's employment with Butler Community College is terminated.

Upon termination, voluntary or involuntary, appropriate and defined measures will be taken to secure and maintain Butler Community College Information Systems Technology and College Owned Butler Community College Data.

This Policy applies to the Butler Community College campus community, including all students, personnel, and visitors or other individuals using Butler Information systems, technology, or Butler Data ("Users"). Who are using a College assigned account to access the College Information Systems, Technology, and Butler Data Systems, regardless of whether the access or use is from a Butler device or occurs on campus

Definitions:

"Information Systems" include, without limitation, Butler sponsored or provided: e-mail (i.e. butlercc.edu e-mail accounts) other messaging tools and their associated systems, phone, Internet, Intranet, MyButlercc, and other internal and external employee and student portals.

"Butler Data" is Butler related information accessed, created, input, stored, copied, sent, received, or downloaded by Users on or through the Information Systems, Technology, and Butler Data Systems, regardless of whether it is viewed, accessed, or created on a personal, password-protected, web-based email account or technology. Butler Information includes, but is not limited to: all documentation, e-mails and e-mail attachments, postings on any Butler sponsored Internet-based forums or social media accounts, charts, student records, statistics, and strategies, working papers, manuals, correspondence, notes, contracts, agreements and software that Butler or its employees use in Butler operations.

"Technology" includes, without limitation, Butler sponsored or provided: network use and access (whether wired or wireless or remote or on-campus), and all associated infrastructure, equipment, hardware, software, services, and access to data.

"Voluntary Termination" is characterized by mutual agreement between the employee and his/her supervisor or manager about the terms and timing of the departure, and by a determination by the supervisor/manager that they can work cooperatively with the departing employee to follow these procedures.

"Involuntary termination" usually involves little or no notice on the part of the employee and/or the supervisor/manager, under circumstances that warrant prudent measures to protect the business interests of the college.

Procedures

While the College does not normally review the content of an employee's electronic communication, these files are stored on College computer systems and the College reserves the right to retain and access them as part of its responsibility for maintaining the College's

technology infrastructure or when deemed necessary for business reasons. It is important, therefore, that when an individual leaves the employ of the College the following procedures are followed to ensure that all necessary files are transferred from these individual spaces to the appropriate person in the College. The "appropriate person" will be identified by the departing individual's supervisor and approved by the divisional vice president-

Voluntary Termination

~~A "voluntary termination" is characterized by mutual agreement between the employee and his/her supervisor or manager about the terms and timing of the departure, and by a determination by the supervisor/manager that he/she can work cooperatively with the departing employee to follow these procedures. It is the responsibility of the supervisor/manager to make this determination. (moved under "definitions section above)~~

In all good-will termination cases, the following procedures shall apply:

Upon notice of termination, an individual's supervisor should work with the departing employee to arrange for the preservation of all business-related files both from the employee's network space and email box.

- It is the responsibility of the manager to submit to Information Services any requests that relate to the transfer of email or other processes that need to be migrated from the departing employee to a different individual in the department, even if this is on a temporary basis.
- It is the responsibility of the departing employee to delete or transfer all files and email messages that are of a personal nature. These may be transferred to a flash storage drive.
- The supervisor and employee may request assistance from Information Services Helpdesk in this process.
- The Supervisor should complete the print the Supervisor Termination Checklist provided by Human Resources. Data is to be transferred to a college managed data storage location from Butler Forms and process accordingly. The manager may decide whether files are to be transferred to a designated location on the network, such as a shared departmental space, for example, or transferred to a CD or flash storage drive.
- In terms of email the manager may opt to have a message put in place that goes to future senders of messages to the departed employee's @butlercc.edu email address indicating that the person is no longer in the employ of the College and indicating to whom messages should be sent if the message pertains to College business. This process would bounce the original message back to the sender along with the new Butler Community College contact information.
- The overall goal of these procedures is to disable ALL of the accounts of the departed employee within 24 hours of his/her last day of work. This includes facility and service access privileges as well as Banner and portal access with one exception; all terminated employees will retain access to the employee portion of Banner Self Service for Human Resources documentation.

Involuntary Termination

~~"Involuntary termination" usually involves little or no notice on the part of the employee and/or the supervisor/manager, under circumstances that warrant prudent measures to protect the~~

~~business interests of the college. (moved to definitions section above)~~

In all cases of involuntary termination, the following procedures shall apply:

- As part of the termination process, the supervisor of the individual being terminated should arrange with the designated staff person in Information Services to secure all data stored on the employee's college owned devices, email and managed data storage, files both from the employee's network space and email box.
- It is the responsibility of the manager or the Human Resources Department to inform the Chief Information Officer or the Chief Information Security Officer in advance of any involuntary termination so that appropriate arrangements may be made for the transfer of files and the timely closing of the account of the person to be terminated.
- If so desired, Information Services will arrange to transfer all files and email messages of the terminated employee as part of the process of closing the account. These may be transferred to a designated network space, CD or flash storage drive.
- The Human Resources Office and/or the respective manager shall make certain that the designated person in Information Services is involved in the involuntary termination at the appropriate time.
- The manager may decide whether files are to be transferred to a designated location on the network, such as a shared departmental space, for example, or transferred to a CD or flash storage drive. At the discretion of the manager, a copy of some or all of these files may be given to the terminated employee.
- In terms of email the manager may opt to have a message put in place that goes to the sender of messages to the departed employee's @butlercc.edu email address indicating that the person is no longer in the employ of the College and indicating to whom messages should be sent if the message pertains to College business. This process would bounce the original message back to the sender along with the new Butler Community College contact information.
- The overall goal is to disable ALL of the accounts of the terminated employee immediately upon termination. This includes facility and service access privileges as well as Banner and portal access with one exception; all terminated employees will retain access to the employee portion of Banner Self Service for Human Resources documentation.

*For additional clarification regarding authorization and access control for server management please refer to the Information Security Manual, Chapter 22 – Server Management. (New 11/16)

Payroll Information

Direct Deposit or Pay Card

Butler employees have the opportunity to participate in direct deposit or receive their pay on a reloadable Visa pay card. Paper checks will not be issued. ~~Those interested~~ Employees will need to complete an authorization form for either pay method. ~~and provide a check stub or voided check to Human Resources.~~ For bank deposits, employees have the choice on the depository and may also split the dollar amounts between two (2) banking institutions or accounts. ~~Employees electing direct deposit. Most direct deposit elections, including pay cards, will receive their pay one (1) day in advance of those not on direct deposit.~~ Employees may view pay information on line in **Employee Self Service through my.butlercc.edu** pipeline. (Rev. 07/09; Rev. 1/20)

Payday

Paychecks deposits are issued on the ~~25th~~ **24th** day of each month unless the ~~25th~~ **24th** falls on a weekend or holiday, then deposits are issued the working day before. ~~Employees electing direct deposit will receive their pay one (1) day in advance of those not on direct deposit.~~ All timecard (**hourly**) employees will be paid on a bi-weekly basis. ~~Checks~~ **All direct deposits** are issued, in adequate time, during the Christmas and Thanksgiving break.

Each pay group (Administrative/Institutional Support, Operational Staff and Professional Employees) has a different pay schedule as follows:

- Administrative/Institutional Support - 1st day of month to last

- Full and **Part-time** Operational Staff - follow yearly timecard schedule

- ~~Part-time Operational Staff – follow yearly timecard schedule~~

- Full-time Faculty – Contracted salary divided in 12 equal payments from August - July

 - *By state statute, may be able to receive June & July checks in May

- Part-time Faculty - Contact the Dean or Payroll to determine dates.

- For Professional Employees please refer to the Master Agreement for the pay schedule of overload and summer school classes.

Telecommuting and other Alternative Work Arrangements Policy

Butler Community College can provide alternative work arrangements when it is beneficial to both the employee and the college. This policy provides the framework and requirements for alternative work arrangements as they pertain to the employee and the college.

Alternative work arrangements are defined as flexible work schedule and/or work locations, such as a residence. Only when an Alternative work arrangement benefit both the employee and college, will the college consider the review of such request. The employees work performance, job duties, and location will all be considered when evaluating eligibility. Alternative work arrangements are not an entitlement or a college-wide benefit. The college recognizes that not all positions qualify for alternative work arrangements. Approval of alternative work arrangements will be made on a case-by-case basis and do not alter the terms and conditions of employment with Butler. These guidelines do not pertain to employees covered by the Master Agreement.

~~Butler Community College considers telecommuting to be a viable alternative work arrangement in certain circumstances which, when properly implemented and administered, benefits both the College and the telecommuter. The College defines telecommuting as "a work arrangement in which some part of the regularly scheduled work is performed at an off-campus worksite such as the home, or in an office space near home." These guidelines do not pertain to employees covered by the Master Agreement.~~

The following options are recognized by the college as alternative work arrangements.

Flex Hours: Flex hours are an accumulation of a certain number of hours in a day that are outside the traditional 8am-5pm business hours. Such arrangements may consist of an employee to work 7am-4pm with an hour lunch break or a 9am-6pm with an hour lunch break. This schedule doesn't have to be consistent from day to day and can vary. A schedule must be defined on the alternative work arrangement agreement form.

Flex Days: Flex days consist of a set number of hours in a week, but the days may vary from week to week. For example, an employee may work Tuesday through Saturday instead Monday through Friday. This type of work arrangement is beneficial to employees who are needed during normal business operations and after-hours events.

Telecommute: Telecommute work is an arrangement in which an employee performs most or all job duties at an off-campus site such as a residence. Telecommute work may or may not be combined with Flex hours and days. Employee maybe required to visit campus for special meetings or training. Proper notification of such events must be prepared in an adequate time frame to allow employee to make travel plans and other arrangements. Employees remain obligated to comply with all Butler rules, policies, practices and instructions. Failure to do so may result in the termination of the telecommuting agreement and/or disciplinary action, up to and including termination of employment. Guidelines for Defining Allowable Telecommuting Arrangements are included in this policy.

Occasionally, non-regularly occurring out-of-office alternative work arrangements may be allowed on a case-by-case basis if approved by an employee's supervisor or department head. A formal Alternative Work Agreement is not required for these occasional Alternative Work arrangements and a supervisor or department head's approval on one occasion does not imply that future requests of a similar nature will be approved.

~~Telecommuting is a voluntary work alternative (unless specifically stated as a condition of employment) that may be appropriate for some employees and some jobs, subject to College approval as provided in these Guidelines. It is not an entitlement; it is not a college-wide benefit; and it in no way changes the basic terms and conditions of employment with Butler. Employees remain obligated to comply with all Butler rules, policies, practices and instructions. Failure to do so may result in the termination of the telecommuting agreement and/or disciplinary action, up to and including termination of employment. Guidelines for Defining Allowable Telecommuting Arrangements can be found in the appendix. (Rev. 7/05)~~

Guidelines for Defining Allowable Telecommuting Arrangements

1. Either the employee, a department ~~lead~~director, or other administrator may initiate the request for telecommuting. In either case, the overall department needs are to be taken into consideration in evaluating the request. The duties, obligations, and job responsibilities assigned to the employee will remain the same whether or not the request for telecommuting is granted.
2. Individuals requesting telecommuting as an alternative work arrangement will be evaluated according to specific criteria. The employee and the employee's supervisor or director, with the assistance of the Associate VP of Human Resources and the Chief Information Officer, will evaluate the suitability of such an arrangement paying particular attention to the following areas:

Employee Suitability – ~~The~~ employee and supervisor will assess the needs and work habits of the employee, in relation to traits that are recognized as appropriate for successful telecommuters.:

- ~~o~~ _____ Employee is knowledgeable about his/her job;
- ~~o~~ Employee is self-directed (demonstrated ability to efficiently and productively manage own time and work);
- ~~o~~ Employee demonstrates ability to effectively solve own problems- low need for assistance from managers or others;
- ~~o~~ Employee demonstrates and job requirements enable low need for daily social interaction with co-workers;
- ~~o~~ Employee is dependable and trustworthy;
- ~~o~~ Employee is organized;
- ~~o~~ Employee has good communication skills;
- ~~o~~ Employee has an overall job performance record of satisfactory or higher level of performance of job duties and responsibilities;
- ~~o~~ Employee has the ability to work well alone for long periods of time; and
- ~~o~~ Employee has a limited need for feedback but ability to ask for it if necessary.

Job Responsibilities - the employee and supervisor will evaluate the job responsibilities and determine if the job is appropriate for a telecommuting arrangement based on the following criteria:

- Work is information based;
- Minimal unpredictable person-to-person contact is required;
- The employee works alone, on assignments such as data entry, report or proposal generation, research or analysis, without daily need for face-to-face interaction with College personnel, students and/or other members of the community;
- Productivity can be monitored and measured easily; and
- Telecommuting arrangement will not disrupt service to the employee's internal or external customers.

Environment - equipment needs, work space design considerations, scheduling issues, access to required telecommuting resources will be evaluated for availability, appropriateness, and liability exposure to the College.

3. ~~Telecommuting shall not exceed more than four workdays per week.~~

4. ~~The Department Director and/or supervisor shall define eligibility on a case by case basis unique to each position.~~

Approval is granted at the discretion of the supervisor and appointing authority.

5. If there is agreement by all persons involved in the decision making process, a Telecommuting Agreement Form will be prepared and signed by all parties ~~and a six month trial period will begin.~~

6. ~~There will be a six month trial period during which time the voluntary telecommuting arrangement may be discontinued, at will, at any time at the request of either the telecommuter or the College.~~

Evaluation of telecommuter performance during the trial period may include daily interaction by phone and/or e-mail between the employee and the manager, and ~~weekly person to person scheduled~~ meetings to discuss work progress and problems. Performance evaluation requirements for telecommuters shall not differ from non-telecommuters. The performance standards for employees working at the alternate worksites shall be equivalent to the standards used when the employees are working at the campus worksite. Nothing in the Telecommuting Procedure waives or changes standards of performance or behavior in the workplace.

Butler will review each telecommuting arrangement at least annually to ensure that the originally established criteria are still being met and that the arrangement still meets the needs of Butler. Such review may include a site visit to ensure that minimum safety requirements are being met.

7. Butler will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs ~~(including hardware, software, modems, phone and data lines, facsimile equipment or software, photocopiers, etc.)~~ for each telecommuting arrangement on a case-by-case basis. The Human Resources and Information Service departments will serve as resources to determine these needs. Equipment supplied by the College will remain the

property of the College and will be maintained by the College by IS staff (employee will be responsible for transporting computer or other equipment to the College for maintenance/support.) Equipment supplied by the employee, if deemed appropriate by the College, will be maintained by the employee. Butler accepts no responsibility for damage or repairs to employee-owned equipment nor will the College be responsible for any insurance coverage as to that property. Butler reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the College is to be used for college business purposes only and should not be used by other members of the employee's household or anyone else. The telecommuter must sign a statement attesting to the College-owned property in his/her possession and pledge to protect the items from damage or theft. Upon termination of employment or the telecommuting agreement all College property must be returned to the College. Employees using their own computer equipment must certify that they have installed recent virus protection.

8. Consistent with the College's expectations of information and asset security for employees working at the office full-time, telecommuting employees will be expected to ensure the protection of proprietary college and information accessible from their home office. Steps include, but are not limited to, use of locked file cabinets, disk boxes and desks, regular password maintenance, and any other steps appropriate for the job and the environment. Backups of data should be performed on a scheduled basis and stored at the regular college worksite.

9. The employee must establish an appropriate work environment within ~~his/her~~ the home for work purposes. The College will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture, or lighting, nor will it be responsible for repairs or modifications to the home office space. Office furniture, smoke detectors, dedicated phone/fax/modem lines, computer equipment and other miscellaneous equipment may be required for successful telecommuting. The College or the employee may supply the needed equipment. The extent to which such equipment is supplied by the College is to be determined by the College at its sole discretion. The telecommuting agreement will specify all required equipment and which entity is supplying each item.

10. Injuries sustained by the employee while at the his/her alternative worksite and in conjunction with ~~their his/her~~ regular College work duties are covered by the College's workers' compensation policy. Telecommuting employees are responsible for notifying the College of such injuries in accordance with the college's workers' compensation procedures. In the event of any work-related injury to the employee or a visitor, the employee shall cooperate to the fullest extent possible in the investigation of the incident. The employee is liable for any injuries sustained by visitors to the his/her alternative worksite and will defend and hold the College harmless from any such claims.

11. Butler Community College shall provide any necessary office supplies available on the approved office supply list. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed. Office supplies for use by telecommuters at their alternate worksites shall be provided by Butler in an amount as determined by the college and should be obtained during the telecommuter's regular college worksite work periods. ~~Out~~Out-of-pocket expenses for supplies or services shall be pre-approved and will be reimbursed according to existing college procedures. Butler will not reimburse the telecommuter for travel expenses to and from the campus for required meetings nor for any alternative worksite related expenses such as construction, renovations, utility costs, internet costs, phone, homeowner's insurance or cleaning services, heating/air conditioning, lighting or electricity. The employee is normally covered by the college's travel accident policy

when traveling for an authorized, job-related purpose on days the employee is working away from the regular worksite. The employee is not covered by the college's travel accident policy when commuting to and from work on days the employee is working at the regular college worksite.

12. The security of College property in the employee's home is as important as it is at the College. It is expected that reasonable precautions will be taken to protect the equipment from theft, damage or misuse. The employee is required to contact ~~their his/her~~ homeowner's insurance carrier to determine to what extent this property is covered under ~~their his/her~~ homeowner's policy. If college property is not covered, the employee will agree to notify ~~their his/her~~ supervisor and, if requested, take out additional coverage at the college's expense to cover the property.

13. The employee has the responsibility to determine tax and other legal implications for the business use of the employee's home based on IRS and state and local government restrictions. Compensation and benefits, including leave accruals, are not affected by telecommuting.

14. The employee and supervisor will agree on the number of days ~~(not to exceed four work days per week)~~ of telecommuting allowed each week, the work schedule the employee is customarily expected to maintain, and the manner and frequency of communication with the College. The employee agrees to be accessible by phone, ~~pager or e-mail~~ or Butler approved instant messaging application ~~or Butler approved instant messaging application~~ within a reasonable time period during the agreed upon work schedule.

15. Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record and submit all hours worked in a manner designated by the College. Hours worked in excess of 40 hours per week, in accordance with state and federal requirements, will require the advance approval of the supervisor. Failure to comply with this requirement can result in the immediate cessation of the telecommuting agreement.

16. An appropriate level of communication between the telecommuter and supervisor will be defined during the discussion and telecommuting evaluation process and will be formalized during the trial period. The telecommuter is primarily responsible for maintaining effective communication and work flow among other college personnel, students, and/or other members of the college community.

In the event circumstances prohibit the telecommuter from performing ~~his or her~~ assigned duties while telecommuting, the telecommuter shall immediately notify ~~their his or her~~ supervisor for further work direction.

Telecommuters who for any reason cannot be reached or will not be able to be reached by their immediate supervisor must inform their supervisor before they will be unavailable at their telecommuting location either by direct phone or by E-mail. Failure of a telecommuter to notify ~~his/her~~ their supervisor that they cannot be reached at their telecommuting location during hours specified in the Telecommuting Agreement is grounds for terminating the agreement and/or subject to disciplinary action.

Vacation, sick and other leave while telecommuting will continue to require appropriate signatures and prior approval by the employee's supervisor.

17. Telecommuting is not designed to be a replacement for appropriate dependent care. Although an individual employee's schedule may be modified to accommodate dependent care needs, the focus of the arrangement must remain on job performance and meeting College business demands. Prospective telecommuters are encouraged to discuss these expectations of telecommuting with their household members and supervisor prior to entering into a trial period.

18. Employees entering into a telecommuting agreement may be required to forfeit use of an on campus personal office or workstation in favor of a shared arrangement to maximize the College's office space utilization.

19. Telecommuting arrangements are for mutual benefit and not an employee right and will be evaluated on an annual basis. ~~No telecommuting agreement will be approved beyond one year, although subsequent agreements can be reached for subsequent periods.~~ Telecommuting agreements must meet the operational needs of the college and failure of an agreement to meet operational needs shall be grounds for immediate termination of the agreement. Further, the agreement may be terminated by either the employee or the immediate supervisor for any reason upon reasonable notice to the other party.

20. In the absence of a formal written agreement to the contrary, any copyrights arising from the work of the employee, even those performed while telecommuting, are the property of the College. ~~(New 6-04)~~

Butler Community College Telecommuting Guidelines

Job Criteria

- Work is information based
- Minimal unpredictable person-to-person contact is required
- The employee works alone on assignments such as data entry, report or proposal generation, research or analysis, without daily need for face-to face interaction with College personnel, students and/or other members of the community
- Productivity can be monitored and measured easily
- Service to the employee's internal or external customers will not be disrupted by telecommuting arrangements.

Telecommuter Criteria

- Employee is knowledgeable about the his/her job
- Employee is self-directed (demonstrated ability to efficiently and productively manage own time and work)
- Employee demonstrates ability to effectively solve own problems- low need for assistance from managers or others
- Employee demonstrates and job requirements enable low need for daily social interaction with co-workers
- Employee is dependable and trustworthy
- Employee is organized
- Employee has good communication skills

- ___ Employee has an overall job performance record of satisfactory or higher level of performance of job duties and responsibilities
- ___ Employee has the ability to work well alone for long periods of time, and
- ___ Employee has a limited need for feedback but has the ability to ask for it if necessary-

Manager Criteria

- ___ Manager effectively plans and organizes their work and work of subordinates to facilitate results
- ___ Manager demonstrates the ability to effectively solve and facilitate problems
- ___ Manager is organized
- ___ Manager has good understanding of work flow

Work Area Criteria Proposed Work Area

- ___ The proposed telecommute setting is free from distractions (children or others in need of care, etc).
- ___ A separate work area is available, so the employee can focus on work without distractions. (A home office is preferred).
- ___ In person meetings will not be held at the telecommuters work site.
- ___ Employee shall maintain appropriate business casual work attire while conducting business from remote work site.

Proposed Telecommuter Schedule

- ___ ~~The employee should have regularly scheduled days/hours in the office so others will know when he/she is available for meetings. Schedule to be determined based on department needs and alternate work assigned.~~

Equipment Provided by College Needs/Costs

- ___ Laptop Computer ~~Equipment/peripherals~~
- ___ Docking Station ~~Ergonomic Equipment:~~
- ___ Monitor(s) ~~Internet Access:~~
- ___ Keyboard and Mouse ~~Modem:~~
- ___ Data Line:
- ___ Backup Facilities:
- ___ Other:

Equipment Provided by Employee:

- ___ Internet
- ___ Phone
- ___ Office Furniture

Total Start up Costs:

Ongoing Costs:

Other Information/Criteria:

| [See Alternate Work Agreement Form](#)

Acceptable Use of College Information Systems and Technology

Butler Community College information systems and technology provide critical support to our students, faculty, staff, and partners, and are provided for the purpose of promoting College educational activities and conducting business on behalf of Butler. Using College information resources for inappropriate, unauthorized, or unlawful activities can seriously undermine the ability to accomplish the College's mission. Users shall make every effort to employ College information resources in an appropriate and acceptable manner, according to the guidelines and procedures referenced in this policy.

Users must comply with all applicable federal, state, and local laws and regulations, copyright and licensing regulations, and procedures established by Butler Community College governing access or use of Information Systems, Technology, and Butler Data. To maintain the integrity of the Information systems and technology, and to ensure compliance with applicable policies and operating procedures, Butler has the ability to monitor and manage access and use of the College's Information Systems, Technology, and Butler Data, and may do so in accordance with this Policy and the Use of Information Systems and Technology Operating Procedure. Any User who violates this Policy or the Use of Information Systems and Technology Operating Procedure may have User's account or privileges revoked and such violation may result in disciplinary and legal action.

This Policy applies to the Butler Community College campus community, including all students, personnel, and visitors or other individuals using Butler Information systems, technology, or Butler Data ("Users"), regardless of whether the access or use is from a Butler device or occurs on campus.

Definitions:

"Information Systems" include, without limitation, Butler sponsored or provided: e-mail (i.e. butlercc.edu e-mail accounts) other messaging tools and their associated systems, phone, Internet, Intranet, MyButlercc, and other internal and external employee and student portals.

"Butler Data" is Butler related information accessed, created, input, stored, copied, sent, received, or downloaded by Users on or through the Information Systems, Technology, and Butler Data Systems, regardless of whether it is viewed, accessed, or created on a personal, password-protected, web-based email account or technology. Butler Information includes, but is not limited to: all documentation, e-mails and e-mail attachments, postings on any Butler sponsored Internet-based forums or social media accounts, charts, student records, statistics, and strategies, working papers, manuals, correspondence, notes, contracts, agreements and software that Butler or its employees use in Butler operations.

"Technology" includes, without limitation, Butler sponsored or provided: network use and access (whether wired or wireless or remote or on-campus), and all associated infrastructure, equipment, hardware, software, services, and access to data.

Procedures:

I. Property of Butler Community College

A. College Information Systems, Technology, and Butler Data.

College Information Systems, Technology, and BUTLER Data are owned and controlled by Butler Community College. Butler Community College reserves the right, in its sole discretion, to determine whether a User is entitled to establish, access, or maintain a particular College Information System, Technology, or BUTLER Data, such as an e-mail account. Users should not access or transmit BUTLER Information by personal email or other, non-college approved messaging tools to ensure that it can be appropriately protected and secured by Butler Community College's Office of Information Services.

B. Equipment, Hardware, and Software

All Butler Community College Technology, including any equipment, hardware or software provided by BUTLER, shall remain the property of the College and must be returned upon demand. Users must report lost or stolen BUTLER Technology as soon as discovered to the Information Services Division's Office of Information Security at infosec@butlercc.edu. Users shall use reasonable care with all BUTLER Technology and may be held financially responsible for BUTLER Technology that is damaged or not returned. Users must not attempt unauthorized modification or repair to any BUTLER Technology. User should contact the Butler Community College IT Service Desk at servicedesk@butlercc.edu if repair of BUTLER Technology is needed.

Personal technology (i.e. equipment, hardware, and other devices) should not be attached to BUTLER Information Systems Infrastructure, including the network, except when used for BUTLER business purposes. Users should be aware that attaching personal technology to BUTLER Communications Systems may allow the personal technology or information to be viewable by Butler Community College Information Services ("IS"), in its sole discretion, can require a User to disconnect personal technology from BUTLER Communications Systems at any time.

Software installed on a BUTLER computer or other device must either be licensed to Butler Community College or to the User (with the license readily available to be produced for inspection during a software audit), except for software in the public domain. All other software is licensed to BUTLER and is not to be copied for personal use. Unless otherwise indicated in the applicable license, Users may not copy or modify third-party software, or use licensed software on more than one machine at a time.

II. Appropriate Use of Information Systems, Technology, and College Data

A. Information Systems, Technology, and College Data are provided to Users for the purpose of supporting BUTLER educational activities and operations. Personnel are limited to minimal and incidental personal use of the Information Systems, Technology, and College Data Systems, and such use is at the sole risk of the personnel and must not interfere with job responsibilities.

B. Butler Community College reserves the right to set priorities on the use of Information Systems, Technology, and College Data, such as bandwidth. Any personal electronic information accessed, created, input, stored, copied, sent, received, or downloaded from the Information Systems, Technology, and College Data infrastructure is not confidential, will be accessible by BUTLER, and Users shall have no expectation of privacy in such information.

C. Using Butler Community College Information Systems, Technology, and College Data for any illegal activity is strictly prohibited.

D. Users must comply with all applicable College policies and operating procedures when using Butler Community College Information Systems, Technology, and College Data, including but not limited to the following:

- Student Code of Conduct
- Web Presence and Branding Policy
- Secure Handling of Social Security Numbers
- Copyright
- Full Data and Email Account Termination
- Records Retention
- Identity Theft Prevention – Red Flag
- Social Media

E. Users may not reverse engineer, decompile, disassemble, or dispose of third-party software licensed to Butler Community College, without first obtaining written approval from Information Services regarding legal and contractual limitations. Users may not disclose or distribute any BUTLER software or BUTLER licensed software to anyone outside BUTLER. Unauthorized copying or distribution of software (including associated media, such as user manuals or software data) can be both a violation of applicable license agreements and a violation of federal law. Individual Users, as well as Butler Community College, can be held liable for violations and can be required to pay substantial damages, depending on the circumstances.

F. Computer accounts and passwords with access to BUTLER Information Systems, Technology, and College Data may not be shared. Users may not attempt to gain access to another's BUTLER account.

G. Users should be aware that some Information Systems, Technology, and College Data are controlled by third parties (e.g., a third-party cloud storage service). Therefore, Users should exercise appropriate caution in using those Systems as they may be modified, restricted, or shut down without prior notice and content may be lost or damaged.

III. Privacy with Respect to Information Systems, Technology, and College Data

A. Users should be aware that Information Systems, Technology, and College Data, as those terms are defined in the Acceptable Use of College Information Systems and Technology Policy are the property of BUTLER (subject to any ownership, access, and control rights of Users and third parties), and therefore are monitored and secured by BUTLER in accordance with Information Services standard operating procedures. Further, information that is outside the scope of College Data but accessible on Information Systems, Technology, and College Infrastructure will also be monitored by BUTLER in accordance with Information Services standard operating procedures. As set forth above, Users shall have no expectation of privacy in the Information Systems, Technology, and College Data, with respect to both BUTLER Information and non-BUTLER Information.

B. Backup systems, which are part of the Butler Community College Information Systems, Technology, and College Data, may save information and communications that can later be forensically retrieved and read by BUTLER or others, even after they have been deleted. In accordance with Information Services standard operating procedures, BUTLER may be required (e.g. for business reasons or by law) to utilize backup systems and other methods to search and view Information Systems, Technology Infrastructure, and College Data systems, and any information passing through them. This use may result in incidental access and viewing of personal information that Users have accessed, stored or transmitted over the Information Systems, Technology, and College Data Systems, and therefore Users should exercise appropriate caution when accessing, storing and transmitting personal information on the Information Systems, Technology, and College Data Systems.

C. Users must not attempt to gain access to another User's data or programs without appropriate authorization. Users should take reasonable steps to ensure sensitive information and files (such as personnel information or student data) are protected and should not disclose their passwords to anyone.

D. Use of Information Systems, Technology, and College Data Systems to transmit or store data must comply with privacy laws and guidelines such as the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA) and the Gramm-Leach-Bliley (GLB) Act. Disclosure of sensitive or protected personal information for any other purpose is strictly prohibited.

IV. Violation of Policy

Users who violate College policies and operating procedures concerning Butler Community College Information Systems, Technology, and College Data may have User's accounts or privileges revoked, and such misuse may result in disciplinary and legal action. All Users, including personnel, students, and

College Trustees, are required to report any suspected violation of the Acceptable Use of College Information Systems and Technology Policy and this Operating Procedure to the Office of the Vice President of Digital Transformation / Chief Information Officer.

Pipeline Group Policy

The use of this system (Pipeline@Butler) is a privilege afforded to students, faculty, staff, Board of Trustee members, alumni and retirees at Butler Community College. This includes, but is not limited to, the use of communication tools for courses, approved Butler student activities (student organizations, sport teams, fine arts activities, etc.), committees, departments, faculty or staff organizations, alumni associations, professional organizations, etc. Guest users may not create or participate in Pipeline groups unless authorized. All Butler policies, including but not limited to the Internet Acceptable Use Policy, apply to the use of Pipeline. Group members must not engage in illegal activity, violate the rights of others, or use the group in a commercial nature.

There are two categories of groups in this system: public groups and restricted groups. Public groups are those of general interest to Butler students and employees. Any Pipeline user can request and/or join a public group. A public group created using the name of a recognized Butler student organization may only be created by one of that organization's registered officers. A public group created using the name of any recognized college entity may only be created by the administrator of that entity, or by his/her designee. Membership in Pipeline groups cannot be restricted based upon discriminatory or other illegal reasons.

Restricted groups will be created only if associated with a recognized Butler student organization or associated with an academic or administrative working group at the college. A student organization's registration with the Coordinator of Student Development must be current to be eligible to create, or maintain, a restricted group. That organization's student president must make the request for a restricted group. A restricted group requested by an academic or administrative working group at Butler must be requested by a faculty or staff member affiliated with that working group.

All group leaders are encouraged to read the online help files, tutorials, and/or the PDF document called the "Group Leader Administration Guide" found online. It is the responsibility of every member of a Pipeline group to read and be familiar with the group membership policy as listed on the "Join a Group" page. Additionally, it is the responsibility of the group leader to monitor the activities of his/her respective group.

Members of the Enterprise Applications Team will review and process group creation requests in a timely manner. An email notification of the decision will be sent to the requester. A group may be removed from Pipeline due to inactivity, for cause, or due to a decision by the college to suspend any part of this service. All student groups will expire June 30th of each academic year unless the activity sponsor gives prior notice to the Vice President of Information Technology/Chief Information Officer.

The group feature of Pipeline is a recorded medium. There should be no expectation of privacy regarding participation in a group.

It is expected that use of Pipeline groups will comply with copyright laws. Material protected by copyright will not be transmitted, whether text, image, or software, when that transmission is in violation of the copyright.

Inappropriate use of Pipeline student groups should be reported (by any user) to the Coordinator of Student Development. Inappropriate use of Pipeline faculty/staff groups should be reported to the Associate VP of Human Resources.

NOTE: Any violation of this policy may result in curtailment or loss of group privileges, and will be subject to any existing disciplinary procedures of Butler Community College. The Butler Web Guidelines and Policies as well as State and Federal laws, including Federal Right to Privacy Laws (FERPA), will apply to all Pipeline communication tools. Violation of State and Federal law may also subject users to prosecution by state and federal authorities. In any such prosecution or investigation, Butler will cooperate with authorities. (Rev. 11/16)

Laptop Computer Policy

Purpose

Butler Community College is committed to providing an appropriate office desktop computer system for each full-time faculty and staff member as needed. This policy generally addresses the need by some faculty and staff members to have a laptop computer instead of a desktop computer.

A decision to provide a laptop will be based upon a documented need, departmental approval, and available departmental funding.

A laptop is intended for use for college-related business as a productivity, curriculum and communication tool. It is not intended as a replacement for any computers that may be owned personally. Use of the laptop for personal purposes should be within the standards of good judgment and common sense, in compliance with the college's published policies on acceptable use, and as required through the terms and conditions of applicable software license agreements. The laptop program will enable faculty or staff of Butler Community College to conduct college business from various off-campus locations. This program does not change faculty expectations related to teaching or service.

Eligibility

Laptops will be authorized based upon job responsibilities, demonstrated need, and division approvals. Faculty and staff of the College will be eligible for consideration for laptops. The laptop replacement option will be available to eligible faculty and staff members at the time their current Butler-owned desktop computer is due for replacement under the standard four (4) year replacement cycle program. Replacement at any other time is discouraged, and no funds will be available from the replacement cycle. The faculty and staff laptop program is not available to adjunct faculty members or operational staff. The policy also recognizes the need for some shared departmental laptops and provides provision for purchase or out-of-cycle replacement under special circumstances with division Vice President of Information Technology/Chief Information Officer authorization.

Criteria for Selection

- Faculty and staff who travel frequently (on and off campus) as part of their job
- Faculty who heavily use computers in the teaching of their classes, particularly online and blended classes
- Faculty and staff who need to make frequent software installations for use in multiple locations
- Faculty and staff who require a particular software for instructional needs

Approval Process

All requests for faculty and staff laptops must be approved by the requestor's Executive Council member. The applicant must first secure approval from the department head (dean, director, supervisor), and Executive Council member who will submit this request as part of the Computer Replacement Fund request process. The Vice President of Information Technology/Chief Information Officer will determine whether the purchase meets the approval process requirements, how the laptop will be funded, and whether it will be on the replacement cycle. If the laptop is being purchased as part of the replacement cycle, costs above the

standard College allocation for a similar desktop will be paid by the department. Otherwise, the department bears the whole cost.

Approval Process Requirements

- Faculty and staff will need to apply for a laptop stating the reason(s) they are requesting a laptop, and what software and hardware needs they have. While criteria are indicated above, it is the responsibility of each Executive Council member to determine whether requests are in the interest of the College.
- All orders for laptops (as for any technology equipment or software) must be processed through Information Services/Computer Support. The laptop must be a configuration, model, and brand approved by Information Services and must meet or exceed standard specifications.
- Ownership of the laptop computer will reside with Butler Community College and the laptop must be returned when employment ends.
- The department is responsible for the purchase of additional peripherals such as monitor, keyboard, and mouse, docking station, batteries or other consumables.
- Only one computer will be provided by the College for each faculty or staff member. Computers beyond this require written approval from the Vice President of Information Technology/Chief Information Officer, and cost of purchase and replacement will be the responsibility of the department. While a shared departmental laptop may be a cost effective way to meet mobility needs, multiple computers per faculty or staff member will not, in general, be approved.
- Computers are currently maintained on a four-year replacement cycle, whatever the source of funding. Butler Community College may upgrade operating systems and/or application software during that period, and laptop users may not be able to benefit from these upgrades due to hardware limitations as the laptop ages. At the beginning of each replacement cycle, laptop users must re-apply to the appropriate Executive Council member for a laptop and if approved, the department will continue to cover the differential costs.
- Technology support of college owned laptops will be equivalent to that provided for college owned desktop computers. Direct support will be provided while laptops are on campus.

Responsibility

It is the responsibility of faculty/staff members to take appropriate precautions to prevent damage to or loss/theft of laptop computers in their care. The faculty/staff member or department may be responsible for certain costs to repair or replace the computer if the damage or loss is due to negligence or intentional misconduct. Policies for appropriate use of college property as identified in the Employee Handbook and Information Security Policy Manual or elsewhere may be used to determine whether liability due to negligent behavior exists.

Theft, Loss or Damage

If the laptop is lost, stolen or damaged it must be reported to the Vice President of Information Technology/Chief Information Officer immediately. For theft or loss, it should also be reported to local police as well. The police report should include the serial number for the lost computer. A copy of the police report must be sent to Information Services within 48 hours of the discovery of the loss. Failure to secure and submit a police report may result in personal liability for replacement cost. Depending on the circumstances the employee may be asked to file a claim with their auto or home insurance company.

Upgrades and Troubleshooting

Should a laptop require hardware upgrade (e.g., memory, peripheral, or hard disk), software installation, or have problems that cannot be resolved over the telephone, the computer will need to be brought to the campus for hardware service, software installation, or problem diagnosis. Computer Support staff will not go to off-campus locations to provide services.

Software Licensing

The laptop will be configured with a standard suite of programs that are appropriate for the type of computer. It is also possible that other applications will be provided to you by the College, based upon your professional needs or the requirements of the laptop. The College policies for appropriate use of software, including the requirement to demonstrate legal license to a program before it can be installed on a college-owned computer will be applied. Users are given administrative rights to the College-owned computers they use, whether the computer is a desktop or a laptop, based on need. You may not load software for personal use, such as games, entertainment software or personal finance software on a college-owned laptop computer.

Off-Campus Internet Access

You should feel free to use your laptop to connect to the Internet from locations other than campus, such as through an Internet service provider (ISP) at your home. Your laptop will typically be configured with wireless and wired Ethernet, the common ways to connect to the Internet through an ISP.

Information Services will neither provide Internet access to you from off campus nor configure your laptop to work with your ISP. Although Information Services may offer some tips or advice about best practices for off-campus use, it will be up to you and your ISP to make remote connections work.

Sensitive Data

College-owned laptop computers may be used to house Sensitive But Unclassified (SBU) and Sensitive Security Information (SSI) data only when required for official duties. This information shall be encrypted during storage to protect against unauthorized disclosure. When a laptop computer is no longer required for official business requiring that it hold SBU/SSI information, the SBU/SSI data shall be removed immediately. If an electronic device is to be removed from the College's asset inventory through sale, donation or disposal any storage medium in the device shall be erased or destroyed in accordance with the Media Sanitization Policy.

Backup

You are responsible for maintaining an appropriate backup of your laptop, especially of the work-related documents and data files you create that are not restored when reinstalling the operating system and programs. Depending upon how you intend to use the laptop, you may need to store some of your documents and data files on the laptop's hard disk drive. It would be prudent to establish a process of copying the data files you use on the laptop to a central data storage area as an added precaution against data loss. You should not use central data storage to backup personal documents or data files.

Virus, Hacking, and Security Protection

To ensure that virus protection and other security patches are current, laptops must be connected to the College's network on a regular basis and users must take responsibility for ensuring that security updates take place on laptops in their care. In the case of a significant

security alert, users may be contacted by e-mail and/or voicemail, to bring in their laptops to the Help Desk to ensure proper security is enabled on the laptop. Although Information Services pushes virus and security updates to college computers, laptops that are frequently off the college network may require manual updating.

Compliance with Internal Revenue Code and Treasury Regulations

This policy provision is intended to ease the record keeping burden of documenting business use and personal use of college-owned laptops, while complying with Internal Revenue Code and Treasury Regulations regarding laptop computers

For laptop computers that are assigned to individual employees, Butler Community College will:

1. record a monthly noncash benefit in the amount of \$18, which equates to \$216 annually, for each employee who is assigned a laptop. This amount is approximately the annual depreciation of a standard laptop at Butler.
2. provide a monthly cash benefit for each employee who is assigned a laptop of \$9, which equates to \$108 annually, to offset the tax liability that will accrue for the noncash benefit and this cash benefit.
3. annually review the amounts of this provision to determine if incremental adjustments are appropriate.

For laptops that are assigned to a department instead of an individual a checkout log shall be maintained if taken off college premises that will record the following:

1. The individual who checked out the laptop.
2. The business use of the laptop while checked out.
3. The dates that the laptop was checked out and checked in.

A copy of the departmental log shall be provided to the Vice President of Finance annually on June 30. The Vice President of Finance shall keep the logs on file for five years.

For laptops that are used only in the classroom, no log is required. Such computers shall not be used for personal business.

The Laptop Inventory Assignment Form and the Butler Community College Laptop Check Out Log are located in Section 8 – Appendix. (New 12/10)

Tablet Computer Policy

When it is deemed appropriate for an employee to be provided with a tablet computer in order to efficiently and effectively fulfill the duties and responsibilities of his or her job, the purchase of the tablet computer must be approved by the senior administrator responsible for that employee's department. For purposes of this policy the senior administrators are the President, Vice President of Academics, Vice President of Student Services, Vice President of Finance, and the Chief Information Office.

It is the responsibility of the senior administrator during the approval process to determine that there is a non-compensatory business purpose for each tablet computer purchased by the college. Business purposes for tablet computers include, but are not limited to, use of the tablet computer to:

- aid in the delivery of student instruction,
- take notes and minutes at college meetings,
- make presentations at college meetings,
- access the internet during college meetings.

Providing tablet computers to an employee for the purpose of compensating the employee is prohibited. (New 11/12)

TOPIC for ACTION
Board Bylaw Change

REPORT:

As part of the work to review and revise Board policies, Trustee Smith has requested a change to the Board Bylaws to include an opportunity for public comment at Special Board Meetings. Currently the Bylaws state public comment is included as part of the Regular Board Meeting agendas with specific wording in Article III – Meetings, Section 3.10. The current wording is 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.

The proposed change would include the following as noted in boldface, underlined print:

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. **The public is also welcome to address the Board of Trustees during the public comment portion of any Special Meeting agenda, but the public comment at the Special Meeting should be related to an agenda item of that Special Meeting.** 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.

RECOMMENDED ACTION:

Approve the recommended wording changes to allow public comment related to only Special Meeting agenda items at Special Board meetings.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Dr. Kim Krull, President
Supervisor: Forrest Rhodes, Board Chair
Date: December 13, 2022

TOPIC for ACTION
Approval of FY2023 Fall Budget Update

REPORT:

The fall budget update was presented to the Trustees at the November 28 work session. The summary page, changes to revenue and changes to the expenditure budget are copied below.

RECOMMENDED ACTION:

It is recommended that the Board approve the modified operating budget for the current (FY2023) year to \$55,907,505 as presented in the 2022/2023 Administrative Budget Update booklet dated November 28, 2022.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Kent Williams, Vice President of Finance

Supervisor: Dr. Kim Krull, President

Date: December 1, 2022

Butler Community College
 Operating Budget Summaries - FY2022 and FY2023
 Presented November 28, 2022

This summary compares the FY2023 budget that was approved on August 9, 2023 to the recommended adjusted FY2023 budget.

	FY2023 <u>Aug. Report</u>	Increase <u>(Decrease)</u>	FY2023 <u>Nov. Update</u>
1 Operating Revenues	<u>\$52,854,158</u>	<u>(\$785,121)</u>	<u>\$52,069,037</u>
2			
3 Expenditure Budget	56,277,148	(369,643)	55,907,505
4 Unspent Budget Estimate	<u>2,251,086</u>	<u>0</u>	<u>2,251,086</u>
5 Net Expenditures	<u>54,026,062</u>	<u>(369,643)</u>	<u>53,656,419</u>
6			
7 Revenues Over (Under) Expenditures	(1,171,905)	(415,478)	(1,587,382)
8			
9 Beginning Unencumbered Cash	<u>10,119,357</u>	<u>(0)</u>	<u>10,119,357</u>
10 Ending Unencumbered Cash	<u>\$8,947,452</u>	<u>(\$415,478)</u>	<u>\$8,531,975</u>
11			
12 10.5% of Expenditures	<u>\$5,909,101</u>	<u>(\$38,813)</u>	<u>\$5,870,288</u>
13 Unencumbered cash over (under) target	<u>\$3,038,351</u>	<u>(\$376,665)</u>	<u>\$2,661,687</u>

Butler Community College
 Estimated Revenue Summary FY2023
 Presented November 28, 2022

This summary compares the August estimate of the FY2023 revenues to the updated November estimate of the FY2023 revenues.

	FY2023 Revenues	Change	FY2023 Revenues
	<u>Aug. Estimate</u>	<u>Change</u>	<u>Nov. Estimate</u>
1 In District Tuition	\$2,050,917	(\$44,527)	\$2,006,390
2 Out District Tuition	9,373,262	(339,224)	\$9,034,038
3 Out-State Tuition	1,427,105	(109,186)	\$1,317,919
4 International Tuition	548,920	(47,261)	\$501,659
5 Technology Fee	2,735,587	(188,775)	2,546,812
6 Scholarship Fee	3,311,009	(185,980)	3,125,029
7 Other Fees	<u>216,262</u>	<u>0</u>	<u>216,262</u>
8 Total Student Sources	<u>19,663,062</u>	<u>(914,953)</u>	<u>18,748,109</u>
9 Tuition Waivers	(1,121,623)	0	(1,121,623)
10 Student Sources Net of Waivers	<u>18,541,439</u>	<u>(914,953)</u>	<u>17,626,486</u>
11 Federal Sources	<u>0</u>	<u>0</u>	<u>0</u>
12 State Operating Grant	18,813,536	0	18,813,536
13 Excel in CTE	<u>792,334</u>	<u>(179,334)</u>	<u>613,000</u>
14 Total State Sources	<u>19,605,870</u>	<u>(179,334)</u>	<u>19,426,536</u>
15 Current Ad Valorem Tax	12,181,141	0	12,181,141
16 Tax-in-Process	210,870	134,166	345,036
17 Delinquent Tax	279,665	0	279,665
18 Motor Vehicle Tax	1,392,457	0	1,392,457
19 Other Local Taxes	<u>51,778</u>	<u>0</u>	<u>51,778</u>
20 Total Local Sources	<u>14,115,911</u>	<u>134,166</u>	<u>14,250,077</u>
21 Reimbursements	36,000	0	36,000
22 Other Income *	<u>472,804</u>	<u>175,000</u>	<u>647,804</u>
23 Total Other Revenue	<u>508,804</u>	<u>175,000</u>	<u>683,804</u>
24 Transfers	<u>82,134</u>	<u>0</u>	<u>82,134</u>
25			
26 Total Revenues	<u>\$52,854,158</u>	<u>(\$785,121)</u>	<u>\$52,069,037</u>

* Increase in Other Income is Interest Income

Butler Community College
FY2023 Expenditure Budget Update
Presented November 28, 2022

	Total
1 FY2023 Operating Budget approved August 9, 2022	<u>\$56,277,148</u>
2 Increase estimated Foundation FY2023 salary reimbursement	(6,066)
3 Estimated reduction in Part-Time/Overload Instruction salaries	(400,000)
4 Adjust Athletic Insurance budget per current policies	<u>36,423</u>
5 Net adjustments for November 28, 2022 update	<u>(369,643)</u>
6	
7 Recommended adjusted FY2023 expenditure budget	<u>\$55,907,505</u>

TOPIC for ACTION
Retirement of Pat Cummings

REPORT:

Patricia Cummings, Office Assistant, Adult Ed/GED, has submitted her resignation (retirement), effective November 30, 2022. Patricia has been an employee of the College for 17 years.

RECOMMENDED ACTION:

The administration recommends that the Board accept the resignation notice of Patricia Cummings.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Shelley Stultz, VP of Human Resources

Supervisor: Dr. Kim Krull, President

Date: November 29, 2022

TOPIC for ACTION
Retirement of Teri VanDever

REPORT:

Teri VanDever, Enterprise Systems Analyst, has submitted her notice of resignation (retirement) effective December 31, 2022. Teri has been an employee of Butler Community College for 35 years.

RECOMMENDED ACTION:

The administration recommends that the Board accept the resignation notice of Teri VanDever

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Shelley Stultz, VP of Human Resources

Supervisor: Dr. Kim Krull, President

Date: November 29, 2022

TOPIC for ACTION
Retirement of Susan Bradley

REPORT:

Susan Bradley, Dean of Humanities/Social Sciences, has submitted her notice of resignation (retirement) effective December 31, 2022. Susan has been an employee of Butler Community College for 28 years.

RECOMMENDED ACTION:

The administration recommends that the Board accept the resignation of Susan Bradley.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Shelley Stultz, VP of Human Resources

Supervisor: Dr. Kim Krull, President

Date: November 29, 2022

TOPIC for ACTION
Violation of Board Policy

REPORT:

At the Regular Board Meeting on November 8, 2022, discussion was held on the written complaint of potential Violation of Board Policy from Trustee Jolly related to a parent complaint received by Trustee Winslow that was not reported to the president's office per Board Bylaws.

Board Bylaws in "Article V, Section 5.03 Handling Complaints" notes the following:

5.03 Handling Complaints

Individual Board members or the Board may receive complaints. The following action should be taken in such cases:

- *Suggest the complainant seek a remedy from the proper college official (i.e. Faculty member, Dean, Vice President, Associate Vice President of Human Resources).*
- *Submit the complaint to the President, preferably in writing, to allow facilitation of approved complaint and grievance policy and process.*
- *Complaints regarding the President should be submitted to the Board Chair*
- *The college's approved policies and process will guide action the Board may take.*

The complaint noted Trustee Winslow did not submit the complaint she received from a parent to the president's office as required per Bylaw above.

A subcommittee that include Trustees Braungardt, Good, and Sherrer was appointed at the November Regular Board meeting by Chair Rhodes per Board Bylaws to look into the complaint. The Board as a whole, will review the recommendation regarding the complaint from the subcommittee and any additional information presented and take needed action per policy.

RECOMMENDED ACTION:

The Board will act based on information presented and discussed per Violation of Board Policy standards.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Forrest Rhodes, Board Chair
Supervisor:
Date: December 13, 2022

CONSENT AGENDA – APPROVAL OF MINUTES



- Ready for Life -

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., November 8, 2022 – Dankert Board Room**

Meeting Recording can be viewed at: <https://www.youtube.com/watch?v=vsDOWFCMVvk>

STAFF ATTENDANCE

Lisa Bolin
Tom Borrego
Susan Bradley
Christina Byram
Jonathan Craig
Teresa Eastman
Dr. Donnie Featherston
Valerie Haring
Jennifer Hartman
Matt Jacobs
Dr. Kim Krull
Dr. Esam Mohammad
Dr. Tom Nevill

Dr. Jessica Ohman
Amanda Pfenninger
Bill Rinkenbaugh
Heather Rinkenbaugh
Dr. Terry Sader
Shelley Stultz
Ireland Turner
Kent Williams
Dylan Wittorf
Bill Young

BOARD ATTENDANCE

Kim Braungardt
Mary Martha Good *(z)
Linda Jolly
Forrest Rhodes *(z)
Dave Sherrer
Shelby Smith
Julie Winslow

GUESTS

Ray Connell
Scott Redler *(z)
Lillian Rippe
Sheri Williamson

*(z) denotes attendance via Zoom.

CALL TO ORDER

(YouTube @ 1:07)

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

PLEDGE OF ALLEGIANCE

(YouTube @ 1:24)

The Pledge of Allegiance was said.

APPROVAL OF THE AGENDA

(YouTube @ 1:43)

Trustee Rhodes proposed an agenda amendment to include a discussion item on an alleged complaint against Trustee Winslow submitted by Trustee Jolly for an violation of Board Policy. Trustee Winslow asked for clarifying information about the appropriateness of the item as a

discussion item, as opposed to an action item. Discussion was held on whether the agenda amendment should be a discussion item or action item. Trustee Rhodes amended his motion to add the item under action items – item X. B. Trustee Sherrer seconded the motion. Additional discussion continued regarding the process to address the complaint. . On roll call vote, the motion passed 4-3, with Trustee Braungardt, Trustee Winslow and Trustee Smith voting nay.

Trustee Sherrer moved that the agenda be approved as amended. Trustee Good seconded the motion. On roll call vote, the motion passed 4-3, with Trustee Braungardt, Trustee Winslow and Trustee Smith voting nay.

EXECUTIVE SESSION

(YouTube @ 11:17)

Trustee Sherrer moved 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 for a time not to exceed 15 minutes. Trustee Braungardt seconded the motion. On roll call vote, the motion passed 7-0.

ENTER EXECUTIVE SESSION @ 4:45pm

RETURN TO OPEN SESSION @ 4:49pm

RECOGNITIONS

(YouTube @ 18:34)

Dr. Krull recognized Janice Akao as one of 18 faculty members selected to participate in a Managerial Accounting Symposium in Park City, UT. This all-expenses paid trip provided excellent professional development opportunities for her.

She also recognized Teresa Eastman, who presented at the virtual conference of Washington Association on Postsecondary Education and Disability. She and one of her colleagues presented a 3-hour workshop, and she is nationally respected for her work in Disability Services.

Kellee Kruse, Assistant Director of College Relations & Marketing/Brand Manager, was recognized for receiving a professional development scholarship to attend the UCDA Design Conference. The scholarships were based on the recipient's professional development benefit and the potential and the quality of work they currently perform for their institution. She was one of six to earn this scholarship and nearly 250 attended the conference, which was held in Santa Ana Pueblo, New Mexico.

The BCC Music Faculty – Valerie Mack, Matt Udland, Chad Ingram and Amanda Pfenninger were recognized for their excellent work. Dr. Krull shared that Vaughn Lippoldt, Past President of KCDA, KMEA and the SW Division of MENC commended these faculty members via a letter sent to her office for their efforts with BCC's music program, and stated that they were among the finest in the state.

The 2022 Honor Roll of Butler Veteran's was shared. The individuals who self-reported their military service were listed in the Honor Roll and combined for 219 years of service to the US Armed Forces.

PUBLIC COMMENT

(YouTube @ 24:54)

Sheri Williamson shared concerns about a dual credit course issue with the Board.

Valerie Haring, Interim Dean of Fine Arts & Communications addressed the Board to thank them for their recent support of theatre upgrades.

STANDING REPORTS

Student Government Association

(YouTube @ 32:40) – SGA President Lillian Rippe shared updates on the recent SGA Activities, and provided information on upcoming events. Upcoming events include a Turkey Drive, with donations benefitting the Family Life Center to use for a Thanksgiving Dinner. They will serve pie & apple cider on November 17, and will host a table at Grizzly Senior Day on November 19.

Operational Staff –

(YouTube @ 36:12) – Lisa Bolin shared that OpStaff has decided to try something different for their fundraiser. They have partnered with a company that provides holiday treats that can be purchased directly from their website and delivered to the purchaser by OpStaff prior to Christmas Break. Orders close November 28. Proceeds will help fund events throughout the year, and support the OpStaff Book Scholarship. The next OpStaff meeting is November 10 on the Andover Campus.

Professional Employees –

(YouTube @ 37:15) – Dr. Sader shared that he didn't have an update this month.

Board Finance Committee –

(YouTube @ 37:49) – Trustee Jolly shared that the committee discussed the Statement of Revenue & Expenditures. She also shared that Dr. Nevill provided a presentation around the reporting provided by BKD/Forvis, and Trustees had an opportunity to ask questions.

Foundation Board Report –

(YouTube @ 39:54) – Trustee Rhodes reported that the Foundation Board meets next week, so he had nothing new to share.

President's Report –

(YouTube @ 40:04) – Dr. Krull shared that the Legislative Lunch is scheduled from 11:30-1:00 pm on November 29 in the Welcome Center. Trustees have invitations at their seats.

A number of Butler representatives met with collaborating representatives from Southwestern, Newman and Friends to continue discussion on ways to collaborate and as a continuation of the articulation agreement that was recently signed.

The President's Donor Dinner was last week, with approximately 180 people in attendance. Hayden Jansen was the featured speaker. Hayden was a past PTK President and PTK Regional President last year and has continued his education at WSU. He spoke about the opportunities that Butler provided while he was here – both in the classroom and out.

The Foundation Christmas gathering will be held on December 5 in the Dankert Board Room at 5:30. This is a come-and-go reception and an opportunity to socialize.

Veteran's Day Ceremony will be held Friday, November 11 at 11am.

Preparation is still underway for the HLC visit in April. The assurance argument and evidence file are currently being built and part of that will be Board Bios. The Board will have an opportunity to fill out an updated bio sheet at the November work session.

Educational Facilities Authority Report –

(YouTube @ 45:40) – Trustee Sherrer shared that the next meeting is December 14.

MONITORING REPORTS

(YouTube @ 46:05) – Trustees were provided with a report in their Board Book on Online, High School & Community Learning. Questions from Trustees related to enrollment, online classes and what percent of classes are online, website updates, course content, and high school Dr. Donnie Featherston also shared about the counselor’s breakfast that was held in Andover and the Counselor’s Camp, where faculty taught counselors different skills and provided various hands-on activities to take back to their schools. Trustees asked clarifying questions and offered suggestions.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

- A. Deferred Maintenance & Renovation Projects (YouTube @ 55:55) - Ireland Turner, Director of Facilities Management, provided an update to Deferred Maintenance Projects that were approved in September 2021 for the 1600 building, 300 HVAC and ADA restroom upgrades. Those three projects finished within budget this summer, with approximately \$30,000 left that was used to address some landscaping drainage issues at the 1600 building. The two additional approved projects, the 700 Building roof replacement and 500 Building HVAC upgrade have seen bids come in approximately \$330,000 over the original estimates, due to inflation and increase in cost of materials. Trustee Winslow asked if there was a preferred bidder policy for contractors from Butler County. Ireland indicated that every effort is made to utilize Butler County contractors whenever possible. Kent Williams provided further clarification.
- B. The Villas (YouTube @ 1:00:10) – Dr. Krull provided the financials and listing information from T-Town. A short discussion was held regarding the building construction, income and projections, the ability or the college to ensure full occupancy and the potential impact on the current on-campus housing occupancy. The Board indicated that they were not interested in purchasing the property.
- C. Board Bylaws (YouTube @ 1:02:26) – Trustee Smith requested a change in the Board Bylaws to allow public comments at both regular and special board meetings. Dr. Krull shared the proposed language of the bylaw. Trustee Smith provided some additional clarifications for specificity. Trustee Rhodes reiterated the need for comments at special meetings to be germane to the meeting. An agenda item will be added to the December Board meeting to address this suggested Bylaw change.
- D. Board Governance – KORA Report (YouTube @ 1:11:03) - The KORA report is provided to the Board on a quarterly basis. The included report was July 1- September 30. Trustee Good asked for monthly KORA requests instead of quarterly. The Board did not provide direction on moving to monthly vs. quarterly reports. Trustee Smith asked a clarifying question regarding a payroll data request on 8/1 from Ganon Evans. Kent Williams provided clarification. Trustee Smith and Trustee Winslow asked that a copy be provided to the Trustees.

BOARD ACTION ITEMS

- A. Purchase of Culinary Arts Building from BCC Foundation (YouTube @ 1:15:31) - Tom Borrego, VP of Advancement for BCC Foundation, provided an overview summary of the proposal for the purchase of the Culinary Arts building, the history of the project, and an overview of the existing pledges toward the project and the donor makeup. Scott Redler joined the meeting to share his vision for the program and its future. Mr. Redler indicated that he and his wife’s main purpose is to affect the course of students lives. He reiterated that Butler is the long-standing program in the area, with a history of proven success.

Trustees Smith and Braungardt asked questions related to enrollment, the impact of WSU Tech's culinary program, sustainability and growth. Concerns were expressed about the financial benefit to purchasing the building at this time. Questions were asked about the finances and lease terms related to special assessments as well as the future of the hospitality industry. Mr. Redler provided background on the industry in our area specifically, as most of our students will tend to stay in the area. Trustees Smith & Braungardt indicated they didn't have enough information to be comfortable supporting this tonight. Trustee Winslow echoed the same sentiments, and added she feels the Foundation usurps their authority in directing the College. Trustee Jolly explained the options on the table at this time. Trustee Rhodes reiterated the Foundation is in alignment with the goals of the college, and that there is a tremendous opportunity to purchase a building at a fraction of the cost of what it's worth. Tom Borrego clarified the terms of the loan for Trustees. Trustee Smith expressed concern about the future of the purchase of the land adjacent to the Culinary Building indicating he would rather have the College own the land and provide direction on the future use. Dr. Krull asked Mr. Redler if the building had use if it weren't used as a culinary building in the future and he indicated it would be the ideal opportunity for a restaurant. Trustees continued to engage in significant discussion around the terms of the loan, the timing of the purchase. Trustee Sherrer moved to purchase the culinary building from the BCC foundation in an amount not to exceed \$1.5 million, and subject to the terms of the Commerce Bank Loan, Butler Foundation will assign its pledge receivables and outright gifts to date from the culinary project to Butler Community College. Trustee Good seconded the motion. Discussion continued regarding timing and information needed. Trustee Smith made a motion to amend the initial motion purchase the culinary building for \$600,000. Trustee Winslow seconded. Discussion about the finances, layout and square footage continued. Mr. Redler reminded the Trustees that the offer to purchase the land is a limited time offer. On roll call vote, Trustee Smith's motion to amend Trustee Sherrer's original motion to purchase the culinary building for \$600,000 passed on a 4-3 vote, with Trustee Jolly, Trustee Rhodes and Trustee Sherrer voting no. The motion to purchase the culinary building for \$600,000 was made by Trustee Smith and seconded by Trustee Winslow. Trustee Rhodes made a motion to amend the amount to \$1.25million. Trustee Sherrer seconded the motion to amend. On roll call vote, the amendment to the motion passed failed 6-1, with Trustee Smith voting no. Trustee Sherrer moved to purchase the culinary building from the Butler Foundation in an amount not to exceed \$1.25 million, and subject to the terms of the Commerce Bank Loan, Butler Foundation will assign its pledge receivables and outright gifts to date from the culinary project to Butler Community College. Trustee Jolly seconded. On roll call vote, the motion passed 6-1, with Trustee Smith voting no.

At this time, the Board took a short break.

- B. Board Governance: Alleged Violation of Board Policy - (YouTube @ 2:36:40) – Trustee Jolly stated that on November 2, she sent an email to Chair Rhodes indicating she believes that Trustee Winslow violated Board Policy by not informing Dr. Krull of a student complaint. Trustee Jolly indicated that this has been an ongoing issue and wants the Board to conduct themselves in a professional way and abide by the by-laws. Some discussion was held on the process to be used to address the complaint. Trustee Rhodes indicated that the Board didn't have to make decisions at this meeting, but as chair he would set up a committee to determine if there was a bylaw violation and the Board, as a whole, would address the information at the December regular Board meeting. Trustee Winslow would have the opportunity to respond. Trustee Rhodes appointed Trustee Sherrer, Trustee Braungardt and Trustee Good to look into the issue

for a more thorough discussion at the December meeting. Dr. Krull reminded the Board about the student complaint process and their role in handling student complaints. Trustee Smith indicated interest in having a Board discussion on the student complaint and the curriculum that is taught.

CONSENT AGENDA

(YouTube @ 2:58:00)

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 @ 2:58:36) – No update, one will be provided in December. Dr. Mohammad will discuss 20th day numbers at the next meeting.

Statement of Revenue & Expenditures – Submitted by Kerry Potter

(YouTube @ 2:58:55) – No comments.

Thank You Notes

(YouTube @ 2:59:05) – None submitted.

Board Calendars

(YouTube @ 2:59:07) – Dr. Krull shared that the Legislative Lunch will be held November 29 at 11:30. The Foundation Holiday Open House is December 5 at 5:30pm and the next Board Work Session is November 28.

ADJOURNMENT

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

Linda Jolly – Secretary

BILLS AND WARRANTS

TOPIC for ACTION
Approval of November 2022 Bills and Warrants

REPORT

Bills and Warrants for November 2022 - \$3,954,770.45 (includes Expenditure Approval List - \$1,256,509.88 and Payroll - \$2,698,260.57).

RECOMMENDED ACTION:

Approval of November 2022 Bills and Warrants

RECOMMENDED FUNDING SOURCE:

N/A

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

BIDS & PURCHASES

TOPIC for ACTION
Compact Logix Controllers

REPORT:

The request is for 6 Compact Logix 5480 Controller kits for the Engineering Technology program. These will be used to meet the student outcomes of interpreting ladder logic programs in EN 215 Automated Power Systems. Students are currently using a third-party website to test developed ladder logic. The Logix Controllers would remove the need for a full laptop at each station.

The Compact Logix 5480 Controller provides higher performance, improved productivity, and enhanced security to meet the growing demands of smart machines and equipment for manufacturing. The Controllers support embedded Windows applications, such as analytics, data gathering, and predictive computations.

RECOMMENDED ACTION:

That the Board approve the purchase of 6 Compact Logix 5480 Controller kits for \$9162.49 each for the Engineering Technology program for a total of \$54,974.94.

RECOMMENDED FUNDING SOURCE:

Funds will come from the Carl Perkins grant.

Submitted by: Niomi Thompson, Associate Dean
Supervisor: Mel Whiteside, Dean
Date: November 30, 2022

RATIFICATION OF AGREEMENTS & CONTRACTS

TOPIC for ACTION Statewide Articulation Agreements

REPORT:

Career Pathways incorporate the combined value of academic and technical course work so that, within each pathway, students can design their own career plan. Articulation Agreements between Unified School Districts, the Kansas Department of Education, and Butler Community College have been created in an effort to assist students in making a seamless transition from their secondary to post-secondary education at Butler without duplication of course study within a specific career pathway. Butler Community College faculty have reviewed the course competencies and have updated the following agreements.

High Schools offer the courses according to the KS Course Codes to their students. When a student attends Butler after high school graduation, the Articulation Agreement allows the student to receive credit for the course they took while in high school on their Butler transcript.

1. Statewide – Business Entrepreneurship
2. Statewide – Business Finance
3. Statewide – Construction & Design
4. Statewide – Early Childhood Development
5. Statewide – Health Science
6. Statewide – Hospitality Tourism
7. Statewide – Manufacturing

RECOMMENDED ACTION:

Ratification of the updated Statewide Articulation Agreements for the Kansas Department of Education.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Loni M.M. Jensen, Director, HS Academic Partnerships
Supervisor: Heather Rinkenbaugh, Dean, Online, HS & Community Learning
Date: November 28, 2022

MEMORANDUM OF AGREEMENT

THIS ARTICULATION AGREEMENT, by and between any Kansas high school student who has successfully completed a state approved **Business Management & Administration** Career Cluster and the **Business Entrepreneurship & Management** Pathway and **Butler Community College**. This agreement is made in order to provide high school students with a smooth transition from high school to a postsecondary program/degree in **Business Administration**. The intent of this cooperative effort is to provide the students with a non-duplicative program of study leading to enhanced employment opportunities.

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. The secondary student will attain completer status through successful completion of his/her high school **Business Entrepreneurship & Management** Pathway sequence of courses.
2. Butler Community College will provide the courses listed on the attached program of Study/Course Sequence form.
3. The **Associate of Science** degree in **Business Administration** may be granted through the Butler Community College joint agreement. The awarding of such degree is contingent upon the graduating high school's continuance of their KSDE approved Career Cluster Pathway.
4. Successful completion of the following **Business Management & Administration** Career Cluster Pathway course(s) will result in the student being awarded college credit for the following equivalent course(s):

<i>KS Course Codes</i>	<i>High School Course</i>	<i>Butler Course Codes</i>	<i>Butler Course</i>	<i>College Credit</i>
12052 and 32200	Business Management Applied Business Development	BA 210	Principles of Management	3
12053	Entrepreneurship	BA 129	Writing a Business Plan *If student takes 1 semester OR	3

		BA 109	Entrepreneurship *If student takes full year course	3
12164	Marketing & Management	BA 140	Introduction to Marketing	3
21107	Drafting/CAD	EN 107	AutoCAD Basics	3
18404 or 39207	Ag Welding I Production Welding Processes	WE 130	Oxy-Fuel Gas Welding	1
10201	Web Page Design	IN 112	HTML & CSS	3

5. Postsecondary Credit will be considered Articulated Credit, and will be awarded upon student submission to the college of the student's high school transcript.

6. Details regarding Articulated Credit include:

- a. The student must have a Butler Community College Application for Admission on file, submit a High School Articulation Credit Application with a high school transcript attached.
- b. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 credit hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- c. Student must declare **Business Administration** as their major area of interest.
- d. Articulated Credit will only be awarded for a grade of "C" or better on the specified course as shown on the high school transcript.
- e. No fee will be assessed for the articulation credit awarded.
- f. Credits may not apply toward the Butler Community College residency requirement.
- g. A maximum of nine (9) credit hours towards an Associate degree or six (6) credit hours toward a certificate program will be accepted for Articulated Credit.
- h. Butler Community College will accept high school transcripts for credit up to 3 years after high school graduation.
- i. Students desiring to transfer these credits to another institution of higher learning are advised to check with that institution to determine transferability.

7. To receive an **Associate of Science** degree in **Business Administration**, students must have completed all graduation requirements of Butler Community College.
8. The college and any high schools offering the approved Career Cluster Pathway may advertise the programs and will jointly advise the students that this option is available to them.
9. This agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance, or disapproval of any course or program by the Kansas Department of Education or the Kansas Board of Regents.
10. The college agrees to evaluate this program on an annual basis and in the context of student benefits, program efficiency, and effectiveness.
11. This agreement shall begin March 1, 2023.
12. This agreement is subject to change or cancellation by the Legislature at any time in accordance with Article 6, Section 5 of the Kansas Constitution.

IN WITNESS WHEREOF, the parties accept and approve THIS AGREEMENT,

KSDE Representative

Date

Dr. Tom Nevill, VP of Academics
Butler Community College

Date

Dr. Kimberly Krull, President
Butler Community College

Date

MEMORANDUM OF AGREEMENT

THIS ARTICULATION AGREEMENT, by and between any Kansas high school student who has successfully completed a state approved **Finance** Career Cluster and the **Business Finance** Pathway and **Butler Community College**. This agreement is made in order to provide high school students with a smooth transition from high school to a postsecondary program/degree in **Accounting**. The intent of this cooperative effort is to provide the students with a non-duplicative program of study leading to enhanced employment opportunities.

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. The secondary student will attain completer status through successful completion of his/her high school **Business Finance** Pathway sequence of courses.
2. Butler Community College will provide the courses listed on the attached program of Study/Course Sequence form.
3. The **Associate of Science** degree in **Accounting** may be granted through the Butler Community College joint agreement. The awarding of such degree is contingent upon the graduating high school's continuance of their KSDE approved Career Cluster Pathway.
4. Successful completion of the following **Business Finance** Career Cluster Pathway course(s) will result in the student being awarded college credit for the following equivalent course(s):

KS Course Codes	High School Course	Butler Course Codes	Butler Course	College Credit
12107 and 22210	Investing Consumer & Personal Finance	BA 112	Personal Finance	3
12053	Entrepreneurship	BA 129	Writing a Business Plan *If student takes 1 semester OR Entrepreneurship	3

		BA 109	*If student takes full year course	3
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5. Postsecondary Credit will be considered Articulated Credit, and will be awarded upon student submission to the college of the student's high school transcript.
6. Details regarding Articulated Credit include:
 - a. The student must have a Butler Community College Application for Admission on file, submit a High School Articulation Credit Application with a high school transcript attached.
 - b. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 credit hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
 - c. Student must declare **Accounting** as their major area of interest.
 - d. Articulated Credit will only be awarded for a grade of "C" or better on the specified course as shown on the high school transcript.
 - e. No fee will be assessed for the articulation credit awarded.
 - f. Credits may not apply toward the Butler Community College residency requirement.
 - g. A maximum of nine (9) credit hours towards an Associate degree or six (6) credit hours toward a certificate program will be accepted for Articulated Credit.
 - h. Butler Community College will accept high school transcripts for credit up to 3 years after high school graduation.
 - i. Students desiring to transfer these credits to another institution of higher learning are advised to check with that institution to determine transferability.
7. To receive an **Associate of Science** degree in **Accounting**, students must have completed all graduation requirements of Butler Community College.
8. The college and any high schools offering the approved Career Cluster Pathway may advertise the programs and will jointly advise the students that this option is available to them.
9. This agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance, or disapproval of any course or program by the Kansas Department of Education or the Kansas Board of Regents.

10. The college agrees to evaluate this program on an annual basis and in the context of student benefits, program efficiency, and effectiveness.

11. This agreement shall begin March 1, 2023.

12. This agreement is subject to change or cancellation by the Legislature at any time in accordance with Article 6, Section 5 of the Kansas Constitution.

IN WITNESS WHEREOF, the parties accept and approve THIS AGREEMENT,

KSDE Representative

Date

Dr. Tom Nevill, VP of Academics
Butler Community College

Date

Dr. Kimberly Krull, President
Butler Community College

Date

MEMORANDUM OF AGREEMENT

THIS ARTICULATION AGREEMENT, by and between any Kansas high school student who has successfully completed a state approved **Architecture & Construction** Career Cluster and the **Construction & Design** Pathway and **Butler Community College**. This agreement is made in order to provide high school students with a smooth transition from high school to a postsecondary program/degree in **Engineering Graphics Technology**. The intent of this cooperative effort is to provide the students with a non-duplicative program of study leading to enhanced employment opportunities.

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. The secondary student will attain completer status through successful completion of his/her high school **Construction & Design** Pathway sequence of courses.
2. Butler Community College will provide the courses listed on the attached program of Study/Course Sequence form.
3. The **Associate of Applied Science** degree in **Engineering Graphics Technology** may be granted through the Butler Community College joint agreement. The awarding of such degree is contingent upon the graduating high school's continuance of their KSDE approved Career Cluster Pathway.
4. Successful completion of the following **Architecture & Design** Career Cluster Pathway course(s) will result in the student being awarded college credit for the following equivalent course(s):

KS Course Codes	High School Course	Butler Course Codes	Butler Course	College Credit
21107	Drafting/CAD	EN 107	AutoCAD Basics	3
21107 And 21150	Drafting/CAD Advanced Drafting/CAD	EN 101	Engineering Graphics I	3
21103	Architecture Design	EN 103	Residential Design & CAD I	3

5. Postsecondary Credit will be considered Articulated Credit, and will be awarded upon student submission to the college of the student's high school transcript.

6. Details regarding Articulated Credit include:
 - a. The student must have a Butler Community College Application for Admission on file, submit a High School Articulation Credit Application with a high school transcript attached.
 - b. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 credit hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
 - c. Student must declare **Engineering Graphics Technology** as their major area of interest.
 - d. Articulated Credit will only be awarded for a grade of "C" or better on the specified course as shown on the high school transcript.
 - e. No fee will be assessed for the articulation credit awarded.
 - f. Credits may not apply toward the Butler Community College residency requirement.
 - g. A maximum of nine (9) credit hours towards an Associate degree or six (6) credit hours toward a certificate program will be accepted for Articulated Credit.
 - h. Butler Community College will accept high school transcripts for credit up to 3 years after high school graduation.
 - i. Students desiring to transfer these credits to another institution of higher learning are advised to check with that institution to determine transferability.
7. To receive an *Associate of Applied Science* degree in **Engineering Graphics Technology**, students must have completed all graduation requirements of Butler Community College.
8. The college and any high schools offering the approved Career Cluster Pathway may advertise the programs and will jointly advise the students that this option is available to them.
9. This agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance, or disapproval of any course or program by the Kansas Department of Education or the Kansas Board of Regents.
10. The college agrees to evaluate this program on an annual basis and in the context of student benefits, program efficiency, and effectiveness.

11. This agreement shall begin March 1, 2023.

12. This agreement is subject to change or cancellation by the Legislature at any time in accordance with Article 6, Section 5 of the Kansas Constitution.

IN WITNESS WHEREOF, the parties accept and approve THIS AGREEMENT,

KSDE Representative

Date

Dr. Tom Nevill, VP of Academics
Butler Community College

Date

Dr. Kimberly Krull, President
Butler Community College

Date

MEMORANDUM OF AGREEMENT

THIS ARTICULATION AGREEMENT, by and between any Kansas high school student who has successfully completed a state approved **Early Childhood Development & Services** Pathway in the **Human Services** Career Cluster and **Butler Community College**, El Dorado, Kansas. This agreement is made in order to provide high school students with a smooth transition from high school to a postsecondary program/degree in **Early Childhood Education**. The intent of this cooperative effort is to provide the students with a non-duplicative program of study leading to enhanced employment opportunities.

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. The Associate of Applied Science in Early Childhood Education may be granted upon completion of all Associate of Applied Science requirements. The awarding Associate of Applied Science is contingent upon the graduating high school's continuance of their KSDE approved Career Cluster Pathway.
2. The secondary student will attain completer status through successful completion of his/her high school **Early Childhood Development & Services** Pathway sequence of courses.
3. Butler Community College will provide the courses for attaining Associate of Applied Science.
4. Successful completion of the following Career Cluster Pathway course(s) will result in the student being awarded college credit for the following equivalent course(s):

KS Course Codes	High School Course	Butler Course Codes	Butler Course	College Credit
19251 or 19258 and 19052 19098 19051 45014	Intro to Family & Consumer Sciences Career & Life Planning Foundations of Early Childhood Development Early Childhood Application Orientation to Early Childhood Development Lifespan Development	CD 122	Principles of Early Childhood Education I	3

19255	Family Studies	BS 283.1	Career Pathway: Family Studies	2
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5. Postsecondary Credit will be considered Articulated Credit, and will be awarded upon student submission, by the student, of the high school transcript to the college.
6. Details regarding Articulated Credit include:
 - a. The student must have a Butler Community College Application for Admission on file, submit a High School Articulation Credit Application with a high school transcript attached.
 - b. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 credit hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
 - c. Student must declare **Early Childhood Education** as their major area of interest.
 - d. Articulated Credit will only be awarded for a grade of "C" or better on the specified course as shown on the high school transcript.
 - e. No fee will be assessed for the articulation credit awarded.
 - f. Credits may not apply toward the Butler Community College residency requirement.
 - g. A maximum of nine (9) credit hours towards an Associate degree or six (6) credit hours toward a certificate program will be accepted for Articulated Credit.
 - h. Butler Community College will accept high school transcripts for credit up to 3 years after high school graduation.
 - i. Students desiring to transfer these credits to another institution of higher learning are advised to check with that institution to determine transferability.
7. To receive an **Associate in Applied Science** degree in **Early Childhood Education**, students must have completed all graduation requirements of Butler Community College.
8. The college and any high schools offering the approved Career Cluster Pathway will advertise the programs and will jointly advise the students that this option is available to them.
9. This agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance, or disapproval of any course or

program by the Kansas Department of Education or the Kansas Board of Regents.

10. The college agrees to evaluate this program on an annual basis and in the context of student benefits, program efficiency, and effectiveness.

11. This agreement shall begin March 1, 2023.

12. This agreement is subject to change or cancellation by the Legislature at any time in accordance with Article 6, Section 5 of the Kansas Constitution.

IN WITNESS WHEREOF, the parties accept and approve THIS AGREEMENT,

KSDE Representative

Date

Dr. Tom Nevill, VP of Academics
Butler Community College

Date

Dr. Kimberly Krull, President
Butler Community College

Date

MEMORANDUM OF AGREEMENT

THIS ARTICULATION AGREEMENT, by and between any Kansas high school student who has successfully completed a state approved **Health Science** Career Cluster and the **Health Science** Pathway and **Butler Community College**. This agreement is made in order to provide high school students with a smooth transition from high school to a postsecondary program/degree in **Pre-Nursing/Health Science**. The intent of this cooperative effort is to provide the students with a non-duplicative program of study leading to enhanced employment opportunities.

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. The secondary student will attain completer status through successful completion of his/her high school **Health Science** Pathway sequence of courses.
2. Butler Community College will provide the courses listed on the attached program of Study/Course Sequence form.
3. The **Associate of Science** degree **Pre-Nursing/Health Science** in may be granted through the Butler Community College joint agreement. The awarding of such degree is contingent upon the graduating high school's continuance of their KSDE approved Career Cluster Pathway.
4. Successful completion of the following **Health Science** Career Cluster Pathway course(s) will result in the student being awarded college credit for the following equivalent course(s):

KS Course Codes	High School Course	Butler Course Codes	Butler Course	College Credit
08057	Nutrition & Wellness	FW 220	Healthy Living	3
44050	EMS First Responder	FW 221	First Aid/CPR/AED	2
03053	Anatomy & Physiology	BI 240	Anatomy & Physiology <i>*Student must score at acceptable level on comprehensive Butler Community College exam.</i>	5

14154 and 36154	Medical Terminology A and B	AH 201	Health Professions Medical Terminology I	3
14997	Certified Nursing Assistant	AH 122	Nurse Aide <i>*Student must provide valid Kansas Certified Nurse Aide certificate.</i>	5
14062 14072 14073	Care of Athletes Sports Medicine I Sports Medicine II	FW 280	Prevention & Care of Athletic Injuries	3

5. Postsecondary Credit will be considered Articulated Credit, and will be awarded upon student submission to the college of the student's high school transcript.
6. Details regarding Articulated Credit include:
 - a. The student must have a Butler Community College Application for Admission on file, submit a High School Articulation Credit Application with a high school transcript attached.
 - b. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 credit hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
 - c. Student must declare **Pre-Nursing/Health Science** as their major area of interest.
 - d. Articulated Credit will only be awarded for a grade of "C" or better on the specified course as shown on the high school transcript.
 - e. No fee will be assessed for the articulation credit awarded.
 - f. Credits may not apply toward the Butler Community College residency requirement.
 - g. A maximum of nine (9) credit hours towards an Associate degree or six (6) credit hours toward a certificate program will be accepted for Articulated Credit.
 - h. Butler Community College will accept high school transcripts for credit up to 3 years after high school graduation.
 - i. Students desiring to transfer these credits to another institution of higher learning are advised to check with that institution to determine transferability.
7. To receive an **Associate of Science** degree in **Pre-Nursing/Health Science**, students must have completed all graduation requirements of Butler Community College.

8. The college and any high schools offering the approved Career Cluster Pathway may advertise the programs and will jointly advise the students that this option is available to them.
9. This agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance, or disapproval of any course or program by the Kansas Department of Education or the Kansas Board of Regents.
10. The college agrees to evaluate this program on an annual basis and in the context of student benefits, program efficiency, and effectiveness.
11. This agreement shall begin March 1, 2023.
12. This agreement is subject to change or cancellation by the Legislature at any time in accordance with Article 6, Section 5 of the Kansas Constitution.

IN WITNESS WHEREOF, the parties accept and approve THIS AGREEMENT,

KSDE Representative

Date

Dr. Tom Nevill, VP of Academics
Butler Community College

Date

Dr. Kimberly Krull, President
Butler Community College

Date

MEMORANDUM OF AGREEMENT

THIS ARTICULATION AGREEMENT, by and between any Kansas high school student who has successfully completed a state approved **Hospitality and Tourism** Career Cluster in the **Restaurant and Event Management** Pathway and **Butler Community College**. This agreement is made in order to provide high school students with a smooth transition from high school to a postsecondary program/degree in **Culinary Arts**. The intent of this cooperative effort is to provide the students with a non-duplicative program of study leading to enhanced employment opportunities.

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. The secondary student will attain completer status through successful completion of his/her high school **Restaurant and Event Management** Pathway sequence of courses.
2. Butler Community College will provide the courses listed on the attached program of Study/Course Sequence form.
3. The **Associate of Applied Science** degree in **Culinary Arts** may be granted through the Butler Community College joint agreement. The awarding of such degree is contingent upon the graduating high school's continuance of their KSDE approved Career Cluster Pathway.
4. Successful completion of the following **Hospitality and Tourism** Career Cluster Pathway course(s) will result in the student being awarded college credit for the following equivalent course(s):

KS Course Codes	High School Course	Butler Course Codes	Butler Course	College Credit
16052, 16053, 16055	Culinary Essentials, Culinary Arts, Culinary Arts II w/ServSafe certification	HM101	Sanitation Management w/ServSafe Certificate	3
19298, 34052, 16151	Career Connections, Event Planning and Management, Foundations of Travel and Tourism	HM180	Introduction to Hospitality and Tourism	3

5. Postsecondary Credit will be considered Articulated Credit, and will be awarded upon student submission to the college of the student's high school transcript.
6. Details regarding Articulated Credit include:
 - a. The student must have a Butler Community College Application for Admission on file, submit a High School Articulation Credit Application with a high school transcript attached.
 - b. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 credit hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
 - c. Student must declare **Culinary Arts** as their major area of interest.
 - d. Articulated Credit will only be awarded for a grade of "C" or better on the specified course as shown on the high school transcript.
 - e. No fee will be assessed for the articulation credit awarded.
 - f. Credits may not apply toward the Butler Community College residency requirement.
 - g. A maximum of nine (9) credit hours towards an Associate degree or six (6) credit hours toward a certificate program will be accepted for Articulated Credit.
 - h. Butler Community College will accept high school transcripts for credit up to 3 years after high school graduation.
 - i. Students desiring to transfer these credits to another institution of higher learning are advised to check with that institution to determine transferability.
7. To receive an **Associate of Applied Science** degree in **Culinary Arts**, students must have completed all graduation requirements of Butler Community College.
8. The college and any high schools offering the approved Career Cluster Pathway may advertise the programs and will jointly advise the students that this option is available to them.
9. This agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance, or disapproval of any course or program by the Kansas Department of Education or the Kansas Board of Regents.
10. The college agrees to evaluate this program on an annual basis and in the context of student benefits, program efficiency, and effectiveness.

11. This agreement shall begin March 1, 2023.

12. This agreement is subject to change or cancellation by the Legislature at any time in accordance with Article 6, Section 5 of the Kansas Constitution.

IN WITNESS WHEREOF, the parties accept and approve THIS AGREEMENT,

KSDE Representative

Date

Dr. Tom Nevill, VP of Academics
Butler Community College

Date

Dr. Kimberly Krull, President
Butler Community College

Date

MEMORANDUM OF AGREEMENT

THIS ARTICULATION AGREEMENT, by and between any Kansas high school student who has successfully completed a state approved **Manufacturing** Career Cluster and the **Manufacturing** Pathway and **Butler Community College**. This agreement is made in order to provide high school students with a smooth transition from high school to a postsecondary program/degree in **Pre-Engineering**. The intent of this cooperative effort is to provide the students with a non-duplicative program of study leading to enhanced employment opportunities.

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. The secondary student will attain completer status through successful completion of his/her high school **Manufacturing** Pathway sequence of courses.
2. Butler Community College will provide the courses listed on the attached program of Study/Course Sequence form.
3. The **Associate of Science** degree in **Pre-Engineering** may be granted through the Butler Community College joint agreement. The awarding of such degree is contingent upon the graduating high school's continuance of their KSDE approved Career Cluster Pathway.
4. Successful completion of the following **Manufacturing** Career Cluster Pathway course(s) will result in the student being awarded college credit for the following equivalent course(s):

KS Course Codes	High School Course	Butler Course Codes	Butler Course	College Credit
21108	Production Blueprint Reading	IT 150	Machine Trades Print Reading	3
13002	Mechanical Design Tech	IT 204	Materials & Processes of Industry	3
21107	Drafting/CAD	EN 107	AutoCAD Basics	3
21107 and 21150	Drafting/CAD Advanced Drafting/CAD	EN 101	Engineering Graphics I	3

39207/ 18404	Welding Processes I	WE 130	Oxy-Fuel Gas Welding	1
39208/ 18407	Welding Processes II	WE 114	Welding Methods	2
13203	Machine Tool Tech.	IT 100	Machine Processes I	3
13204	CAM	EN 220	Beginning Concepts of CNC	3
39204	Machine Tool Tech II	EN 220	Beginning Concepts of CNC	3

5. Postsecondary Credit will be considered Articulated Credit, and will be awarded upon student submission to the college of the student's high school transcript.
6. Details regarding Articulated Credit include:
 - a. The student must have a Butler Community College Application for Admission on file, submit a High School Articulation Credit Application with a high school transcript attached.
 - b. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 credit hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
 - c. Student must declare **Pre-Engineering** as their major area of interest.
 - d. Articulated Credit will only be awarded for a grade of "C" or better on the specified course as shown on the high school transcript.
 - e. No fee will be assessed for the articulation credit awarded.
 - f. Credits may not apply toward the Butler Community College residency requirement.
 - g. A maximum of nine (9) credit hours towards an Associate degree or six (6) credit hours toward a certificate program will be accepted for Articulated Credit.
 - h. Butler Community College will accept high school transcripts for credit up to 3 years after high school graduation.
 - i. Students desiring to transfer these credits to another institution of higher learning are advised to check with that institution to determine transferability.
7. To receive an **Associate of Science** degree in **Pre-Engineering**, students must have completed all graduation requirements of Butler Community College.

- 8. The college and any high schools offering the approved Career Cluster Pathway may advertise the programs and will jointly advise the students that this option is available to them.
- 9. This agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance, or disapproval of any course or program by the Kansas Department of Education or the Kansas Board of Regents.
- 10. The college agrees to evaluate this program on an annual basis and in the context of student benefits, program efficiency, and effectiveness.
- 11. This agreement shall begin March 1, 2023.
- 12. This agreement is subject to change or cancellation by the Legislature at any time in accordance with Article 6, Section 5 of the Kansas Constitution.

IN WITNESS WHEREOF, the parties accept and approve THIS AGREEMENT,

KSDE Representative

Date

Dr. Tom Nevill, VP of Academics
Butler Community College

Date

Dr. Kimberly Krull, President
Butler Community College

Date

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 spring 2023 semester. These are additions to the agreements approved by the board August 9, 2022. 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 375	Circle
USD 396	Douglass
USD 490	El Dorado
USD 408	Marion
USD 394	Rose Hill

RECOMMENDED ACTION:

Board of Trustees approval of revised CEP agreement appendices for the spring 2023 semester.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Loni M.M. Jensen, Director, HS Academic Partnerships
Supervisor: Heather Rinkenbaugh, Dean, Online, HS & Community Learning
Date: November 28, 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 II

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

Applied Statistics

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



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
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 #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 EG102 English Composition 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:

Andover High School

Butler Community College

Kate 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
Butler Community College
Originally dated April 2006
(Revised August 2016, August 2020)

CEP Instructor Agreement
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 #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 EG102 English Composition 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:

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 2
Applied Statistics

**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
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 #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 MA210 Applied Statistics, 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
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 #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 EG102 English Composition 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 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:**

U.S. History 2
English Composition 2
Applied Statistics

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

Sociology

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



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
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 #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 MA210 Applied Statistics, 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

Summer Huber, 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
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 #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 HS132 U.S. History 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 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
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 #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 EG102 English Composition 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 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 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 2

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

Public Speaking

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
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 #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 EG102 English Composition 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 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



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 2

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

Sociology
Certified Nurse Aide
English Composition 2

Designated CEP program administrators and liaisons:

Circle High School
Brahna 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

Brahna 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



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
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 #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 HS132 US History 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 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
Douglass High School and
Butler Community College
*Originally dated April, 2006
(Revised August, 2016)*

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

Applied Statistics

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

Public Speaking

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
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 #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 MA210 Applied Statistics, 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 2
Applied Statistics

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

Certified Nurse Aide
U.S. History 2

Designated CEP program administrators and liaisons:

El Dorado High School
Megan Strum
Counselor
Work Phone: 316.322.4810
E-mail: mrstrum@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

Megan Strum,
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
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 #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 102 English Composition 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 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
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 #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 MA210 Applied Statistics, 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
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:

Spring 2023:

Applied Statistics, MA210, G. Stuchlik
English Composition 2, EG102, C. Rome
Intro to Literature, LT201, C. Rome
Business Law, BA115, M. Thomas

Non-CEP classes to be offered at

Marion High School:

Public Speaking, SP100, C. Stout
General Psychology, BS160
US History 2 HS132, G. Looney
Certified Nurse Aide, AH122, J. Herzet
Certified Medication Aide, AH120, R Craney

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

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

ACKNOWLEDGEMENT:

Marion High School

Butler Community College

Max Venable, Counselor

Loni M.M. Jensen, Dir HS 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
Megan Thomas
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 Business Law, BA115, 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

Megan Thomas, 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
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:**

Applied Statistics
English Composition 2
Sociology
Public Speaking
US History 2

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 Partnership (CEP) between
Rose Hill High School
and
Butler Community College
Originally dated April 2006
(Revised August 2016, August 2020)

CEP Instructor Agreement
Spring 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 #394, Rose Hill, 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:

Rose Hill High School

Butler Community College

Ashley Brooks, CEP Instructor

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

Date

Date

Shannon Haydock,
Principal

Dr. Tom Nevill
Vice President of Academics

Date

Date

TOPIC for ACTION
Clinical Agreement with Rock Regional Hospital

REPORT:

Butler Community College and Rock Regional Hospital 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 Rock Regional Hospital

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Janet Schueller, Associate Dean – Nursing
Supervisor: Dr. Julio Guerrero, Dean – Health, Education & Public Services
Date Submitted: November 17, 2022

AGREEMENT

Between

BUTLER COMMUNITY COLLEGE

And

**Rock Regional Hospital
3251 N Rock Rd.,
Derby, KS 67037
316-452-2400**

This agreement between the Butler Community College, hereinafter called College, and Rock Regional Hospital, hereinafter called the Facility, entered into on January 1st 2023 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 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 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 Facility will maintain the standards required for a care facility by the State of Kansas.
3. The Facility 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 Facility's administration for making plans for observation and practice and will notify the Facility'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 Facility 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 Facility 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 Facility insofar as they may pertain to their activities while in the Facility. 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 Facility calling for appropriate discipline.
8. The Facility 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 Facility 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 Facility 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 Facility harmless from any and all persons resulting from the operations of the College's educational program including the faculty and students.
11. The Facility 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 Facility, exclusive of the services performed by the College, its faculty, and students hereunder.
12. The Facility will regard students of the College, when assigned for clinical experience, as having the status of learners who will not replace Facility employees.
13. The Facility is responsible for the overall supervision and delivery of nursing care.
14. The Facility 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 Facility 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
President

Date

Janet Schueller, MSN, CNE, .
Associate Dean of Health, Education and Public Services

Date

Rock Regional Hospital

Director

Date

PERSONNEL

TOPIC for ACTION
Full Time Biology Instructor

REPORT:

Joseph La Forge is recommended for the Biology Instructor position beginning in Spring 2023. Mr. La Forge holds a Bachelor of Science in Biology Education and a Master of Science in Biology both from Emporia State University. He brings 1 year of teaching experience which included being a graduate teaching assistant for two years where he completed Course-Based Undergraduate Research (CURE) in freshmen-level biology courses; and most recently, teaching online in the K-12 system at the middle school level. Mr. La Forge will teach classes for the Rose Hill Health Sciences Academies, in addition to classes on the El Dorado campus.

RECOMMENDED ACTION:

Recommendation of approval of Joseph La Forge as a Full Time Instructor of Biology beginning in Spring 2023 at an annual salary of \$42,400 plus full benefits. This position is replacing Dr. Randolph Whitley who resigned. This position is funded from the biology department general fund budget.

RECOMMENDED FUNDING SOURCE:

General Funds

Submitted by: Shannon Covert, Associate Dean of Science, Technology, Engineering, and Math
Supervisor: Mel Whiteside, Dean of Science, Technology, Engineering, and Math
Date: November 21, 2022

TOPIC for ACTION
Full Time Education Instructor

REPORT:

Kendrick Clay is recommended for the Human Performance Instructor position for the 2022-2023 academic year (January 2023 start date). Mr. Clay holds a bachelor's degree in History and Leisure Studies from Hasting's College and a master's degree in Administration & Physical Education from Minnesota State University - Mankato. In addition, he holds a USA Track and Field Certification Level 1 & 2 for Biomechanics, Exercise Physiology, and Sport Psychology.

Mr. Clay has served as a track and field coach and instructor of Health & Wellness, Exercise Physiology, and Sport Management throughout the last 20 years at Central College (Iowa), Hastings College (Neb), Waldorf College (Iowa), and McPherson College. He brings his 20+ years of teaching and coaching experience to Butler Community College to help prepare the next generation of coaches, sport and fitness professionals, and clinical professionals. His experience will be an asset to the Human Performance Department at Butler Community College.

RECOMMENDED ACTION:

Recommendation of approval of Kendrick Clay as a Full Time Education Instructor for the 2022-2023 academic year (January 2023 start date) at a salary of \$49,000 plus full benefits. This position fills the open full time Human Performance faculty line that was vacated at the end of the 2021-2022 academic year. This position is funded from the Human Performance Department general fund budget.

RECOMMENDED FUNDING SOURCE:

General Funds

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

Supervisor: Dr. Thomas Nevill, Vice President of Academics

Date: December 2, 2022

TOPIC for ACTION
Resignation of Brandon Leach

REPORT:

Brandon Leach, Construction Technology Instructor, has submitted his notice of resignation, effective December 31, 2022. Brandon has been an employee of Butler Community College for 2 years.

RECOMMENDED ACTION:

The administration recommends that the Board accept the resignation notice for Brandon Leach.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Shelley Stultz, Vice President of Human Resources

Supervisor: Dr. Kim Krull, President

Date: November 29, 2022

SUPPLEMENTAL INFORMATION

Office of Research and Institutional Effectiveness
 215 BOE
 (316) 322.3338



Metric	Description	Latest Performance	Last Updated for B	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	3.26 & 50.2 hours (Fall 2021 cohort)	12/2022	3.27 & 50.1 hours (Fall 2020); 3.24 & 50.2 hours (Fall 2019); 3.22 & 49.9 hours (Fall 2018)	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

Butler Community College
Statement of Revenue, Expenditures, Other Changes
As of 11/30/2022

FISCAL YEAR 23, PERIOD 05
OPERATING FUNDS

	2023				2022			
	Budget	Actual	Variance (Over)Under	Percent of Budget	Budget	Actual	Variance (Over)Under	Percent of Budget
REVENUES:								
Tuition/Fees	18,541,439	13,077,584	5,463,855	70.53%	18,825,165	13,705,677	5,119,488	72.81%
Local Sources	14,115,911	999,768	13,116,143	7.08%	15,190,091	1,119,085	14,071,006	7.37%
State Sources	19,605,870	9,844,963	9,760,907	50.21%	15,998,768	8,520,735	7,478,033	53.26%
Auxiliary Sources	17,781	9,800	7,981	55.12%	17,724	8,550	9,174	48.24%
Other Sources	491,023	289,380	201,643	58.93%	654,963	191,572	463,391	29.25%
Transfers	82,134	0	82,134	0.00%	82,134	0	82,134	0.00%
TOTAL REVENUES:	52,854,158	24,221,495	28,632,663	45.83%	50,768,845	23,545,619	27,223,226	46.38%
EXPENSES:								
Instruction	16,759,843	5,441,439	11,318,404	32.47%	15,589,380	5,025,840	10,563,540	32.24%
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	3,776,126	1,387,942	2,388,184	36.76%	3,526,500	1,210,907	2,315,593	34.34%
Student Services	6,977,548	2,648,277	4,329,271	37.95%	6,365,848	2,289,270	4,076,578	35.96%
Institutional Support	20,133,339	8,300,484	11,832,855	41.23%	19,574,586	7,240,322	12,334,264	36.99%
Physical Plant Operations	3,301,642	1,414,535	1,887,107	42.84%	3,110,867	1,177,082	1,933,785	37.84%
Student Financial	3,402,269	1,754,473	1,647,796	51.57%	3,555,385	1,837,102	1,718,283	51.67%
Auxiliary Enterprise	0	0	0	0.00%	0	0	0	0.00%
TOTAL EXPENSES:	54,350,767	20,947,149	33,403,618	38.54%	51,722,566	18,780,523	32,942,043	36.31%
TRANSFERS AMONG FUNDS:								
Mandatory Transfers	1,374,108	691,704	682,404	50.34%	923,319	473,241	450,078	51.25%
Non-Mandatory Transfers	612,273	0	612,273	0.00%	612,273	0	612,273	0.00%
TOTAL TRANSFERS:	1,986,381	691,704	1,294,677	34.82%	1,535,592	473,241	1,062,351	30.82%
NET INCREASE/DECREASE IN NET ASSETS	(3,482,990)	2,582,642			(2,489,313)	4,291,855		
Fund Balances, Beginning of year	10,108,929	10,108,929			12,547,809	12,547,809		
Fund Balances, End of Period	<u>6,625,939</u>	<u>12,691,571</u>			<u>10,058,496</u>	<u>16,839,664</u>		

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

Dr. Krull,

I want to thank Butler Community College for recognizing my 20 years of service with this fine institutional. I will proudly display the service award and certificate in my home. I'm proud of Butler Community College and honored to be a member of the team.

Sincerely,

Johere English
11/21/22

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
DECEMBER 2022**

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 3:30p m. President's Conference Room	Mary Martha Good Linda Jolly
January Board Meeting	Tuesday, January 10, 2022 4:30p m. Dankert Trustee Board Room	ALL TRUSTEES
January Work Session	Monday, January 23, 2022 4:30pm. Dankert Trustee Board Room	ALL TRUSTEES

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		
February Board Finance Committee	Tuesday, February 14, 2023 3:30pm. President's Conference Room	TBD (Based on Board Elections)
February Board Meeting	Tuesday, February 14, 2023 4:30pm. Dankert Trustee Board Room	ALL TRUSTEES
February Work Session	Monday, February 27, 2022 4:30pm. Dankert Trustee Board Room	ALL TRUSTEES
March Board Finance Committee	Tuesday, March 14, 2023 3:30pm Dankert Trustee Board Room	TBD (Based on Board Elections)
March Board Meeting	Tuesday, March 14, 2023 4:30pm Dankert Trustee Board Room	ALL TRUSTEES
March Work Session	Monday, March 27, 2023 4:30pm. Dankert Trustee Board Room	ALL TRUSTEES

FALL 2022 ACTIVITY C ALENDAR

Finals Week	December 12-16	--
Women's Basketball vs. Barton CC	December 12	5:30pm
Men's Basketball vs. Barton CC	December 12	7:30pm
Winter Break (No Classes/Offices Closed)	December 23- January 2	--
Women's Basketball vs. Northern OK (Tonkawa)	January 5	5:30pm
Women's Basketball vs. Garden City	January 11	5:30pm
Men's Basketball vs. Garden City	January 11	7:30pm
Martin Luther King, Jr. Day (No Classes/Offices Closed)	January 16	--
Spring Classes Begin	January 17	--
Women's Basketball vs. Seward County	January 21	2:00pm
Men's Basketball vs. Seward County	January 21	4:00pm
Art Show #4 Opens	January 23	8:00am
Women's Basketball vs. Pratt	January 28	2:00pm
Men's Basketball vs. Pratt	January 28	4:00pm

EXECUTIVE SESSION

MOTION: Trustee _____

Mr. Chair,

I move that the Board recess into executive session pursuant to the open meetings exceptions for matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and that the members of the Board, President Kim Krull, Dr. Tom Nevill, Dr. Susan Bradley, and Jon Craig 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