TRUSTEE PHOTOS WILL TAKE PLACE FROM 4:15-4:25PM IN THE FOUNDATION CONFERENCE ROOM FOR THOSE WISHING TO UPDATE INDIVIDUAL PHOTOS.

Butler
Community College

- Ready for Life -

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING**
4:30 p.m., Tuesday, June 13, 2023 – Dankert Trustee Board Room
Watch Live via http://www.butlercc.edu/bctv

3:30 p.m.	**Board Finance Committee Meeting** – President's Conference Room.
4:30 p.m.	**Regular Board Meeting** – Dankert Trustee Board Room, Upper Level of the Hubbard Welcome Center, 901 S. Haverhill Road, El Dorado, Kansas.
	Executive Session – For consultation with legal counsel pursuant to the open meeting exceptions for said matters.
	Executive Session – For discussion of employer-employee negotiations and non-elected personnel pursuant to open meeting exceptions for said matters.

REGULAR BOARD MEETING

I.   **CALL TO ORDER (4:30pm)**

II. **PLEDGE OF ALLEGIANCE (4:30pm)**

III. **APPROVAL OF AGENDA (4:30pm)**

IV. **EXECUTIVE SESSION (4:35pm)** ---**3**

V.   **RECOGNITIONS (4:50pm)**

VI. **PUBLIC COMMENT (4:55pm)**
     If you wish to address the Board during Public Comment, please complete this form: https://bit.ly/3ioB30n

VII. **STANDING REPORTS (5:00pm)**
     A. Student Government Association Report – Lillian Rippe, SGA President
     B. Operational Staff Report – Lisa Bolin
     C. Professional Employees Report – Terry Sader
     D. Board Finance Committee Report – Mary Martha Good, Linda Jolly
     E. Foundation Board Report – Forrest Rhodes, Kim Krull
     F. President's Report – Kim Krull
     G. Education Facilities Authority Report – Mary Martha Good, Dave Sherrer
     H. KACCT Quarterly Report – Linda Jolly, Kim Krull

EXECUTIVE SESSION

MOTION: Trustee_____

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

The open meeting will resume in the Dankert Trustee Board Room within 15 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

JUNE RECOGNITIONS

- **"A Mixed-Methods Community College Retention Study: Who Isn't Being Retained and Why?" investigated by Jenna Gannon & Megan Chambers –** has been recommended for publication in the premier journal for retention, *Journal of College Student Retention: Research, Theory & Practice.* The study was completed in February 2022 and has been presented internally via Zoomcast, to CIRTO and to KACRAO.

**BOARD OF TRUSTEES REPORT
DIVISION of ACADEMIC SUPPORT AND EFFECTIVENESS
June 2023**

**Dean: Dr. Phil Speary
Academic Scheduling & Assessment Coordinator: Zach Cannady**

The Academic Support and Effectiveness Division consists of diverse departments whose mission is to provide academic programs and services to students and faculty which support their work and promote their success both inside and outside the classroom. The Division of Academic Support and Effectiveness encompasses Adult Education, the Advancement Via Individual Determination (AVID) Program coordination, Honors/Phi Theta Kappa, Personal Development courses (which include the Pathways PDX courses for six of the Meta Majors), and Tutoring programs. Each of these support programs and services are part of a best practice system of academic support for a community college and address standard accreditation expectations. The ASE Dean serves as academic administrative consultant for the Curriculum Team. Because the ASE Dean co-chairs the Inclusion Council, much of the leadership and all budget supervision for the Inclusion Council come from the ASE Division.
The Division of Academic Support and Effectiveness is responsible for coordination of institutional evaluation of the effectiveness of the college's academic programs. This includes the development, implementation and supervision of all academic assessment and academic continuous quality improvement (CQI) (Institutional General Education Assessment, program learning outcomes assessment, departmental academic assessment, and Learning PACT individual student assessment) throughout the institution. The ASE Division continues to assist the VPA in coordinating the ongoing implementation of Meta-major and Major Pathways with all the other academic divisions and Student Services. The ASE Dean serves as academic co- chair for the implementation of the AVISO retention processes, which has been Butler's Institutional Improvement Project required for continued HLC accreditation. The Division Dean as Accreditation Liaison Officer has a major role in all HLC responsibilities and coordinating efforts with the Office of Institutional Research and Effectiveness relative to Butler's Institutional Effectiveness Planning, PROVIDE, and other accreditation reports.

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

**Adult Education
Director: Sherry Watkins
Transition Coach: Heidi Davison
Full Time Instructors: Pam Cannon**; **Chelsea Martell; Chrissy Unruh; Richard Jones; Chandra Stauffer; Andrea Black
Part Time Instructors: Mariah Branine; Emily Whitley; Valecia Vogts-Scribner
Office Manager: Carrena Watts**

Program mission
Adult Education designs and delivers programs and services that meet the basic education, High School Equivalency (HSE) testing, English Language Literacy, and transition needs of students as

part of the Federal and State Adult Education and Family Literacy Act (AEFLA) Grant as part of the WIOA legislation.

Key processes

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

Department Highlights FY2022

- Adult Education received part of a Kansas Department of Commerce grant to offer an AO-K pathway in Diesel Technology
- Received a CTE/AE Integration grant from KBOR to assist with AO-K pathway in Diesel Technology
- Increased the number of instructors and students at the El Dorado Correctional Facility
  See graphic representation below for other information for FY2022 year

Goals

- Increase the number of employer partners receiving services (classes for employees)
- Increase the number of students that transition to Butler Community College
- Increase participants' total outcomes for State and Federal reporting
- Increase the number of Indicators of Quality Adult Education Programs standards

Butler CC Adult Education

Participants

162 males
138 females
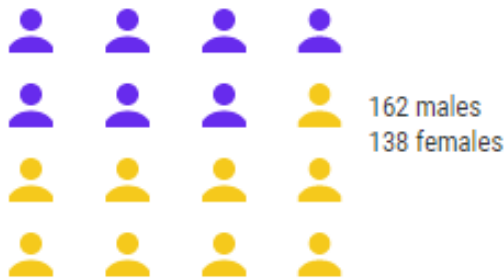
Number of Participants by Year

400

0

2020   2021   2022

-O- Caucasion   -O- Hispanic   -O- Black   -O- Other
-O- Total
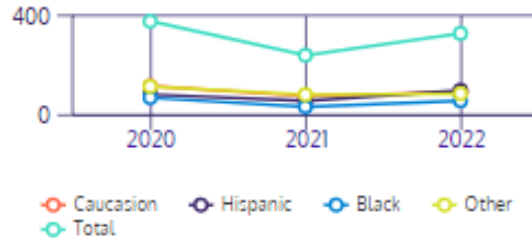
Summary of the 2022 Program Year

Educational Gains
52%

High School Equivalency
32 students

Employed
64%

Disabled
1%

Post-Secondary Education
11 students

Retention Rate (Post-Tests Given)
81%

Classroom Hours total for year
34,965 hrs

Incarcerated Individuals
71

Participant Levels

Level 6 & 12- 1 students

Level 5 & 11 - 14 students

Level 4 & 10- 41 students

Level 3 & 9- 91 students

Level 2 & 8- 81 students

Level 1 & 7- 111 students

Total- 330 enrolled students

Level 1 & 7

Level 3 & 9

Level 2 & 8

Level 4 & 10

Level 5 & 11
Level 6 & 12
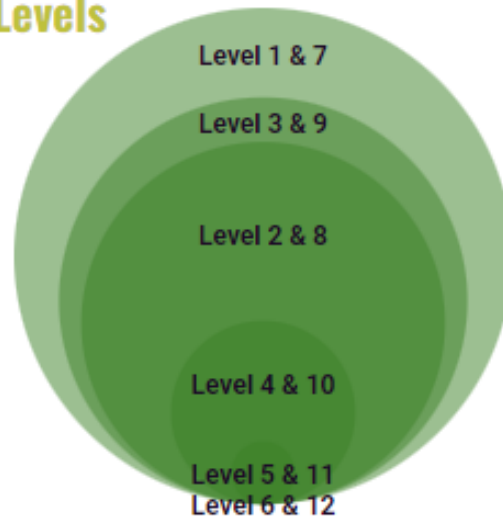
| **Assessment** |
| **Director: Dean, Dr. Phil Speary** |
| **Assessment Coordinator: Zach Cannady** |

Unit mission

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

Key unit processes

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

Department Highlights of 2022-2023

- Began third cycle of gathering assessment data for program learning outcomes for each of the Pathway degree programs
- Systematically assessed student achievement for those program learning outcomes on an ongoing basis (1st & 3rd semesters- F22; 2nd & 4th semesters- S23)
- Used that assessment data for analysis to generate targeted strategies for improvement in learning in every program
- Evaluated the effectiveness of those strategies through subsequent outcome assessment
- Principal discipline faculty assess the program learning outcomes at the course level based on the existing course learning outcomes from the milestone courses in their pathway. Those outcomes have been assessed using the MSAT already identified for the course. Assessment is administered through the Canvas course shells.
- Worked with the Associate Dean of Humanities & Social Sciences and faculty, coaching staff, and Coordinator of Tutoring to implement the first full year of Co-Curricular Student Learning Outcomes Assessment in accordance with new HLC guidelines.
- Worked with the Faculty Learning Assessment Team which reviews assessment processes and data and serves as liaisons to the faculty in their divisions to facilitate new and ongoing assessment and led faculty preparation to meet with HLC team to discuss assessment processes
- Generate all necessary student learning outcome assessment data reports for HLC assurance narrative

- Course learning assessment, department learning assessment, and institution-wide PACT learning assessment (found in the chart below) use the data drawn from this process for those levels of learning assessment.
- Institutional Learning PACT outcome data derives from the alignment of program outcomes to PACT outcomes.

PACT Assessment Data – 2021-2022

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

The work is rated on a three-point scale:

3 = Exceeds Expectations

2 = Meets Expectations

1 = Does Not Meet Expectations

2021-2022			
PACT Outcomes			
	Number of courses assessed	Number of CRNs assessed	Number of students assessed	Aggregate Score
PERSONAL DEVELOPMENT				
Personal Management	21	170	2.282	2.66
Interpersonal Interaction	12	88	1,162	2.73
ANALYTICAL THINKING				
Critical Thinking	81	411	5,831	2.72
Problem Solving	70	236	3,157	2.61
COMMUNICATION				
Creating a Message	53	176	2,399	2.66
Interpreting a Message	41	117	1,558	2.44
TECHNOLOGY				
General Computer Use	17	48	608	2.91
Field Related Technology	39	83	1,382	2.63

Goals
- During Fall 2023 PDD, the faculty will analyze the data comparing data from 2018 through Spring 2023 to determine effectiveness of targeted strategies for improvement of student learning in the Pathways for the 2023 -2024 cycle.
- All faculty teaching that term's milestone courses will begin the next phase of assessment by administering those MSATs and submitting the

assessment data for those MSAT assessments through their Canvas shells.

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

AVID
Co-Liaisons: Dr. Phil Speary, Shannon Covert
Chair: Cory Teubner

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

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

Department Highlights of 2022-2023
- Butler is completing its 10th-year of participation in the AVID in Higher Education (AHE) program at the college. Butler has been recognized by the AVID in Higher Ed organization for its outstanding advancement of all essential elements of the AVID AHE program.
- Butler's Faculty Development Team collaborated with AHE in delivering two of the five days of Butler's professional development conference, Summer Jam, focusing on teaching strategies promoting student engagement and academic success.
- Summer Jam practicum groups met every two weeks in the school year to extend their learning experience
- The FDT integrated AVID student engagement strategies into its training of faculty for all modes of delivery
- Numerous breakout sessions at both Professional Development Days were hosted using AVID engagement strategies.
- Three members of the AVID Site Team attended the AVID Summer Institute.

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

Goals
- Work with administration to strongly encourage all participants in the Guided Pathways mentoring processes to further employ AVID student engagement strategies in their support of students particularly in on-line environment through Aviso use.
- Offer two-day training opportunity on campus with AVID professional trainer for faculty
- Send four faculty to AVID Summer Institute in July
- Work with participants in AHE Summer Institute 2023 to share lessons learned with other faculty and staff.
- Refine and implement the long-term faculty development plan and incorporate expanded engaging professional development for all employees.
- Reach out to Butler County high schools to develop pipeline for local students to Butler via Faculty Development continuing education offerings in post-pandemic environment.
- Continue to improve mentoring functions of PDX course series to more fully embrace AVISO functions.

Curriculum
Faculty Team Chair: Janice Akao
Director: Peggy Krause

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

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

Department Highlights of 2022-2023
- Large volume of reviewed and updated course outlines to align with current 3-year cycle
- Use of zoom facilitation for team meetings and consultation with faculty working on course outlines
- Reviewing and reformatting outlines to meet accessibility readability standards

Goals
- Continue to streamline team meeting processes while maximizing effectiveness and efficiency of cyclical workflows reflecting lessons learned through zoom modifications
- Continue to improve communication with faculty of tools available and

assist in outline preparation
- Continue to improve communication to all departments of all approved curriculum changes for information consistency
- Streamline curriculum submission schedule to allow sufficient processing time for department notifications, alignment with student enrollment, and catalog timelines
- Work to improve submission/timeline process for revisions not requiring Curriculum review to better align with enrollment
- Facilitate tracking and federally mandated notification of HLC of "program content" changes in Pathway degree/certificate programs

TOTALS REFLECTING CURRICULUM UPDATES (May 2022-Fall 2023)			
Fall 2021/Spring 2022 (AY22)		**Fall 2022/Fall 2023 (AY23, AY24)**	
New courses approved, but *pending* program approvals.	N/A	New courses approved, but *pending* program approvals.	N/A
New courses (Curriculum review)	63	New courses (Curriculum review)	8
Change/Revision of Courses (Curriculum and Non-Curriculum review.)	145	Change/Revision of Courses (Curriculum and Non-Curriculum review.)	188
Reviewed courses	1	Reviewed courses	10

HLC Accreditation
Accreditation Liaison Officer: Dr. Phil Speary

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

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

Department Highlights of 2022-2023
- Annual completion and submission of Institutional Update for HLC.
- Completion and submission of required application for EDCF, Redler Institute, and new Nursing additional locations and HLC approval
- Notification to HLC of program changes due to curriculum revision and on-line offerings
- Acceptance of the AVISO Retention Initiative and required report by HLC

- Completion of Assurance Narrative, Evidence Files, and Federal Compliance documents by the Steering Committee and preparation of employees for participation in the HLC Visit.
- Comprehensive Evaluation Visit April 17-18 with follow up with visiting team

Goals
- Completion and submission of all required programmatic notifications and applications for change approval
- Facilitation of any required additional reporting to HLC.
- Continued use of AVISO Retention capabilities with expanded faculty, staff, and student participation.
- Response to the Evaluation Teams Report and subsequent action by HLC

Honors/PTK
Staff Advisor: Christine Gifford

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

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

Department Highlights of 2022-2023

- Bryce Deewall awarded the Competitive Edge 5 Star Member, Employment Edge, Research Edge, Transfer Edge.
- Achievement in Art Award – Photography 3rd place Noah Stanyer, 4th place Bryce Deewall, 5th Place Brent Tersol
- Achievement in Literature Award – Creative 5th Brent Tersol Alpha Phi Alpha, Butler Community College
- Advisor Chrissy Gifford awarded the Horizon Award
- Chapter (Alpha Phi Alpha) remains a "5-star chapter" through Phi Theta Kappa international, the highest level available.
- Received a "REACH" award from Phi Theta Kappa international for increasing our overall enrollment of members by 22% over the last year (and we are still enrolling new members through the end of the current semester).

- PTK students worked in collaboration with several administration and faculty, as they wrote their "Honors in Action" paper this year, a 2600-word research paper required for 5-star recognition.
- In the fall semester, the chapter attended the state-wide convention for Phi Theta Kappa's Kansas-Nebraska Region and a Leadership Convention in Nebraska.
- 5 PTK students who were selected for members of the All-Kansas Academic Team: Bryce Deewall, Barbara Johnson, Maria Aguilar-Mendoza, Breklyn Craig, and Thi Nhu Hang Tran.
- Students attended the state-wide Region convention for Phi Theta Kappa in Wichita, Kansas and in April 2023, the international convention for Phi Theta Kappa in Columbus, Ohio.
- PTK student members and advisors continue to serve on the Food Pantry Steering Committee and volunteered with the Red Cross Blood Drive on off-site locations (October and February).
- Chapter member Bryce Deewall served as KS/NE Regional Vice President of Leadership.
- 5 Star Region
- 5 Star Alumni Region

Goals
- Continue to be a "5-Star Chapter."
- Attend regional and international conferences.
- Continue to provide educational opportunities for students via our Honors in Action project.
- Continue to provide service to the school via our college Project.
- Continue to provide service to the community via our various service projects.
- Induct at least 247 new members to our chapter next academic year.

Inclusion
Coordinator & co-chair: Monica Lorg,
Co-chair: Dr. Phil Speary

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

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

Department Highlights of 2022-2023

Over the last several months the Inclusion Council members have energetically engaged the goals set forth in our strategic plan. We have successfully met several short terms goals that each team established:

- Over the last several months the action team that is focused of diversifying the BCC workforce worked closely with Human Resources to ensure that training was available for search committee members regarding the DEI questions that were developed. In addition, this team developed a job description for the role of a DEI Officer. Due to the current political climate, the members of this team are pursuing options to privately fund such a position at BCC.
- The action team focused on ensuring the mental well-being of our students and staff remains heavily focused on messaging and awareness of the services that are offered on our campuses, as well as community resources. They continue to work toward increasing the dissemination of information through the use of digital signage and email distributions. This team hosted Suicide Prevention workshops, as well as several events for Sexual Assault Awareness month. These events included the "What Were They Wearing" display and the "Believe Them First" campaign. Additionally, they coordinated with Public Safety to offer a Self-Defense workshop.
- The team focused on identifying systemic inequities worked closely with Marketing to ensure that all council events can be posted publicly on the Events Calendar in hopes to keep students more informed of what is happening across campus in order to increase their sense of belonging.
- The communication and visibility team has continued to generate innovative ideas and strategies for increasing the council's visibility through utilizing current resources such as digital signage, press releases, and creating a social media presence.
- Throughout the fall and spring, the team focused on sensitivity-based training maintained a presence at PDD, IDD, and 2nd Saturday's hosted by FDT. During these break-out session participants were exposed to trainings focused on gender and implicit bias. They designed and facilitated training specifically focused toward RA's.
- The action team that is focused on student leadership was successful in completing two iterations of the Student Leadership Circle (FA22 and SP23). They continue to explore ideas for increasing student involvement across campus.
- The action team focused on Affinity and Alliance (formerly the Heritage Month Celebrations) hosted La Grande Fiesta in the fall for Hispanic Heritage Month. They also hosted "Ain't I a Woman" which was a core ensemble group for Black History Month. Attendance at this event was great as approximately one hundred people attended. For Women's History Month they hosted a movie night, utilized digital signage to highlight famous women throughout history, and worked with an organization called Girls on the Run to coordinate a shoe drive in order to help empower young women that are affiliated with the group.

Goals

Communication and Visibility:

- Continue to generate interest for participation in the council via on campus signage.
- Create a social media presence that is consistent with BCC practices and marketing strategies that is focused on DEI.
- Generate strategies for using digital signage and social media that promote the benefits of student membership
- Evaluate progress toward goals and update objectives

Diversifying Workforce:

- Continue to explore private funding options for a DEI Officer

- Evaluate progress toward goals and update objectives

Identify and Reconstruct Systemic Inequities:
- Evaluate progress toward goals and update objectives

Prioritizing Mental Health:
- Evaluate progress toward goals and update objectives

Sensitivity Based Training:
- Continue to create and offer On Demand Inclusion Trainings
- Evaluate progress toward goals and update objectives

Development of Student Leadership:
- Continue to generate and implement strategies to recruit students to participate on the council
- Evaluate progress toward goals and update objectives

Personal Development
Chair: Cory Teubner
Adjunct faculty: 44

Unit mission

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

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

Department Highlights of 2022-2023
- Oversaw and refined implementation of the eight PDX courses which are AVID-infused first year experience courses for new students entering Pathways and MetaMajors:
  - PD121 Engaging in Business & Industry
  - PD122 Engaging in Fine Arts & Communication
  - PD123 Engaging in Health Sciences
  - PD124 Engaging in Humanities
  - PD125 Engaging in Public Services
  - PD126 Engaging in Science, Engineering, & Math
  - PD127 Engaging in Social & Behavioral Sciences
  - PD129 Engaging in Pathways & MetaMajors
- Gathered faculty and student feedback from PDX courses in Fall 21 and Spring 22
- Clarified and promoted the implementation of revised PDX placement guidelines

- Maintained and revised fully populated course shells in Canvas for all those PDX courses.
- Updated PDX mentoring-oriented content to incorporate evolving institutional use of AVISO
- Revised Milestone Course related assignments to emphasize student career exploration
- Evaluated possibility of subsuming PD 124 *Engaging in Humanities* into PD 127 *Engaging in Social and Behavioral Sciences,* recommending no changes

Goals
- Implement further data informed revised PDX courses in 2023-2024
- Further train all new PDX instructors and refresher train all continuing PDX instructors to effectively deliver the courses and address new students' needs
- Incorporate Adobe Creative Cloud in PDX course content presentation and assignments
- Coordinate with advising to train PDX instructors on academic coaching best practices and so-called transformative mentoring
- Explore role of all PD courses in Meta-Majors and Major Pathways
- Continue to upgrade PDX mentoring-oriented content to incorporate AVISO systems
- Work with faculty campus-wide to tailor pathway-relevant content more specifically
- Increase presence of current faculty in pathway-specific PDX course through videos
- Further promote consistent awareness of and implementation of PDX placement guidelines
- Augment PDX mentoring-oriented content to include collaboration with field-specific advisors
- Coordinate with individual degree pathways to support teachers of Milestone Courses in emphasizing student self-evaluation of progress in major
- Use AVISO data analysis systems to evaluate PDX course effectiveness
- Increase enrollment in Research Techniques courses through communication with students in coursework requiring research skills

Personal Development Classes 2022-2023		
Term	**Class**	**Number Students Enrolled (20th Day Numbers)**
Fall 2022	PD 110 -Research Techniques	2
	PD 112- Stress Management	15
	PD 121- Engaging in Business & Industry	119
	PD122- Engaging in Fine Arts & Communication	19
	PD123- Engaging in Health Sciences	112
	PD124- Engaging in Humanities	10
	PD 125- Engaging in Public Services	24
	PD126- Engaging in Science, Eng. & Math	17

	PD 127- Engaging in Soc/Beh Sciences	82
	PD129- Engaging in Meta Majors/Pathways	48
Total PD Students for Fall 2022		**448**
Spring 2023	PD 110 -Research Techniques	2
	PD 112- Stress Management	27
	PD 121- Engaging in Business & Industry	45
	PD122- Engaging in Fine Arts & Communication	0
	PD123- Engaging in Health Sciences	78
	PD 125- Engaging in Public Services	0
	PD126- Engaging in Science, Eng. & Math	6
	PD 127- Engaging in Soc/Beh Sciences	35
	PD129- Engaging in Meta Majors/Pathways	6
Total PD Students for Spring 2023		**199**

Unit Mission

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

Key Unit Processes

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

Department Highlights of 2022-2023

- Expanded Tutoring Service to offer support students in the Agriculture building.
- Expanded support for athletics:
  - Pilot program created to track and assist those with lowest GPA/Grades
  - Regular tutoring as well as intensive tutoring added for mid-terms and finals at the Champions Training center.
- Awarded 12 scholarships for books and tuition in academic year 2022 (a small jump from last report).
- Employed an additional 20 students as tutors on an hourly basis:
  - Continued to employee students who were involved in other campus activities: athletics, music, theatre.
- Communicated needs and results with Chairs and Leads.
- Had 3 faculty volunteers act as tutors.
- Continued to streamline website and schedule to be more user friendly.
- Continued building of online training for Tutor Ambassadors.
- Continued facilitating a mega presence on social media and online outlets as well as key locations on campus to continue trying to reach students in need:
  - Visited most classrooms to offer our services in the following: English, Psychology, Sociology, Biology.
  - Tutored English students in conjunction with their professors in the tutoring lab.
- Began building a supplemental information hub for students in mathematics and English.
- Continued to offer evening and weekend tutoring.
- Continued to strengthen and streamline tutoring for student athletes
  - Began regular meetings with football staff.
  - Began tracking student athletes who are failing one or more course.
  - Continued to staff study halls for three sports.
- Awaiting recertification from the College Reading and Learning Association.
- Obtained additional faculty support.
- Introduced three faculty led study groups
- Migrated TutorTrac software to TrackCloud 4.0, therefore supporting our goal to better track student usage both online and in person: used to track usage of the Andover Learning Lab, Gayle Krause Learning Lab, Rose Hill, Agriculture

Building, Mathematics Labs, Fitness Center, Gymnasium Study Hall, and Champions Training Center (Champions Training Center data to follow on next report).
- Began hiring system for qualified students: emailed all qualified students personally, college-wide email sent by Jennifer Hartman.
- Opened Agriculture and Champions Training Center as their own sites.
- Participated in Higher Learning Commission Argument

Goals
- Develop further coordination with tutoring services for athletes. Help create an athletic study skills course alongside athletics.
- Continue coordination with PDX courses.
- Develop and administer CRLA Level 1 certification training
- Attend the CRLA National or Regional Conference. Send a few tutor representatives.
- Attend the AVID National or Regional Conference. Send a few tutor representatives.
- Continue to improve social media presence
- Explore more co-curricular learning assessment
- Become more involved with curriculum building and changes to better fit the needs of faculty and students.
- Continue to assist in retention efforts:
  - Director participation in Retention Teams, Inclusion Council

Be advised: these numbers include Tutoring Services as well as the Math Labs. Tutoring Services supply Tutor Ambassadors for nearly 100% of the time the Math Labs are operating. The Math Labs' data may be present in their reports as well.

April 22 - May 23 Tutoring Service Usage	Number of Students	Number of Visits	Hours of Tutoring Min/60
Andover Learning Lab	173	451	734.20
Agriculture Building	14	55	67.81
El Dorado Math Lab	1126	11175	4,515.54
Andover Math Lab	527	2859	6,334.18
Gayle Krause Learning Lab	306	3293	4,138.80
Athletic Study Hall	196	1665	2,162.58
Rose Hill	3	10	11.22
Total	2345	19508	17,964.33

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

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

TOPIC for DISCUSSION
GLBA and Cyber Risk Assessment

REPORT:

The Gramm-Leach-Bliley Act (GLBA) is a federal law enacted in 1999 that regulates how financial institutions handle and protect sensitive customer information. Butler Community College, as a financial institution that handles student financial aid and other financial transactions, must comply with GLBA regulations to safeguard student and staff data. Compliance with GLBA is crucial to maintaining the trust of stakeholders, protecting sensitive information, maintaining eligibility for federal financial aid, and avoiding legal and financial repercussions.

Importance of GLBA Compliance for Butler Community College:

1. Data Security: GLBA compliance ensures that Butler Community College implements appropriate measures to protect sensitive information, including student financial records, social security numbers, and other personally identifiable information. Compliance helps prevent unauthorized access, data breaches, identity theft, and fraud.
2. Legal and Regulatory Compliance: Non-compliance with GLBA can result in severe penalties, legal actions, and reputational damage for Butler Community College. Demonstrating adherence to GLBA regulations through annual compliance assessments helps mitigate these risks and ensures the college stays in good standing with regulatory authorities.
3. Stakeholder Trust: Compliance with GLBA instills confidence in students, faculty, staff, and other stakeholders that their personal and financial information is being handled responsibly and securely. Maintaining trust is essential for maintaining enrollment levels, attracting new students, and fostering a positive reputation within the community.
4. Operational Efficiency: Implementing GLBA-compliant policies and procedures can improve operational efficiency by streamlining data management practices, reducing the risk of data breaches, and enhancing data governance. Compliance assessments help identify areas for improvement, allowing the college to enhance its data protection practices continually.

Butler Information Services engaged the College's Cyber Security Partner, Tandem Cyber Operations, to perform the annual GLBA assessment. The assessment methodology involved a comprehensive review of the following information about the organization - assets that process sensitive data, technical and administrative controls, policies, and procedures. To ensure compliance with the Gramm–Leach–Bliley Act (GLBA), Tandem reviewed Center for Internet Security (CIS) controls and the Federal Trade Commission's (FTC) GLBA Safeguards.

The results of the control review were used to conduct a risk assessment in accordance with GLBA requirements. Risk profiles are defined as Acceptable, Unacceptable, and Catastrophic. The risk profiles are measured based on the aggregate risk levels of controls Risk = Max (Mission Impact, Objectives Impact, Obligations Impact) x Likelihood, per control.

This methodology allowed for a thorough evaluation of the college's information security posture and helped to identify any gaps or vulnerabilities in its systems and practices. The full assessment report provides recommendations for addressing identified risks and ensuring ongoing compliance with GLBA regulations.

Regarding GLBA safeguards, 4 of the 15 safeguards were not compliant. Of the 56 technical and administrative controls examined, 27 were not fully compliant, and 29 were fully compliant.

As a result, Butler's environment is compliant with the GLBA Safeguards (70% required to pass and Butler scored a 73%).

Previously, Butler Community College lacked a formal a process to report the status of any cybersecurity controls to the board. This topic for discussion addresses the reporting process as well as provides a summary overview of the findings.

After reviewing the completed risk assessment, Butler Information Services, in conjunction with institutional leadership, should determine which risks fall into the acceptable risk category and which risks don't. While some of the non-compliant controls will fall in the acceptable risk category, many of the controls will be addressed. For non-compliant controls where the risk is not accepted, Butler should reference the plan of action and milestones provided in the full report to ensure there is a process to reach compliancy for the non-compliant controls.

RECOMMENDED ACTION:
This information is for discussion purposes only.

RECOMMENDED FUNDING SOURCE:
N/A

Submitted by: Bill Young, Vice President of Digital Transformation/CIO
Supervisor: Dr. Kim Krull
Date: May 31, 2023

Overview

- What is the Gramm-Leach-Bliley Act?

- Importance of GLBA compliance

- Assessment Timeline

- Assessment Results

- Assessment – Moving forward

- CIS Controls - Current State

- CIS Controls review

- Reportable controls

Butler Community College

What is the Gramm-Leach-Bliley Act?

- Enacted in 1999 as a federal law in the United States.

- Aimed at protecting the privacy and security of consumer financial information.

- Applies to financial institutions, including universities handling financial aid and student loans.

- Key Provisions of GLBA:

  - Financial Privacy Rule

  - Safeguards Rule

  - Pretexting Provisions

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Importance of GLBA Compliance

- Regulatory obligations

- Safeguarding student privacy

- Strengthening cybersecurity

- Maintaining eligibility for federal funding

- Demonstrating ethical leadership

Butler Community College

GLBA Assessment Timeline

Scoping → CIS Control Review → Deliverables Produced

Risk Assessment Review → Leadership Presentation → Implement Risk Mitigation Strategies

Butler Community College

GLBA Assessment Results

- Non-compliant Safeguards
  - Encrypt customer information at rest and in transit.
  - Monitor service providers.
  - Implement and periodically review access controls.
  - User education and training.

- CIS controls were reviewed to conduct the GLBA required risk assessment.

GLBA Safeguards

- Not Compliant
- Compliant

11

GLBA Assessment - Moving forward

Risk Mitigation Strategies:

- Apple devices should be encrypted.

- Bi-annual reassessments (requesting SOC reports and HECVATs) should be conducted on service providers.

- Access controls should be audited on an annual basis

- New required training program that mitigates risks to the College should be developed.

- GLBA / Risk Assessments completed annually.

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Current state – CIS Controls

- Implementation Group 1 (56 safeguards)
  - 29 (52%) safeguards implemented

- Partnerships
  - KANE
  - Cybersecurity Firm, tandem

- Opportunities
  - Annual Mandatory Cyber Security Compliance Training for all staff
  - Review and update data retention practices throughout the college
  - Scheduled communication with the Board of Trustees
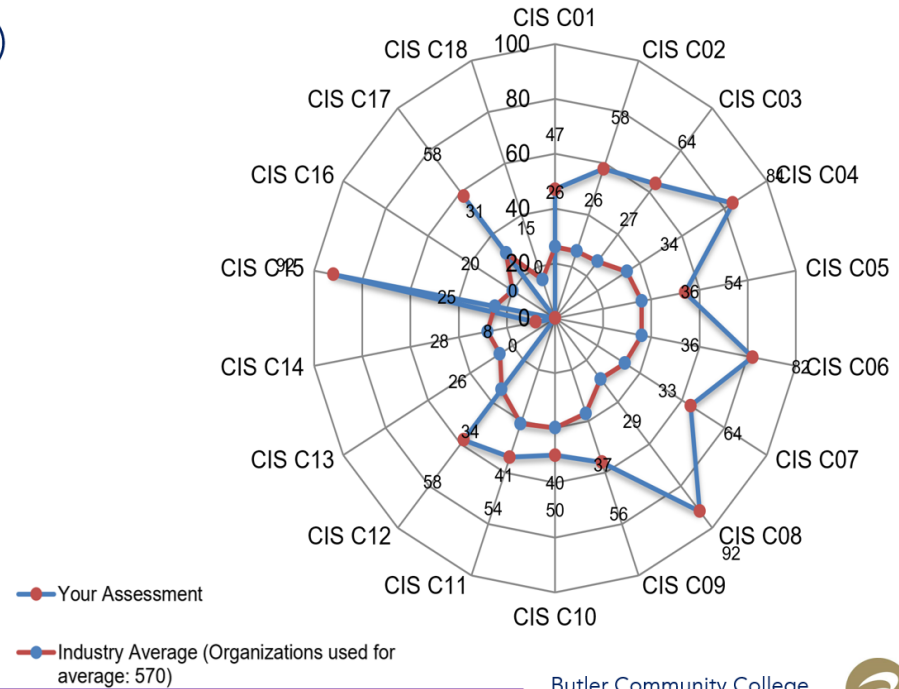
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CIS Control Overview

Control Implemented	Maturity
Not Implemented	16
Parts of Policy Implemented	2
Implemented on Some Systems	4
Implemented on Most Systems	5
Implemented on All Systems	29
Not Applicable	

Control Automated	Maturity
Not Automated	16
Parts of Policy Automated	1
Automated on Some Systems	4
Automated on Most Systems	5
Automated on All Systems	24
Not Applicable	6

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Reportable controls

- Addressing Unauthorized Assets - *Fully Compliant*
- Establish and Maintain a Vulnerability Management Process - *Fully Compliant*
- Establish and Maintain a Remediation Process - *Fully Compliant*
- Perform Automated Backups – *Fully Compliant*
- Protect Recovery Data – *Fully Compliant*
- Train Workforce to Recognize and Report Social Engineering Attacks – *Fully Complaint*
- Designate Personnel to Manage Incident Handling – *Fully Compliant*
- Establish and Maintain Contact Information for Reporting Security Incidents – *Fully Compliant*
- Establish and Maintain an Enterprise Process for Reporting Incidents – *Fully Compliant*
- Securely Dispose of Data – *Fully Compliant*

Butler Community College

Reportable controls– Con't

- Addressing Unauthorized Software – *Partially Compliant*
  - Fix action: Approved software listing and scans to identify unauthorized software.
- Establish and Maintain a Data Recovery Process – *Partially Compliant*
  - Fix action: Migrate the business continuity plan and testing in the OCI environment.
- Establish and Maintain a Security Awareness Program – *Partially Compliant*
  - Fix action: In collaboration with tandem, a training program will be adopted that meets the requirements.
- Enforce Data Retention – *Not Compliant*
  - Fix action:
    - Data/records retention policy will be completed and documented.
    - Training and awareness of these standards.
    - Periodic inspections

Butler Community College

Final notes

- Risk assessment has been conducted and reviewed.

- Noncompliant controls are being addressed.

Butler Community College

TOPIC for DISCUSSION
BETA

REPORT:

Butler's Division of Business Education, Training Analysis, BETA, offers corporate training programs and services to help people become more productive and companies more profitable. While serving Butler, surrounding counties, the Wichita metro area, the state of Kansas and beyond, BETA has delivered training for businesses and their employees for more than 25 years. Training varies from organization to organization depending on the needs of the workforce and business.

Training formats include customized training tailored to the specific needs of the organization, interactive training in professional development topics, computer applications and project management. Trainings are available in both face-to-face and online formats.

BETA is also involved in the development of apprenticeship partnerships with business and industry partners both directly and as a state approved intermediary.

RECOMMENDED ACTION:

This information is for discussion purposed only at this time

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Michelle Ruder
Supervisor: Dr. Thomas Nevill
Date: May 30, 2023

BOARD ACTION ITEMS

TOPIC for ACTION
Property Insurance Renewal

REPORT:

As reported at the May board meeting Butler is expecting a significant increase in the premiums for property and liability insurance from the KERMP program. KERMP will hold its annual all-members meeting on June 9. It is expected that the final premium summaries will be distributed following that meeting.

The final KERMP premium summaries and the premium summaries for the policies through ICI will be sent to the board in a separate email as soon as they are available.

RECOMMENDED ACTION:

Approve the FY2024 property and liability insurance premiums per administrative recommendation.

RECOMMENDED FUNDING SOURCE:

General Fund Budget

Submitted By: Kent Williams, Vice President Finance
Name of Supervisor: Dr. Kim Krull, President
Date: May 31, 2023

TOPIC for ACTION
300 Building Welding Hood Upgrade

REPORT:
The Facilities Management department has engaged the engineering firm, Innovative Groups, to undertake the redesign of the existing welding shop hood system. The current system's inadequate capacity to accommodate the required stations for class requires a complete overhaul.

To meet this objective, Innovative Groups has initiated a formal Request for Proposal (RFP) process to solicit bids from mechanical contractors capable of performing the project. The objective is to dismantle the current system and install larger hoods, ensuring the maintenance of optimal air quality in both the welding lab and shop. As a result, bids have been received from the following mechanical contractors:

- Kruse Corporation   No bid submitted.
- CMW- $101,600.00
- Five Star Mechanical $ 59,624.00

In addition to the above-mentioned bids, the project will also require the installation of Automatic Logic controls provided by Dynamic Controls Incorporated. Notably, Dynamic Controls holds exclusivity as the sole provider in the state of Kansas. These advanced web-based controls will be integrated into the existing Automatic Logic HVAC system to enhance its functionality and operational efficiency.

- Dynamic Controls Incorporated- $4,587.00

RECOMMENDED ACTION:
Facilities Management recommends the Board approve bids for the 300 Building Welding Hood upgrade to:

        Dynamic Controls Inc. for $4,587.00
        Five Star Mechanical for <u>$59,624.00</u>
                Total: $64,211.00

RECOMMENDED FUNDING SOURCE:
Deferred Maintenance Project Fund

Submitted by: Ireland Turner, Director of Facilities Management
Supervisor: Kent Williams, Vice President of Finance
Date: June 13, 2023

Dynamic Control Systems

P.O. Box 48803	(316)262-2525
Wichita, Ks 67201-8803	FAX(316)262-8080

May 5th, 2023

Attn: Project Estimator

Re: Butler CC
   901 S. Haverhill Road
   El Dorado Ks. 67042

Sir:

We propose pricing to existing Automated Logic DDC system, including all labor and material to complete the design by Innovate Groups for plan sheets dated April 21, 2023 for Buildings 300 Welding Hoods.
Plan sheet: M1, M2.
We note 0 alternate as of this date.
We note 0 amendments as of this date.

Scope of Work:
   1 ea – EF Control
   1 ea – Building Static Pressure Control

Dynamic Control Systems base bid proposal:................................$ 4,587.00*

Additional Scope items:
   1 lot – Control Wiring and Terminations
   1 lot – Low Voltage Conduit in exposed areas
   1 lot – Engineering, programming and graphics
   1 lot – Parts and labor warranty (1 Year)
   1 lot – Programming changes for new sequence

*Pricing good for 60 days.

Dynamic Control Systems

Exclusions:
1. Bond
2. EF Control dampers and Actuators
3. VFD if applicable
4. Roof penetration for low voltage wiring
5. Test and Balance
6. Sales Tax
7. Davis Bacon Wages

Respectfully submitted,

Ron Schrader
Dynamic Control Systems, Inc.
Wichita, Ks 67211

Five Star Mechanical Inc. **One**

Commercial and Industrial HVAC and Refrigeration
Consulting, Installation, Maintenance and Service

Quality · Integrity · Trust

1707 S. Hoover Rd.
Wichita, KS 67209
Office: 316-943-7827
Fax: 316-943-7828
www.fivestarmechanicalinc.com

May 17, 2023   Quote# 2023-0461

Dane Pletcher
Innovative Groups

RE: Butler CC-300 Bldg.-Welding Hoods

Dear Mr. Pletcher,

Thank you for the opportunity to quote the above-mentioned work. Our price includes all labor, material, and tools to perform the scope of work per the prints provided. Our price for this scope of work is:

Fifty-Nine Thousand Six Hundred Twenty-Four Dollars.... $59,624.00

We have included in our price:
- Labor
    - Demo of existing duct, steel, and supports associated with existing exhaust system
    - Return portions of the equipment to the owners as required
    - Utilize existing exhaust fans (If needed) until the new ones arrive and swap out when the schedule allows. Fab and install adapters as needed
    - Both fans will be direct drive Greenheck fans
    - Fabricate and install the new hoods per prints and install new duct from the hoods up to the existing curbs
    - Coordinate final location of the single weld booth and hood with the owners
    - Rework transfer grille and duct. Modify gas line if needed
    - Modify the East end of existing power cable management rack above welders as required to facilitate moving new hoods into the area. Provide new supports
    - Remove and relocate 11 welding receptacles/Remove and relocate lighting
    - Disconnect/reconnect 2 exhaust fans. (Note: New fans to be fed from HW2, not FL)
    - Revise equipment tags of new fans to match those on mechanical drawings
    - Install new timed control switch for drying room
    - EMC2 will perform the TAB on the completed hoods and fans

- General conditions
    - Schedule and coordinate with owner as required
    - Cleanup associated with our work
    - Delivery of material

We have excluded the following from our price:
- Overtime
- Tax
- Removal or abatement of asbestos, lead, or toxic chemicals

Five Star
Mechanical Inc. **One**

Commercial and Industrial HVAC and Refrigeration
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1707 S. Hoover Rd.
Wichita, KS 67209
Office: 316-943-7827
Fax: 316-943-7828
www.fivestarmechanicalinc.com

Five Star Mechanical looks forward to working with you again. If you have any questions, please do not hesitate to call me at (316) 943-7827. Due to escalation of material pricing this quote is only valid for 30 days.

Sincerely,
Five Star Mechanical Inc.

Danny Schneider
Project Supervisor

CMW

Central Mechanical Wichita, LLC

Plumbing #2395 | Mechanical #1787

5 May 2023

To: Innovative Groups

Attn: Dane Pletcher

RE: BCC 300 Building – Welding Hoods Project – Revised

Project Bid – Complete Turnkey	**$101,600.00 without tax, without bond**
ADD for PP Bond	**ADD 1.0% to Bid Amount**

Please note the following scope clarifications for our bid:

1. CMW excludes any Davis Bacon Wages or Prevailing Wages for the project. Bid is not valid if these are required.
2. CMW excludes any roofing work. Existing exhaust fan curbs are to be reused with curb adapters therefore no roofing work is assumed to be required.
3. CMW cannot control lead times of equipment even after release of such equipment. We will release equipment as efficiently as possible, but we cannot release equipment until we have a PO from the customer and approved submittals from the engineer. We will communicate our estimated lead times given to us by the equipment suppliers at time or order and provide any updates along the way if that changes.

Pricing is good for a maximum of 30 days.

Respectfully Submitted,

Matt Smith

President

806 E. Skinner | P.O. Box 47343 | Wichita, KS 67201 | 316.267.7676 | fax 316.267.7684   *www.cenmech.com*

Butler Community College

Certifications Regarding Lobbying, Debarment and Suspension

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements and shall be treated as a material representation of fact upon which reliance will be placed when Butler Community College determines to award the covered transaction or cooperative agreement.

1. **LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering the grant or cooperative agreement over $100,000, as defined at 34 CFT Part 82, Sections 82,105 and 82,110, the principal that certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, any person for influencing or attempting to influence an officer or employee of the agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard For-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers, (including sub-grants, contracts under grants, and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. **DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Section 85.105 and 85.110. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for covered transaction by any Federal department or agency.

(b) Have not within a three-year period preceding this application been convicted of, or had a civil judgement rendered against them for commission of fraud or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction, a violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(c) Are not presently indicted, or otherwise criminally, or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default; and

(e) Where the applicant is unable to certify to any of the statements in the certification, he or she shall attach an explanation to this application.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the Contractual Provisions, Local Assurances, and the above certification.

Matthew Smith (signature)

Signature of President or Authorized Administrator

Matthew Smith	President
Printed Name	**Title**

TOPIC for ACTION
Board Evaluation

REPORT:
Examples of Board evaluations from Garden City Community College and Barton were distributed at the work session by Trustee Good for Trustees to review. Discussion included the need to decide which format would be used for this current year's Board evaluation process with a decision to be made at the June Board meeting.

The evaluation copies were also sent to IR for review for question format, how questions were written, etc. based on best practices. IR indicated the evaluation which would require the least amount of time and editing to prepare for use is the Garden City Community College evaluation.

RECOMMENDED ACTION:
Approval of the evaluation form to be used for the 2023 Board evaluation.

RECOMMENDED FUNDING SOURCE:
N/A

Submitted by: Mary Martha Good
Supervisor:
Date: June 1, 2023

TOPIC for ACTION
Bylaws Complaint Process

REPORT:
An example of proposed changes to the Bylaws Complaint Process was distributed to Trustees for review prior to the June Board meeting. Discussion will be held on the proposed changes with possible action to approve updates to the process.

RECOMMENDED ACTION:
Board approval of proposed changes to the Bylaws Complaint Process.

RECOMMENDED FUNDING SOURCE:
N/A

Submitted by: Forrest Rhodes, Board Chair
Supervisor:
Date: June 1, 202

35.03 Handling Complaints

Individual Board members or the Board may receive complaints and/or concerns some of which may implicate areas where the college is required to respond, or from a best practice standpoint should respond. If a Board member becomes aware of a complaint involving academic/curriculum, student or personnel issues such as discrimination or harassment, college or student policy/process, safety/health, including threats, or conduct that could be perceived as unlawful under applicable law or regulation the following action must be taken:

- 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 must be submitted to the Board Chair
- The college's approved policies and process will guide action the Board may take.
- In cases of reported sexual harassment or sexual assault, Trustees as mandatory reporters, must immediately notify the Title IX Coordinator of the complaint and name of complainant as required by federal regulation of the Office of Civil Rights and Title IX.

In the context of this policy, a "complaint" is meant to refer to any situation in which a person impacted by the college, whether as a parent, student, employee or taxpayer/citizen is dissatisfied with an issue involving one of the areas outlines above desires a resolution of the issue and action by the college is needed in reaching a resolution. It is not meant to encompass what might commonly be referred to as "griping" or "venting."

Butler
Community College

- Ready for Life -

BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., May 9, 2023 – Dankert Board Room
Meeting Recording can be viewed at https://www.youtube.com/watch?v=K2A1NeFJcHs

STAFF ATTENDANCE
Lisa Bolin
Tom Borrego
Christina Byram
Amy Chastain
Shannon Covert
Abby Fawcett
Dr. Julio Guerrero
Jennifer Hartman
Glendell Henderson
Dr. Kim Krull
Dr. Esam Mohammad
Dr. Tom Nevill

Dr. Jessica Ohman
Bill Rinkenbaugh
Dr. Heather Rinkenbaugh
Dr. Terry Sader
Dr. Phil Speary (*z)
Shelley Stultz
Kent Williams
Bill Young

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

GUESTS
Andy Hoffman, GTG Peterbilt
Kaden Warner, Student video support
Chris Conrade, Conrade Insurance
Lillian Rippe, SGA President

*(z) denotes attendance via Zoom.

CALL TO ORDER
(YouTube @ 5:46)
Chair Rhodes called the regular monthly meeting of the Board of Trustees to order at 4:30 p.m.

PLEDGE OF ALLEGIANCE
(YouTube @ 5:55)
The Pledge of Allegiance was said.

APPROVAL OF THE AGENDA
(YouTube @ 6:15)

Trustee Good moved to add the East Park Softball locker room proposal to Board Action Item F. Trustee Smith seconded the motion. On roll call vote, the motion passed 7-0.

Trustee Smith moved to add Board Discussion Item F regarding the recent HLC visit. The motion failed for lack of a second. Trustee Smith noted the Board had a cordial visit with the team.

Trustee Smith moved to add Board Discussion Item F regarding the exclusion of Trustee Winslow from the Executive Session at the April Board Meeting. Trustee Winslow seconded. Trustee Rhodes indicated Ray Connell will follow-up with the Board at the June meeting. Trustee Smith withdrew his motion, Trustee Winslow did not withdraw her second. On roll call vote, the motion to add Discussion Item F failed 3-4, with Trustee Good, Trustee Jolly, Trustee Rhodes and Trustee Sherrer voting nay.

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

<u>RECOGNITIONS</u>
(YouTube @ 10:45)
Dr. Krull recognized Andy Hoffman and Shane Palmer of GTG Peterbilt for their support of the Diesel Technology program. GTG Peterbilt recently donated a Cummins X15 engine with less than 450 miles for education and training purposes.

Danny Mattern, physics instructor, was recognized for his selection as a NASA Astronomy Activation Ambassador.

Dr. Krull recognized Dr. Heather Rinkenbaugh for the recent completion of her Doctorate in Education in Higher Education Leadership from Baker University.

Members of *The Lantern* and *The Grizzly* were recognized for their recent success at the Kansas Collegiate Media Awards. Students recognized included; Jennifer Anima-Valdez, John Meyer, Key'Andre Thomas, Kira Dye, Ally Davis, Evan Dalian, Brayden Oneal, Nick Butler, Adrian Holguin, Ally Davis, Ope Awe, Ella Boozer, Jocelyn Vargas, Michelle Patry, Mariana Gonzalez-Rangel, Kaden Warner, Jensen Wiebe and Riley Wagner.

Dr. Krull recognized the team of individuals who responded to the grassfire in El Dorado on March 31, 2023. Those recognized were; Dr. Tom Nevill, Jennifer Hartman, Glendell Henderson, Alison Trammell, Ireland Turner, Isaac Forster, Kevin Leiker, Jaime Sharp, Don Rommelfanger, Mike Schweigert, Jessica Mitchell, Laura Fisher, Bill Rinkenbaugh, Dr. Heather Rinkenbaugh, Evan Seiwert, J'Angelo Herbert and Antonio Hernandez.

Chef Luis Pena was recognized for his selection as a Wichita Business Journal 40 Under 40 Honoree.

Dr. Krull recognized Abby Fawcett, Assistant Women's Basketball coach, for being named NJCAA Division I Women's Basketball Assistant Coach of the Year by college scouting and reporting agency World Exposure Report.

Dr. Krull also recognized Jennifer Hartman for her work to support the Higher Learning Commission Visit and Kansas Community College Leadership Institute events on campus over the past few months.

PUBLIC COMMENT
(YouTube @ 23:04)
There was no public comment.

STANDING REPORTS
Student Government Association (YouTube @ 23:12)
SGA President Lillian Rippe shared that on April 14, they hosted Casino Night with a great turnout. Students enjoyed Gambino's and games. On May 1, SGA hosted Grizzly Giveback and they were able to clean up all of campus and the stadium. Unfortunately, they had to cancel the student vs. faculty kickball. On May 4, they hosted the Almost Summer Block Party with games and snacks. They also sponsored Goodie Bags at Late Night Breakfast. They also sponsored prizes for Residence Life's Bingo event.

Operational Staff – (YouTube @ 26:07)
Lisa Bolin shared that the next event is the Recharge, which will be held on June 16 at Walter's Pumpkin Patch. The next OpStaff meeting is May 18 on the El Dorado campus. Lisa also took the time to express her thanks to the Board, administration, faculty and staff, as she closes out her term as OpStaff President.

Professional Employees – (YouTube @ 27:27)
Dr. Terry Sader reported that faculty is immersed in completing final grades. He thanked the Board for their service and stewardship over the past year.

Board Finance Committee – (YouTube @ 28:01)
Trustee Good shared that the variance of $2.3 million and $646,000 represented HEERF funding that has been moved under transfers. Physical plant operations are increased a little bit, due to deferred maintenance that is occurring.

Foundation Board Report – (YouTube @ 29:58)
Trustee Rhodes shared that the Foundation Board meets next week.

President's Report – (YouTube @ 30:07)
Dr. Krull shared the FY24 Board of Trustees meeting calendar that includes regular meetings and work sessions.

Commencement Activities information with details of the various events was shared. Trustee attendance for all events was confirmed.

The Board was asked if revisions were needed to the Board Evaluation document so they could be discussed at the May work session. Trustee Good will have copies ready. Dr. Krull will also bring a format to the Board for her Presidential Evaluation.

A short video recap of the Early College Academy graduation celebration was played for the Trustees. Eighty-four graduates were celebrated.

Educational Facilities Authority Report – (YouTube @ 40:20)
Trustee Sherrer shared that the group will meet toward the end of summer.

KACCT Quarterly Report – (YouTube @ 40:30)
Dr. Krull shared a meeting recap from KACCT Executive Director, Heather Morgan. The most recent meeting was held April 14 in Junction City, which included the annual PTK Honors Banquet. An email was distributed to all KACCT members for the annual evaluation of the Executive Director. Dr. Krull and Trustee Jolly completed that ahead of the recent deadline. Heather Morgan provided a legislative and budget update to those in attendance. April was community college month, so colleges across the state joined together and celebrated their role in the community. KACCT member institutions also voted to fund a state-wide economic impact survey. Each of the colleges will also purchase their institutional economic impact study at a discounted rate. The next KACCT meeting is June 2-3 in Dodge City.

MONITORING REPORTS
(YouTube @ 44:42)
There was no monitoring report this month.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES
   A.   Insurance Renewal – (YouTube @ 44:45) Kent Williams shared last year, the College made a two-year commitment to the Kansas Educational Risk Management Pool (KERMP) for property and liability coverage. This year, a 26-35% increase is anticipated, which equates to approximately $150,000-$200,000 which is reflected in the proposed budget. Factors contributing to the projected increase include increases to the pool-wide rates based on regional marketplace conditions and increases to appraised building values which had been at approximately 70% of the needed replacement values. Gravity Works Architecture verified the increased property values. Chris Conrade of Conrade Insurance Group shared coverage needs to increase to support replacement costs.   Trustee Jolly asked if the College currently has replacement value coverage, which Mr. Conrade confirmed. Current renewal rates are expected after Memorial Day. Trustee Winslow suggested Trustee Braungardt review the appraisal, to which Trustee Braungardt replied that that wouldn't be appropriate.
   B.   Tandem Cyber Operations – (YouTube @ 58:25) Bill Young shared that cybersecurity was outsourced in 2020 to Tandem Cyber Operations. Tandem has also guided the college through a federally-mandated GLBA assessment and a variety of compliance assessments. Tandem's renewal pricing for a three-year agreement beginning in July will remain the same as the current agreement pricing. The most recent GLBA Assessment will be presented at a future Board meeting.

C. Renewal AVISO Retention Software – (YouTube @ 1:04:17) AVISO was approved by the Board in 2019 for Academics and Student Support Services as a early alert system for faculty and staff use in support of students needing assistance. A short discussion was held on renewal costs and overall usage. Approval will be requested at the June Board meeting on the consent agenda.

D. Role of the Butler Community College Foundation – (YouTube @ 1:13:19) Tom Borrego shared a presentation about the Butler Community College Foundation's role as well as information around the Foundation's funding and impact on the students they serve. The primary function of the Foundation is to raise funds to support the mission of the College and to create access to education through scholarships. While affiliated with the College, the Foundation is a separate charitable organization. He shared that Foundations have a fiduciary responsibility to ensure gifts are used to the donor's wishes and maintain confidentiality, while being mindful to the needs of the College. The Foundation is managed by an independent boardIn the last ten years, donors have given more than $10.5 million to the Foundation for scholarship support. The Foundation has been key in the construction of the Hubbard Welcome Center, BG Products Veteran's Sports Complex and the Redler Institute of Culinary Arts. He shared that the Foundation has a team of seven that focuses on fundraising, with decades worth of combined Higher Education experience. The Foundation has awarded 6% of the endowment revenues that past three years in scholarships approximating about $1 million per year.   A breakdown of the salaries funded by the College versus the Foundation was shared.

E. Trustee Information Requests- General Discussion – (YouTube @ 1:45:45) Trustee Rhodes introduced the item and asked for discussion about what process the Board should adopt or follow regarding Trustee KORA requests. Discussion ensued regarding the difference between information requests from Trustees versus the general public and how information should be shared with the Board if the information request is from a Trustee.   Trustee Jolly indicated college staff and the Board need clear direction on how to address information requests.   Discussion was also held on addressing Trustee requests when reports are not readily available and whether Trustees should pay per KORA policy to have the reported created by staff.   Trustee Rhodes noted if Trustees wish to change the current policy, those changes can be proposed at the June meeting.

BOARD ACTION ITEMS
A. iPad Replacement for ID3D – (YouTube @ 2:23:19) Bill Young shared the current iPads used for ID3D coursework can no longer be updated.   Trustee Smith moved to approve the iPad replacement plan as presented. Trustee Sherrer seconded the motion. On roll call vote, the motion passed 7-0.

B. Purchase of the Redler Institute of Culinary Arts Building – (YouTube @ 2:27:22) Tom Borrego shared the contract options for the purchase of the Culinary building with all of the equipment. Trustee Smith asked clarifying questions around special assessments to which Tom Borrego noted there are no special assessments, but there is a fee if there are improvements made to the development. Trustee Jolly moved to approve Purchase Option 2 which was the purchase the Redler Institute of Culinary Arts for $695,160. The Butler Community College Foundation will retain the remaining pledges, $554,280. BCC

agrees to pay the interest on the loan incurred by the BCC Foundation to pay off the Redler Loan. The interest on this loan is 6.5% which will be amortized over the life of the pledges. Trustee Good seconded the motion. On roll call vote, the motion passed 6-1, with Trustee Smith voting nay.

C. <u>Renewal Rave Mobile Safety</u> – (YouTube @ 2:38:35) Trustee Smith moved to approve the renewal of Rave Mobile Safety on the five-year option. Trustee Winslow seconded the motion. On roll call vote, the motion passed 7-0.

D. <u>KBOR Year 3 Performance Agreement</u> – (YouTube @ 2:39:15) Trustee Sherrer moved to accept the Year 3 Performance (AY2022) report for the Performance Agreement Bridge Period between the Kansas Board of Regents and Butler Community College, and approve its transmission to the Kansas Board of Regents no later than June 30, 2023. Trustee Good seconded the motion. On roll call vote, the motion passed 7-0.

E. <u>Personnel – Retirements of Kamal Hussain, Teresa Thompson, John Jenkinson and Brad Beachy</u> (YouTube @ 2:41:10) Shannon Covert shared about Kamal Hussain, who taught upper level math and statistics as an adjunct for 5 years and a full-time instructor for 20 years. Dr. Julio Guerrero thanked Teresa Thompson for her 27 years of service as an Early Childhood instructor. Dr. Tom Nevill shared about Brad Beachy's 29 years of service to Butler and John Jenkinson's 23-year career. Both Jenkinson and Beachy served in the English department. Trustee Sherrer moved to approve the retirements of Kamal Hussain, Teresa Thompson, John Jenkinson and Brad Beachy. Trustee Winslow seconded the motion. On roll call vote, the motion passed 7-0.

F. <u>East Park Softball Locker Room -</u> (YouTube @ 2:45:47) Dr. Krull shared that last fall when the East Park improvements were discussed and approved, the locker room was tabled, because costs were uncertain. When the City let bids for the construction of the concession building and restroom facilities, the softball locker room was included as an alternate bid. Current construction costs are now available with a projected cost of $265,000. The locker room would be placed to the north of the new concession and restroom facilities and will be constructed of metal storage containers as will the concession building and restroom facility. Conco Construction will be completing the work for the City. Funding will be covered from the Capital Projects Designated Fund. Trustee Good moved to approve the construction of the softball locker rooms at East Park for a cost of $265,000. Trustee Sherrer seconded the motion. On roll call vote, the motion passed 6-1, with Trustee Smith voting nay.

CONSENT AGENDA
(YouTube @ 2:54:46)
Trustee Smith moved to approve the consent agenda as presented. Trustee Sherrer seconded. On roll call vote, the motion passed 7-0.

SUPPLEMENTAL INFORMATION
<u>Key Performance Indicators Update</u> – Submitted by Dr. Esam Mohammad
There were no updates to the KPIs this month.

<u>Statement of Revenue & Expenditures</u> – Submitted by Kerry Potter
No discussion.

<u>Thank You Notes</u>
Thank you notes from the family of Rita Rinkenbaugh and John Snedden were shared with the Board.

<u>Board Calendars</u>
(YouTube @ 2:56:10)
Dr. Krull reminded the Trustees of the various Commencement week activities.

EXECUTIVE SESSION
(YouTube @ 2:56:32)
Trustee Sherrer moved that the Board recess into Executive Session for up to 60 minutes to discuss negotiations, pursuant to the open meetings exceptions for matters relating to employer-employee negotiations and that members of the Board, President Kim Krull, Bill Rinkenbaugh, Dr. Phil Speary, Shelley Stultz, Dr. Tom Nevill and Kent Williams be included. Trustee Braungardt seconded the motion. On roll call vote, the motion passed 7-0.
ENTER EXEC SESSION @ 7:32pm
RETURN TO OPEN SESSION @ 8:31pm

ADJOURNMENT
Trustee Good moved to adjourn the meeting. Trustee Winslow seconded. The motion passed 7-0. The regular meeting of May 9, 2023 was adjourned at 8:33p.m.

Mary Martha Good – Secretary

BILLS AND WARRANTS

TOPIC for ACTION
May 2023 Bills and Warrants

REPORT
Bills and Warrants for May 2023 - $6,408,254.68 (includes Expenditure Approval List - $3,405,770.20 and Payroll - $3,002,484.48).

RECOMMENDED ACTION:
Approval of May 2023 bills and warrants.

RECOMMENDED FUNDING SOURCE:
N/A

Submitted by: Sariah Wilson, Assistant Director – Accounts Payable
Supervisor: Yolanda Hackler, Director – Accounts Payable
Date: June 1, 2023

RESOLUTIONS

TOPIC for ACTION
Payment of Claims

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

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

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

RECOMMENDED ACTION:
The administration is requesting approval to continue the current procedure for payment of claims for the 2023-24 budget year consistent with Resolution 98-4.

RECOMMENDED FUNDING SOURCE:
N/A

Submitted by: Yolanda Hackler, Accounts Payable Director
Supervisor: Kent Williams, VP of Finance
Date: May 2, 2023

RATIFICATION OF AGREEMENTS & CONTRACTS

TOPIC for ACTION
Federal Work Study Off Campus Employment- Greater Wichita YMCA

REPORT:
The Federal Work-Study (FWS) program provides part-time employment to students with financial need, allowing students to gain valuable work experience while earning money to help pay educational expenses. Wages earned through FWS are funded 75% by the money provided to the institution through its FWS allocation and 25% by institutional or organizational match.

As a requirement of the FWS program, Butler must spend a minimum 7% of its award allocation on community service employment. Butler's FWS allocation for the 2023-2024 academic year is currently $170,000.

Butler's Financial Aid Office has identified community partners to assist with meeting the community service requirement. During the 2022-2023 academic year Butler had successful partnerships with El Dorado Child Start and El Dorado Senior Center. There are plans to continue these partnerships, but additional community partners need to be identified to meet the required 7% community service threshold.

Working with the staff at the Greater Wichita YMCA, FWS opportunities mutually beneficial to the organization and the student employee. Student employment opportunities exist at the following locations: have been identified.
El Dorado YMCA
Augusta Early Learning Center
Andover Early Learning Center (tentative opening August 2024)
YMCA El Dorado Key Academy (Latchkey) Program currently located in Skelly Elementary
YMCA Andover KEY Academy (Latchkey) Public Elementary Schools

Wages earned through partnership with the Greater Wichita YMCA will be funded 75% by the FWS allocation and 25% by the Greater Wichita YMCA.

RECOMMENDED ACTION:
The Board ratify the Off-Campus Agreement between Greater Wichita YMCA and Butler Community College.

RECOMMENDED FUNDING SOURCE:
Student employee wages funded by 75% FWS program award and 25% by the Greater Wichita YMCA.

Submitted by: Heather Ward, Director of Financial Aid
Supervisor: Dr. Jessica Ohman, Associate Vice-President of Student Services
Date: May 22, 2023

Off-Campus Agreement

This agreement is entered into between Butler Community College, hereinafter known as the "Institution," and **The Greater Wichita YMCA**, hereinafter known as the "Organization," a Federal, State, or local public agency, for the purpose of providing work to students eligible for the Federal Work-Study Program [FWS].

Job Descriptions, dated and marked Exhibit "A", to be attached to this agreement from time to time must be signed by an authorized official of the institution and the organization and must set forth—

1. brief descriptions of the work to be performed by students under this agreement;
2. the total number of students to be employed;
3. the hourly rates of pay, and
4. the average number of hours per week each student is to work.

These descriptions will also state the total length of time the project is expected to run, the total percent, if any, of student compensation that the organization will pay to the institution, and the total percent, if any, of the cost of employer's payroll contribution to be borne by the organization. The institution will inform the organization of the maximum number of hours per week a student may work. The organization agrees to confirm the hours the student worked by authorized signature of an organization official on the students time sheet.

Students will be made available to the organization by the institution to perform specific work assignments. The organization will be responsible for training the students to perform the work assignments. Students may be removed from work on a particular assignment or from the organization by the institution, either on its own initiative or at the request of the organization. The organization agrees that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, national origin, or sex. It further agrees that it will comply with the provisions of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat. 252) and Title IX of the Education Amendments of 1972 (Pub. L. 92-318) and the Regulations of the Department of Education which implement those Acts.

Transportation for students to and from their work assignments will not be provided by either the institution or the organization. In the event of injury incurred by a student employee while acting within the scope of his/her duties, the institution shall assume responsibility as employer. The organization will be responsible for informing the students of any potential hazards, what to do in case of an emergency and who to contact in case of an emergency. The organization agrees to release and hold the institution safe and harmless from any liability arising from students while at work.

The institution is considered the employer for purposes of this agreement. It has the ultimate right to control and direct the services of the students for the organization. It also has the responsibility to determine whether the students meet the eligibility requirements for employment under the Federal Work-Study Program, to assign students to work for the organization, and to determine that the students do perform their work in fact. The organization's right is limited to direction of the details and means by which the result is to be accomplished.

Compensation of students for work performed on a project under this agreement will be disbursed and all payments due as an employer's contribution under State or local workers' compensation laws, under Federal or State social security laws, or under other applicable laws, will be made by the institution.

_____   _____
Date   Dr. Kim Krull
                                            President, Butler Community College

_____   _____
Date   Heather Ward
                                            Director Financial Aid, Butler Community College

_____   _____
Date   Brandy S. Weber
                                            Associate Vice President, Human Resources

TOPIC for ACTION
Registered Nurse/Collaborating Physician Practice Agreement

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

Contract Introduction:
Term of Agreement: 2023-2024 school year - beginning July 1, 2023 - June 30, 2024.

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

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

Hospital emergency rooms are located within three miles of the El Dorado campus and the Andover campus
.
The program shall be continued through the 2022-2023 school year beginning July 1, 2023 through June 30, 2024.

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

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

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

RECOMMENDED ACTION:
The board to approve continued healthcare services to Butler students, faculty, and staff through the approval of this contract. There is no change in the annual contract with the exception of the date.

RECOMMENDED FUNDING SOURCE:
This is a budgetary item. The agreed upon compensation for Dr. Rausch is seven thousand dollars ($7,000.00) annually, payable $3,500 on or before December 31, 2023 and the balance on or before May 31, 2024.

Submitted by: Jaime Sharp, Director of College Health Services
Supervisor: Bill Rinkenbaugh, VP of Student Services
Date: May 30, 2023

Butler
Community College

Student Life Division
College Health Services

REGISTERED NURSE/COLLABORATING PHYSICIAN PRACTICE AGREEMENT

Term of Agreement: 2023-2024 school year – beginning July 1, 2023 – June 30, 2024

Introduction

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

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

The program shall be continued through the 2023-2024 school year beginning July 01, 2023 through June 30, 2024.

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

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

I. Responsibilities of the Registered Nurse

The responsibilities of the RN at BCC are listed below:

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

1

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

2

II. Responsibilities of the Consulting Physician

1. Physician is an independent contractor.
2. Physician agrees to be on campus seeing students and consulting with RNs and APRN a minimum of two (2) hours per week--currently scheduled during the Spring and Fall semesters: three (3) Mondays per month at Butler of El Dorado, and one (1) Monday per month at Butler of Andover. Both parties agree to modify schedule as needed to meet the Health Services needs and medical emergencies in the Physician's practice.
3. Physician agrees to maintain their own professional malpractice insurance in an amount no less than two million ($2 million) dollars and includes Butler Community College as an additional insured under said policy.
4. Physician acknowledges that they are an independent contractor and as such is not entitled to College employee benefits, including workers' compensation.
5. The agreed upon compensation for the Physician is seven thousand dollars ($7,000.00) annually, payable $3500.00 on or before December 31, 2023 and the balance on or before May 31, 2024.
6. Physician is responsible for any and all tax consequences of the payments provided for his independent contractor services.
7. This agreement shall become effective on the date accepted and shall continue in effect until terminated by either party on thirty days written notice. In the event of termination prior to the end of a semester the amount payable will be pro-rated for services rendered.
8. BCC reserves the right to terminate this agreement immediately in the event the Physician fails or refuses to perform the agreed upon responsibilities.
9. Physician agrees to be available for calls from APRN, and/or RN and staff, for consultation and referrals in addition to the two hours on campus providing professional medical treatment and consultation required by College Health Services students.
10. Physician agrees to indemnify the Butler Community College from any and all liability arising from Physicians actions.

III. Provisions for Referral and Consultation

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

3

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

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

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

IV.   Coverage for Emergency Absence of the APRN or RN

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

V.   Coverage for Emergency Absence of the Physician

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

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

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

Mechanisms to be used to resolve conflict are:

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

4

VII.   Review of Client Records by Collaborating Physician

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

VIII.   Enforcement of Collaborative Agreement

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

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

This agreement entered into the date and year stated below:

_____   _____
Physician Signature   Date
Dr. Michael Rausch MD

_____   _____
RN, Director of College Health   Date
BCC Student Health Services
Jaime Sharp MS, RN, MLAC

_____   _____
BCC Vice President of Student Services   Date
Bill Rinkenbaugh, Vice President

_____   _____
Butler Community College   Date
Dr. Kimberly Krull, College President

5

<div align="center">
TOPIC for ACTION
Advanced Practice Registered Nurse Agreement
</div>

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

Contract Introduction:
Term of Agreement: 2022-2023 school year - beginning July 1, 2023 - June 30, 2024.

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

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

Hospital emergency rooms are located within three miles of the El Dorado campus and the Andover campus
.
The program shall be continued through the 2023-2024 school year beginning July 1, 2023 through June 30, 2024.

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

The contract also includes the following:
- The responsibilities of the APRN at BCC are listed.
- Provisions for referral and consultation

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

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

Submitted by: Jaime Sharp, Director of College Health Services
Supervisor: Bill Rinkenbaugh, VP of Student Services
Date: May 30, 2023

BUTLER COUNTY COMMUNITY COLLEGE
Student Life Division
College Health Services

ADVANCED PRACTICE REGISTERED NURSE AGREEMENT

Term of Agreement: 2023-2024 school year – beginning July 1, 2023 – June 30, 2024

Introduction

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

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

The program shall be continued through the 2023-2024 school year beginning July 01, 2023 through June 30, 2024.

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

I. Responsibilities of the Advanced Practice Registered Nurse

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

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

17.   Collaborate care with county health departments, consulting physicians, Butler Community College faculty staff, and patient's family as appropriate

II.   <u>Provisions for Referral and Consultation</u>

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

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

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

This agreement entered into the date and year stated below:

_____   _____
Advanced Practice Registered Nurse   Date
Caitlin Greene, APRN

_____   _____
RN at BCC Student Health Services   Date
Jaime Sharp MS, RN, MLAC

_____   _____
BCC Vice President of Student Services   Date
Bill Rinkenbaugh, Vice President

_____   _____
Butler County Community College   Date
Dr. Kimberly Krull, College President

<div align="center">

TOPIC for ACTION
Athletic Insurance

</div>

REPORT:
Ryan Murray from Insurance Center, Inc. has provided the new costs for the Sports Accident Policy and the Catastrophic Policy. The basic coverage for all sports will be $182,810 (0% change from FY2023 and the catastrophic sports accident policy will be $23,339 (0% change from FY2023. The cost for FY2024 will be $206,149 (0% change from FY2023).

RECOMMENDED ACTION:
Approve the Athletic Insurance and Catastrophic Insurance policy for FY2024 in the amount of $206,149.

RECOMMENDED FUNDING SOURCE:
Athletics Budget

Submitted by: Todd Carter, Athletics Director
Supervisor: Bill Rinkenbaugh, VP of Student Services
Date: May 30, 2023

TOPIC for Action
Renewal AVISO Retention Software

REPORT:
In June 2019, the board approved the implementation of Aviso Retention Software to provide greater support to students with real-time solutions addressing students' needs for retention, persistence, and completion. The Academic and Student Services Divisions' leadership intent is to continue with Aviso, a highly effective student support process which increases the likelihood of students' successful achievement of their Pathways degree/certificate goals as the required Strategic Institutional Improvement Initiative. Aviso's predictive analytics uses customized institutional data to anticipate and score risk levels for each student through the education process and delivers insights directly to faculty, advisors, and coaches. Staff and faculty can then use this data to connect internally or directly to assess and assist the students' needs. Aviso has been integral in identifying student needs, initiating alerts, and intervening to help students to persist and complete their goals. In the last 2 years, 20,000+ messages and 927 staff initiated alerts have been sent through the Aviso platform.

Aviso was recently purchased by Watermark and was renamed Student Success & Engagement.

5 year renewal option:		3 year renewal option:	
2023-2024	$47,836.96	2023-2024	$47,836.96
2024-2025	$48,062.83	2024-2025	$50,216.31
2025-2026	$48,543.46	2025-2026	$52,714.62
2026-2027	$49,028.89		
2027-2028	$49,519.18		

During the May discussion meeting, questions arose during the board meeting regarding usage statistics. Faculty, advisors, and staff can use aviso to initiate alerts regarding students' retention risks. The individual instructor may or may not have need daily to be actively closing alerts or sending alerts; student risk factors determine much of that. An instructor may have a section with students whose grades, participation, or online activity are at low risk thus not prompting an alert. Other instructors may have students who will require alerts. Since the spring 2020 launch through spring 2023 faculty response (a faculty member closing an alert) has scaled from approximately 15% (and this was Covid semester) to 45% currently. This is based on student alerts and those faculty who would need to respond. Staff-initiated alerts during that same period have had a response rate (being closed by a staff member) of no less than 98% since 2020.

For fall 2022 there were 25,013 automated alerts created by AVISO (current grade, participation, login) that went out to 150 faculty. 106 faculty (full and part-time) closed (responded to the alert), or a little over 66% closure rate (higher than our average). In the same semester, there were 165 staff-initiated alerts sent out for students with non-cognitive issues. These were closed at a 99% rate.   The original goal was to see a 25% increase in automated alert "closings" each semester and Butler has achieved that goal (given that all faculty have been trained but not all faculty are necessarily needing to "use" it daily). From a student service perspective, advisors and other academic staff do utilize AVISO daily as it provides a more efficient means to student information than having to search Banner. From 2020 AVISO reports indicate an increase in both student persistence and completion. Although this is only part of Butler's overall retention efforts, the utilization of the software has likely contributed to those trends.

RECOMMENDED ACTION:
Board approve the renewal for Aviso Retention Software for 5 years.

RECOMMENDED FUNDING SOURCE:
N/A

Submitted by: Bill Young, VP of Digital Transformation/CIO
                       Dr. Tom Nevill, VP of Academics
Supervisor: Dr. Kim Krull, President
Date: May 30, 2023

Quote and Order Form

Quote #:	Q-19785-3
Date:	3/7/2023
Expires On:	6/14/2023
Prepared By:	Susie Akey

Watermark Insights, LLC
10900-B Stonelake Boulevard, Suite 350
Austin, Texas 78759
United States

Account Name: Butler Community College

901 S Haverhill Rd.
El Dorado
KS , 67042

Primary Contact: Troy Nordman
Phone: (316) 218-6215
Email: tnordman@butlercc.edu

Billing Information

Bill To : Butler Community College
Attention: Amy Kerschner
Email: akerschner@butlercc.edu

Billing Frequency: Annual
Billing Frequency Notes:
Payment Terms: Net 30
Effective Start Date: 6/15/2023
Contract Term Length: 60 Months

Term 1

Subscription Items 6/15/2023 - 6/14/2024

Product / Service	Program	Quantity	Unit of Measure	Total
Student Success & Engagement - Core		1.00	Total Enrollment	USD 47,836.96
Subscription Items 6/15/2023 - 6/14/2024 Total:				USD 47,836.96
Total Term 1:				USD 47,836.96

Term 2

Subscription Items 6/15/2024 - 6/14/2025

Product / Service	Program	Quantity	Unit of Measure	Total
Student Success & Engagement - Core		1.00	Total Enrollment	USD 48,062.83
Subscription Items 6/15/2024 - 6/14/2025 Total:				USD 48,062.83

Term 3

Subscription Items 6/15/2025 - 6/14/2026

Product / Service	Program	Quantity	Unit of Measure	Total
Student Success & Engagement - Core		1.00	Total Enrollment	USD 48,543.46
Subscription Items 6/15/2025 - 6/14/2026 Total:				USD 48,543.46

Term 4

Subscription Items 6/15/2026 - 6/14/2027

Product / Service	Program	Quantity	Unit of Measure	Total
Student Success & Engagement - Core		1.00	Total Enrollment	USD 49,028.89
	Subscription Items 6/15/2026 - 6/14/2027 Total:			USD 49,028.89

Term 5
Subscription Items 6/15/2027 - 6/14/2028

Product / Service	Program	Quantity	Unit of Measure	Total
Student Success & Engagement - Core		1.00	Total Enrollment	USD 49,519.18
	Subscription Items 6/15/2027 - 6/14/2028 Total:			USD 49,519.18

Terms and Conditions

Master Subscription Agreement
Use of Watermark Software and Services is subject to the terms and conditions of the Master Subscription Agreement, which can be found at https://www.watermarkinsights.com/msa/. This Agreement is entered into as of the date on which the Order Form is fully executed by the Parties (the "Effective Date").

Our Student Success & Engagement (SS&E) Advanced Tier– Core Products include the following Services:
- Achievements
- Action Plans
- Alerts (Automated & Staff-Initiated)
- Appointment Management
- Key Engagements
- Messaging including email & two-way texting. Gmail Plugin included.
- Outcome-Aware Campaigns
- Predictive Analytics w/ Course Completion and Persistence Models
- Survey Integration w/ SurveyMonkey & Qualtrics
- Tagging
- Tasks
Next (Kiosk)
Watermark Student Mobile App
Academic Planning
Pipelines, Stages, Opportunities

Professional Services
Organization's purchase of Implementation Services shall expire six (6) months from the date of execution of the Order Form. Organization's purchase of Professional Services, other than Implementation Services, shall expire twelve (12) months from the date of execution of the Order Form.

Each person signing this Agreement on behalf of a party warrants that he/she is authorized to sign it and to bind that party by his/her signature.

Watermark Insights, LLC	**Butler Community College**
By:	By:
Name: Erin Shy	Name:
Title: CEO	Title:
Date:	Date:
Legal Approved:	

Watermark Insights, LLC   **CLIENT**

Watermark Insights, LLC   As Identified on the Order Form
815 Grandview Avenue
Suite 150
Columbus, Ohio 43215

<u>**SUPPORT AND SERVICE LEVEL AGREEMENT FOR SS&E**</u>

<u>**Last Updated: January 9, 2023**</u>

This Support and Service Level Agreement is by and between Watermark Insights, LLC, as successor-in-interest to Aviso Coaching, LLC ("**Watermark**") and the Client identified on the Order Form ("**Client**"), and is incorporated by reference, into the Master Subscription Agreement between the parties (the "**Agreement**"). For the avoidance of doubt, the Support and Service Levels are applicable only to the Student Success & Engagement (previously known as Aviso) products and services and shall not apply to any other Watermark products or solutions. Any capitalized terms used herein without definition shall have the meaning given to such terms in the Agreement.

<u>**Service Level Agreement**</u>. All support for the Student Success & Engagement (SS&E) shall be conducted under the terms of the Support and Service Level Agreement ("SLA") attached hereto. Support is further defined by the Managed Support Service Package selection.

Support and Service Level Agreement

	Response	Update	Resolution
Production Down / Major Components Failure	1 business hour for service restoration, acknowledgement	As details become available	Urgent Priority until incident is resolved
Bugs	8 business hours	If further details are required	40 business hours
Questions/Enhancements	16 business hours	If feature is selected for implementation	N/A

1. Production System Down

Definition - The Software is failing in a production environment resulting in a complete loss of productive capability. This type of problem severely impacts Client's business objectives and requires rapid response and resolution. Examples of a production down environment are a non-recoverable server crash or the complete failure of one of the systems core components.

Response – Monitoring tools or Client reports alert Watermark of production system outage. Triage Team investigates, restores service (if possible – DoS attacks, 3rd party services failures (Amazon AWS, Internet Provider, etc.), and any non-supported, Client-specific modifications to the system are exceptions), and alerts affected Clients within an hour, acknowledging the issue and providing any details that may be available at that time.

Update – updates will be sent as service restoration and resolution plans are determined and/or when services are restored. Regular updates will occur as key advancements in the resolution of the issue occur (e.g. service resolution, issue resolution)

Resolution – After service is restored to production, production-stopping issues will be treated with highest priority and will be resolved as soon as possible for the engineering team.

2. Major Components Failure

Definition - One of the major functions or features of the system is failing. This type of problem also requires rapid response and resolution. An example of a major feature failure is the return of incorrect results by the Software functions.

Response – Monitoring tools or Client reports alert Watermark of production system outage. Triage Team investigates, restores service (if possible – DoS attacks, 3rd party services failures, and any non-supported, Client-specific modifications to the system are exceptions), and alerts affected Clients within an hour, acknowledging the issue and providing any details that may be available at that time.

Update – updates will be sent as service restoration and resolution plans are determined and/or when services are restored. Regular updates will occur as key advancements in the resolution of the issue occur (e.g. service resolution, issue resolution)

Resolution – After service is restored to production, production-stopping issues will be treated with highest priority and will be resolved as soon as possible for the engineering team.

3. Feature is Not Working as Documented/Designed (Bugs)

A feature in the Software is not behaving as documented by Watermark. Productive work can continue but the Software is not performing to specification and a remedy is required.

Response – Initial response is within 4 business hours

Resolution – Issue is resolved within 40 business hours

4. General Questions/Enhancement Requests

These problems are of a general nature and pertain to how the Software should operate in both a production and development environment.   This category also includes feature/enhancement requests for subsequent releases.

Response – Initial answer to questions and requests for enhancement will go out within 8 hours.

Update – Clients are alerted when a feature enhancement is selected for implementation. This update includes a soft release date or version with which the feature will be included.

Resolution – Initial response to questions generally resolves that item. Enhancements are not ever guaranteed to be implemented.

v230109

Acknowledgment - Acknowledgment is defined as contact by either email or phone by a trained Watermark Client Support professional to advise of the receipt of a Client support issue.

Initial Response - Initial response is defined as contact by either email or phone by a trained Watermark Client Support professional to gather additional information about a Client support issue and to determine the steps to reproduce the problem.

Status Frequency - This is the frequency with which Watermark Client Support will update Client on their open support issues. This frequency may be extended by mutual agreement between the Client and Watermark.

Temporary Fix/Hotfix - This is a relief from the experienced behavior. It may take the form of a workaround, a patch, or an alternate design approach.

*Disruptions to service due to scheduled system maintenance and/or required security updates shall not be considered priority 1, 2 or 3 incidents, so long as such scheduled system maintenance and/or required security updates are started and completed during their regularly scheduled times

Aviso Retention Knowledge Base (https://support.avisoretention.com) availability 24 hours a day, 365 days per year.

Client support business hours 8:00 am-5:00 pm EST/EDT M-F. All hours mentioned above are restricted to business hours.

5. Miscellaneous

1. Institution shall provide 24x7 access to institutional systems required for data exchange. This includes but is not limited to: Student Information System, Learning Management System, Aviso Connect/Accelerate installation on institution network, virtual machine provided by institution, and connectivity to such systems.
2. In cases where connectivity from SS&E to institution system is through a direct database connection, institution shall provide account with permissions to view query execution plans for performance tuning.
3. Institution acknowledges that the SS&E Support Packages have been reviewed and one has been selected. If none are selected, the institution will automatically receive the lowest level package offered.
4. Watermark may, at its discretion, move SS&E to its hosted platform, rather than having it installed locally at an institution. This service will be invoiced to the Client at the then current rate. Support from institution IT shall be required for this effort.
5. Failure to meet SS&E system requirements as defined in the document titled "SS&E (Aviso) Connect Overview and Infrastructure Requirements" may result in charges for diagnosing or fixing problems related to the importing of data at the current yearly services rate.

Managed Service Options

Watermark offers three support packages to meet the needs of its institutional partners using SS&E. The purpose of these support packages is to ensure partner institutions have the level of support needed based on internal resources, budget, and expectations. For additional information about our support package offerings, please visit the Knowledge Base here: https://support.avisoretention.com/hc/en-us/articles/1500002369082-Aviso-Enterprise-Support-Packages

Managed Service Matrix

Item	Base	Standard	Professional
24x7 Knowledge Base	Yes	Yes	Yes
Incident Submission via Support Website	Yes	Yes	Yes
Incident Submission via Email	No	Yes	Yes
Incident Submission via Phone (9am-5pm Eastern)	No	No	Yes
Default Request/Incident Priority Level Assigned	Low	Normal	High
First Response Time (Work Hours)	8 hours	8 hours	4 hours
Integration support with LMS and SIS. Institutions often use these hours for phone calls with our data integration teams for assistance with data extracts, troubleshooting, implementing new features, and planning.	By Request, for a fee	24 hrs/yr	40 hrs/yr
End-User Training	By Request, for a fee	4 hrs/yr Delivered Remotely	8 hrs/yr Delivered Remotely
Price	Contact your Sales Rep		

The Base support package is the default offering to a Client, unless otherwise selected. Hours cannot be moved from one Item to another. Unused hours do **not** carry over.

Managed Service Package Selection

Client selects the following Managed Service Package:

Selected	Package Name
See Order Form for selection	Bronze (previously known as Base)
	Silver (previously known as Standard)
	Gold (previously known as Professional)

TOPIC for Action
Tandem Cyber Operations

REPORT:
When it comes to cyber security, no organization is immune to malicious cyber-attacks intent on compromising the confidentiality, integrity, or availability of data. For decades Higher Education has had the reputation of inadequate security measures surrounding high amounts of sensitive information thus more attackers have been attracted to Higher Education. Historically, Butler Community College has been an industry leader in information security, ensuring data integrity and availability. In 2006 former CIO, Tom Erwin, created the Office of Information Security and hired a Chief Information Security Officer that was tasked with building a robust cyber security posture for the institution. Over the next few years that department grew to include an Information Security Analyst. Butler Community College must maintain a strong security posture to defend against cyber-attacks intending to compromise the confidentiality, integrity, or availability of data and to ensure the institution meets the compliance requirements set forth by regulatory bodies.

In an effort to responsibly reduce expenses, while building efficiencies, The Information Services Division outsourced the Office of Information Security to Tandem Cyber in 2020. This resulted in trimming the payroll budget by $183,000. Additionally, the new agreement with Tandem Cyber allowed IS to eliminate licensing for log aggregation software and penetration testing services, resulting in additional saving of more than $50,000. The annual contracted cost of services from Tandem Cyber was originally set at $175,000 per year.

Tandem Cyber fills multiple roles for Butler Community College that would otherwise have to be filled with full time-employees. These roles include, Chief Information Security Officer, Chief Information Security Advisor, Information Security Analysts, Information Security Engineers, Governance and Compliance Advisors, and an On-Call Incident Response Team. Most recently, Tandem Cyber guided the institution through a GLBA (Gramm-Leach-Bliley act) assessment. This assessment must be completed by a GLBA Qualified Individual (GLBA-QI), a role that Tandem fills. The GLBA assessment acts to ensure Butler is compliant as well as presents areas for process improvement. GLBA is just one of a multitude of state, federal, and international compliance models that the college is responsible for.

Tandem Cyber provides a tailored solution for Butler Community College that meets the security needs of our institutional operations and strategic goals. Information Services recommends continuing services with Tandem Cyber. The previous contract was an annual payment of $175,000.00 for 3 years. The new 5 year contract includes a negotiated $15,000 discount per year for annual cost $160,000.

RECOMMENDED ACTION:
Information Services recommends the board approve the annual payment of $160,000.00 for 5 years to Tandem Cyber.

RECOMMENDED FUNDING SOURCE:
Information Services Technology Project Fund

Submitted by: Bill Young, Vice President of Digital Transformation / CIO
Supervisor: Dr. Kim Krull, President
Date: May 31, 2023

TANDEM

25 April 2023

Bill,

This Services Order Sheet contains an overview of services for Butler Community College, based on the selected offerings below. Any special modifications to the services agreement should be documented below prior to signature of the Services Agreement.

We are more than happy to converse with anyone with questions. If you all have any questions, please do not hesitate to reach out.

Comprehensive Cybersecurity Services

1	Strategic + Operational Services, 5-Year agreement	$800,000
2	**2023 -** $160,000	**2024 -** $160,000	**2025 -** $160,000	
3	**2026 -** $160,000	**2027 -** $160,000	
4	---Nothing follows ---	
5		
6		
7		
8		
9		
10		
11		

$800,000

Notes:
a) Multi-year discount factored in, $15,000 per year; $75,000 total.
b) Quarterly payments are permissible.
c) Details regarding the services are attached, tandem offerings_2023_1.pdf.
d) Additional services can be added as needed; an amended order sheet would then be generated.

Let's do right,

Tevin Manuel

tevin@tandemcyber.co

Tandem Cyber Operations Services Groupings

Line	CISO/CSO (Security Leader)	Strategic	Operational	Strategic + Operational
1	Direct and approve the design of security systems;	X		X
2	Review and approve security policies, controls, and cyber incident response planning;	X		X
3	Approve identity and access policies;	X		X
4	Review investigations after breaches or incidents, including impact analysis and recommendations for avoiding similar vulnerabilities;	X		X
5	Maintain a current understanding the IT threat landscape for the industry;	X		X
6	Ensure compliance with the changing laws and applicable regulations;	X		X
7	Translate that knowledge to identification of risks and actionable plans to protect the organization;	X		X
8	Schedule periodic security audits;	X		X
9	Manage all teams, employees, contractors and vendors involved in IT security, which may include hiring;	X		X
10	Provide training and mentoring to security team members;	X		X
11	Constantly update the cyber security strategy to leverage new technology and threat information;	X		X
12	Brief the executive team on status and risks, including taking the role of champion for the overall strategy and necessary budget; and	X		X
13	Communicate best practices and risks to all parts of the business, outside IT.	X		X

Line	Security Team (Security Resources)	Strategic	Operational	Strategic + Operational
14	Phishing campaigns		X	X
15	Perimeter monitoring		X	X
16	Penetration testing		X	X
17	Vulnerability assessment		X	X
18	Threat & log monitoring		X	X
19	Incident response (Technical and lead)		X	X
20	Threat hunting		X	X
21	Suspicious email/file review		X	X
22	Security product/controls configuration & management support		X	X
23	Mitigation research & implantation planning		X	X

Line	Additional Resources (*Can be à la carte)	Strategic	Operational	Strategic + Operational
24	User security awareness and training (Including PCI-DSS)*		X	X
25	Cybersecurity focused professional development for IT staff*	X		X
26	Security platform access (SIEM, vulnerability management, etc.)		X	X
27	Incident response and communication to impacted users*			

TOPIC for ACTION
Nursing Satellite Campus at Cowley Community College

REPORT:
Butler Community College's Nursing Program and Cowley County Community college will enter into an agreement for a shared commitment to increase Butler's nursing program.

RECOMMENDED ACTION:
Board approval of MOU between Butler CC's Nursing Program and Cowley Community College.

RECOMMENDED FUNDING SOURCE:
Operating budget as approved by BOT in July 2022.

Submitted by: Janet Schueller, Associate Dean of Nursing and Allied Health
Supervisor: Dr. Julio Guerrero, Dean Health, Education, & Public Services
Date: May 31, 2023

BUTLER OF WINFIELD MEMORANDUM OF UNDERSTANDING

This Agreement, made and entered into this 1st day of July, 2023, by and between COWLEY COLLEGE, hereinafter called "COWLEY," and BUTLER COMMUNITY COLLEGE, hereinafter called "BUTLER," to allow BUTLER'S Nursing Program to begin operations at COWLEY'S Allied Health Center in Winfield, Kansas.

THEREFORE, IT IS AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

GENERAL TERMS

1. The term of this agreement will begin on July 1, 2023 and will continue year to year for 10 years. This agreement will renew automatically under the same terms and conditions unless either party provides notice to the other party 60 days in advance of the renewal date stating wishes to discuss modifications. Termination may be initiated by either party through a Notice of Intent to Terminate, which must be submitted to the other party prior to January 1 for discontinuance for the next academic year. Existing cohorts at the time of termination will be allowed a teach-out phase.

2. Both COWLEY and BUTLER will actively support and promote BUTLER'S Nursing Program at the Winfield Allied Health Center.

3. COWLEY will be the provider of onsite general education and prerequisite courses for COWLEY students. BUTLER will accept general education and prerequisite courses that are completed at any institution as long as they meet BUTLER'S Nursing standards.

4. BUTLER will be the provider of all courses listed in the BUTLER Nursing AAS pathway for students admitted into the BUTLER Nursing program at Winfiled;
   Unless the following two critieria are met;
   - any of the courses have been completed at another institution prior to the student being admitted into BUTLER'S Nursing program
   - the course meets BUTLER'S Nursing standards

5. BUTLER will give priority to qualified COWLEY students seeking admittance into BUTLER'S Nursing program at Winfield. However, BUTLER reserves the right to offer admittance to students from any institution if there are not enough qualified applicants from COWLEY to fill all open seats.

6. Both COWLEY and BUTLER will cooperate to generate operational efficiencies, whenever feasible.

COWLEY REQUIREMENTS

7. COWLEY will make space available to BUTLER in the Winfield Allied Health Center starting July 1, 2023. This includes:
   a. Priority to two deginated classrooms
   b. Shared lab space based on scheduling and availability

c. Shared simulation lab space based on scheduling and availability
d. Designated office space

8. COWLEY will work with the BUTLER Nursing Administrator to determine equipment and technology needs.

9. COWLEY shall be solely responsible for paying all utilities, including water, sewer, gas, electricity, custodial services and products, trash removal, basic maintenance, and general supplies, that arise out of and become due in connection with its facility.

10. COWLEY will sign the out-of-service area request for BUTLER Nursing courses taught at the Winfield Allied Health Center that COWLEY does not offer.

BUTLER REQUIREMENTS

11. BUTLER will complete all necessary paperwork to expand the Nursing Program to Cowley County.

12. BUTLER will pay COWLEY __$6,000__ annual rent to lease space at the Winfield Allied Health Center from July 1 to June 30 every year beginning July 1, 2023. If either party terminates the agreement, then the rent will be prorated.

13. BUTLER will provide COWLEY classrooms and offices with internet access via wired and/or wireless connections.

14. BUTLER shall pay for all costs arising out of construction or remodeling its designated spaces within the facility. All external construction and internal remodeling must have the consent of COWLEY and be done in consultation with COWLEY.

15. BUTLER will provide equipment necessary to operate its Nursing Program at the Winfield Allied Health Center and will retain all equipment at the end of Term.

16. BUTLER will provide the instruction and pay for the operational and salary costs associated with courses and the program.

17. BUTLER will keep tuition and fees, state aid, grants, and other sources of revenue generated from the Nursing program, in addition to all credit hour production for classes taught by BUTLER.

18. BUTLER will follow COWLEY's policies and procedures for facilities use.

BUTLER'S USE OF THE FACILITY

19. BUTLER shall occupy assigned classrooms during scheduled times and when available during all hours, daytime, nighttime, and weekends. BUTLER may use additional

2

COWLEY classrooms provided the classrooms are not being used by COWLEY and use of the rooms has been approved by COWLEY. The College designee for COWLEY and the BUTLER Coordinator shall decide on available classroom space for BUTLER at least 2 months prior to the beginning of each college semester and reduce such schedule to writing.

20. BUTLER shall occupy assigned labs during scheduled times. Open Lab time shall be designated and agreed upon during times when not being occupied by COWLEY.

21. BUTLER shall occupy assigned simulation labs during scheduled times. Open Simulation lab time shall be designated and agreed upon during times when not being occupied by COWLEY.

22. BUTLER shall occupy assigned offices during all hours, daytime, nighttime, and weekends.

23. BUTLER is not allowed to sub-lease or allow usage of the facility or any of the contents within the facility referenced within this document by any entity for "FOR PROFIT" purposes.

EQUIPMENT SHARING

24. All furniture, furnishing, equipment, supplies, mannequins, technology and electronic and hard-bound library materials that are BUTLER'S or have been paid for by BUTLER will remain the property of BUTLER.

25. All furniture, furnishing, equipment, supplies, mannequins, technology and electronic and hard-bound library materials that are COWLEY'S or have been paid for by COWLEY will remain the property of COWLEY.

INSURANCE

26. Each party hereto is responsible for obtaining hazard and liability insurance on all property within its own space and property owned within shared spaces.

27. Each party shall provide proof of insurance to the other party on an annual basis.

MUTUAL INDEMNITY CLAUSE

28. Each party hereto agrees to save and hold harmless the other party from any and all claims, demands, costs and damages arising out of the other party's use of either COWLEY'S or BUTLER'S premises and the parties shall carry liability insurance in an amount agreed to by both parties. COWLEY shall appear as an additional insured on BUTLER's policy and BUTLER shall appear as an additional insured on COWLEY's policy. BUTLER will be responsible to secure and maintain personal property insurance on the equipment owned by BUTLER.

3

SETTLEMENT OF DISPUTES

29. In the event that any dispute should arise between COWLEY and BUTLER, the BUTLER Site Coordinator, the Nursing Administrator and COWLEY "designee" shall attempt to resolve the conflict. In the event they are unsuccessful then the President of COWLEY and the President of BUTLER shall attempt to resolve the dispute.

SAVINGS CLAUSE

30. This Agreement shall be available to and binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF, the parties hereto have executed these presents in duplicate, each copy to be treated as an original the day and year first above written.

By:		By:	
Dr. Michelle Schoon		Dr. Kimberly Krull	
President, Cowley College		President, Butler Community College	
Date:		Date:	

4

TOPIC for ACTION
WSU RN-BSN Articulation Agreement

REPORT:
Renewal of the articulation agreement with WSU for the RN-BSN tract. WSU recently made changes to their pre-requisites for their ADN-BSN completion and should be reflected in Butler's Articulation agreement.

RECOMMENDED ACTION:
Recommend approval of the Articulation Agreement with WSU.

RECOMMENDED FUNDING SOURCE:
N/A

Submitted by: Janet Schueller, Associate Dean of HEP
Supervisor: Dr. Julio Guerrero, Dean of Health, Education, and Public Services
Date: May 31, 2023

<div align="center">

Academic Articulation Agreement
between
Butler Community College
El Dorado, KS
and
Wichita State University
Wichita, KS
for the
Bachelor of Science in Nursing
(RN to BSN Degree Completion)

</div>

OVERVIEW:

This academic articulation agreement is made and entered into by Butler Community College, hereinafter referred to as BCC, and Wichita State University, hereinafter referred to as WSU. By this agreement BCC and WSU express a shared commitment to increasing opportunities for student access to, and success in, higher education.

PURPOSE:

This agreement provides students who have completed an **Associate in Nursing** degree at BCC the opportunity to complete a **Bachelor of Science in Nursing** degree at WSU.

The RN[1] to BSN[2] degree completion program at WSU, offered completely online, is intended for students who have graduated from an accredited nursing program and hold a current license in nursing. To be eligible for admission, applicants must have:

1) An earned associate degree from a regionally accredited school, with an accredited nursing program.
2) A minimum 2.5 cumulative grade point average.
3) A passing score on NCLEX-RN (very recent graduates may be able to begin the program before sitting for this examination).
4) Completion of all required prerequisite courses.

REQUIRED PREREQUISITE COURSES[3]:

WSU	BCC Equivalent	Credit Hours
ENGL 101 College English I	EG 101 English Comp I	3
ENGL 102 College English II	EG 102 English Comp II	3
COMM 111 Public Speaking	SP 100 Public Speaking	3
PSY 111 General Psychology	BS 160 General Psychology	3
SOC 111 Intro to Sociology	BS 105 Sociology	3

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[1] RN = Registered Nurse
[2] BSN = Bachelor of Science in Nursing
[3] Each of these courses must be completed with a C/2.0 or higher.

1

PSY 325 Developmental Psychology	BS 260 Developmental Psychology	3
BIOL 220 Intro Microbiology/Lab	BI 250 Microbiology/Lab	5
BIOL 223 or HS 290 Human A & P/Lab	BI 240 Anatomy & Physiology/Lab	5
STAT 370 Elementary Statistics	MA 210 Applied Statistics	3

ADDITIONAL TRANSFER EQUIVALENT COURSES[4]

WSU	BCC Equivalent	Credit Hours
HS 400 Intro to Pathophysiology	BI 231 Pathophysiology	4
HS 301 Clinical Pharmacology	NR 161 Pharmacology for Nursing 1 And NR 262 Pharmacology for Nursing 2 And NR 263 Pharmacology for nursing 3	4
NURS 346 Health Assessment for the Practicing RN	NR 101 Health Assessment for the Practice of Nursing	3

PROFESSIONAL NURSING COURSES[5]

The RN to BSN degree completion program at WSU requires 31 total credit hours, as indicated below.

NURS 346	Health Assessment for the Practicing RN *May be replaced with an elective for BCC graduates spring 2021 and beyond	3
NURS 329	Introduction to Evidence Based Practice for the Practicing RN *Must take STAT 370 or transfer equivalent prior to enrollment	3
NURS 337	Foundations of Nursing Leadership for the Practicing RN	4
NURS 451	Care of Populations for the Practicing RN	3
NURS 490	Health Care Leadership for the Practicing RN	3
NURS 496	Nursing Leadership Practicum for the Practicing RN *Must be taken in last semester of program	2

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[4] Applies only to those BCC students who successfully complete the listed courses with a 73% or higher grade. Students who transfer these courses may need to take an additional 10 credit hours at WSU to meet graduation requirements.

[5] All professional courses are offered online (NURS courses may not be taken concurrently and must be completed in order). NURS 496 requires a practicum that may be completed locally.

2

HS 400	Introduction to Pathophysiology *May be replaced with an elective for BCC graduates	4
HS 301	Clinical Pharmacology *May be replaced with an elective for BCC graduates	3
Career Enhancement Electives[6] (Upper Division) – WSU only		6
Total Credit Hours for Professional Nursing Courses		**31**

CREDIT AWARDED FOR LIFE EXPERIENCE:

WSU awards 30 upper division credit hours upon documentation of successfully completing the NCLEX exam.

ADDITIONAL GRADUATION REQUIREMENTS:

1) One of the WSU graduation requirements is that students must have earned 60 credit hours from a 4-year institution. With the 30 retroactive credits + 31 hours of new course work at WSU, the total is 61 credit hours (thus, this requirement is met).
2) For all bachelor's degrees granted by WSU, at least 30 credit hours must be earned at WSU. In addition, at least 24 of the last 30 credit hours applied towards the degree must have been completed at WSU.
3) WSU requires a minimum of 45 upper division credit hours. However, with up to 30 of these awarded via Credit for Life Experience + the 31 hours of new coursework, RN-BSN students will have no problem meeting this requirement.
4) WSU requires a minimum of 120 total hours to graduate. This includes any transferred hours from a regionally accredited school. For example, a student with an associate degree must transfer at least 89 credit hours to complete the program without taking any additional elective coursework to meet the 120-hour graduation requirement.

CONDITIONS OF TRANSFER:

BCC students who earn an associate degree in nursing with a minimum 2.5 cumulative grade point average, and who have a current nursing license, will be eligible to matriculate to the WSU academic program in place for that catalog year. The RN to BSN degree completion program at WSU is completely online and accessible 24 hours a day. It can be completed in as little as three (3) semesters or up to six (6) years.

BCC transfer students will have access to financial aid, scholarships, and student services on a similar basis as any other student.

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[6] The following courses satisfy the Career Enhancement electives requirement: PHS 310, PHS 326, PHS 408, PHS 430, ID 301, FA 321, BIOL 370, IB 333, PSY 534, SOC 316, SOC 319, SOC 326, SOC 346, THEA 385.

3

WSU will apply the same academic progress and graduation standards to BCC transfer students as are applicable to any other student in the same catalog year.

4

SIGNATURE PAGE

In signing this document, all parties agree to honor both the spirit and intent of this program-level articulation of an associate degree in Nursing from Butler Community College with a bachelor's degree in Nursing from Wichita State University. Students who follow the curriculum and complete all the agreed-upon requirements will be able to graduate with degrees from both institutions in a timely manner.

This agreement is made and entered into in the academic year 2022-2023 and remains in force unless a new articulation agreement is signed by all parties. The agreement is subject to annual review to assure currency with the respective degree requirements, and may be amended at any time, affecting students from the date of the amendment forward. Should either party desire to discontinue this agreement, advance notification of one year will be required and students enrolled under the Agreement who remain continuously enrolled will be allowed to complete the program as articulated.

_____
Associate Dean of Nursing, BCC
Date:

_Debra Pile_____
Chair, School of Nursing, WSU
Date: 04/06/2023

_____
Dean, BCC
Date:

_____
Dean, College of Health Professions, WSU
Date: 4/10/2023

_____
President BCC
Date:

_Shirley Lefever_____
Executive Vice President and Provost, WSU
Date:

5

TOPIC for ACTION
Enhance Ad Astra Academic Schedule and Resource Software

REPORT:
In January 2022, the board approved the implementation of Ad Astra Academic Schedule and Resource Software, which allows Butler Community College the ability to use scheduling preferences to optimize resources and create what-if scenarios, gain visibility into all scheduled space on campus in one place, access what resources are available in our classrooms, and view our room and section data with custom reporting.

Predictive Schedule is an add-on software component that builds upon Butler's data gathered within Ad Astra and uses that data to: accelerate completions, improving time to completion and completion rates; identify smart planning and scheduling for sustained financial health; and bridge equity gaps by creating student-centered schedules that fit today's students' complex lives.

Annual pricing: $47,000 per year for the next 5 years, with an additional $27,200 implementation fee for year 1.

RECOMMENDED ACTION:
The Board approve the purchase of the Ad Astra predictive Schedule Bundle.

RECOMMENDED FUNDING SOURCE:
Year 1 Implementation Fee: Academics Incentive Fund
Annual contract pricing: Academics Development Fund

Submitted by: Dr. Tom Nevill, Vice President of Academics
Supervisor: Dr. Kim Krull, President
Date: June 1, 2023

Ad Astra Solutions

Accelerated Completions
Improve time to completion
& completion rates

- Use your own data to identify & quantify opportunities *to increase completions.*
- Identify & prioritize opportunities *to create clear completion paths* through the schedule & remove barriers.
- Track early momentum & Degree Velocity *to validate that interventions are working.*
- Monitor registrations in real-time so that you can *respond quickly & minimize the disruption of late cancellations.*

Financial Sustainability
Smart planning & scheduling
for sustained financial health

- Completion Paths: Identify how the majority of students are taking courses in each program & *focus instructional capacity* on those completion paths.
- Retention: *Optimize tuition revenue* from your existing student population by giving them access to the courses they need to graduate.
- Align: Leverage data *to identify & remove unneeded offerings* in the schedule.
- *Streamline scheduling processes* for operational efficiency to save time & money.

Equitable Outcomes
Bridge equity gaps
(institutional performance gaps)

- *Create student-centered schedules* that fit today's students' complex lives.
- *Identify & mitigate optional courses* with high DFW rates as well as toxic course combinations.
- Track Degree Velocity in various student populations to *validate that interventions are eliminating gaps.*
- Accelerate time to completion *to reduce financial burden* of attaining a credential.

Ad Astra

![Ad Astra]

QUOTE

Quote Date	6/2/2023
Initial Term Length in Months	60

Institution Name	Butler Community College	**Contact**	Dr.Nevill	**Representative**	Stacey White
Address	901 S. Haverhill Road	**Title**	Vice President of Academic Affairs	**Email**	swhite@aais.com
City, State , Zip	El Dorado, KS 67042			**Phone**	816-591-3464
Country	US				
		Email	tnevill@butlercc.edu		

Product	Annual Price	Start	2023	2024	2024	2025	2026
Predictive Schedule Bundle	$47,000	2023	$47,000	$47,000	$47,000	$47,000	$47,000
Strategic Scheduling Coach	$4,000	2023	$,4000	$,4000	$,4000	$,4000	$,4000
Subtotal			$47,000	$47,000	$47,000	$47,000	$47,000
Implementation Fees			$27,200				
Net Price			$74,200	$47,000	$47,000	$47,000	$47,000
Total Contract Price							$262,200

Total Due at Contract Execution $74,200

This Order Schedule is subject to the Ad Astra General Terms and Conditions agreement and the terms of this Order Schedule

TOPIC for ACTION
2000 Building Carpet Replacement

REPORT:
The 2000 building requires the replacement of carpeting in two specific areas, namely the Clifford Stone large meeting room and the lower level basement. These spaces currently exhibit evident signs of staining and extensive wear, resulting in the development of consistent trip hazards. In response to this issue, Facilities Management has undertaken the task of soliciting bids from three local Butler county vendors. As a result, the following bids have been received from the following Carpet replacement companies.

Caravan Carpet:	$58,425.45
Village Homes & Remodeling:	$59,037.15
Andover Carpet & Tile:	$60,572.64

RECOMMENDED ACTION:
Facilities Management recommends the Board approve the bid for the replacement of carpet in the 2000 Building from Caravan Carpet in the amount of $58,425.45

RECOMMENDED FUNDING SOURCE:
Facilities Fund

Submitted by: Ireland Turner, Director of Facilities Management
Supervisor: Kent Williams, VP of Finance
Date: May 31, 2023

CARAVAN CARPET & TILE INC.

1301 W. CENTRAL
EL DORADO, KS 67042
316-321-0345 FAX 316-321-0355

Estimate

DATE	ESTIMATE NO.
5/10/2023	3555

NAME / ADDRESS
BUTLER COMMUNITY COLLEGE 901 S. HAVERHILL RD. EL DORADO, KS 67042 322-3143 323-6811 FAX

PROJECT
welcomecenterbasem...

DESCRIPTION	QTY	COST	TOTAL
SKYLINE EMPIRE BASEMENT ROOMS	6,264	2.90	18,165.60
REMOVE EXISTING CARPET	6,240	0.25	1,560.00
INSTALL CARPET WITH ADHESIVE	6,240	0.67	4,180.80
GLUE	4	135.00	540.00
FREIGHT MINIMUM	6,240	0.17	1,060.80
BURNT UMBER 4"	830	1.25	1,037.50
REMOVE EXISTING COVEBASE	830	0.35	290.50
INSTALL COVEBASE	830	0.75	622.50

TOTAL	$27,457.70

CARAVAN CARPET & TILE INC.

1301 W. CENTRAL
EL DORADO, KS 67042
316-321-0345 FAX 316-321-0355

Estimate

DATE	ESTIMATE NO.
5/11/2023	3556

NAME / ADDRESS
BUTLER COMMUNITY COLLEGE 901 S. HAVERHILL RD. EL DORADO, KS 67042 322-3143 323-6811 FAX

PROJECT
WELCOME CENTE...

DESCRIPTION	QTY	COST	TOTAL
SKYLINE EMPIRE MEETING ROOM	7,620	2.90	22,098.00
REMOVE EXISTING CARPET	7,620	0.15	1,143.00
INSTALL CARPET WITH ADHESIVE	7,620	0.67	5,105.40
GLUE	5	135.00	675.00
FREIGHT CHARGE	7,620	0.17	1,295.40
COVEBASE 6"	277	1.25	346.25
REMOVE EXISTING COVEBASE	277	0.35	96.95
INSTALL COVEBASE	277	0.75	207.75

	TOTAL	$30,967.75

May 26, 2023

Village Homes & Remodeling
Build ~ Design ~ Remodel

117 W 7th Ave. Augusta, Ks 67010
316-775-6651
Villagedecorativ@aol.com

To: Butler County College
Attn: Patrick Wilson
901 S. Haverhill Rd.
El Dorado, Ks. 67042
316-377-0793

JOB	PAYMENT TERMS
Carpet Tiles	50% Deposit

MATERIALS
Skyline Color Empire Carpet Tiles 24 x 24
Cove Base 6" Black
Cove Base Adhesive
Adhesive
Transitions Black

DESCRIPTION OF WORK
Carpet tile removal
Carpet tile install

SUBTOTAL	$ 59,037.15
SALES TAX	$ 0.00
TOTAL	$ 59,037.15

Thank You For Your Business

This is a quote only, and Village Homes & Remodeling (VH&R) reserves the right to correct any price discrepancy that resulted from errors made by a Village employee or estimator. This is a quotation on the goods named, subject to the conditions noted below: This is a custom order which cannot be cancelled. It is based on our evaluation and does not include material price increases. Should changes or additions be made or unforeseen issues arise after the work has started the additional labor and materials are not included. Upon starting the job any personal objects on the wall or décor must be removed as we are not responsible for any broken or lost items. This estimate is valid for 60 days. In signing this, Possessor agrees to the above proposal and to pay for the work described upon completion and to the following terms and conditions: 1. Changes or modifications of the job proposal must be agreed upon in writing by possessor and VH&R. 2. Payment shall be made at the above address by possessor to Village Homes & Remodeling upon completion of the job and final billing. Payments shall be due upon billing. Any payment not made within 30 days of billing shall bear interest at 10% annum. VH&R must resort to collection activities, possessor shall be liable for VH&R attorney fees, cost and expenses of collection. 3. In the event of a dispute between VH&R and possessor arising out of the job which is not mutually resolved, the parties shall submit the dispute to binding arbitration pursuant to the Uniform Arbitration Act of Kansas, K.S.A. 5-401 et seq. To initiate arbitration, either party shall notify the other in writing of the specific issues in dispute and the parties shall then have twenty (20) days to mutually agree on an arbitrator. If the parties are unable to agree on an arbitrator, the arbitrator shall be selected by the Judge of the District Court of the county where the job is located, upon written application of the parties. The arbitration hearing will take place Augusta, KS. The arbitration award or decision shall be binding on the parties. The parties shall equally pay the cost of the arbitrator. 4. All remaining material is the property of VH&R

ANDOVER CARPET & TILE, LLC
13906 W US HWY 54
SHOP # 12
ANDOVER, KS 67002
Telephone: 316-295-3111 Fax: 316-295-3111

ES300152

QUOTE

Sold To	Ship To
BUTLER COUNTY COLLEGE 901 S HAVERHILL EL DORADO, KS 67042	BUTLER COUNTY COLLEGE 901 S HAVERHILL EL DORADO, KS 67042

Quote Date	MAIN	PO Number	Quote Number
05/02/23	316-377-0793	CARPET TILE	ES300152

Inventory	Style/Item	Color/Description	Quantity Units	Price	Extension
8	SKYLINE	EMPIRE	12,744.00 SF	3.20	40,780.80
A029	CARPET TILE ADHESIVE ECO 810 4 GAL	TO BE DETERMINED	15.00 EA	170.00	2,550.00
ROPPE VINYL COVE BASE 6 X 4 X .080	ROPPE VINYL COVE BASE 6 X 4 X .080	TO BE DETERMINED	480.00 FT	2.20	1,056.00
A029	COVE BASE ADHESIVE ECO 575 28.7 OZ	TO BE DETERMINED	10.00 EA	10.00	100.00
ROPPE VINYL 196 CARPET REDUCER 3/8 X 12 FT	ROPPE VINYL 196 CARPET REDUCER 3/8 X 12 FT	TO BE DETERMINED	24.00 FT	5.00	120.00
	DEMO LABOR		12,730.00 EA	0.28	3,564.40
2	CARPET INSTALL PLUS		12,744.00 SF	0.50	6,372.00
	BASE & MOULDING LABOR		420.00 LF	1.50	630.00
	FREIGHT		1.00 EA	2,500.00	2,500.00

disclaimer

— 05/05/23 —   8:45AM —

Sales Representative(s):
ROBERT HOKE

quote message	Subtotal: 57,673.20
	Sales Tax: 2,899.44
	Misc. Tax: 0.00
	QUOTE TOTAL: $60,572.64

PERSONNEL

TOPIC for ACTION
Full Time EMS Instructor

REPORT:
Joe Menadue is recommended for the full-time EMS Instructor position for the 2023-2024 academic year. Mr. Menadue earned his EMT-B, EMT-I, and Paramedic certifications from Hutchinson Community College; and his bachelor's degree in Ministry and Leadership from Oklahoma Wesleyan University.

Mr. Menadue served as a paramedic for nearly 20 years in Butler and Sedgwick County. He also served as an Education and Training Instructor for Butler County EMS. Currently, he serves as a paramedic in the Telemetry and Emergency Departments at Kansa Medical Center in Andover, in addition to serving as an adjunct EMS instructor at Butler Community College. His knowledge and experience will be an asset to the Fire and EMS Education Department at Butler Community College.

RECOMMENDED ACTION:
Approval of Joseph Menadue as a full-time EMS Instructor for the 2023-2024 academic year at a salary of $48,200 plus full benefits. This position fills the open full time EMS faculty line that was vacated at the end of the 2021-2022 academic year.

RECOMMENDED FUNDING SOURCE:
This position is funded from the Fire & EMS Department general fund budget.

Submitted by: Dr. Julio Guerrero – Dean of Health, Education, & Public Services
Supervisor: Dr. Thomas Nevill – Vice President of Academics
Date: June 1, 2023

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

Metric	Description	Latest Performance	Last Updated for BOT	Previous Three Years	Validation Source
Retention	Percentage of incoming first-time full-time degree/certificate seeking students from the first fall who continue to the next fall. Cohort members who graduate within a year are excluded from the calculation.	61% (Fall 2021 Cohort)	02/2023	60 % (Fall 2020), 60 % (Fall 2019), 60 % (Fall 2018)	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/22 % Transfer Rate (Fall 2019 Cohort)	02/2023	31 % Graduation Rate/24 % Transfer Rate (Fall 2018 Cohort); 28 % Graduation Rate/26 % Transfer Rate (Fall 2017 Cohort); 26 % Graduation/30 % Transfer (Fall 2016 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	84.0% (AY 2022)	03/2023	68.3% (2021) 76% (2020), 76.3 % (2019)	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

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Planning
Responsible individual	Dr. Tom Nevill, Dr. Esam Mohammad, Michelle Ruder, Jon Cressler
Report for the BOT meeting of	June 13, 2023
Strategic Goal: Advance Communities & Partnerships	Priority Number: 1b; Develop model and track non-credit training hours.

Narrative
As an institution that proudly serves the learning needs of its community beyond the traditional classrooms, Butler continues to emphasize its non-credit portfolio of educational and training opportunities which are principally offered in three broad clusters: adult basic education, workforce and contract training, and community enrichment.

Current Outcomes
As part of Butler participation in the state-wide community college economic impact study, we have developed an outline for standardizing the measurable output of our non-credit offerings into "CHE" (Credit Hour Equivalents).

Action items for future outcomes
In the next update, we look forward to providing the unduplicated headcount and CHE figures for all three of our non-credit clusters for FY 2022 and FY 2023.

Strategic Alignment
Priority # 1b *Develop model and track non-credit training hours* under the Strategic Goal of *Advance Communities & Partnerships*

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Planning
Responsible individual	Dr. Kim Krull, Vice Presidents
Report for the BOT meeting of	June 13, 2023
Strategic Goal: Enhance Employee Success & Excellence	Priority Number: 2a; Identify Key Supervisors and managers to attend development opportunities such as Leadership Butler, Advance Kansas and other targeted professional development offerings.

Narrative
All Butler employees are encouraged to seek internal and external personal and professional growth opportunities. Butler's policy on Educational Advancement Pay includes information on receiving additional compensation for completion of specific criteria for professional, administrative/institutional/operational staff employees. Butler's professional employees follow guidelines included in the Master Agreement for educational advancement pay. As an institution of higher education where students are learning each day, employees are encouraged to do the same.

Current Outcomes
Annual performance evaluations allow opportunities for supervisors and employees to discuss individual professional development opportunities which can include attendance at conferences presentations at conferences, participation in webinars and professional organizations, submitting articles for publication, attending Faculty Development Team events, taking credit and non-credit courses, etc. These opportunities are disseminated among departments and divisions and between supervisors and employees. Additionally, "in-house" PDD is held at the beginning of each semester for faculty professional development and IDD is held each semester for all employees for professional development. Annually, two Butler employees are nominated to participate in Leadership Butler, one is nominated for Leadership Kansas, two are nominated to participate in the Kansas Community College Leadership Institute, and four are nominated to participate in Advance Kansas from the president's office.

Action items for future outcomes
Butler will continue to encourage and provide individual opportunities determined by supervisors and employees. The Faculty Development Team will continue to be instrumental in scheduling New Faculty Institute, Summer Jam, Second Saturday and be directly involved in planning and organizing workshops for PDD and IDD held on campus. Nominees will continue to be submitted for specific leadership trainings and employees will continue to be encouraged to serve in a multitude of ways through community/service/business organizations.

Strategic Alignment

This objective is part of Butler's 2022-2024 Strategic Plan with the college's goal of "Enhance Employee Success and Excellence," under which Priority 2 calls for promoting internal and external opportunities for professional development and educational advancement and performance indicator 2a noting key supervisors and managers to attend development opportunities such as Leadership Butler, Advance Kansas and other targeted professional development offerings.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Planning
Responsible individual	Dr. Tom Nevill, Dr. Jessica Ohman, VPs, Deans
Report for the BOT meeting of	June 13, 2023
Strategic Goal: Champion Excellence in Innovation	Priority Number: 1a; Increase engagement of digital professional development opportunities.

Narrative

Enhancing digital literacy and fluency is essential for students and staff to shrive in the digital age. It empowers them with access to information, communication and collaboration skills, enhanced learning opportunities expanded career prospects, and the ability to navigate the digital world responsibly and safely.

Current Outcomes

Faculty Development curated and hosted monthly Adobe related lunch and learn and second Saturday professional development opportunities while also providing multiple learning opportunities during IDD and PDD for fall and spring. VPAs office integrated Adobe Sign into our traditional paper workflows with digital signing capabilities from anywhere to include Articulation Agreements, Concurrent Enrollment Partnership Agreements, Online Course Development Stipends, Faculty Lead/Chair Forms, Faculty Pay Contracts: Non-teaching agreements, Late Submission of Grade/Roster Form, and Curriculum Approvals.

Action items for future outcomes

Further scale engagement of digital professional development opportunities and digital agility beyond academics.

Strategic Alignment

Enhance digital literacy and fluency for students and staff.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Planning
Responsible individual	Dr. Tom Nevill, Deans, Dept. Chairs & VPs
Report for the BOT meeting of	June 13, 2023
Strategic Goal: Drive Institutional Sustainability & Growth	Priority Number: 1b; Form at least 6 new business partnerships that result in direct program support.

Narrative
By leveraging the unique strengths and resources of business partnerships, programs can enhance their impact on students and create a sustainable framework for long term success. These partnerships benefit programs and foster mutually beneficial relationships, empowering businesses to fulfill their social responsibilities and contribute to a better future.

Current Outcomes

- GTG Peterbilt donated a Cummins X15 engine for the Diesel Technology program for educational and training purposes.
- Andy Hoffman, Vice President for GTG, has taken on the chair duties for the Diesel Tech advisory committee.
- The Kansas Department of Corrections has provided over $500k worth of equipment for the expansion of the Construction Technology program at the El Dorado Correctional Facility.
- Independent Electrical Contractors (IEC) of Kansas has partnered with Butler to provide students entering our Workforce Division pathways.
- IBEW Local 304 is partnering with Butler to set-up and grow lineman apprenticeships in El Dorado and EDCF.
- The City of Tulsa has partnered with Butler to provide student entering our Workforce Division pathways.

Action items for future outcomes
Continue to cultivate new business partnerships that result in direct program support.

Strategic Alignment
Strengthen internal and external partnerships to develop new funding sources.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Planning
Responsible individual	Shelley Stultz, VPs, Inclusion Council
Report for the BOT meeting of	June 13, 2023
Strategic Goal: Inspire Values of Equity and Access	Priority Number: 3a; Revise/establish procedures for selection of search committee members.

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

Current Outcomes
Last year we provided targeted training for search committee chairs on the guidelines for assigning search committee members to participate in the interview and selection process that emphasized including how to establish a more diverse committee.

We updated our candidate interview and evaluation rubric to ensure a more equitable interview and selection process to be utilized by the search committee members.

A member of the Human Resources team actively participates on search committees throughout the College.

Action items for future outcomes
Offer continued training on the interview and selection process to search committee members, and monitor the composition of the selection committees to ensure a broader representation of diversity is present on each committee.

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

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Planning
Responsible individual	Shelley Stultz
Report for the BOT meeting of	June 13, 2023
Strategic Goal: Inspire Values of Equity and Access	Priority Number: 3b; Utilize intentional processes to advertise and attract diverse candidates for potential hire.

Narrative
The Diversity and Inclusion Council continues to focus on a strategic plan that includes producing a more structured process to bring the diversity of Butler's faculty and staff (with respect to race, class, sexuality, gender, economic-status, and other diversity measures) in closer alignment with underrepresented populations we serve.
One of the objectives is to provide reach a more diverse candidate pool through expanding our advertising of open positions within the College.

Current Outcomes
In addition to our current advertising sources we have expanded our efforts to include posting on social media platforms and attending various job fairs within the community. This allows us to reach a wider variety of candidates who may be looking for positions locally.

Action items for future outcomes
We continue to seek out targeted sources to post applicable job postings.   This may include professional organization job boards, higher ed platforms, social media and local organizations that support diversity centered initiatives.

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

MONTHLY STATEMENT OF REVENUE & EXPENDITURES

Butler Community College
Statement of Revenue, Expenditures, Other Changes
As of 5/31/2023

FISCAL YEAR 23, PERIOD 11
OPERATING FUNDS

	2023				2022			
	Budget	Actual	Variance (Over)Under	Percent of Budget	Budget	Actual	Variance (Over)Under	Percent of Budget
REVENUES:								
Tuition/Fees	17,964,924	18,274,263	(309,339)	101.72%	18,148,819	18,604,521	(455,702)	102.51%
Local Sources	14,250,037	9,084,547	5,165,490	63.75%	14,383,479	9,041,515	5,341,964	62.86%
State Sources	19,251,731	19,251,731	0	100.00%	16,249,136	16,249,136	0	100.00%
Auxiliary Sources	17,781	19,600	(1,819)	110.23%	17,724	17,781	(57)	100.32%
Other Sources	990,405	887,856	102,549	89.65%	579,263	383,279	195,984	66.17%
Transfers	82,134	82,134	0	100.00%	82,134	82,134	0	100.00%
TOTAL REVENUES:	52,557,012	47,600,132	4,956,880	90.57%	49,460,555	44,378,367	5,082,188	89.72%
EXPENSES:								
Instruction	15,912,274	13,537,371	2,374,903	85.08%	16,371,382	13,299,625	3,071,757	81.24%
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	3,844,994	2,856,566	988,427	74.29%	3,541,458	2,735,714	805,744	77.25%
Student Services	6,895,485	5,648,411	1,247,074	81.91%	6,588,500	5,244,736	1,343,764	79.60%
Institutional Support	19,160,252	16,163,536	2,996,715	84.36%	18,404,866	14,924,759	3,480,107	81.09%
Physical Plant Operations	3,262,763	2,985,574	277,189	91.50%	3,210,976	2,617,789	593,187	81.53%
Student Financial	3,325,521	3,260,182	65,339	98.04%	3,402,269	3,362,808	39,461	98.84%
Auxiliary Enterprise	0	0	0	0.00%	0	600	(600)	0.00%
TOTAL EXPENSES:	52,401,288	44,451,640	7,949,648	84.83%	51,519,450	42,186,031	9,333,419	81.88%
TRANSFERS AMONG FUNDS:								
Mandatory Transfers	1,374,108	1,176,859	197,249	85.65%	1,163,558	515,552	648,006	44.31%
Non-Mandatory Transfers	612,273	612,273	0	100.00%	612,273	3,612,273	(3,000,000)	589.98%
TOTAL TRANSFERS:	1,986,381	1,789,132	197,249	90.07%	1,775,831	4,127,825	(2,351,994)	232.44%
NET INCREASE/DECREASE IN NET ASSETS	(1,830,657)	1,359,359			(3,834,726)	(1,935,489)		
Fund Balances, Beginning of year	9,875,329	9,875,329			12,547,809	12,547,809		
Fund Balances, End of Period	8,044,672	11,234,688			8,713,083	10,612,320		

Statement of Revenue, Expenditures, and Other Changes
REVENUES:
<u>Tuition/Fees</u>
> 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

<u>Local Sources</u>
> Ad Valorem Taxes, Taxes-in-Process, Delinquent Taxes, Motor Vehicle Taxes, and other Local Taxes

<u>State Sources</u>
> State Operating Grant and SB155 Funding

<u>Auxiliary Sources</u>
> Dorm Rental – Fire Science students
> Student Life Fund Revenue (not applicable to Operating Funds)

<u>Other Sources</u>
> Interest Income, Reimbursements, Commissions, Gate Receipts, Deferment Fees, Media Resource Fees, and Prior Year Claims Cancelled

<u>Transfers</u>
> Testing Fees Transfer for Administration, Transcript Fees Transfer for Advising, and Residence Hall Debt Transfer

EXPENSES:
<u>Instruction</u>
> General, Vocational and Adult Instruction (not applicable to Operating Funds)

<u>Other Expenditures</u>
> Agency Funds (not applicable to Operating Funds)

<u>Academic Support</u>
> Library, Academic Administration, Curriculum Development

<u>Student Services</u>
> Counseling, Financial Aid, Student Records, Admissions, Health Services, Student Activities, and Student Services

<u>Institutional Support</u>
> Executive Management, Fiscal Operations, Community/Public Relations, Information Services, and Administrative Services

<u>Physical Plant Operations</u>
> Maintenance of Buildings, Equipment, Grounds, Debt Service

<u>Student Financial</u>
> Scholarships and Grants

<u>Auxiliary Sources</u>
> Student Life Fund Expenses (not applicable to Operating Funds)

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

THANK YOU NOTES

None this month

BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
JUNE 2023

June Board Finance Committee	Tuesday, June 13, 2023 3:30pm President's Conference Room	**Linda Jolly Mary Martha Good**
June Board Meeting	Tuesday, June 13, 2023 4:30pm Dankert Trustee Board Room	**ALL TRUSTEES**
June Work Session	Tuesday, June 26, 2023 4:30pm Dankert Trustee Board Room	**ALL TRUSTEES**
July Board Finance Committee	Tuesday, July 11, 2023; 3:30pm President's Conference Room	**Linda Jolly Mary Martha Good**
July Board Meeting	Tuesday, July 11, 2023; 4:30pm Dankert Trustee Board Room	**ALL TRUSTEES**
July Work Session	Monday, July 24, 2023; 4:30pm Dankert Trustee Board Room	**ALL TRUSTEES**

2023-2024 Board Meeting Dates
Tuesday, July 11, 2023
Tuesday, August 8, 2023
Tuesday, September 12, 2023
Tuesday, October 10, 2023
Tuesday, November 14, 2023
Tuesday, December 12, 2023
Tuesday, January 9, 2024
Tuesday, February 13, 2024
Tuesday, March 12, 2024
Tuesday, April 9, 2024
Tuesday, May 14, 2024
Tuesday, June 11, 2024
Tuesday, July 9, 2024

LOOKING AHEAD		
August Board Finance Committee	Tuesday, August 8, 2023; 3:30pm President's Conference Room	**Linda Jolly Mary Martha Good**
August Board Meeting	Tuesday, August 8, 2023; 4:30pm Dankert Trustee Board Room	**ALL TRUSTEES**
August Work Session	Monday, August 28, 2023; 4:30pm Dankert Trustee Board Room	**ALL TRUSTEES**
September Board Finance Committee	Tuesday, September 12, 2023; 3:30pm President's Conference Room	**Linda Jolly Mary Martha Good**
September Board Meeting	Tuesday, September 12, 2023; 4:30pm Dankert Trustee Board Room	**ALL TRUSTEES**
September Work Session	Monday, September 24, 2023; 4:30pm Dankert Trustee Board Room	**ALL TRUSTEES**

Summer 2023 ACTIVITY CALENDAR

Summer 8-week Classes begin	Monday, June 5	All Day
Independence Day Holiday – Campus Closed	Tuesday, July 4	All Day
Summer Classes End	Friday, August 4	All Day

EXECUTIVE SESSION

MOTION: Trustee

Mr. Chair,

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

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

CALL FOR A SECOND: Trustee

CALL FOR A VOTE

ENTER EXECUTIVE SESSION @ PM

RETURN TO OPEN SESSION @ PM

ANY ACTION REQUIRES A MOTION, SECOND and VOTE

ADJOURNMENT

MOTION: Trustee _____

Mr. Chair,

I move that the Board meeting be adjourned.

CALL FOR A SECOND: Trustee _____

CALL FOR A VOTE

MEETING ADJOURNED @ _____ PM