

**BUTLER COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**REGULAR BOARD MEETING**  
 4:30 p.m., Tuesday, July 10, 2023 – Dankert Trustee Board Room  
 Watch Live via <http://www.butlercc.edu/bctv>

<p><b>3:30 p.m.</b></p> <p><b>4:30 p.m.</b></p>	<p><b>Board Finance Committee Meeting</b> – President’s Conference Room.</p> <p><b>Regular Board Meeting</b> – Dankert Trustee Board Room, Upper Level of the Hubbard Welcome Center, 901 S. Haverhill Road, El Dorado, Kansas.</p> <p><b>Executive Session</b> – For discussion of confidential data relating to cybersecurity measures and non-elected personnel pursuant to open meeting exceptions for said matters.</p>
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**REGULAR BOARD MEETING**

- I. **CALL TO ORDER (4:30pm)**
- II. **PLEDGE OF ALLEGIANCE (4:30pm)**
- III. **APPROVAL OF AGENDA (4:30pm)**
- IV. **RECOGNITIONS (4:40pm)**
- V. **PUBLIC COMMENT (4:45pm)**  
 If you wish to address the Board during Public Comment, please complete this form:  
<https://bit.ly/3ioB30n>
- VI. **STANDING REPORTS (4:50pm)**
  - 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
- VII. **MONITORING REPORTS (5:10pm)**  
 Science, Technology, Engineering & Math (Covert) ----- 4
- VIII. **BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES**
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  - B. Career and Workforce Education (Ruder) (5:30pm) ----- 36
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  - E. McConnell (Rhodes, Smith) (6:10pm) ----- 44
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	B. Approval of Health and Dental Insurance Renewal for 2023-24 (Stultz) (7:00pm) -----	51
	C. Approval of Compensation Increases for Staff and Part-Time Faculty (Stultz) (7:10pm) -----	52
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	2. Special Board Meeting of June 26, 2023 (Krull)	
	B. Bills and Warrants for June 2023 (Hackler) -----	64
	C. Official Appointments and Designations	
	1. Affirmation of Legal Services Provider (Krull) -----	65
	2. Affirmation of Designated Newspaper for 2023-2024 (Krull) -----	66
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	1. Mark Meadows, FT Software Development Instructor (Thompson) -----	71
	2. Jeremy Brewer, FT Construction Technology Instructor (Thompson) -----	72
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	A. Key Performance Indicators Update -----	73
	B. Monthly Statement of Revenue & Expenditures (Potter) -----	78
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<b>XII.</b>	<b>EXECUTIVE SESSION (7:40pm) -----</b>	<b>81</b>
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**JULY RECOGNITIONS**

## MONITORING REPORTS

### BOARD OF TRUSTEES REPORT DIVISION of SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS (STEM) JULY 2023

Shannon Covert, Interim Dean  
Niomi Thompson, Associate Dean

The STEM division prepares students in the areas of Agriculture, Biology, Business and Industry, Chemistry, Engineering, Mathematics, and Physics/Physical Science. Through this preparation, students can transfer to the next educational level of higher education or enter the work force with knowledge, skills and experiences which contribute to their own personal success and the needs of the community. The experienced and credentialed faculty, both educationally and industry recognized, within the STEM division facilitate learning using high engagement learning strategies and state-of-the-art technology. Students pursuing a degree in the STEM division will have a competitive advantage in the increasing need for STEM skills as well as the high skill, high wage, high demand global marketplace.

STEM faculty and staff continue to diligently work as a team in the evaluation of effective internal processes, efficient budgeting, and conducting program reviews based on sound data gathering and analysis. This assessment allows the potential to:

- Facilitate instructional collaborations across departments.
- Enhance faculty's role in shared governance at the division level.
- Streamline course offerings.
- Augment communication between faculty and academic administration
- Develop processes to increase and efficiently and effectively utilize available resources.
- Support long-term strategic growth
- Facilitate opportunities for faculty professional development.

We offer programs geared to helping our local economy and communities and develop awareness of programs offered by other Butler academic divisions. As a division, we continuously seek outside funding sources to supplement the need for advanced technology equipment, software, and personnel.

## HONORS AND RECOGNITIONS

### Master Teacher Award



Since 1973, the Butler Community College Education Association (BCCEA) has selected a faculty member who exemplifies the qualities of student engagement, scholarship, exemplary

teaching ability, service to the college and service to the association. This year's winner, Department Chair for Marketing and Entrepreneurship Jared McGinley, has taught at Butler for 21 years and serves as co-advisor for the Butler chapter of Future Business Leaders of America.

"I am very grateful to the Butler Community College Education Association for all that they do, including this award," said McGinley. "It is very humbling to be recognized by my peers, whom I greatly admire and respect for their dedication to Butler and its students. In my two decades at Butler, I've been blessed with a supportive administration and talented staff and faculty. But mostly, I've been blessed to build relationships with students from all walks of life, who have taught me more than I have taught them."

### **Order of the Purple**

- Dr. Ben Bunck, Beth Cunningham, Karen Waddell, Bob Broyles, Brett Eisenman, Bruce Fiscus (2), Connie Belden, Danny Mattern (2), Darryl Runyan, Dr. Jeff Meyer (3), Jenifer Sutter, Joe Leibbrandt, Kristy Zieman, Larry Friesen, Lisa Schmidt (2), Marjorie Hunter, Dr. Martha Sager (2), Dr. Ruth Meyer, Cindy Bond, Taylor Frank

### **Student Life Awards Instructor Nominees**

- Karen Waddell, Brett Eisenman, Caroline El-Chaar, Luis Peña, Dr. Jeff Meyer, Lori Winningham, Jared McGinley, Bob Atkinson, Dani Anthony, Janice Akao, Jonathan Penley, Andrea Scharenberg, Connie Belden, Robert Carlson, Beth Cunningham, Lisa Schmidt

### **Future Business Leaders of America (FBLA, formerly PBL)**

#### **Chapter Advisors:** Janice Akao and Noreen Templin

- Future Business Leaders of America (formerly PBL) receives recognition from Career Connections Conference: The Butler Chapter of Future Business Leaders of America attended the regional Career Connections Conference in Omaha, November 35. There was a total of 166 students in attendance. This year, three mini-case competitions were added. Each student was teamed up with members from other states and then worked together to present their case solution to the judges. Four Butler students were on teams that placed.
  - Chloe He's team placed 1st in Finance
  - Victoria Wurm's team placed 3rd in Accounting
  - Savannah Harrod's team placed 4th in Accounting
  - Kaelib Harp's team placed 5th in Hospitality Management
- FBLA State Leadership Conference: On March 4, ten Butler students attended the 72nd Annual FBLA State Leadership Conference held at Pittsburg State University. The students competed against other Kansas FBLA chapter members at this conference in various business-related events. They competed against 4-year and 2-year schools. Nine of the ten students placed in their event and are now qualified to compete at the National Collegiate FBLA conference in Atlanta on June 22-25.

First	Business Communication	Kaelib Harp
First	Hospitality Management Case Competition	Kaelib Harp
First	Information Management	Kaelib Harp
First	Business Ethics	Matthew Shults
First	Marketing Analysis & Decision Making	Team of Emmarie Nickel, Chloe He, and Lyndsey Conley
First	Digital Media	Thara Casimir
First	Social Media Marketing	Thara Casimir
First	Emerging Business Issues	Victoria Wurm
First	Future Business Executive	Victoria Wurm
Second	Sales Presentation	Alexia Macleod
Second	Social Media Marketing	Chloe He
Second	Business Law	Team of Alexia Macleod and Mason Kane
Second	Community Service Project	Team of Alexia Macleod and Mason Kane
Second	Business Communication	Victoria Wurm
Third	Client Service	Kaelib Harp
Third	Foundations of Accounting	Victoria Wurm

**Butler Community College Business Student Leader Award** – Butler Community College has developed a program that recognizes excellence in business student leadership: the Business Student Leadership Award.

All faculty within the Business Programs at Butler may nominate students they feel exemplify business leadership. Butler faculty review the applications and pick the recipient, who is honored with their name being placed on a perpetual plaque that hangs on campus. They also receive their own award. This year's Butler Community College Business Student Leader Award recipient is Kaelib Harp, who was nominated by Accounting Department Chair Janice Akao. Kaelib is very involved at Butler. Kaelib has served for two years as President of Butler's chapter of FBLA (Future Business Leaders of America) where he has lead fundraisers, community service projects, and developed a Business Speaker series. In addition, Kaelib has served as Kansas State President for FBLA, where he oversees all chapters at colleges throughout the state and is integral in running the state competitions. He also serves on several FBLA committees at the national level.

Kaelib plans on pursuing a degree in Human Resources from Fort Hays State University and continuing to be involved in FBLA.

Livestock Judging team member Ashlyn O'Brien was selected as Academic All-Americans. This honor combines both Academic success and success in livestock judging.



## High School Partnerships

We continue to look at ways to maximize educational opportunities (e.g., Career Pathways) offered to high school students through the Excel bill and maintain a healthy relationship with each USD. We will work in formalizing regular department meetings with program specific advisors who specialize in getting students enrolled in the programs. Our program recruitment efforts will develop better marketing through the web and increase our community outreach efforts. Moreover, we will strengthen student engagement inside and outside the classroom by increasing participation of STEM students within the college organizations.

## Academies

- Andover: Business, Cyber Security, Engineering Studies, Game and Simulation Design, Liberal Arts, Pre-Engineering
- Augusta: Culinary Arts
- El Dorado: Agriculture, Diesel Technology, Health Sciences, Welding
- Rose Hill: Construction Technology, Health Sciences, Liberal Arts
- Online: Cyber Security, Liberal Arts, Software Development

## Retirements

- Kamal Hussain, Mathematics
- Stacey Wood, Administrative Assistant

## New Hires

- Lory Postoak, Construction Technology
- Jeremy Brewer, Construction Technology
- Scott Peggie, Culinary Arts
- Zachary Sewell, ID3D
- Holly Silvia, ID3D
- Katya Frank, Biology
- Joseph LaForge, Biology
- Alex Rodgers, Temporary Fulltime Welding

## The STEM Division is composed by the following departments and programs:

- **Agriculture:** Agribusiness, Agriculture, Livestock Management and Merchandising, Farm and Ranch Management, Food Science Business, Food Science Technology
- **Automotive:** Automotive Technology, Diesel Technology
- **Business & Professional:** Accounting, Accounting Assistant, Advertising, Business Administration, Construction Technology, Culinary Arts, Entrepreneurship, Hotel Management, Marketing & Management, Restaurant Management
- **Business Systems Technology:** Business Administrative Technology, Business Medical Specialist, Physician Coding
- **Information Technology:** Digital Media, Cyber Security, Interactive 3D Technology, Internetworking Management, Software Development, Web Development, Windows Administration
- **Engineering/Engineering Technology:** Pre-Engineering, Engineering Graphics Technology, Pre-Computer Science, Welding Technology
- **Mathematics**
- **Science:** Biology, Chemistry, Environmental Issues, Physics, Physical Sciences, Pre-Medicine, Pre-Veterinarian, Pre-Pharmacy, Pre-Physician Assistant

The academic departments assigned to the STEM division and the degree/certificate programs offered within the division are designed to contribute and facilitate Butler Community College strategic priorities and goals by providing state-of-the-art programs that are responsive to the needs of regional industry. The quality of our programs, state-of-art facilities, and relevant curriculum are validated by Kansas Board of Regents (KBOR), NSF National Center for Academic Excellence in Cyber Security, American Welding Society (AWS), Automotive Service Excellence (ASE) National Automotive Technicians Education Foundation (NATEF), National Center for Construction Education and Research (NCCER) and various memberships in national professional organizations the National Council for Workforce Education (NCWE). Additionally, industry advisory boards play a key role in the department's new courses, new programs, curriculum updates, and offering opportunities to our students via incentive programs and internships. Our faculty are recognized experts in their fields and work closely with local industry as well as workforce development representatives to secure that we are preparing a high skilled workforce not only knowledgeable in the utilization of the latest technologies but also a well-rounded workforce.

During the 2022-2023 academic year, the STEM division once again placed a stronger focus on recruitment, relationships, and retention with our **Recruit, Relate, Retain** plan.

#### **Recruit**

- Increase recruitment efforts
  - Increase STEM recruiting efforts
  - Create new STEM scholarship opportunities
  - Increase paid student internship opportunities
- Increase marketing efforts of each STEM program
- Market current university articulation agreements

#### **Relate**

- Focus on relationships
  - Focus on strengthening current relationships with high schools, industry, universities and other stakeholders
- Create and strengthen relationships with faculty, staff and students
  - Create new university articulation agreements

#### **Retain**

- Increase student retention efforts
- Provide retention training opportunities for faculty, staff and administration

#### **Vision**

The STEM division will provide exceptional instructional programs in advanced technologies, business and industry for workforce development, laboratory sciences, and mathematics.

#### **Mission**

The STEM division exists to provide students with high engagement learning experiences which prepares them to succeed in STEM related fields and advanced educational programs through collaborative partnerships with universities, business and industry, workforce development centers and local school districts.

#### **Key Unit Processes**

- Design and refine curriculum with a differential to provide a competitive edge
- Effectively deliver coursework
- Hire and schedule qualified instructors & staff
- Fiscally responsible division budget management
- Evaluate and support faculty
- Gain and maintain outside accreditation for programs
- Provide professional staff development/training/mentoring



- Provide instructors and students with state-of-the-art technology
- Recruit high performing students into programs to provide employers with skilled employees
- Assist students and graduates with employment opportunities
- Assess student learning in courses and programs
- Monitor student satisfaction with courses and programs
- Monitor employer satisfaction with graduates' performance
- Provide industry recognized credential opportunities for students

### **Division's Core Values**

**Professional** – We provide education and training that directly contributes to successful transfer, employment, or career advancement and retaining of our stakeholders.

**Economic** – We provide education and training that has an impact on the earning power of our stakeholders and strengthening of our regional economy through workforce and community development.

**Service** – We provide learning experiences that enable our stakeholders to take responsibility for the welfare of their communities.

**Excellence** – We seek excellence in all our actions, and we are committed to continuous improvement.

**Diversity** – We respect and value diversity of opinion, freedom of expression, and other ethnic and cultural backgrounds.

**Program Data****Declared Majors– All STEM Programs 2018-2022**

Department	AY 2018	AY 2019	AY 2020	AY 2021	AY 2022
Agriculture	88	86	92	119	123
Auto Tech	22	27	23	37	26
Biology	94	130	168	181	174
Bus Admin	784	936	1,017	993	888
Bus Sys Tech	144	143	128	179	173
Chemistry	28	28	36	34	40
Construction Tech	0	0	0	0	27
Diesel Tech	0	0	0	0	2
Eng & Manf	461	430	418	419	361
Hosp & Culin	154	145	143	126	109
Info Tech	434	456	479	488	512
Mathematics	32	30	28	37	24
Mktg Mgmt	151	131	142	155	175
Physics	15	30	33	30	15
STEM Orphan	0	0	0	0	9
Welding	31	33	40	41	42
	2,438	2,605	2,747	2,839	2,700

**Credit Hours – All STEM Programs 2018-2022**

Department	AY 2018	AY 2019	AY 2020	AY 2021	AY 2022
Welding	545	579	587	514	617
Physics	4,660	4,480	4,376	4,766	3,907
Mktg Mgmt	2,758	2,820	2,574	2,616	2,502
Mathematics	21,885	20,873	19,524	17,347	16,899
Info Tech	5,880	5,574	4,890	5,073	5,382
Hosp & Culin	1,721	1,606	1,569	1,135	1,053
Eng & Manf	1,337	1,152	1,101	935	829
Diesel Tech	-	-	-	-	23
Construction Tech	-	-	-	-	424
Co-op Studies	342	261	139	86	110
Chemistry	5,475	5,998	5,050	5,270	4,566
Bus Sys Tech	4,280	4,293	3,926	4,295	4,102
Bus Admin	5,406	5,328	4,837	4,934	4,954
Biology	10,854	10,261	9,322	9,288	9,415
Auto Tech	585	504	180	639	521
Agriculture	1,172	1,088	936	1,207	1,294
	66,900	64,817	59,011	58,105	56,598

## PROGRAM UPDATES

### Business Administration/Accounting:

1. Department mission statement

The Business Administration/Accounting program facilitates learning through collaborative methods using critical thinking, small and large groups, and discipline-specific technology for students in the region. This dynamic program prepares students to enter the workforce, pursue entrepreneurial endeavors or transfer to a four-year university.

2. Enrollment Comparison; Credit Hours

Department	AY 2018	AY 2019	AY 2020	AY 2021	AY 2022
Bus Admin	5,406	5,328	4,837	4,934	4,954

3. List of FT faculty:

- Janice Akao – Chair
- Connie Belden
- Mike Rose
- Andrea Scharenberg\*
- Rhonda Thomas

4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)

Department

- A Sales and Use tax course was developed and passed Quality Assurance. This course will be offered in Spring 2024.
- A data analytics project is now being included as part of the Managerial Accounting course. Butler students will be exposed to data analytics early as the CPA exam now has a data analytics component.
- Nine Butler students qualified to compete at the National FBLA conference in Atlanta in June.
- Continued Campus-wide Business Speaker series sponsored by Butler's FBLA chapter.
- Reviewed the creation of 2+2 agreements with Newman University.

Faculty

- Connie Belden was re-elected to serve as Secretary for the Teachers of Accounting at Two Year Colleges.
- Connie Belden was appointed as the Secretary/Treasurer of the Two-Year Section of the American Accounting Association.
- Janice Akao presented the Accounting Escape Room game she created at the Teachers of Accounting at Two Year Colleges in Portland, Oregon on May 19.
- Connie Belden presented Teaching Ethics in Accounting at the Teachers of Accounting at Two Year Colleges in Portland, Oregon on May 20.
- Janice Akao conducted a Business Escape Room game in the Summer of 2022 for members of the Boys and Girls Club of America.
- Janice Akao and Connie Belden were both nominated for Outstanding Instructor as part of the Student Life Awards. In addition, Janice was nominated for the Bill Rinkenbaugh Unsung Hero Award.
- Janice Akao was one of 18 faculty selected to participate in a Managerial Accounting Symposium, which was held October 20-22 in Park City, Utah. This was an all-expenses paid trip and provided valuable professional development opportunities.

5. Goals 2023-2024 academic year:

- Incorporate a data analytics project into all Financial Accounting courses.
- Complete the development of an A.S. degree in Data Analytics along with a 2+2 agreement with Newman University for this degree.
- Develop BA178 Payroll Accounting into an online Master course.

- Develop BA112 Personal Finance into an online and face-to-face Master course.
- Increase FBLA student members by 10%.
- Continue FBLA Business Speaker series.

**Agriculture:**

1. Department mission statement

The mission of the agriculture department at Butler Community College is to prepare students for career opportunities or continuing education in the agricultural field by fostering a collaborative and rigorous learning environment. We do this by engaging with industry partners in Butler County to ensure that students graduate with the necessary skill sets to be competitive in the agricultural workforce marketplace.

2. Enrollment Comparison; Credit Hours

Department	AY 2018	AY 2019	AY 2020	AY 2021	AY 2022
Agriculture	1,172	1,088	936	1,207	1,294

3. List of FT faculty

- Joe Leibbrandt – Chair
- Taylor Frank
- Derek Foust – Lead

4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)

Department

- Received a grant from the Lola Jackson Foundation in the amount of \$10,000 that will be recurring annually that is being used to benefit animal welfare. We have had numerous discussions with Joel Jackson, who oversees the trust, and it is his vision to see his family's farm passed down to the Butler Ag Department as a teaching tool, but this will be a multi-year process for the school to inherit the farm. For now, students have already been involved with the farm in Derek's crop science class, helping to take soil samples.
- Goat fencing and facilities have been installed at the agriculture facility and a second shed and a water line for the goats will hopefully be installed by this fall. Our goal is to add a small meat goats herd by this fall to add more diversity to the livestock that we already have involved with the program
- A new course was added this semester - ID139- Introduction to UAS taught by Derek Foust
- There have been a huge number of tours given by the ag department faculty this year to prospective students (this is the most tours we have given in the 5 years that I have been here, no question)

Faculty

- Derek Foust received his commercial drone recertification this February allowing him to teach the UAS class, he will need to recertify again in two years.
- Derek Foust took a group of students to the annual Young Farmers and Ranchers conference in Manhattan, KS in January of this year.
- Derek Foust attended a non-traditional careers workshop put on by the Kansas Center for CTE and KBOR in February of this year.
- Derek Foust took students to attend a Butler County Farm Bureau meeting in February of this year.
- Derek Foust and Joe Leibbrandt served as advisors to our chapter of Collegiate Farm Bureau and Agricultural Ambassadors this year - these groups had several industry speakers come and talk to them, did several service projects, and took a field trip to a meatpacking facility, cover crop company, and beef genetics business this spring.
- Derek Foust served on the PROVIDE Committee for Institutional Advancement.
- Derek Foust was credited with two additional co-authorships on publications for work he did during graduate school this year.

- Derek Foust gave a tour to Augusta High School students at the agriculture facility this spring.
  - Joe Leibbrandt is currently serving as Butler County Fair Superintendent.
  - Joe Leibbrandt helped with Bluestem school's "Day at the Farm".
  - Joe Leibbrandt was a guest speaker at the South Central Farm Bureau Monthly Meeting.
  - Joe Leibbrandt is involved with judging several different county fairs across the state.
  - Joe Leibbrandt gave a tour to Butler 2000 students in early June this year.
  - Taylor Frank currently serves as the Junior Colleges Livestock Coaches Association Vice President/Secretary/Treasurer.
  - Taylor Frank is involved as a Butler County Fair Superintendent.
  - This year's Livestock Judging Team had 1 Academic All American.
  - Taylor Frank was the announcer at the World Pork Exposition this year.
  - Taylor Frank is working with K-State Livestock Judging camps.
  - Taylor Frank is a Butler County Youth Foundation Board Member.
  - Taylor Frank helped to host the Walnut River Spring Showdown.
  - Taylor Frank judged the Indiana State Fair Open Show and has judged numerous county fairs and jackpots this year.
  - Joe and Taylor were nominated by students for Order of the Purple.
5. Goals 2023-2024 academic year:
- Continued improvement of student enrollment and credit hours generated.
  - Have a meat goat herd at the agriculture facility by the end of the fall semester.
  - We would like our livestock judging team to remain competitive and ideally win a national championship.

**Automotive Technology:**

1. Department mission statement  
Provide relevant technical education to support student goals, a skilled workforce, and the economic vitality of our communities.
2. Enrollment Comparison; Credit Hour Chart

Department	AY 2018	AY 2019	AY 2020	AY 2021	AY 2022
Auto Tech	585	504	180	639	521

3. List of FT faculty
  - Mark Jaye – Lead
4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)
  - Gave several student tours, including Disability Mentoring Day, Augusta High School, and Butler 2000 students.
  - Six students earned ASE certifications.
  - 100% internship placement.
5. Goals 2023-2024 academic year:
  - Increase student enrollments by making personal visits to local High Schools.
  - Attend VISION Hi Tech Conference.
  - Epoxy shop floors to improve the look of the shop area.

**Business Systems Technology**

1. Department mission statement  
The Business Systems Technology Program is committed to providing stakeholders the competitive edge using state-of-the-art technology to develop and enhance essential business environment skills.
2. Enrollment Comparison; Credit Hour Chart

Department	AY 2018	AY 2019	AY 2020	AY 2021	AY 2022
Bus Sys Tech	4,280	4,293	3,926	4,295	4,102

3. List of FT faculty:

- **Beth Cunningham**  
Beth teaches Computer Concepts & Applications, Business Communications, Records Management, Business Procedures, Intro to Health Information, and Internship. Beth serves on the following committees: Butler Foundation Benefit Auction Committee, BST Advisory Board Committee, Internship Advisory Board Committee, Butler 100th Anniversary Committee, Butler Online Ed Tech Advisory Committee, and QAT reviewer committee.
- **Andrea Scharenberg\***  
Andrea divides her time between BA, BST, and MA. She teaches Computer Concepts & Applications for our department. She serves on the Faculty Student Recruitment Team, the Butler Curriculum Committee, and the Andover Care Team. She serves students at the Andover back-to-school booth, Andover Math Pi Day, and as a FBLA judge. This spring, she was awarded "Outstanding Instructor" during the 2023 Student Life Awards. She attended the Cengage Computing Conference and the Kahoot 2022 Summit EDU Conference. Outside of Butler, Andrea and her husband serve as Group Leaders at Life.Church. They also lead couples through pre-marriage workshops.
- **Lisa Schmidt – Co-Chair**  
Lisa teaches Computer Concepts & Applications, Business Math/10-Key, Human Relations, Presentation Graphics, Desktop Publishing, and Principles of Management. Lisa serves on the Butler Foundation Benefit Auction Committee, has served on various interview committees, is a member of the Grizzly Backers, and is a host parent for women's basketball. Along with Butler committees, she serves on the Kansas statewide curriculum and advisory committee for Business Administrative Technology programs. Lisa is also involved in the USD490 Vision 20/20 mentoring program and serves on the executive board for the El Dorado Sports Foundation. She will be a member of the Quality Assurance Team starting this fall.  
Lisa was part of the redesigning of our BA104 Computer Concepts and Applications course this year. The course is moving from Microsoft Office 2019 and Windows 10 to Microsoft Office 2021 and Windows 11 in the fall.
- **Karen Waddell – Co- Chair**  
Karen teaches Computer Concepts & Applications, Business English, Beginning and Intermediate Document Processing, Intro to Word, Excel and Access, Advanced Computer Applications, and MOS Test Prep. Karen serves on the BST Advisory Committee, Master Teacher Selection Committee, and has served on various interview committees. Along with Butler committees, she serves on the Kansas statewide curriculum and advisory committee for Business Administrative Technology programs. She will be a member of the Quality Assurance Team starting this fall.  
Karen was part of the redesigning of our BA104 Computer Concepts and Applications course this year. The course is moving from Microsoft Office 2019 and Windows 10 to Microsoft Office 2021 and Windows 11 in the fall.

4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)

Department

- Co-Chairs Lisa Schmidt and Karen Waddell provide support to adjuncts such as materials for the BA104 standardized final and core curriculum and technical support.

- The BST department has moved all courses using Cengage and McGraw Hill materials to “first day access” to ensure that students have the required materials on the first day of class providing them the opportunity for better success.

Faculty

- All full-time faculty attended the Virtual Cengage Computing Conference in March 2023.
- All full-time faculty attended the Cengage Spring 2023 Online Empowered Educator Conference.
- Lisa Schmidt completed several Microsoft trainings including the Microsoft Educator Academy 2022, Office 365 Teacher Academy, OneNote Teacher Academy, Master Microsoft Teams for any learning environment, and Get Started with Office 365 and Windows for Leadership.
- Lisa Schmidt attended the Adobe Max 2022—The Creativity Conference.
- Lisa Schmidt completed the Microsoft Office Specialist Word Expert 2019 exam.
- Lisa Schmidt and Karen Waddell completed courses in Practices in Digital Pedagogy, Practices in Antiracist Pedagogy, and Faculty Resilience and Well-Being.
- Karen Waddell attended the 2023 Certified Academy, various Certiport and GMetrix webinars, and Adobe Education events.

Students

- The BST Department offers two third party credentialing opportunities for our students: Microsoft Office Specialist (MOS) and Certified Professional Coder (CPC). Two students, Joshua Ritter and Morgan Fischer, scored high enough on the MOS certifications exams to attend and compete for the MOS World Championship this June in Orlando, FL. The following students have earned these credentials:

<b>MICROSOFT OFFICE SPECIALIST (MOS)</b>		
<b>Last Name</b>	<b>First Name</b>	<b>Certification</b>
Bennett	Alison	MOS Word 2019
Bennett	Alison	MOS PowerPoint 2019
Bennett	Alison	MOS Outlook 2019
Brown	Faith	MOS Access Expert 2019
Brown	Faith	MOS Word Expert 2019
Brown	Faith	MOS Excel 2019
Brown	Faith	MOS PowerPoint 2019
Brown	Faith	MOS Outlook 2019
Brown	Faith	MOS Word 2019
Bruner	Janice	MOS Word 2019
Busenitz	Grant	MOS Word 2019
Busenitz	Grant	MOS PowerPoint 2019
Busenitz	Grant	MOS Excel 2019
Busenitz	Grant	MOS Word Expert 2019
Cook	Andrew	MOS Excel 2019
Cook	Andrew	MOS Word 2019

Cook	Andrew	MOS PowerPoint 2019
Ellis	Crystal	MOS Word 2019
Ellis	Crystal	MOS PowerPoint 2019
Ellis	Crystal	MOS Excel 2019
Fiebiger	Bailey	MOS Word 2019
Fiebiger	Bailey	MOS PowerPoint 2019
Fischer	Morgan	MOS Word 2019
Fischer	Morgan	MOS Excel 2019
Fischer	Morgan	MOS Word Expert 2019
Goza	Charity	MOS PowerPoint 2019
Goza	Charity	MOS Word 2019
Goza	Charity	MOS Excel 2019
Martin	Kassie	MOS Word 2019
Martin	Kassie	MOS Excel 2019
Martin	Kassie	MOS PowerPoint 2019
Martin	Kassie	MOS Word Expert 2019
Martinez	Mayra	MOS Word 2019
Martinez	Mayra	MOS PowerPoint 2019
Ritter	Joshua	MOS Word 2019
Ritter	Joshua	MOS PowerPoint 2019
Ritter	Joshua	MOS Word Expert 2019
Rodriguez Villanueva	Jose Ramon	MOS Word 2019
Rodriguez Villanueva	Jose Ramon	MOS PowerPoint 2019
Rodriguez Villanueva	Jose Ramon	MOS Excel 2019
Roe	Carrie	MOS Word Expert 2019
Roop	Phoebe	MOS Word 2019
Roop	Phoebe	MOS PowerPoint 2019
Roop	Phoebe	MOS Excel 2019
Roop	Phoebe	MOS Access Expert 2019
Rush	Becky	MOS Word 2019
Rush	Becky	MOS PowerPoint 2019
Rush	Becky	MOS Outlook 2019

<b>CERTIFIED PROFESSIONAL CODER (CPC)</b>	
<b>Last Name</b>	<b>First Name</b>
Bartling	Danielle
Bennet	Alison
Bercaw	Billi



Ellis	Crystal
Hickam	Leslie
Johnson	Nicole
Mayginnes	Teresa
Penner	Hunter
Rush	Becky
Titus	Melony

5. Goals: 2023-2024 academic year

- Increase enrollment by participating in the faculty student recruitment campaign.
- Increase program enrollment with a goal of 5% increase.
- We had huge undertaking revamping the curriculum from Microsoft 2019 to Microsoft 2021/Microsoft 365 for all the computer courses: Computer Concepts & Applications, Intro to Word, Excel, and Access, Presentation Graphics, Desktop Publishing, and Advanced Computer Applications. Because all instructors use the same Canvas shell for BA104, assignments, and exams, this required a coordinated effort among full-time and adjunct faculty to ensure the consistency of the course work and that the content prepares students to certify at the national level.

**Culinary Arts/Hospitality Management:**

1. Department mission statement

To **empower** individuals with proper fundamentals in the culinary and hospitality industries, **encourage** growth in and out of the classroom, and to **entrust** individuals to make a positive impact within their community.

2. Enrollment Comparison; Credit Hour Chart

Department	AY 2018	AY 2019	AY 2020	AY 2021	AY 2022
Hosp & Culin	1,721	1,606	1,569	1,135	1,053

3. List of FT faculty:

- Chef Luis M. Peña – Chair
- Chef Scott Peggie

4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)

- Finished construction of the brand new state-of-the-art Redler Institute of Culinary Arts facility.
- Around ninety percent of the equipment in this new facility is brand new, which is a tremendous improvement for the student learning experience.
- The department is gradually increasing enrollment in comparison to this time last year.
- The culinary department has continued its partnership with JCCC to provide ACF certification exam with the completion of select certificates.
- The CHOMP student organization has been heavily active in the local community with several fundraising events such as bake sales in the food truck, a Valentine’s Day couples dinner, a graduation celebration for the class of 2023, and other learning-driven activities that included field trips.
- 17 students enrolled in the new pastry arts pathway which opened for enrollment in the fall of 2022.
- The culinary and hospitality Class of 2023 was comprised of 19 graduates.
- The Redler Institute of Culinary Arts has maintained a partnership with several marketing outlets within the community which includes a monthly cooking

segment with KSN's Good Day Kansas, sponsoring commercials during PBS's Family Dinner Table with Susan Peters, and other marketing opportunities such as radio interview with The Good Life with Guy Bower radio show.

- Chef Luis Peña was recognized by the Wichita Business Journal for the “40 Under 40” honor.
5. Goals: 2023-2024 academic year
- Begin the ACF accreditation process.
  - Grow community engagement through local events such as recreational cooking classes and other special events.
  - Engage with local farmers to develop curriculum for Farm-to-Table course.
  - Visit local high schools to recruit students and raise awareness of program.
  - Continue working with the Strategies in Higher Education group on recruitment.

**Cybersecurity, Internetworking Management, and Software Development**

1. Department mission statement  
 The mission of Cybersecurity, Internetworking Management, and Software Development is to provide up to date curriculum across a wide variety of technology. Students who have completed our programs of study will be well prepared to be productive employees to meet the needs of the industry in our area.

2. Enrollment Comparison; Credit Hour Chart

Department	AY 2018	AY 2019	AY 2020	AY 2021	AY 2022
Info Tech	5,880	5,574	4,890	5,073	5,382

3. List of FT faculty
- Brett Eisenman – Department Chair: Cyber Security & Software Development
  - Michael Bohrer
  - Kevin Lann-Teubner – Department Chair: Internetworking Management
  - Mark Meadows – Software Development (New Fall 2023)
4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)  
 Department
- CAE POS (Center of Academic Excellence Program of Study) Initial preapproval application update and interviews completed and submitted for the renewal of our CAE standing through 2028.
  - Certification Pass rate
    - TestOut Network Pro  
 Butler 63%  
 Kansas 41%  
 Nationwide 45%
    - TestOut PC Pro  
 Butler 71%  
 Kansas 66%  
 Nationwide 61%
    - TestOut Security Pro  
 Butler 81%  
 Kansas 76%  
 Nationwide 60%
  - During the 2022-2023 academic year we have made significant updates to the following courses to ensure they are aligned with third party validations:
    - IS153 Principles of Information Assurance
    - IS203 Security Plus
    - IS101 PC Plus

- Courses updated to reflect the addition of updated LTI tools in Canvas (All assignments had to be rebuilt using the new LTI interface:
  - IS203 Security Plus
  - IS101 Pc Plus
  - IS102 Network Clients
  - IS150 Network Servers
  - IS151 Microsoft Admin 1
- New Courses Developed:
  - IS205 CYSA+ (CompTIA Cybersecurity Analyst)
  - SD201 Python (Software Development) (Online)

Faculty

- Brett Eisenman – Order of the Purple
  - Brett Eisenman - Nomination: Student Life Outstanding Teacher
  - Kevin Lann-Teubner – Flagship Kansas Advisory Board Member
5. Goals: 2023-2024 academic year
- Continue to develop online Software Development courses.
  - Rewrite our Microsoft classes to match new certifications released by Microsoft
    - Hybrid Server Core
    - Client Pro
  - Continue to update CompTIA courses to map to their current certification version.
    - Network Pro
    - Routing and Switching Pro
  - Implement our Capstone course for Cybersecurity and Internetworking Management.
  - Incorporate internships into Cybersecurity, Internetworking Management, and Software Development.
  - Outreach/Recruitment:
    - Tour of NovaCoast a local cyber security company
    - Tour of McConnell Air Force Base - Air Guard 184 Security Operations Center (SOC)
    - Wichita Indochinese Center (WIC) student internship partnership with instructor oversight
    - Ctrl-Alt-Elite – Student cybersecurity club
    - AWS re:Invent conference

**Construction Technology**

1. Department mission statement  
Provide relevant construction education to support student goals, a skilled workforce, and the economic vitality of our communities.
2. Enrollment Comparison; Credit Hours

Department	AY 2018	AY 2019	AY 2020	AY 2021	AY 2022
Construction Tech	-	-	-	-	424

3. List of FT faculty
  - Lory Postoak, Lead Instructor—Masonry
  - Jeremy Brewer, Lead Instructor—Construction Technology
4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)  
Department
  - Graduated the first 9 students from the Construction Tech Program.
  - Completed Teaching each class in our program at least once.
  - Started a new Masonry Pathway for credit.

- Started a new Blueprint Reading class, CN140 for Construction Tech.
- Started two new Construction Technology Cohorts at EDCF.
- Started one new Masonry Cohort at EDCF.
- Gained Fire Marshall and Security approval for the new shop space at EDCF.
- Held our first annual Construction Symposium to show middle school students construction basics.
- Had a booth at the Home Show to market our program.
- Had a table at the Wine, Whiskey, and Whimsey to support Habitat for Humanity and Construction Scholarships.
- Meet with KBOR and other construction programs to work on unity across different programs.
- Participated in KMIC, Kansas Masonry Industries Council.
- Received Masonry materials and equipment from KMIC group.
- Working on Partnerships with Higgins Group, Dondlinger Construction, and GSI for employment opportunities.
- The first student hired as a Project Engineer with a local General Contractor after graduation.
- Partnering with Habitat for Humanity for work projects in F24.
- Partnered with Hutton for project information and plans on Scooter's Estimating Project for the Project Management class, CN205.
- Meet with a prospective student from Silver Springs, KS. He informed us he would be coming to Butler to join the Construction Program.

Faculty

- Jeremy Brewer had OSHA 500 and 510 training and is now an OSHA trainer.
- Lory and Jeremy had Sponsorship training through NCCER.
- Jeremy Brewer received EDCF/KDOC Orientation training.

5. Goals: 2023-2024 academic year

- Increase student enrollments by making personal visits to local high schools.
- Increase industry partnerships for internships and donations.
- Add two full-time positions and two adjunct positions.
- Graduation- Have all last year's BOA students graduate on schedule next May.
- Advisory Board- Bring in more involvement from other companies; replace those people that have moved on within their companies.
- BOA- increase number of students.
- EDCF- complete setup of U Building (tool crib, classrooms, wall partitions, office upstairs).

**Diesel Technology**

1. Department mission statement

Provide relevant diesel education to support student goals, a skilled workforce, and the economic vitality of our communities.

2. Enrollment Comparison; Credit Hour

Department	AY 2018	AY 2019	AY 2020	AY 2021	AY 2022
Diesel Tech	-	-	-	-	23

3. List of FT faculty

- Todd Williams – Lead

4. Department/ Faculty highlights and accomplishments

- Reorganized and re-engaged the advisory committee.
- Received donations:
  - GTG Peterbilt – diesel engine
  - Freightliner – transmissions

- Todd received NC3 multimeter training.
  - Worked on and made repairs to community members' vehicles/machines.
  - Gave several tours to area high school students.
5. Goals for the 2023-2024 academic year
- Continue with personal development training.
  - Increase public awareness of the program.
  - Increase student enrollments by making personal visits to local High Schools.
  - Increase industry partnerships for student internships, apprenticeships, and donations.
  - Offer classes at El Dorado Correctional Facility.

**Engineering Technology**

1. Department mission statement  
 The mission of the Engineering Technology Department is to assist students, educational partners, and industry partners in developing personal, professional, and technical skills used in the technical and engineering fields.
2. Enrollment Comparison; Credit Hour Chart

Department	AY 2018	AY 2019	AY 2020	AY 2021	AY 2022
Eng & Manf	1,337	1,152	1,101	935	829

3. List of FT faculty
- Daniel Higdon – Department Chair
4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)
- Daniel received his Doctor of Education in Organizational Leadership from National University
  - Requested and received a Tormach 8L with touch-enabled controller from the Carl Perkins grant.
5. Goals: 2023-2024 academic year
- I Improve enrollment and retention numbers.
  - Enter SkillsUSA competitions this upcoming school year.
  - Bring CNC and Composites program up to date with smaller, more compact equipment over the next three years
  - Update course outlines

**Interactive Design and 3D**

1. Department mission statement  
 The Interactive, Digital, and 3D Technology Department's goal is to provide the industry fundamentals and advanced techniques in the Game and Simulation field, Digital Media and Digital Graphics field, and the Web Design Field, by empowering our students with the knowledge needed to strive in today's competitive market. Providing our students with quality education and tools to achieve their career goals and bolster their love of game and simulation design, digital imaging, and graphic design is our utmost goal.
2. Enrollment Comparison; Credit Hour Chart

Department	AY 2018	AY 2019	AY 2020	AY 2021	AY 2022
Info Tech	5,880	5,574	4,890	5,073	5,382

3. List of FT faculty
- Darryl Runyan – Department Chair
  - Jon Simpson
  - Holly Silvia
  - Zachary Sewell

4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)
  - Darryl and Holly attended the Adobe Max Training Conference. It was a three-day training event to bring faculty and industry up to date on new features and training of them.
  - Darryl and Jon participated in and hosted in the ICT Game Jam in Person competition in January 2023. This is sponsored by the ID3D Department every year.
  - Darryl and Jon participated in and hosted the ICT Game Jam in-person competition in late summer of 2023. This is sponsored by the ID3D Department every year.
  - 14<sup>th</sup> annual ID3D Capstone Presentations were held in May 2023 and presented the work of all graduating students of 2023. Over 300 were in attendance throughout the 3-hour event.
  - Darryl attended the Adobe Creative Campus training in Utah in April 2023. This was held to get greater knowledge of how we, as a creative campus, can help our students better utilize Adobe Suite and its products.
5. Goals: 2023-2024 academic year
  - Continued revamp of the ID3D and Digital Media Degrees to include new technology that we have acquired to increase skills taught to students and open to the public for “learning sessions.”
  - Creation of a several certifications pathways to prepare the local workforce as they start new professions.
  - Updating and building 2+2 relationships with local colleges to encourage further education.

### **Marketing and Entrepreneurship**

#### 1. Department mission statement

The Marketing & Entrepreneurship Program seeks to:

- Prepare students for transfer to colleges and universities
- Prepare students for job placement in the fields of advertising, retail and wholesale management, sales, marketing management and as entrepreneurs
- Provide marketing and management experiences and training
- Provide instruction in personal interest areas

The department is compatible with the institution’s mission by way of incorporating the Learning PACT across the curriculum and implementing strategies to align with the school’s strategic goals and objectives. In addition, we contribute to the mission by preparing our students to be lifelong learners. Since new technologies emerge every day, we teach our students to transfer and adapt their knowledge to a variety of situations and environments that are constantly changing.

#### 2. Enrollment Comparison; credit hours

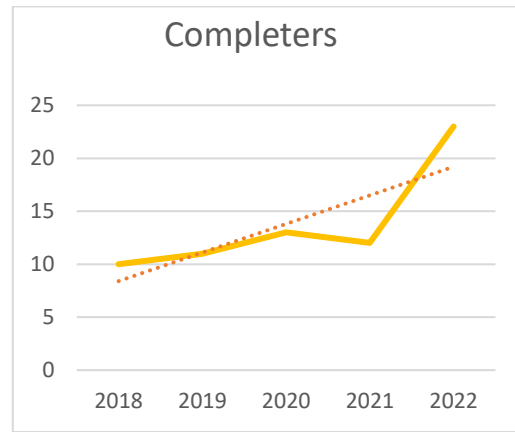
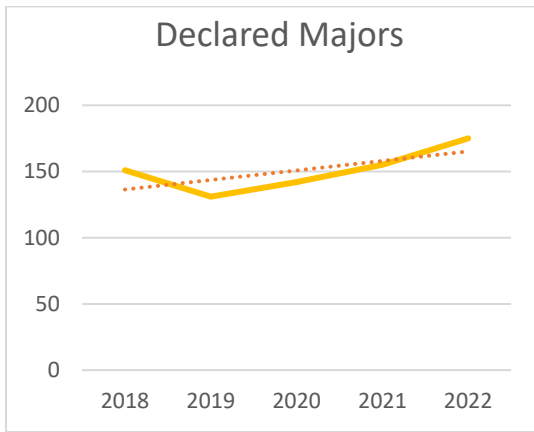
Department	AY 2018	AY 2019	AY 2020	AY 2021	AY 2022
Mktg Mgmt	2,758	2,820	2,574	2,616	2,502

#### 3. List of FT faculty

- Jared McGinley – Department Chair

#### 4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)

- The number of Declared Majors and Completes for the program has steadily increased over the last 5 years.



- The El Dorado *BA140 Intro to Marketing* course created and presented a marketing plan Butler’s Student Services department.
  - New program marketing materials have been developed, including video of classroom interactions, an interview with the department chair, and b-roll video for the program landing page and also short form videos for social media. Social media campaign will start in Fall 2023.
  - A 2.5 + 1.5 has been developed in conjunction with Wichita State University.
  - DECA, the long-standing marketing student organization, has joined forces with our other business student organization, Phi Beta Lambda, and is now merged into one organization, FBLA Collegiate.
  - They have a greater variety of competitive events, including a dozen specific to marketing. There are synergies to be created with us all working together on one group (fundraising, travel (male and female advisers), etc.) 7 students qualified for Nationals by finishing in the top 2 in their event at the statewide competition at Pittsburgh State in February. The Nationals are in Atlanta in June.
  - Department Chair Jared McGinley was named as the 2022-2023 Butler Master Teacher.
  - Department Chair Jared McGinley serves on several area advisory boards, such as USD 259 Wichita’s Marketing Advisory Board, and USD 385 Andover, and USD 205 Bluestem Business Programs’ Advisory Boards.
5. Goals: 2023-2024 academic year
- Continue being among Butler’s departments with the lowest overhead expenses (facility needs, equipment, etc.)
  - Continue developing additional digital marketing courses and projects to the curriculum.
  - Investigate providing additional third-party credentials, badges, etc.
  - Recruit at outside events.
  - As part of the Business Administration program cluster, continue to maintain and IMPROVE (program review) rating of 80 or better.

**Welding Technology**

1. Department mission statement:  
Provide industry-recognized Welding education and credentials which supports students’ career and higher education goals, supply a skilled workforce, and contribute to the economic vitality of our communities.
2. Enrollment Comparison; Credit Hour Chart

Department	AY 2018	AY 2019	AY 2020	AY 2021	AY 2022
Welding	545	579	587	514	617

3. List of FT faculty
  - Matthew Galbraith – Lead
  - Alex Rodgers – Temporary Fulltime
4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)
  - All 10 students earned an American Welding Society (AWS) advanced position certification in the SMAW, GTAW, and GMAW processes.
  - All 10 students received their OSHA 10 card
  - Gave several tours to students, including Disability Mentoring Day, Augusta High School, and Butler 2000
  - Students began working on a sculpture project, titled The Secret Garden, which will be donated to Minneha Core Knowledge Magnet Elementary School; completion will occur in fall.
  - Updated all course outlines, implemented Spring 2023
5. Goals: 2023-2024 academic year
  - Add additional full-time faculty member.
  - Continue to provide the best possible welding instruction and industry credentials available, while keeping up with current industry trends and standards.
  - Increase student enrollment in traditional and academy programs.
  - Visit local area high schools to bring awareness to program.
  - Partner with local industry employers to facilitate internship and apprenticeship opportunities.

## **Biology**

### 1. Mission Statement:

The Butler Community College Biology Department educates and prepares students in the biological sciences for careers in the health-related and biotechnology professions, for transfer to the next level of biological training and provides courses with lab-experiences for general education requirements.

### 2. Enrollment Comparison; Credit Hour Chart

Department	AY 2018	AY 2019	AY 2020	AY 2021	AY 2022
Biology	10,854	10,261	9,322	9,288	9,415

### 3. List of FT faculty

- Bob Broyles  
Continues to revise and edit his Anatomy and Physiology Revealed Workbook for McGraw-Hill. Bob teaches Anatomy and Physiology. He teaches on the Andover Campus
- Jordnn Cogan  
Jordnn teaches online General Biology and Anatomy and Physiology. She is the Lead Lab Coordinator for all microbiology labs and online general biology lab kit preparation. She has recently been appointed as the new Digital Support person for Pathophysiology. She serves on Butler's IRB committee. Jordnn is a member of the NABT and is the Vice-President of United Way of El Dorado.
- Melissa Elliott  
Melissa teaches Anatomy and Physiology 1 and 2, Microbiology, Pathophysiology, and Engaging in Science, Engineering, and Math. She teaches primarily at the Early College Academies in Rose Hill. Melissa continues to work with about 50 students yearly in an informal TEAS test prep course and developed the fully online version of Anatomy and Physiology 1.
- Kerry Fahnestock



Kerry teaches General Biology, Majors Biology 1, Anatomy and Physiology 1 and 2, and Environmental Issues. She serves on the textbook selection committee and is a member of the Faculty Development Team. She is also currently working on the GB Lab Manual creating an OER to save students money.

- Lindsey Fields  
Lindsey is the Department Chair at the Andover campus and teaches General Biology, Majors Biology 1, Majors Biology 2 and Engaging in Health Sciences. She serves on search committees, textbook committees, the Institutional Review Board (IRB), is an Inclusion Council Ally and a member of the Faculty Development Team. She attends KCOG for non-majors and majors biology and will serve as the non-majors committee chair in 2023. She continues to serve on the advisory board for the Biomedical Engineering undergraduate program at WSU.
- Susan Forrest  
Susan teaches Majors Biology 1, Microbiology, and General Biology. She has worked on 2 faculty search committees and the Calendar Committee this year. She participated in the KCOG committee for aligning the Microbiology for non-majors. As a lead faculty, she focuses on ordering, scheduling, and making sure the El Dorado and Rose Hill sites have materials needed throughout each semester. She is working with KU to organize a pathway for students interested in Biotechnology to transfer seamlessly to the biotechnology program at the KU-Edwards campus.
- Katya Frank  
Katya teaches General Biology on the El Dorado campus.
- Kathy Gifford  
Kathy teaches Anatomy and Physiology 1 and 2. She has developed a fully online version of A&P 2, served on hiring committees, and helps transfer supplies and equipment between campuses. She is an advisor for Phi Theta Kappa. This year she attended the Leadership/Honors Action in October, the Regional conferences in April and the All-Kansas scholar lunch in April.
- Dr. Glenn Manning  
Glenn teaches Majors Biology 1 and 2 and Microbiology. He teaches Majors Biology 2 for the Health Sciences Academy in Rose Hill. He serves on search committees and has helped with Grizzly Days. He participated in a weeklong course for Upward Bound Trio teaching science to 9-11 graders. Glenn is also a member of the Chemical Compliance Committee.
- Dr. Jeff Meyer  
Jeff teaches Anatomy and Physiology (one semester class), Anatomy and Physiology 1 and 2, and Pathophysiology. He teaches in El Dorado.
- Dr. Martha Sager  
Martha teaches General Biology. She primarily teaches at the Andover campus and also teaches for the Early College Academies in Rose Hill. She is a member of the Faculty Development Team, Rose Hill Early Academy Advisory Council, and takes care of the Butterfly Garden at the Andover Library.
- Joseph LaForge  
Joseph is a new faculty member this year and teaches Anatomy and Physiology 1 and 2 and General Biology. He teaches in El Dorado and for the Health Sciences Academy in Rose Hill. Joseph is currently in Paraguay and has been invited to give guest lectures on Anatomy and Physiology at the FACIS-UNA, which is the national university of medicine.
- Kristy Ziemann  
Kristy teaches Anatomy and Physiology 1 and 2, Microbiology, Cadaver Dissection, and Engaging in SEM. Kristy earned the Order of the Purple

Outstanding Instructor Award. She has been a part of textbook selection committees and is on the Institutional Review Board (IRB) at Butler. She is a member of the ASM - American Society for Microbiology, the NASPAG - North American Society for Pediatric & Adolescent Gynecology, and the NCAS - NASA Community College Aerospace Scholars program. Kristy was also recently published with Mullerian agenesis research in conjunction with the Beautiful You MRKH Foundation and the Global MRKH Consortium. Currently research is focusing on treatment aspects of MRKH and was published in the Journal of Pediatric & Adolescent Gynecology (online in May 2023 and in print in July 2023) titled: International Experiences with Vaginal Lengthening Treatment Among Individuals with Müllerian Agensis: A Mixed Methods Study.

4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)

#### Department

- We developed a fully online Anatomy and Physiology I (BI226) and Anatomy and Physiology II (BI227). These courses are part of 2 completely online degree pathways (Billing and Coding; Exercise Science). The goal is to market the availability of these classes online and increase the total number of sections (face-to-face and online).

#### Faculty

- Bob Broyles: Order of the Purple – Outstanding Faculty
- Jordnn Cogan: Student Life Awards – Outstanding Instructor Nominee, Kansas Regional Science Fair Judge, NABT member
- Melissa Elliott: Order of the Purple – Outstanding Faculty
- Lindsey Fields: CC BioINSITES research fellow, She is an active member of the National Association of Biology teachers and is currently serving as a representative for NABT on the *Fostering Community College Collaborations with Disciplinary Societies* committee working with society representatives from all disciplines throughout the US, Kansas Regional Science Fair Judge
- Susan Forrest: Student life Award – Outstanding Instructor Nominee, participated in Grizzly Days, Summer Enrollment Days, and STEM Day.
- Dr. Jeff Meyer: Order of the Purple – Outstanding Faculty, Student life Award – Outstanding Instructor Nominee
- Kristy Ziemann: Order of the Purple – Outstanding Faculty, Student Life Awards – Outstanding Instructor Nominee, Instructional Assistant for NASA Community College Scholar's program (NCAS).

5. Goals: 2023-2024 academic year

- Develop and edit General Biology lab manual.
- Develop transfer agreement with the University of Kansas Edwards campus for their Biotechnology/Bioscience degrees.
- Develop or identify Open Educational Resources for Environmental Issues.
- Continue to develop the informal lab assistant training program for Microbiology and General Biology Lab assistants.

## Chemistry

1. Department mission statement:

The Chemistry Department is dedicated to developing confident, well-prepared students by providing logical and physical development through the understanding of the chemical foundation of matter and hands-on practical laboratory skills. The Chemistry Department's goal is to prepare our students to seamlessly transfer into their program of choice and excel in the remainder of their education and beyond.

2. Enrollment Comparison; Credit Hour Chart

Department	AY 2018	AY 2019	AY 2020	AY 2021	AY 2022
Chemistry	5,475	5,998	5,050	5,270	4,566

3. List of FT faculty:

- Dani Anthony, MS – Lead  
Dani teaches CH106 both face-to-face and online. She is co-lead with Patrick. She is in the beginning stages of creating several 2+2 programs with Newman University once the KBOR Gen Ed bucket system is in place.
- Robert Carlson, MS  
Robert teaches Chemistry 1, Chemistry 2, Organic Chemistry 1, Organic Chemistry 2, biochemistry, General Physics 1, and General Physics 2. Robert represents Butler and the chemistry department and enrollment and orientation events.
- Mark Diskin, PhD  
Mark teaches CH106 face-to-face and online. He enjoys doing chemical demonstrations.
- Jacob Schesser, MS  
Jacob teaches Chemistry 1 and Chemistry 2. He serves on the Chemical Compliance Committee.
- Patrick Emery, MS – Lead  
Patrick teaches Chemistry 1 and Chemistry 2 face-to-face and blended. He shares lead responsibilities with Dani. He attended the 2022 Biennial Conference on Chemical Education (BCCE). He participated in Summer Jam's yearlong program. Patrick is a member of the Faculty Development Team and Inclusion Council. He is also one of the sponsors for Butler's Esports and Gaming Club.
- Tao Wu, PhD  
Tao teaches Chemistry 1, Chemistry 2, General Physical Science, and Geology. He is working with Jon Penley to create an OER for Geology. Tao serves on the Chemical Compliance Committee.
- Jen Sutter, MS  
Jen teaches Chemistry 1 and Chemistry 2. She was nominated for the Outstanding Instructor Award from Order of the Purple.

4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)

Department

- We worked with the biology department to stagger course offerings to ensure students could take the science classes they needed during the same semester.
- We have expanded enrollment of CH115 to Andover for Spring 22.
- We worked with multiple departments in the development of pathways where chemistry is a milestone course in most of the SEM pathways and an option in numerous other pathways.
- We worked on planning the additional lab space in Rose Hill which will be shared space with chemistry, physics, and physical science.

Faculty

- The faculty represented department for STEM, Grizzly and Senior days.
- Robert Carlson continues to conduct chemical demonstrations at all onsite campus admissions and recruitment events.
- Mark Diskin continues to conduct chemical demonstrations at various off-site events.

- Patrick Emery has been and continues to lead a team within the Inclusion Council to identify student views of their experiences at Butler and work to improve them.
  - Patrick Emery has become sponsor to the Esports Gaming Club alongside student leadership and will continue into the next year.
5. Goals: 2023-2024 academic year:
- Expansion of CH275-Biochemistry to the online environment.
  - Creation of 2 + 2 with Newman University in Sonography, Radiology Technology and Dental Hygiene programs once the KBOR General Education System is determined.
  - Increase enrollment in the Pre-Pharmacy Pathway with the development of our partnership with KU School of Pharmacy.

## **Mathematics**

### 1. Department mission statement

The mathematics department exists to serve the needs of the following students and stakeholders:

- Students requiring remediation or skill upgrade
- Degree seeking students fulfilling their general education requirements
- Transfer students taking higher level math courses
- Departments with courses that require math prerequisites

### 2. Enrollment Comparison; Credit Hour Chart

Department	AY 2018	AY 2019	AY 2020	AY 2021	AY 2022
Mathematics	21,885	20,873	19,524	17,347	16,899

### 3. List of FT faculty

- Adam Anthony – Co-Lead  
Adam teaches algebra, calculus, trigonometry, statistics and differential equations. He is assistant lead in Andover and has served on hiring and textbook committees. Adam presents at Faculty Development events. He contributes semiannually in the NASA Community College Aerospace Scholars (NCAS) program.
- Cindy Bond – Co-Lead  
Cindy is a co-lead instructor for Developmental Math. She is also a software administrator for our algebra courses. As a part of her role as co-lead and software administrator, she trains new hires in the software. She also updates the 14 Algebra course shells in Canvas. She is responsible for creating and updating the Module Handbook. She is heavily involved with technology in her teaching.
- Dr. Ben Bunck – Department Lead  
As the lead instructor, Ben assists faculty in the development of department policies and training, serves as a liaison between the Butler Math department and other departments on campus, organizes several full-time and all-faculty department meetings each year, and works with other leads and administration to identify and address instructional needs. Ben regularly instructs courses in the Calculus 1/2/3 sequence, as well as other Mathematics courses as needed.
- Dr. Bethany Chandler – Co-Lead  
Bethany is a co-lead instructor for Developmental Math. She is a software administrator for Hawkes software. She serves on the KBOR placement and assessment committee. She attended NOSS this year and plans to present with Robert at AMTYC in the Fall on the Math Modules. She is a Board Member for Alex's House. She attended the Adobe Education Institute in the Summer of

2022 and is attending again this summer. She is completing the steps to become a Hawkes Learning certified instructor.

- Sandy Derry  
Sandy teaches algebra, trigonometry, calculus, and statistics and is involved with teaching online. She uses technology heavily in her teaching and is a resource for integrating with Canvas. Sandy recently headed the textbook selection committee for Applied Statistics and has worked to develop the course for online deployment.
- Caroline El-Chaar  
Caroline teaches college algebra, calculus, pre-calculus and trigonometry. She mainly teaches face-to-face but has recently also added online teaching to her repertoire. Her next long-term objective is to work her way to adding differential equations to her course load. Caroline was nominated for 3 Student Life Awards: Outstanding Instructor Award, Outstanding Staff Award, and the Butler Unsung Hero Award. Caroline initiated and co-organizes the annual STEM gathering, as well as has served on textbook and interview committees. She was nominated and accepted to the Faculty Development Team this year.
- Bonnie Ernst  
Bonnie has decided to focus her teaching on College Algebra and below in the effort to help the department's math redesign to be as successful as possible. She has been an integral member of the Math Redesign Committee, attending nearly every meeting over the past several years, and is the primary author of "Instructor Created" module exam questions for all twelve Module Exams, as well as for the My Math Plan Assessments 1, 2, 3. She has been responsible for creating the exams and study guides using Hawkes software. She was deeply involved in adapting our existing MA 051-129 materials to the new Hawkes textbook, Preparation for College Algebra, and plans to be equally involved in adapting our existing college algebra material to the new Hawkes college algebra textbook (to be implemented Fall 2021). Additionally, Bonnie has served on a departmental hiring committee and on the department's pathways assessment committee. She has volunteered numerous hours each week in the Andover Math Lab.
- Bruce Fiscus  
Bruce teaches algebra, trigonometry, statistics and calculus at multiple sites. He served on the textbook committee for the new trigonometry book.
- Kamielle Freeman  
Kamielle teaches algebra, trigonometry, and calculus. She chaired the textbook committee for calculus with applications, has served on the college algebra final exam committee, and is involved with preparing and teaching online courses. Kamielle is also part of the Mutual Gains Bargaining team which tries to find collaborative ways to craft a contract that is mutually beneficial to our common goal. Kamielle is also working on a course redesign for Calc with Apps which will include an OER.
- Larry Friesen  
Larry is the lead for the STEM Division's Pre-engineering program. He teaches calculus, differential equations, and statics, as well as other engineering classes. Larry has been working on transfer 2+2 programs with Kansas universities and making adjustments based on the new Gen Ed requirements coming from KBOR soon.
- Susan Gegner  
Susan teaches primarily statistics and college algebra. She has served on various textbook committees and has worked on department data analysis.
- John Hendley

John primarily teaches Trigonometry and Calculus. He served on the committee that selected the most recent Calculus textbook. John also helped present to prospective students at the STEM Discovery Day. John recently completed his master's degree in Mathematics from Emporia State University.

- Marj Hunter – Co-Lead  
Marj teaches algebra and statistics. She is a lead math instructor in charge of coordinating the collection of module/final exams for MA 135 and below. She is also in charge of compiling the MSAT data and reporting results for the college algebra modules and three-hour course. Marj is still utilizing her iPad as a teaching medium in her classes. She has created videos for the college algebra modules that can be accessed via Canvas and Microsoft Stream.
  - Kamal Hussain  
Kamal has taught algebra, calculus and statistics. He served on the department data analysis team.
  - Dr. Ruth Meyer  
Ruth teaches calculus and statistics and has developed MA140, Trigonometry, and has developed the MA220 online statistics course and enrollments in this online course continue to grow. She is a member of the Quality Assurance Team, the Ethics Review Board, textbook selection committees for Trigonometry and Statistics, and is serving on a hiring committee. Ruth is also a member of the Mathematical Association of America.
  - Lori Winningham  
Lori teaches algebra and trigonometry at multiple sites, including high school concurrent sections and online. She is also teaching at EDCF. Lori participated in Summer Jam.
  - Robert Zavala  
Robert teaches algebra, trigonometry, and Calculus 1. He is on textbook committees, Faculty Development Team and Student Appeals Committee. He is also actively participating in the AVID for Higher Education Initiative. Robert attended the NOSS Conference this year. He and Bethany plan to make a presentation at AMTYC in Fall 2023 on the Math Modules.
4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)
- Several Math Department faculty members were nominated by Butler's 2022 *Order of the Purple* student recipients as *Outstanding Faculty*: Bruce Fiscus, Kamielle Freeman, Larry Friesen, and Dr. Ruth Meyer.
  - Several Math faculty and staff members were nominated at Butler's 2022 *Student Life Awards*: Andrea Scharenberg, Betty Taylor, Bruce Fiscus (winner of *Outstanding Instructor*), Cindy Bond, Lori Winningham, Robert Zavala, and Sandy Derry (winner of *Outstanding Student Advocate*).
  - In Fall 2021, the textbook the department uses for MA210 Applied Statistics switched to a new online homework platform (ALEKS). Faculty that use the online homework in their MA210 course have converted homework and other assessments over to the new system. Sandy Derry has assisted faculty in this process and is working to incorporate new "adaptive" components into the coursework.
  - In Fall 2022, Adam Anthony will teach a section of PS 100 General Physical Science for the Physics Department, at the Butler Early College Academy campus at Rose Hill. Butler faculty like Adam that are qualified to teach in multiple departments can greatly help with staffing needs at the college.
  - For Fall 2022, Susan Gegner will pilot an OER textbook in two sections of MA220 Statistics for Management, Life and Social Sciences. Open educational resources provide an opportunity for faculty to help lower the cost of education.

- Math faculty are working with the scholarship committees to identify promising students deserving of support.
  - Full-time faculty provide support to adjuncts such as materials for the common finals and technical support. We also have adjunct faculty working with full-time faculty on some committees such as textbook selection.
  - Departmental leaders continue to work on keeping Algebra curriculum updated within software-based learning environments and by collaborating with IS, working with book publishers, and supporting adjunct faculty with a knowledge base a policy manual. Cindy Bond, Bethany Chandler, Marj Hunter, and many other full-time and adjunct faculty are heavily involved.
  - Online coursework continues to be a large area of instruction. Department faculty such as Ruth Meyer, Marj Hunter, Kamielle Freeman, Bethany Chandler, Sandy Derry, and others have worked to develop online or blended courses which offer flexible scheduling to meet student needs.
  - Department faculty (both full-time and adjunct) are involved with tutoring at various sites. Many full-time and adjunct faculty volunteer as tutors for one or more hours a week in the Math Lab.
5. Goals: 2023-2024 academic year
- Several faculty in the department continue to investigate low-cost options, such as OER course materials and “Inclusive Access” programs, which may provide substantial cost savings to students.
  - Math department Leads and other faculty members will participate in the state’s annual Kansas Core Outcomes Group (KCOG) conference. The state’s Transfer and Articulation Council (TAAC) holds these conferences to encourage faculty at state universities and community colleges to work toward curricular agreement in common transfer courses. The Butler math department strongly advocates for curricular alignment, as it simplifies credit transfer for our students.
  - With the Math Pathways project coming from KBOR, the department will be working to determine which courses meet each of the three pathways. If necessary, new courses will be designed and implemented. Math faculty will work with various departments across the college to help determine the math pathway for their specific programs.
  - With the KBOR Project-Based Performance Funding Structure, faculty will be working on the development and implementation of corequisite math, statewide course placement, and math pathways.

### **Physics/Physical Science**

1. Department mission statement

The Physics department provides high quality physics education, producing well-prepared students who are confident in their abilities and understanding of physics. The Physics department engages with the community providing greater understanding of the nature of physical science and an appreciation of physics in everyday life.

2. Enrollment Comparison; Credit Hour Chart

Department	AY 2018	AY 2019	AY 2020	AY 2021	AY 2022
Physics	4,660	4,480	4,376	4,766	3,907

3. List of FT faculty:

- Dr. Anne Gillis  
Teaches Physics, Astronomy and Physical Science courses face to face and online. She was involved in translating online Physics Interactives from English to French for the PhET project run by the University of Colorado Boulder. She

serves on the Sabbatical committee. Anne participated on the Butler team for the Heart Walk.

- Jaromy Green  
Teaches Physics, Astronomy, and Physical Science courses. He continues to volunteer his time in the Gayle Krause Learning Lab helping tutor students. Jaromy also represents the department on the Chemical Compliance Committee.
- Danny Mattern - Lead Instructor  
Teaches Physics and Astronomy courses both face to face and online. Danny is a member of the Curriculum Committee. He was also selected as a NASA Astronomy Activation Ambassador for 2023.
- Jon Penley  
Teaches Physics and Physical Geology courses both face to face and online. He is currently working with Tao on the creation of an OER for Physical Geology.

4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)

Faculty

- Jon Penley and Tao Wu (chemistry professor) are collaborating to develop a new Open Education Resource (OER) textbook for Physical Geology
- Jaromy Green continues to volunteer his time in the Tutoring Lab in El Dorado to help Physics students looking for a little extra support.

Department

- To reduce student costs the Physics department has been using Openstax for all textbook requirements. Students can get a downloadable PDF copy of the textbook for free. We do not require students to purchase lab manuals anymore, we have made our own.
- Physics faculty are also working on developing an OER for Physical Geology.
- We have worked with the biology and math department to stagger course offerings to ensure students could take the science and math classes they needed during the same semester.
- We worked on planning the additional lab space in Rose Hill which is currently being shared with chemistry, biology and physical science as well as the lab space in Andover.
- The Physics faculty have designed and implemented real world applications into the physics laboratory. Students build FM radio kits from scratch while learning to solder electronic components in Physics 2 courses. Students also build and launch rockets while collecting data to explore the field of rocket science in Physics 1 courses.
- Faculty have been busy teaching classes with NASA that Butler students are available to complete for free, working on astrophysics research with NASA, putting on summer camps for the Kansas Aviation Museum, organizing telescope observations at McConnell AFB, attending SidLit and AVID conferences, attending KCOG curriculum meetings to allow seamless transfer of every course we offer in the physics department, attending senior day activities to boost student enrollment and many more. All with the purpose of bringing the best real-world situations and experiences into physics classrooms.

5. Goals: 2023-2024 academic year

- We will continue recruiting efforts to fill our course offerings in the physics/physical science department.
- Maintain and add additional equipment as needed to the Physics/Physical Science labs in Andover, El Dorado, Rose Hill and McConnell campuses.



- Continue evaluating the MSAT assessment results in our milestone Pathway courses to increase student content knowledge by adjusting teaching strategies and approaches to classroom activities.
- Continuing to evaluate the OER materials we currently use in our courses while looking or developing other resources for courses that do not have an OER available yet.
- Creation of 2 + 2 with Newman University in Sonography, Radiology Technology and Dental Hygiene programs once the KBOR General Education System is determined.

### **Pre-Engineering/ Computer Science**

#### 1. Department mission statement

The Pre-engineering and Computer Science program will allow students to build the strong math and science foundation needed for an Engineering or Computer Science degree at a four-year university.

#### 2. Enrollment Comparison; Credit Hour Chart

Department	AY 2018	AY 2019	AY 2020	AY 2021	AY 2022
Eng & Manf	1,337	1,152	1,101	935	829

#### 3. List of FT faculty

- Larry Friesen – Lead
- Daniel Higdon

#### 4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)

- Attended the following recruitment events with Admissions:
  - Homeschool Fair
  - Indo-Chinese Center (ABE Students)
  - Various high schools including Goddard Eisenhower and Belle Plaine.
  - Received outstanding faculty award from Order of the Purple student.
  - Visited former students, WSU Engineering Open House

#### 5. Goals: 2023-2024 academic year

- Recruiting efforts continuing at Asian Festival, Tu Futuro, Local High Schools, and Academies.
- Continue to reach out to prospective students about Engineering and Computer Science each week.
- Continue to work with Advising to maximize transfer of Engineering courses to WSU and other four-year schools and adjusting based for the new Gen Ed requirements from KBOR.
- Work on retention efforts using AVISO and maintaining contact with students.

**BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES**

**TOPIC for DISCUSSION**  
**Board Governance – Quarterly KORA Report**

**REPORT:**

The KORA quarterly report for requests received from 4/1/2023 through 6/30/2023 is included.

**RECOMMENDED ACTION:**

This item is for discussion purposes only.

**RECOMMENDED FUNDING SOURCE:**

N/A

Submitted by: Dr. Kim Krull, President  
Supervisor: Forrest Rhodes, Board Chair  
Date: July 11, 2023

## Kansas Open Records Act Ending June 30, 2023

Date Received	Requested From	Subject	Language of Request	Date of Resolution
4/6/2023	Robert Ottens with One Guard	Police Video	Video of vehicle accident in parking lot on April 5, 2023. No injuries	4/13/2023
6/7/2023	Patrick Richardson	Evaluation of President Kim Krull	A copy of the BCCEA Faculty Evaluation of President Kim Krull, as presented to the Board of Trustees. Declined to provide due to personnel records	Declined Due to Personal Info 6/9/2023

**TOPIC for DISCUSSION**  
**Career and Workforce Education**

**REPORT:**

Butler's Career and Workforce Education Division 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, the division 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.

The Career and Workforce Division 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 purposes only.

**RECOMMENDED FUNDING SOURCE:**

N/A

Submitted by: Michelle Ruder  
Supervisor: Dr. Thomas Nevill  
Date: July 11, 2023



## Who we are:

- Help employers reskill their workforce
- Local training solution provider
- Cultivate and develop strategic partners in the community

## Apprenticeships

- Degreed programs
  - Pittsburg State
  - Certificates
  - Local, State, and Regional growth
- Intermediary/RTI provider
  - Tax Credit
  - Scholarships (BCC Foundation)
- Registered apprenticeships

## 3rd-party Online Partnerships

- Center for Legal Studies (Paralegal and more)
- CE Shop (Real estate)
- Ed2Go Career (Career training)
- Ed2Go 6-week courses (Life-long learning)
- Ed4Career (Career training)
- JER Online (Career training)
- MedCerts (Healthcare and IT)
- MindEdge (Career short courses)
- ProTrain (Career training)
- Upright (Tech Bootcamps)

# Certifications & Licenses

- APA Payroll Certification
- APICS Supply chain and inventory management
- Commercial Driver's License
- FOA Fiber Optics Certification
- Motorcycle Training
- ProFM Facilities Management
- Project Management
- SHRM Human Resources
- ProTrain (Career training)
- Upright (Tech Bootcamps)

# Career & Technical Workshops

- Automotive
- BrewU Beer Crafting Course
- Human Resources Essentials
- Project Management Essentials
- Team Building - Kitchen Challenge
- Welding

Michelle Ruder – Director  
Jon Cressler – Assistant Director  
Jill Dehlinger – Office Manager  
[workforce@butler.edu](mailto:workforce@butler.edu)  
316.323.6118

**TOPIC for DISCUSSION**  
**Rapid Identity – Identity Access Management (IAM)**

**REPORT:**

Butler Community College currently utilizes a legacy Identity Access Management solution for provisioning and deprovisioning of all user accounts. The current solution has proven to be inefficient in managing access controls, particularly in granting or removing permissions when provisioning or deprovisioning users. While the Information Services Team has developed workarounds for some of these shortcomings, these processes still rely heavily on manual intervention and often require extensive fixes after upgrades to the Identity Management software.

To ensure compliance with GLBA requirements, along with the continued support of the software and mitigating the end-of-life sunsetting of the current solution, Information Services will need to update the current platform to the latest software revision. This upgrade will entail acquiring additional software to run on top of the platform and investing in engineering hours to assist with the transition. It is worth noting the software upgrade process has proven challenging in the past, with previous upgrade requiring the involvement of four senior engineers from Microsoft over a three-month period to resolve issues and complete the upgrade successfully.

Furthermore, Butler Community College has identified delays in the enrollment process, particularly for students who need to take placement tests. Currently, if a student has just submitted their application or is a returning student after a prolonged absence, they must wait for approximately two hours for their account provisioning or reactivation to complete. While Information Services has implemented measures to keep accounts active for 2.5 years to reduce the potential waiting time, this approach contradicts the GLBA requirements, which mandate account deactivation after 45 days of inactivity. Regrettably, this discrepancy has resulted in non-compliance with Butler's GLBA assessment.

Given the provisioning and deprovisioning challenges and the imminent need for an upgrade, Information Services has diligently explored alternative Identity Access Management platforms to ensure fiscal responsibility. After several months of evaluation, Information Services was able to identify a cost-effective solution called Rapid Identity, specifically designed for K-12 and HigherEd environments.

Rapid Identity offers a more sophisticated and advanced Identity Access Management design. Account provisioning and deprovisioning will become nearly instantaneous, only requiring the completion of data push operations. In contrast, the current processes rely on 30-minute intervals and multiple iterations to transfer all the data and complete the provisioning tasks. Moreover, the manual removal of access or permissions during the deprovisioning process will be automated by Rapid Identity. This new system will not only capture the current permissions of the account, remove access, and deprovision the account but also grant permissions based on key information. Additionally, Rapid Identity provides other valuable features such as account claiming and instant account reactivation for disabled accounts.

Considering the benefits of Rapid Identity and the current challenges, Information Services recommends the consideration of the Identity Access Management solution as the product aligns with the needs of the institution and offers substantial improvements over the existing system.

**RECOMMENDED ACTION:**

For discussion purposes

**RECOMMENDED FUNDING SOURCE:**

N/A

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

Supervisor: Dr. Kim Krull

Date: July 11, 2023





## RapidIdentity for Higher Education

With complex user populations, non-hierarchical structures, dynamic partnerships, and an array of compliance regulations, Higher Education faces unique identity and access management (IAM) challenges that most solutions simply were not designed to address. Identity Automation empowers colleges and universities to address these challenges with RapidIdentity, a single platform that secures and improves the learning experience for students and educators.

RapidIdentity enables colleges and universities to automate the full identity lifecycle of all users, while delivering a superior user experience for students, staff, and faculty. By placing the digital identities of students and educators at the heart of the learning process, RapidIdentity makes the learning experience richer, more intuitive, and safer for all.

### **Streamlined Affiliations Management**

From students that are staff, to faculty that are students—users at colleges and universities frequently have multiple affiliations, which all too often results in data synchronization issues, password resets, and increased support calls. RapidIdentity overcomes these challenges by detecting users with multiple affiliations and merging them into a single account.

### **Identity Management at Scale**

Higher Ed IT departments on-board and off-board thousands of users at once. When managed with scripts and manual processes, this quickly becomes a time-consuming headache. RapidIdentity automates the full user lifecycle— for not only students and staff, but vendors, contractors, and external partners—increasing efficiency.

### **Security and Compliance**

Cyber attacks are on the rise in Higher Ed. At the same time, universities and colleges must comply with evolving regulations, such as FERPA and GDPR. RapidIdentity helps Higher Education rise to these challenges with secure access controls, automated provisioning/deprovisioning, and MFA for a large number of users and devices.

The RapidIdentity platform offers comprehensive IAM capabilities designed to improve educational workflows.

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<b>LIFECYCLE</b>	<ul style="list-style-type: none"><li>• Automated Provisioning and Deprovisioning</li><li>• Sponsorship for Non-Employee Populations</li><li>• Granular Group Management</li><li>• Delegated Administration and End-User Self-Service</li><li>• Dynamic Role Management</li><li>• Enterprise-Ready Integrations</li></ul>
<b>GOVERNANCE</b>	<ul style="list-style-type: none"><li>• Access Management</li><li>• Complex SOD Policy Handling</li><li>• API Password Management</li><li>• Shared and Emergency Privileged Accounts</li><li>• Audit Logging and Reporting</li></ul>
<b>AUTHENTICATION MFA and SSO</b>	<ul style="list-style-type: none"><li>• Configurable Single Sign-On</li><li>• Multi-Factor Authentication for Windows Login</li><li>• User-Friendly Self-Service Capabilities</li><li>• Support for Duo Authentication</li><li>• Mobile Support</li><li>• Secure Remote Access &amp; VPN Logins</li><li>• Strong Authentication for Windows Clients &amp; Shared Workstations</li></ul>
<b>DEPLOYMENT METHODS</b>	<p>RapidIdentity is available on-premise or in the cloud, with no sacrifices in functionality, features, or security.</p> <ul style="list-style-type: none"><li>• On-premise: Software Appliance</li><li>• Cloud: Private instance in shared infrastructure</li></ul>



**IDENTITY  
AUTOMATION**

FOR MORE INFORMATION CONTACT:

[sales@identityautomation.com](mailto:sales@identityautomation.com)

877.221.8401

[www.identityautomation.com](http://www.identityautomation.com)

**TOPIC for DISCUSSION**  
**Board Self-Evaluation**

**REPORT:**

As discussed at the regular June Board meeting, the Trustees complete an annual evaluation that includes a section for evaluation of the Board as a “whole” and a section for individual Trustees’ “personal self-evaluation” as a Board member. The evaluation form was discussed at the June Board meeting and then sent out electronically for Trustees to complete by July 5<sup>th</sup>. The compiled results will be shared with the Trustees for discussion.

**RECOMMENDED ACTION:**

This item is for discussion purposes only

**RECOMMENDED FUNDING SOURCE:**

N/A

Submitted by: Dr. Kimberly Krull  
Supervisor: Forrest Rhodes  
Date: July 11, 2023

**TOPIC for DISCUSSION  
McConnell**

**REPORT:**

This topic has been requested to be added to the discussion agenda by Trustee Smith and Chair Rhodes. There is no supporting documentation to accompany this discussion topic.

**RECOMMENDED ACTION:**

This item is for discussion purposes only

**RECOMMENDED FUNDING SOURCE:**

N/A

Submitted by: Forrest Rhodes and Shelby Smith

Supervisor:

Date: July 11, 2023

**TOPIC for DISCUSSION**  
**Foundation Employee Wages**

**REPORT:**

This topic has been requested to be added to the discussion agenda by Trustee Smith and Chair Rhodes. There is no supporting documentation to accompany this discussion topic.

**RECOMMENDED ACTION:**

This item is for discussion purposes only

**RECOMMENDED FUNDING SOURCE:**

N/A

Submitted by: Forrest Rhodes and Shelby Smith

Supervisor:

Date: July 11, 202

**TOPIC for DISCUSSION  
Council Grove**

**REPORT:**

This topic has been requested to be added to the discussion agenda by Trustee Smith and Chair Rhodes. There is no supporting documentation to accompany this discussion topic.

**RECOMMENDED ACTION:**

This item is for discussion purposes only

**RECOMMENDED FUNDING SOURCE:**

N/A

Submitted by: Forrest Rhodes and Shelby Smith

Supervisor:

Date: July 11, 2023

**TOPIC for DISCUSSION**  
**Advertising**

**REPORT:**

This topic has been requested to be added to the discussion agenda by Trustee Smith and Chair Rhodes. There is no supporting documentation to accompany this discussion topic.

**RECOMMENDED ACTION:**

This item is for discussion purposes only

**RECOMMENDED FUNDING SOURCE:**

N/A

Submitted by: Forrest Rhodes and Shelby Smith

Supervisor:

Date: July 11, 2023

**BOARD ACTION ITEMS**

**TOPIC for ACTION**  
**Notice of Intent to Exceed the Revenue Neutral Rate (RNR)**

**REPORT:**

As presented in the April 24 FY2024 Preliminary Budget Recommendation the administration recommends \$12,928,138 tax to be levied for the upcoming budget. This is the same amount of tax levied for FY2021, FY2022, and FY2023.

The total valuation for the upcoming budget per the County Clerk’s information sheet is \$1,043,137,408. However, the valuation that will be shown on the legal budget form will be reduced for the following items:

- Pending exemptions \$4,433,766
- Neighborhood Revitalization \$8,242,984
- TIF (net of TIF Base Assessed) \$4,906,841

This will leave a net valuation of \$1,025,553,817 for a proposed FY2024 mill rate of 12.606. The FY2023 mill rate was 13.855.

The County Clerk’s Budget Information sheet is reproduced on the following page. **The RNR for the upcoming budget is 12.431 mills.** The following notice is required in order to exceed the RNR.

Notice of Revenue Neutral Rate Intent

THE GOVERNING BODY OF **Butler Community College**, HEREBY NOTIFIES THE **Butler** COUNTY CLERK OF INTENT TO EXCEED THE REVENUE NEUTRAL RATE.

Yes, we intend to exceed the Revenue Neutral Rate.

The proposed mill levy rate is **12.606**. The college only levies tax for the General Fund.

The proposed amount of tax to be levied is **\$12,928,138**.

The date of the public RNR hearing is September 12, 2023, at 4:30 pm and will be held at the Butler Community College Welcome Center in El Dorado, Kansas.

WITNESS my hand and official seal on July 11, 2023.

(Seal)  
Clerk or Officer of Governing Body \_\_\_\_\_

**RECOMMENDED ACTION:**

Approve the Notice of Revenue Neutral Rate Intent as presented to exceed the revenue neutral rate with a proposed rate of 12.606 mills and proposed tax to be levied in the amount of \$12,928,138, with the Revenue Neutral Rate Hearing to be held in the Hubbard Welcome Center in El Dorado on September 12, 2022 at 4:30 pm.



**RECOMMENDED FUNDING SOURCE:**

NA

**Submitted by:** Kent Williams, Vice President Finance

**Supervisor:** Dr. Krull

**Date:** June 27, 2023

Tax Year:  
2023

**COUNTY CLERK'S BUDGET INFORMATION FOR THE 2024 BUDGET**  
CMBLT032

Date - Time:  
2023/06/14 - 10:33:01

**BCCC- GENERAL**

Other

1. Estimated Assessed Valuation information as of July 1, 2023

	Estimated Assd Valuation	Territory Added	Property With Changed Use	Pending Exemption
Real Estate	867,179,636	0	12,522,303	4,000,451
Personal Property	15,555,641	0	0	256,763
Oil and Gas	14,201,111	0	0	176,552
State Assessed Utilities	146,201,020	0	0	
Severed Minerals	0	0	0	
<b>Total</b>	<b>1,043,137,408</b>	<b>0</b>	<b>12,522,303</b>	<b>4,433,766</b>
New Improvements	15,306,542	0		
Remodel	0	0		

2. All Personal Property excluding Watercraft 29,756,752

3. Actual Tax Rates Levied for the 2023 Budget

Fund	Rate
BCCC- GENERAL	13.855000
BCCC-CAPITAL OUTLAY	0.000000
	<b>13.855000</b>
<b>Revenue Neutral Rate:</b>	<b>12.431000</b>

4. Final Assessed Valuation from November 1, 2022 Abstract 935,888,245

5. All Personal Property excluding Watercraft for 2022 26,558,643

6. Gross Earning (Intangible) Tax Estimate 0.00

7. Neighborhood Revitalization District Valuation Subject to Rebates 8,242,984

8. 2022 Column (2021 Tax) Delq % for BCCC- GENERAL Fund 0.86 %

Tax Increment Financing - TIF/RHID:

TIF/RHID Base Assessed Valuation 170,506

TIF/RHID Current Assessed Valuation 5,077,347

*TIF/RHID is not subtracted from Real Estate Value.*

10. Watercraft Taxes 16,956.21

Note: Real Estate that does not have a pending exemption at this time, but is owned by tax exempt entities, may be at risk in the amount of 543,544 in assessed value.

06/14/2023  
Date

*Clatum Stapp*  
Provided by  
BUTLER COUNTY  
Name of County



**TOPIC for ACTION**  
**Health and Dental Insurance Renewal for 2023-2024**

**REPORT:**

In the Board of Trustee work session held on June 26, 2023, IMA provided a renewal overview for the upcoming plan dates of October 1, 2023- September 30, 2024. As a part of the renewal process we continue to focus on options for cost containment (long term) for the college, and affordable quality health care for the employees. The renewal to continue coverage with Blue Cross Blue Shield of Kansas and Delta Dental of Kansas will result in a direct increase to premium cost of approximately 23.5% (\$1,094,076).

**RECOMMENDED ACTION:**

The administration is recommending the Board approve the Health Insurance Medical Plans provided through Blue Cross/Blue Shield of Kansas and the Delta Dental Insurance coverages for the new plan year. The reserves are currently budgeted to maintain approximately \$1.5M providing coverage of three months of expected claim costs, and additional reserve should claim costs increase in the year.

**RECOMMENDED FUNDING SOURCE:**

Operating budget

Submitted by: Shelley Stultz, Associate Vice President for Human Resources

Supervisor: Kimberly Krull, President

Date: July 11, 2023

**TOPIC for ACTION**  
**Compensation Increases for Staff and Part-Time Faculty**

**REPORT:**

The administration recommends the following compensation increases for YE 2024 for the following employee categories: Operational Staff, Institutional Support Staff, Coaches, and Administrative Staff.

- Recommendation for staff salary increase:  
 The administration recommends a **6.0% salary increase** for each full-time and part-time staff member: Operational Staff, Institutional Support Staff, Coaches, and Administrative Staff, except for the President whose contract is considered separately.
  
- Recommendation for part-time faculty:  
 The administration recommends an increase in the salary rate for part-time faculty of per credit hour from \$735 to \$780. This is a **6.0% increase** rounded to the nearest dollar.
  
- Recommendation for staff health insurance contribution increase:  
 The administration recommends that the college contributions to staff health and dental insurance premiums be increased for YE 2024 to maintain affordable Healthcare for all eligible College employees.

	Actual YE 2023 College contribution per each staff member per month – for staff members participating in Butler’s group health insurance plan	Recommended YE 2024 College contribution per each staff member per month – for staff members participating in Butler’s group health insurance plan
Single Plan	\$602.49	\$720.00
Single + One Plan	\$1,433.98	\$1710.00
Family Plan	\$1485.60	\$1810.00

Note: All contributions by the college for employee group health insurance premiums are limited to the actual amount of the premium. Therefore, some contribution amounts in the preceding table may be reduced to the actual premium amount.

**RECOMMENDED ACTION:**

The administration recommends approval of salary and health insurance increases for staff employees and part-time faculty for the fiscal year ending June 30, 2024 as presented.

**RECOMMENDED FUNDING SOURCE:**

General Fund

Submitted by: Kent Williams, Vice President, Finance

Supervisor: Dr. Kim Krull, President

Date submitted: July 11, 2023

**TOPIC for ACTION**  
**MOU Butler Community College Education Association (BCCEA)**

**REPORT:**

The Professional Employees Association and Butler Administrative team have been unable to come to a negotiated agreement for the 2023-2024 academic year. Both parties have agreed to support a Memorandum of Understanding that would allow the College to increase its premium contribution to BCCEA member health/dental insurance per the most recent negotiated offer while all other negotiations items would continue through the negotiations process.

The new Health and Dental premium rates will go into effect on October 1 with the payroll withholdings beginning in September. The benefit enrollment will happen early in August. If there is not a new ratified agreement for the 2023-2024 academic year by this time, the BCCEA members will be paying the new higher premiums, but the Board contribution will be at the current rate, not at the increased rate put forward in the latest administrative proposal. The increased Board contributions would be caught-up after the fact once a new contract is issued, however in the meantime this could cause a temporary financial burden for the Professional Employees that the administration believes is unnecessary.

The MOU will be submitted to the faculty for approval with the expectation that approval will be completed by the July Regular Board meeting. A copy of the MOU will be provided.

**RECOMMENDED ACTION:**

We recommend the Board of Trustees approve the ratified MOU to increase the premium contribution by the College for the BCCEA Members.

**RECOMMENDED FUNDING SOURCE:**

Operational Budget

Submitted by: Kent Williams, Vice President of Finance

Supervisor: Dr. Kimberly Krull

Date: July 11, 2023



**BUTLER COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR BOARD MEETING  
4:30 p.m., June 13, 2023 – Dankert Board Room**

Meeting Recording can be viewed at <https://www.youtube.com/watch?v=6ZYSk0iYWic>

**STAFF ATTENDANCE**

Lisa Bolin	Dr. Tom Nevill
Tom Borrego	Dr. Jessica Ohman
Christina Byram	Bill Rinkenbaugh
Jenna Gannon	Janet Schueller *(z)
Dr. Julio Guerrero	Kelly Snedden
Jennifer Hartman	Dr. Phil Speary
Matt Jacobs	Ireland Turner
Dr. Kim Krull	Kent Williams
Dr. Esam Mohammad	Bill Young

**BOARD ATTENDANCE**

Forrest Rhodes, Chair  
Kim Braungardt  
Mary Martha Good  
Dave Sherrer \*(z)  
Shelby Smith  
Julie Winslow

**GUESTS**

Kaden Warner, Student (Video)  
Ray Connell \*(z)  
Chris Conrade

\*(z) denotes attendance via Zoom.

**CALL TO ORDER**

(YouTube @ 1:30)

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

**PLEDGE OF ALLEGIANCE**

(YouTube @ 1:39)

The Pledge of Allegiance was said.

**APPROVAL OF THE AGENDA**

(YouTube @ 2:09)

Trustee Smith moved remove Discussion Item IX-B – BETA from the agenda. Trustee Winslow seconded. On roll call vote, the motion passed 6-0, with Trustee Jolly absent.

Trustee Good moved to remove item X-D from the agenda. Trustee Smith suggested that the proposed changes captured the spirit of the desired changes and that the Board should act on it tonight. Motion failed due to lack of second.

Trustee Smith moved to pull item XI – D.7, Nursing Satellite Campus at Cowley CC and item XI- D.9, Enhance Ad Astra Academic Schedule and Resource Software from the Consent Agenda to Board Action Item X-E and X-F, respectively. Trustee Winslow seconded the motion. On roll call vote, the motion passed 6-0, with Trustee Jolly absent.

Trustee Smith moved to approve the agenda as amended. Trustee Winslow seconded the motion. On roll call vote, the motion passed 6-0, with Trustee Jolly absent.

### **EXECUTIVE SESSION**

(YouTube @ 8:28)

Trustee Rhodes explained that the executive session would relate to the exclusion of Trustee Winslow and Dr. Krull from an executive session during the April Meeting. Trustee Smith and Trustee Winslow expressed that they believe this should be discussed in open meeting, as the decision to exclude and Ray Connell's initial comments were made in open session.

Trustee Good moved that the Board recess into executive session for consultation with legal council for the Board which would be deemed privileged in the attorney-client relationship pursuant to the open meetings exceptions for matters about concerns about decisions made regarding Dr. Krull and Trustee Winslow. These matters are protected by consultation with legal counsel and to include the Board, Dr. Kim Krull and Ray Connell and that the open meeting resume within 15 minutes. Trustee Sherrer seconded the motion.

Trustee Smith asked for a statutory reference that allowed the Board to exclude an elected Trustee. Trustee Rhodes reiterated that this would be discussed in Executive Session, as legal advice is confidential. Trustee Smith argued that this was all done in open prior, so the justification should be in the open as well.

On roll call vote, the motion failed 3-3, with Trustee Braungardt, Trustee Winslow and Trustee Smith voting nay, Trustee Jolly was absent.

The Board did not recess into executive session.

Trustee Rhodes noted for the record that if after receiving the opinion in executive session the Board wanted to make that information public, they could do so. Trustee Smith referenced an article related to this event.

### **RECOGNITIONS**

(YouTube @ 15:06)

Dr. Krull recognized Jenna Gannon of Institutional Research & Effectiveness and Megan Chambers (previously of IR/E, now with Kansas State) for their publication in the *Journal of College Student Retention: Research, Theory & Practice*. Their study, titled "A Mixed-Methods Community College Retention Study: Who isn't being retained and

Why” was completed in February 2022 and has been presented internally via Zoomcast, to CIRTO and to KACRAO. Trustee Smith complemented the Institutional Research & Effectiveness staff for the data available on the website.

### **PUBLIC COMMENT**

(YouTube @ 18:30)

There was no public comment.

### **STANDING REPORTS**

Student Government Association (YouTube @ 18:45)

There was no report this month due to summer break.

Operational Staff – (YouTube @ 18:52)

Lisa Bolin shared that OpStaff will gather at Walter’s Pumpkin Patch on Friday, June 16 for their annual recharge event. OpStaff is also accepting applications for the Book Scholarship. Those applications are due August 1. The next OpStaff meeting is Friday, June 16.

Professional Employees – (YouTube @ 19:53)

There was no report this month.

Board Finance Committee – (YouTube @ 20:02)

The Board Finance Committee did not meet this month.

Foundation Board Report – (YouTube @ 20:18)

Trustee Rhodes shared that the Foundation Board met last month. Four board members have rotated off the Board, and Janet Schueller has joined the Foundation Board. The fair market value of the endowment is \$14.5 million, which is a 5.39% rate of return net of fees since inception. The Finance & Investment committee approved a 6% disbursement to the college for scholarships in 2023-24, totaling just over \$800,000. This is the fifth year that the Foundation Board has approved a 6% disbursement.

President’s Report – (YouTube @ 21:21)

Dr. Krull shared that a KORA request was submitted by Patrick Richardson at the Kansas Sentinel requesting a copy of the evaluation completed by the faculty association that was handed directly to Trustees at the May meeting. It was sent to legal counsel for review, and was deemed that it was exempt from KORA because it is a personnel document. Dr. Sader had shared that he had a request for it as well, which he declined.

She shared that leaders are busy with end of the year evaluations and procedures. Executive Council met for their annual planning retreat last Tuesday. Information around the Strategic Plan will be brought to the Board in the coming months.

She also shared the latest Trustee Quarterly and pointed out an article about effective Trusteeship and encouraged the Board to take a look.



Nothing final has come from the HLC yet, however we are hopeful that it was on the IAC agenda this week. If not, we would likely hear something in the middle of July.

Educational Facilities Authority Report – (YouTube @ 24:24)

Trustee Good shared that EFABC will meet tomorrow, June 14.

KACCT Quarterly Report – (YouTube @ 24:35)

Dr. Nevill shared that KACCT met in Dodge City the first weekend in June. All colleges were in attendance, with the exception of Kansas City Kansas and Fort Scott. The group heard from a panel of financial aid officers, including Heather Ward from Butler, who discussed the upcoming FAFSA simplification changes and challenges affecting the administration of federal financial aid. They also heard from the Kansas Department of Commerce about registered apprenticeships and how colleges might be able to form apprenticeships to aid their local businesses. A panel of community college business and industry workforce development professionals. They briefed the group on a variety of groups they have had at their college, how they are funded and how they're structured. Robin Helms from ACCT spoke about a new online platform they have developed for members to better collaborate. Heather Morgan also shared a legislative and budget update. They also reviewed trends in Kansas, along with a new statewide marketing campaign geared to adult learners. KACCT budget, contracts and dues were also approved. The next meeting is in August at Cloud Community College.

**MONITORING REPORTS**

(YouTube @ 27:18)

Dr. Phil Speary, Dean of Academic Support & Effectiveness entertained questions from the Board. Trustee Good asked about Adult Education demographics. Trustee Smith asked about the Tiers and how placement into each tier is determined.

Trustee Smith also asked about the HLC visit and whether any information had been shared yet. Dr. Speary shared that he and Dr. Krull have had the opportunity to correct Errors of Fact, and that the draft report is being reviewed by the Institutional Action Council before it is considered final and can be distributed.

Trustee Good asked if the pay for Adult Education teachers had been increased. Dr. Speary indicated that he didn't believe that has been raised.

Trustee Smith asked about the Inclusion Council and what changes the group thought needed to be made at Butler. Dr. Speary shared that the Inclusion Council was more than ethnicity and gender issues. The Council addresses students in terms of socio-economic position, disabilities, age ranges, and rural vs. urban backgrounds. One of the major efforts of the group recently has been the mental health of students, which encompasses many different student groups.

Trustee Smith asked what the authority of a privately funded diversity officer would be. Dr. Speary explained that this is a very normal procedure to fund the position from private grants. This consideration is at the very beginning stages and is something that

is still emerging. The Inclusion Council is still working to determine the scope of the role and how it would be structured. The group is comprised of volunteers who have full-time schedules on campus, so likely this position would be used to coordinate the work of the group. Dr. Speary also shared the importance of the group as it relates to creating an engaging campus community that leads to increased retention.

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

A. GLBA and Cyber Risk Assessment (YouTube @ 41:44) – Bill Young shared an overview of the GLBA and Cyber Risk Assessment. The Gramm-Leach-Bliley Act (GLBA) is a federal law that was enacted in 1999 that regulates how financial institutions handle and protect sensitive customer information. Since Butler handles student financial aid and other financial transactions the College must comply with GLBA to safeguard student and staff data. Butler Information Services engaged the College’s Cyber Security Partner, Tandem Cyber Operations, to perform the annual GLBA assessment, which involved a comprehensive review of CIS Controls and FTC GLBA Safeguards. Regarding GLBA safeguards, 4 of the 15 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 GLBA safeguards, scoring 73%. Non-compliant controls are in the process of being addressed. Trustee Winslow asked if the report from Tandem could be made available. Bill Young indicated that he would be happy to share that in Executive Session in July, as it relates to security measures.

### **BOARD ACTION ITEMS**

- A. 300 Building Welding Hood Upgrade (YouTube @ 53:54) – Trustee Smith moved to approve as presented. Trustee Winslow seconded. On roll call vote, the motion passed 6-0, with Trustee Jolly absent.
- B. Board Evaluation (YouTube @ 55:43) – Trustee Good distributed copies of potential evaluation formats at the last work session. She indicated she prefers the Garden City example. Dr. Krull shared that the survey from Garden City would be less time consuming to prepare for use due to question structure and survey format based on assessment from Institutional Research and Effectiveness. Trustee Good moved to implement the Garden City evaluation as presented with edits to suit Butler’s needs. Trustee Smith seconded the motion. On roll call vote, the motion passed 6-0, with Trustee Jolly absent. Dr. Krull will visit with IR to ensure this is available and ready for Trustees this month, so results can be discussed in July.
- C. Bylaw Complaint Process (YouTube @ 1:01:39) – Trustee Smith requested some grammatical changes to the proposed bylaw Trustee Rhodes asked if there needed to be a Title IX caveat, as the Board is considered a mandatory reporter. Trustees engaged in discussion about Title IX reporting processes and added language to note the mandatory Title IX reporting was not subject to any exceptions.” Trustee Smith moved to approve the Bylaw as amended. Trustee Winslow seconded. On roll call vote, the motion passed 6-0, with Trustee Jolly absent. The final bylaw reads as follows;

#### **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 state 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 the 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 outlined above and desires a resolution of the issue by action of the college. The mandatory reporting obligation as noted above for Title IX issues is not subject to this exception. It is not meant to encompass what might commonly be referred to as "griping" or "venting."*

- D. Nursing Satellite Campus at Cowley Community College (YouTube @ 1:12:00) – Trustee Smith noted he didn't believe Butler should be paying the annual lease. Dr. Nevill reminded Trustees that the annual lease was a part of the original agreement they approved earlier. Trustee Winslow moved to approve the MOU as presented. Trustee Good seconded. On roll call vote, the motion passed 5-1, with Trustee Smith voting nay and Trustee Jolly absent.
- E. Enhance Ad Astra Academic Schedule and Resource Software (YouTube @ 1:14:15) Trustee Sherrer moved to approve the purchase of the Ad Astra predictive scheduling bundle. Trustee Good seconded the motion. Trustee Smith asked about training for the module and the benefit of adding the software Dr. Nevill shared that the management of over 3500 course sections each year, which is currently done manually and that the software will provide predictive data for course scheduling Trustee Braungardt asked how many hours of labor this could potentially save. On roll call vote, the motion passed 6-0, with Trustee Jolly absent.
- F. Property and Liability Insurance (YouTube @ 1:28:40) – Kent Williams shared that the property and liability quotes from KERMP were not yet available. ICI continues to provide includes Worker's Compensation, Non-Medical Internship, Student Activities and Fire Science coverage. The KERMP policy is expected to increase by approximately 48% due to increases in valuations and market conditions. The final numbers for the KERMP policy are expected this week, and administration

proposes approving these at a special meeting in conjunction with the Work Session on June 26. Chris Conrade shared that there is 50% more coverage this year over last year at this time. The KERMP group average increase in renewal came in at 35%, and due to the increase in values Butler's renewal is approximately 13% higher than the mean group due to increased building valuations, inflation, and deterioration within the insurance marketplace. Trustee Smith asked if every building needed to be fully insured and discussed then was held on overall assessment of building use, class scheduling, and space utilization. Dr. Krull suggested that a comprehensive study take place prior to the renewal in 2024 to determine if buildings can be closed if they are not being efficiently used. Trustee Good moved to approve renewal rates for Workers Comp, Non-Medical Internship, Student Activities, and Fire Science as detailed in the quote from ICI in the total amount \$121,719. Trustee Winslow seconded. On roll call vote, the motion passed 6-0, with Trustee Jolly absent.

### **CONSENT AGENDA**

(YouTube @ 1:28:14)

Trustee Smith moved to approve the consent agenda. Trustee Good seconded the motion. On roll call vote, the motion passed 6-0 with Trustee Jolly absent.

### **SUPPLEMENTAL INFORMATION**

Key Performance Indicators Update – Submitted by Dr. Esam Mohammad  
Dr. Mohammad had no updates this month.

Statement of Revenue & Expenditures – Submitted by Kerry Potter  
No discussion.

Thank You Notes  
None this month.

### **Board Calendars**

(YouTube @ 2:02:12)

Dr. Krull shared that summer classes are in session and the campus will be closed for the July 4 holiday. There will be a Board Work session on June 26.

### **EXECUTIVE SESSION**

(YouTube @ 2:02:55)

Trustee Winslow 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 discussion of non-elected personnel, pursuant to the open meetings exceptions for matters which if discussed in open meeting might violate their privacy 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 Smith seconded the motion. On roll call vote, the motion passed 6-0, with Trustee Jolly absent.

**ENTER EXEC SESSION @ 6:35pm**

**RETURN TO OPEN SESSION @ 7:35pm**

**ADJOURNMENT**

(YouTube @ 3:09:05)

Trustee Winslow moved to adjourn. Trustee Sherrer seconded. On roll call vote, the motion passed 6-0, with Trustee Jolly absent.

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Mary Martha Good – Secretary

**BUTLER COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES OF THE SPECIAL BOARD MEETING  
4:30 p.m., June 26, 2023 – Dankert Board Room**

Meeting Recording can be viewed at <https://www.youtube.com/watch?v=loqxS1iUlw>

**STAFF ATTENDANCE**

Tom Borrego	Bill Rinkenbaugh
Christina Byram	Heather Rinkenbaugh
Todd Carter	Michaela Serrioz
Matt Jacobs	Kelly Snedden
Dr. Tom Nevill	Shelley Stultz
Dr. Jessica Ohman	Candice Sullivan
Kerry Potter	Kent Williams

**BOARD ATTENDANCE**

Forrest Rhodes, Chair  
Kim Braungardt  
Mary Martha Good  
Linda Jolly \*(z)  
Dave Sherrer  
Shelby Smith

**GUESTS**

Vanessa Keith  
Nick Johnson  
Kristy Powell

\*(z) denotes attendance via Zoom.

**CALL TO ORDER**

(YouTube @ 0:07)

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

**PLEDGE OF ALLEGIANCE**

(YouTube @ 0:14)

The Pledge of Allegiance was said.

**APPROVAL OF THE AGENDA**

(YouTube @ 0:34)

Trustee Good moved to approve the agenda as presented. Trustee Sherrer seconded the motion. On roll call vote, the motion passed 6-0, with Trustee Winslow absent.

**PUBLIC COMMENT**

(YouTube @ 1:08)

There was no public comment.

### **BOARD ACTION ITEM**

(YouTube @ 1:16)

Kent Williams provided an overview of the final renewal costs for the property and liability insurance. The information had been previously reviewed at the June Board meeting. Trustee Sherrer moved to approve the property and liability insurance renewal as presented by KERMP at \$854,160.60 and Trustee Good seconded the motion. On a roll call vote, Trustees Good, Jolly, Rhodes and Sherrer voted in favor. Trustees Braungardt and Smith voted nay. Trustee Winslow was absent.

### **ADJOURNMENT**

(YouTube @ 4:51)

Trustee Smith moved to adjourn the meeting. Trustee Braungardt seconded the motion. On a roll call vote the motion passed 6-0. Trustee Winslow was absent.

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Mary Marth Good - Secretary

**BILLS AND WARRANTS**

**TOPIC for ACTION**  
**June 2023 Bills and Warrants**

**REPORT**

Due to the July 4<sup>th</sup> holiday and timing necessary to submit the Board Book for printing and mailing, this information will be sent under separate cover and hard copies will be available at the Board meeting



**OFFICIAL APPOINTMENTS AND DESIGNATIONS FOR 2023-2024**

**TOPIC for ACTION**  
**Affirmation of Legal Service Provider**

**REPORT:**

The College has a long-standing relationship with Connell and Connell as the designated legal firm. The administration has been well pleased with the service and advice received.

**RECOMMENDED ACTION:**

Approve the firm of Connell and Connell as the designated legal counsel for the college.

**RECOMMENDED FUNDING SOURCE:**

General Fund

Submitted by: Kim Krull  
Supervisor: Forrest Rhodes  
Date: July 11, 2023

**TOPIC for ACTION**  
**Designated Newspaper for Publication of Notices**

**REPORT:**

The Butler County Times-Gazette is the official publication of college notices.

**RECOMMENDED ACTION:**

The Administration recommends that the Board designate the Butler County Times-Gazette as the newspaper to be used for the official publication of college notices.

**RECOMMENDED FUNDING SOURCE:**

NA

Submitted by: Kim Krull  
Supervisor: Forrest Rhodes  
Date: July 11, 2023

**TOPIC for ACTION**  
**Designation of Depository Accounts for 2023-2024**

**REPORT:**

The College will be maintaining the following bank accounts during fiscal year 2023-2024

**Commerce Bank El Dorado**

- Claims Account
- Payroll Account
- Flex Plan Account (Employee payroll 125 plan deductions)
- Wire Transfer Account
- Federal Fund and Escrow Account
- Student Loan Account
- Health Insurance Account
- Butler County Repo Investment Sweep (Sweeps excess each day for increased interest earning)

**Freedom 1<sup>st</sup> Federal Credit Union**

Butler of McConnell Checking Account - This account is used for depositing funds collected at McConnell. These funds are then transferred to the claims account.

**Andover State Bank**

Butler of Andover Checking Account - This account is used for depositing funds collected at Andover. These funds are then transferred to the claims account.

**Emprise Bank - Council Grove**

Butler of Council Grove Checking Account - This account is used for depositing funds collected at Council Grove. These funds are then transferred to the claims account.

**Central National Bank**

Butler of Marion Money Market Account - This account is used for depositing funds collected at Marion. These funds are then transferred to the claims account.

**Equity Bank**

Equity Bank Checking Account - This account is used for depositing funds collected at Rose Hill. These funds are then transferred to the claims account.

**RECOMMENDED ACTION:**

We will be maintaining the above listed accounts during fiscal year 2023-2024. We recommend that the Board pass a motion to approve these accounts.

**RECOMMENDED FUNDING SOURCE:**

College operating budget

Submitted by: Kerry Potter  
Supervisor: Kent Williams  
Date: June 23, 2023

<b>RATIFICATION OF AGREEMENTS &amp; CONTRACTS</b>
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**TOPIC for ACTION**

**CoachAbility (formerly Project SEARCH) Memorandum of Understanding**

**Report:** The College has entered into an agreement with Butler County Special Education Interlocal and the Division of Vocational Rehabilitation Services to collaborate to create a High School Transition program for students with developmental disabilities, and facilitate the acquisition of jobs by people with disabilities when possible. The attached MOU agreement outlines the roles and responsibilities for **CoachAbility** (formerly Project SEARCH) for 2023-2024 year. Butler provides classroom space (20006-20007) in the Welcome Center for the program students. Internships are provided to the Students on a ten (10) week cycle.

**RECOMMENDED ACTION:** Approve the attached MOU between Butler Community College and Butler County Special Education Interlocal for the **CoachAbility** program.

**RECOMMENDED FUNDING SOURCE :**

Internet and telephone service are provided at no charge in the classroom.

Submitted by: Shelley Stultz

Supervisor: Dr. Kim Krull

Date: July 1, 2023

## **Memorandum of Understanding**

The Parties to this Agreement are Butler Community College, Division of Vocational Rehabilitation Services, and Butler County Special Education Interlocal.

### **I. Purpose:**

The Parties in this Agreement will collaborate to create a High School Transition program for students with developmental disabilities, and facilitate the acquisition of jobs by people with disabilities when possible. This agreement specifies the roles and responsibilities of the parties as they work in partnership to increase opportunities for persons with disabilities. The program will be titled "**CoachAbility**".

### **II. Roles and Responsibilities:**

#### **A. Butler Community College and Susan B. Allen Memorial Hospital will:**

- Provide classroom space with white board, tables, chairs, locked cabinets, Instructor space with internet, and printer access.
- Provide a business liaison to assist with internship development, introduce CoachAbility staff to the business staff, market the program internally, attend Advisory committee meetings, evaluate program progress, assist in selection process, and work with the Instructor to reinforce workplace rules.
- Develop intern work sites and a point of contact at each site for the purpose of teaching competitive, marketable skills to the program participants.
- Provide access to hiring opportunities if a participant is appropriate for an internal job opening.
- Provide managers of departments that are being used as work sites to give direction, feedback and evaluation to students during their work site rotations.
- Provide access to conference space for events.

#### **D. Butler County Special Education Interlocal will:**

- Provide an Instructor to coordinate/teach the program.
- Develop and provide curriculum and instructional materials that meet program goals.
- Assist with the development of work sites, and coordinate and monitor intern activities.
- Facilitate student recruitment activities.
- Establish eligibility guidelines and select participants for the program as a partner of the Advisory Committee.
- Provide Job Coaches to work with students on work sites throughout the host business.
- Provide expertise in adaptations and accommodations, and implement as necessary.
- Provide student liability insurance.
- Encourage a relationship with Vocational Rehabilitation for each student.

- With written consent of student, student's parents or representative: will provide school records to local agencies as needed.
- Provide additional support for students if necessary, such as Interpreter service, Speech or Occupational Therapy, transportation, etc.
- Coordinate regular team meetings to discuss and evaluate program and intern progress.
- Collect data on student outcomes and report to all partners.
- Assist with public relation activities to promote **CoachAbility**.

**III. Measurable Objectives:**

All Parties will work collaboratively to:

- Provide intern opportunities for participants with developmental disabilities for the 2023-2024 school year and provide employment opportunities when appropriate to interns.
- Provide support necessary to maximize success of the program participants.
- Continue to develop intern work sites as the program progresses.
- Publicize the collaboration and program activities of CoachAbility.

**IV. Period of Agreement:**

The effective date of this Agreement will be June. 1, 2023 to June 1, 2024.

**V. Limitation of Agreement:**

It is understood among the parties that this Agreement is not a contract and is not binding.


**VI. Relationship of Parties:**

No agent or employee of either party shall be deemed an agent or employee of the other party. Each party will be solely and entirely responsible for the acts of its agents, subcontractors, or employees.

This Agreement is executed for the benefit of the Parties and the public generally. It is not intended nor may it be construed to create any third party beneficiaries.

**Signatures:**

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

  
\_\_\_\_\_  
Butler County Special Ed Interlocal

  
\_\_\_\_\_  
CoachAbility Manager Butler County Special Ed Interlocal

<b>PERSONNEL</b>
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**TOPIC for ACTION**  
**Full-Time Software Development Instructor**

**REPORT:**

Mark Meadows is recommended for the Full Time Software Development Instructor position. The position is needed to fill a vacancy in our software development department. Mark earned his bachelor's degree in Manufacturing Technology from Southwestern College and has 20 years of experience working in structural and electrical design for Boeing and Spirit AeroSystems. Most recently, he comes from the secondary school system where he taught robotics, technology, and engineering. This past academic year, he also taught courses for Butler as an adjunct instructor.

**RECOMMENDED ACTION:**

I recommend the approval of Mark Meadows as a Full-Time Software Development Instructor at a salary of \$48,200 plus full benefits.

**RECOMMENDED FUNDING SOURCE:**

General Fund

Submitted by: Niomi Thompson, Associate Dean of STEM

Supervisor: Shannon Covert, Interim Dean of STEM

Date: June 27, 2023

**TOPIC for ACTION**  
**Full-Time Construction Technology Instructor**

**REPORT:**

Jeremy Brewer is recommended for a Full Time Construction Technology Instructor position. The position is needed for construction courses taught at both the El Dorado Correctional Facility and the Andover campus. Jeremy earned his bachelor's degree in Construction Science and Management from Kansas State University. He is an NCCER certified instructor and has completed OSHA 30 hour and 510. He has 15 years of industry experience with Hutton Construction and has taught courses for Butler since October 2021.

**RECOMMENDED ACTION:**

I recommend the approval of Jeremy Brewer as a Full-Time Construction Technology Instructor at a salary of \$48,200 plus full benefits.

**RECOMMENDED FUNDING SOURCE:**

General Fund

Submitted by: Niomi Thompson, Associate Dean of STEM  
Supervisor: Shannon Covert, Interim Dean of STEM  
Date: June 27, 2023



**SUPPLEMENTAL INFORMATION**

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



Metric	Description	Latest Performance	Last Updated for BOT	Previous Three Years	Validation Source
Retention	Percentage of incoming first-time full-time degree/certificate seeking students from the first fall who continue to the next fall. Cohort members who graduate within a year are excluded from the calculation.	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. Jessica Ohman, Strategic Enrollment Management Team, Kelly Snedden, Advising
Report for the BOT meeting of	July 11, 2023
Strategic Goal: Support Students and their Success	Priority 3(a); Increase conversion rates of interested to application to enrolled by 5%.

### **Narrative**

Last year the strategic goal to increase conversion rates of inquiry to admitted to enrolled was set at an optimistic goal of 5%. Also, during this time period, the Admission's department experienced turnover of two admissions counselors. One of the counselors hired to replace one of these open positions left the institution in the early spring. There was also a retirement this spring. Due to turnover and to onboarding new employees, the team was greatly understaffed.

### **Current Outcomes**

The conversion rate for New students to Butler for Fall 2021 was 44% while Fall 2022 was 41%. The conversion rate for Transfer students increased 2% for this same time period. Transfer student conversion increased 14% for Summer 2023. During the Spring 2023 New student conversion was up 46 students even though conversion was down.

The three Admission Counselor positions were replaced May/June 2023. A new texting solution will be implemented this summer. Additionally, the CRM Administrator will begin this summer which will allow the buildout of CRM functionality for recruiting students.

### **Action items for future outcomes**

It is anticipated that recommendations from a consultant will provide a new/different way of recruiting for specific programs. As mentioned previously, the CRM Administrator will build out more functionality in the Recruit CRM and there will be a full team of Admissions Counselors.

The 2022-2023 recruiting year was the first year since COVID that has been fully open for college reps to visit high schools, for high schools to take students for college visits, and for high schools to host special events such as Apply Kansas and Butler Bound Signing Days. These recruiting opportunities should positively impact Fall 2023 enrollment.

### **Strategic Alignment**

Support Students and their success by increasing overall enrollment.

## REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Planning
Responsible individual	Dr. Jessica Ohman, Dr. Tom Nevill, Strategic Enrollment Management Team, Kelly Snedden, Advising
Report for the BOT meeting of	July 11, 2023
Strategic Goal: Support Students and their Success	Priority 3(b); Increase adult student enrollment by 5%, increase EDCF by 10%, increase incoming transfer students by 5%, increase online enrollment by 3%.

### Narrative

According to National Clearinghouse data, community college enrollment grew slightly this spring (up.5% students from spring 2022), following large declines in the previous two years. High school students and freshman contributed to the small uptick in community college enrollment. Undergraduate institutions are still declining but at slower rates. Strategic Enrollment Management Team made a strategic decision to focus on the enrollment of adults, EDCF, transfer and online students.

### Current Outcomes

	Adult (22+) Headcount	EDCF Headcount	Transfer Headcount	Online credit hours
Fall 2021	2446	15	431	28529
Fall 2022	2499	76	469	27571
Spring 2022	2333	24	278	26297
Spring 2023	2397	94	310	26564

Headcounts for Adult, EDCF and Transfer students all increased from the previous year.

### Action items for future outcomes

Activities to recruit and retain the student groups mentioned above will continue and be refined to continue to positively impact enrollment.

### Strategic Alignment

Support Students and their success by increasing overall enrollment.

## REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Planning
Responsible individual	Vice Presidents, Inclusion Council
Report for the BOT meeting of	July 11, 2023
Strategic Goal: Inspire Values of Equity and Access	Priority 1(a); Engage students and staff in conversations to understand the needs and eliminate barriers; provide multicultural/global learning experiences for students, faculty and staff.

### Narrative

Over the course of the academic year Inclusion Council members have worked toward creating opportunities to listen, respond, and increase our understanding of difference across our institution. The council has taken the time to listen to students and staff using Listening Forums and have responded to feedback gained during these meetings. Additionally, the council has provided spaces for students and staff to increase their cultural competence and understanding through various events that acknowledged Heritage Celebrations.

### Current Outcomes

The Inclusion Council action team focused on Identifying and Reconstructing Systemic Inequities started hosting Listening Forums in the Fall of 2021. The various Listening Forums engaged specific populations across campus in order to try and gain a robust understanding. The last Listening Forum was held on December 6, 2022. As a result of feedback gained during the forums the action team dedicated time toward gaining access to the Events Calendar. The goal was to better inform students and staff of events in hopes of increasing their sense of belonging. Patrick Emery, the leader of this action team, worked closely with Noah Stevens in marketing to ensure that everyone could utilize the Service Now option to add events. Additionally, Patrick trained other Inclusion Council members on how to submit a request for the calendar.

The action team focused on Affinity and Alliance (formerly the Heritage Month Celebrations) hosted several events to provide multicultural/global learning experiences for students, faculty and staff. In the Fall of 2023 the council hosted La Grand Fiesta in honor of Hispanic Heritage Month. This event created space for students, faculty and staff to encounter Hispanic foods and culture. They also hosted "Ain't I a Woman" which was a core ensemble group for Black History Month. This event allowed participants to travel through time and experience different influential Black women throughout history. For Women's History Month they hosted a movie night. The theme of the movie revolved around sexual harassment in the United States and was used to generate conversation regarding this global issue. Additionally, digital signage was used to highlight famous women throughout history.

### Action items for future outcomes

In order to continue to engage students and staff in conversations to understand needs and eliminate barriers the Identify and Reconstruct Systemic Inequities action team plans to:

- Host 1-2 student focused Listening Forums each semester targeting different groups each time to gain more insight. (FA23 and SP24)
- Host 2 non-faculty employee Listening Forums, one with supervisors and one without. These meetings are tentatively scheduled to occur during the fall and spring institutional development days.

To continue providing multicultural/global learning experiences for students, faculty and staff the Inclusion Council will continue to acknowledge and celebrate Heritage Months with the hope of increasing the number of celebrations that have been acknowledged in the past.

### **Strategic Alignment**

The BCC Inclusion Council diligently works toward implementing the strategic plan to inspire values of equity and access. The aims and actions of specific action teams on the council intentionally support the strategic goals of engaging students and staff in conversations to understand the needs and eliminate barriers and to provide multicultural/global learning experiences for students, faculty and staff.

## **MONTHLY STATEMENT OF REVENUE & EXPENDITURES**

Due to year end budget close-outs and the beginning of a new fiscal year, the July agenda does not include a Statement of Revenues, Expenditures, and Other Changes.

**THANK YOU NOTES**

None this month

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES  
JULY 2023**

<b>July Board Finance Committee</b>	Tuesday, July 11, 2023; 3:30pm President's Conference Room	<b>Linda Jolly Mary Martha Good</b>
<b>July Board Meeting</b>	Tuesday, July 11, 2023; 4:30pm Dankert Trustee Board Room	<b>ALL TRUSTEES</b>
<b>July Work Session</b>	Monday, July 24, 2023; 4:30pm Dankert Trustee Board Room	<b>ALL TRUSTEES</b>
<b>August Board Finance Committee</b>	Tuesday, August 8, 2023; 3:30pm President's Conference Room	<b>Linda Jolly Mary Martha Good</b>
<b>August Board Meeting</b>	Tuesday, August 8, 2023; 4:30pm Dankert Trustee Board Room	<b>ALL TRUSTEES</b>
<b>August Work Session</b>	Monday, August 28, 2023; 4:30pm Dankert Trustee Board Room	<b>ALL TRUSTEES</b>

**2023-2024 Board Meeting Dates**

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**

<b>September Board Finance Committee</b>	Tuesday, September 12, 2023; 3:30pm President's Conference Room	<b>Linda Jolly Mary Martha Good</b>
<b>September Board Meeting</b>	Tuesday, September 12, 2023; 4:30pm Dankert Trustee Board Room	<b>ALL TRUSTEES</b>
<b>September Work Session</b>	Monday, September 24, 2023; 4:30pm Dankert Trustee Board Room	<b>ALL TRUSTEES</b>
<b>October Board Finance Committee</b>	Tuesday, October 10, 2023; 3:30pm President's Conference Room	<b>Linda Jolly Mary Martha Good</b>
<b>October Board Meeting</b>	Tuesday, October 10, 2023; 4:30pm Dankert Trustee Board Room	<b>ALL TRUSTEES</b>
<b>October Work Session</b>	Monday, October 23, 2023; 4:30pm Dankert Trustee Board Room	<b>ALL TRUSTEES</b>

**Summer 2023 ACTIVITY CALENDAR**

Independence Day Holiday – Campus Closed	Tuesday, July 4	All Day
Summer Classes End	Friday, August 4	All Day
Fall Semester Classes Begin	Monday, August 21	All Day



**EXECUTIVE SESSION**

**MOTION: Trustee**\_\_\_\_\_

Mr. Chair,

I move the Board recess into executive session for discussion of confidential information related to cybersecurity measures that protect specific systems, facilities or equipment including persons and property to include the Board, Bill Young, Christina Byrum and Tevin Manuel pursuant to the open meetings exception for matters protected by discussion of security measures and for discussion of personnel matters relating to non-elected personnel which if discussed in open meeting might violate their right to privacy to include the Board and Dr. Kim Krull.

The open meeting will resume in the Dankert Trustee Board Room within 90 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 the Board meeting be adjourned.

**CALL FOR A SECOND: Trustee** \_\_\_\_\_

**CALL FOR A VOTE**

**MEETING ADJOURNED @ \_\_\_\_\_ PM**