

BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING
 4:30 p.m., Tuesday, August 8, 2023 – Dankert Trustee Board Room
 Watch Live via <http://www.butlercc.edu/bctv>

3:30 p.m.	Board Finance Committee Meeting – President’s Conference Room.
4:30 p.m.	Regular Board Meeting – Dankert Trustee Board Room, Upper Level of the Hubbard Welcome Center, 901 S. Haverhill Road, El Dorado, Kansas.
	Executive Session – For discussion of employer-employee negotiations.

REGULAR BOARD MEETING

- I. **CALL TO ORDER (4:30pm)**
- II. **PLEDGE OF ALLEGIANCE (4:30pm)**
- III. **APPROVAL OF AGENDA (4:30pm)**
- IV. **RECOGNITIONS (4:35pm) -----3**
- 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 (4:55pm)**
 - A. Student Government Association Report – Emily Hernandez, SGA President
 - B. Operational Staff Report – Zach Cannady
 - 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 (5:15pm) -----4**
 None.
- VIII. **BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES**
 - A. [Aruba Wireless and Wired Infrastructure](#) (Young) (5:15pm) -----5
 - B. [Renewal of Ocelot Chatbot & Texting Platform](#) (Young) (5:25pm) -----6
 - C. [Council Grove Discussion](#) (H. Rinkenbaugh) (5:35pm) -----7
 - D. [Strategic Plan](#) (Krull) (5:45pm) -----13
 - E. [HLC Final Report](#) (Krull) (6:00pm) -----15

IX.	BOARD ACTION ITEMS	
	A. Notice of Public Hearing (Williams) (6:15pm)	-----17
	B. EDCF U Dorm Electrical (H. Rinckenbaugh) (6:25pm)	-----19
	C. Fairness in Women’s Sports Act (Krull) (6:40pm)	-----22
	D. Funding of the Butler Community College Foundation (6:50pm) (Borrego)	-----24
X.	CONSENT AGENDA (7:00pm)	
	A. Approval of Minutes	
	1. Regular Board Meeting of July 11, 2023 (Hartman-Vice)	-----27
	B. Bills and Warrants for July 2023 (Hackler)	-----34
	C. Bids and Purchases	
	1. Payment of KACCT Dues (Krull)	-----35
	2. Rapid Identity – Identity Access Management (IAM) (Young)	-----37
	D. Ratification of Agreements and Contracts	
	1. Concurrent Enrollment Partnerships (CEPs) (Jensen)	-----43
	2. E-sports – Club Sport Recommendation (B. Rinckenbaugh)	-----123
	3. Butler Service Center Lease Agreement (H. Rinckenbaugh)	-----124
	4. Clinical Affiliation Agreement - William Newton Hospital (Schueller)	----- 126
	5. Clinical Affiliation Agreement - Susan B. Allen (Schueller)	----- 131
	6. Clinical Affiliation Agreement - Kansas Heart Hospital (Schueller)	-----136
	7. Clinical Affiliation Agreement – Kansas Medical Center (Schueller)	-----142
	8. Clinical Affiliation Agreement – The Center at Waterfront (Schueller)	-----149
	9. Baker University Articulation Agreement – ADN to BSN (Schueller)	----- 153
	10. Baker University Articulation Agreement – ADN to MSN (Schueller)	-----157
	E. Personnel	
	1. Amy Hornbaker, FT Mass Communications Instructor (Haring)	-----161
	2. Cally Bitterlin, FT Instrumental Music Instructor (Haring)	-----162
	3. Kevin Kelly, FT Visual Arts Instructor (Haring)	-----163
	4. Leslie Coates, FT Theatre Instructor (Haring)	-----164
	5. Samuel Maurer, FT Speech Instructor (Haring)	-----165
	6. Julie Misak, FT Mathematics Instructor (Covert)	-----166
	7. Sybil Rockhill, FT Nursing Instructor (Schueller)	-----167
	8. Meghan Jorgensen, FT Nursing Instructor (Schueller)	-----168
	9. Catherine Rasmussen, FT Nursing Instructor (Schueller)	-----169
XI.	SUPPLEMENTAL INFORMATION (7:05pm)	
	A. Key Performance Indicators Update (Mohammad)	-----170
	B. Monthly Statement of Revenue & Expenditures (Potter)	-----171
	C. Thank You Notes	-----172
	D. Board Calendars	-----173
XII.	EXECUTIVE SESSION (7:10pm)	----- 175
XIII.	ADJOURNMENT (7:55pm)	----- 176

AUGUST RECOGNITIONS

Spring 2023 Athletic Honors

- **Brooklyn Hunter** – Greater Wichita Area Junior College Female Athlete of the Year
 - **Izack Tiger** – Selected in the 7th round of the MLB Draft by the Texas Rangers
 - **Caden Kickhaefer** – Rawlings & ABCA Gold Glove Award Recipient
 - **Nazzio John** – Central Region Track Athlete of the Year

 - **55 Student-Athletes were named NJCAA Academic All-Americans with a GPA of 3.5 or higher**
 - **Baseball**
 - Alan Bernhardt
 - Jaron Brown
 - Justin Hudson
 - Brock Toothaker
 - Cole Murrell
 - Dayton Pelfrey
 - Blake Werry
 - Zachary Brink
 - Tyler Butash
 - Brock Lummus
 - Max Meuli
 - Anibal Rivera Davila
 - Micah Kobuszewski
 - Hayden Dyer
 - Tayton Rico
 - Caden Kickhaefer
 - **Men's Basketball**
 - Eli Wiseman
 - **Women's Basketball**
 - Jaila Harding
 - Randi Harding
 - Maycee James
 - Jada Knight

 - **Softball**
 - Kendyl Anderson
 - Samantha Briggs
 - Cady Dickey
 - Amayah Hall
 - Cheyenne Handsaker
 - Alyssa Mude
 - Kaylah Newman
 - Ryanna Valdivia
 - Lena Walter
 - Briona Woods
 - Mallory Young
 - **Men's Track**
 - Abdel Boukhiar
 - Adem Bouldjaadj
 - Brett Gibbs
 - Tomlee Thomas
 - Eddy Vu
 - **Women's Track**
 - Mallory Boden
 - Grace Cantrell
 - Deanna Miller
 - Star Mpama
 - Kayla Ortman
-
- **NJCAA Academic Team Nominations**
 - Volleyball
 - Softball
 - Baseball
 - Women's Basketball
 - Soccer

MONITORING REPORTS

None.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES
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TOPIC for DISCUSSION
Aruba Wireless and Wired Infrastructure

REPORT:

Ten years ago, the Internet of Things (IoT) emerged as a groundbreaking concept that has since revolutionized the way individuals stay connected. With the rapid advancement of technology, there has been a steady increase of connected devices requiring internet access, ranging from computers, watches, cell phones, gaming devices, clothing, kitchen appliances, to even building automation systems, among others. As a result, the average student now brings as many as seven devices to college, all of which rely on a stable internet connection. In addition, Information Services department currently supports an extensive array of connected devices, including approximately 900 student classroom laptops, 550 employee laptops, 1000 desktop computers, 400 cameras, 480 access-controlled doors, and 190 servers/appliances. In order to support the needs of the students and the institution, Butler Community College maintains a border-to-border wireless environment and robust network infrastructure across all our campuses.

A vital aspect of upholding this infrastructure is the yearly maintenance renewal for both our wired and wireless networks. This renewal encompasses essential services such as software updates, hardware failures/replacements, and technical support to ensure seamless operations. The annual renewal is a crucial support service required to maintain the infrastructure needed for all students, faculty, staff, and stakeholders. Your support for the yearly maintenance renewal will enable Butler Community College to sustain a cutting-edge technological infrastructure and fulfill its commitment to fostering a connected and thriving academic community.

RECOMMENDED ACTION:

For discussion purposes only.

RECOMMENDED FUNDING SOURCE:

FY23 Infrastructure Services

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

Supervisor: Dr. Kim Krull, President

Date: August 8, 2023

TOPIC for Discussion
Renewal of Ocelot Chatbot & Texting Platform

REPORT:

For more than 17 years, Ocelot has been dedicated to serving community colleges and universities. The Ocelot chat bot stands as a powerful tool to promote student self-service, reduce reliance on phone calls, enhance customer service, and ultimately boost student retention rates. With an impressive client retention rate exceeding 96% year after year, Ocelot has successfully launched over 230 chat bots tailored to the needs of colleges and universities.

Ocelot chat bot provides a host of benefits, with delegating tier 1 inquiries to the chat bot, institutions can reduce the volume of phone calls and emails, thereby optimizing staff time. Students experience increased engagement and satisfaction as they receive instant answers 24/7, enabling seamless interactions at any time of the week. Since implementation in 2021, Butler's chatbot has answered nearly 100,000 questions, 24/7, 7 days a week. Students can also initiate a live chat with staff through chatbot.

Ocelot's chat bot features a pre-loaded knowledge base equipped with a video library encompassing 20+ departments. Additionally, the chat bot boasts multilingual capabilities, API integrations, detailed reporting and analytics, and a Live Chat transfer option for seamless transitions to live agents.

Furthermore, Ocelot's texting service provides a unique opportunity to connect with students, both current and prospective, ensuring essential information such as enrollment details reaches them in a strategic and timely manner. Butler student services recently began texting with Ocelot platform and has since launched multiple campaigns focused on enrollment events and students that have applied but not enrolled.

As Butler strives to optimize student support and enhance their overall experience, Information Services kindly request the board to consider the benefits that Ocelot's chat bot and texting service bring to our educational institution.

RECOMMENDED ACTION:

For discussion purposes

RECOMMENDED FUNDING SOURCE:

Information Services Budget

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

Supervisor: Dr. Kim Krull, President

Date: August 8, 2023

TOPIC for DISCUSSION
Council Grove Discussion

REPORT:

At the July Board of Trustees meeting, Trustee Smith requested additional information on the Council Grove location related to enrollment, expenditures, and revenues. In addition, Trustees Good and Braungardt requested information related to the lease cost and comparable leased space in the area.

In January of 2022, the Board of Trustees approved an extension of the lease at Council Grove through 2025 (lease attached). The presentation will outline the expenditures and both direct and indirect revenues for the site, lease costs over the last 15 years, and lease comparison for the downtown Council Grove area.

RECOMMENDED ACTION:

This information is for discussion only.

RECOMMENDED FUNDING SOURCE:

Not applicable.

Submitted by: Dr. Heather Rinkenbaugh, Dean of Online, High School and Community Learning

Supervisor: Dr. Tom Nevill, Vice President of Academics

Date: July 27, 2023

Council Grove Revenues & Expenditures					
Year	Administrative Personnel Expenses	Instructional Personnel Expenses	Non-Personnel Expenses	Direct & Indirect Revenue	Revenues over / (under) expenditures
FY 19	\$49,561.81	\$42,751.03	\$29,115.46	\$241,153.56	\$119,725.26
FY 20	\$51,832.09	\$26,257.16	\$26,698.53	\$308,931.20	\$204,143.42
FY 21	\$51,910.48	\$44,667.82	\$26,467.76	\$570,453.57	\$447,407.51
FY 22	\$51,389.73	\$47,163.51	\$26,042.63	\$239,588.20	\$114,992.33
FY 23	\$52,908.30	\$21,725.33	\$28,092.34	\$292,987.05	\$190,261.08

Classes at Council Grove		
Year	Headcount	Credit Hrs
AY 19	262	756
AY 20	237	691
AY 21	261	834
AY 22	277	839
AY 23	214	648

Enrollment with CG Staff	
Year	Credit Hrs
AY 19	1,909
AY 20	2,191
AY 21	5,423
AY 22	1,765
AY 23	1,836

**Trimester schedule doesn't reflect enrollment on 20th day.*

Comparable Locations		
Building	Square Ft.	Annual Lease Cost
Chamber	850	\$8,400
Market on Main	1,200	\$10,800
Newspaper	14,500	\$8,400
Open building	600	\$8,400
Open Office	500	\$5,400

Council Grove Lease 2008-2023		
Year	Annual Lease Cost	Square Ft.
2008	\$10,770	2431
2009	\$10,600	2431
2010	\$9,590	2431
2011	\$9,480	2431
2012	\$9,480	2431
2013	\$12,767	3201
2014	\$13,560	3201
2015	\$13,560	3201
2016	\$13,967	3201
2017	\$13,967	3201
2018	\$14,400	3201
2019	\$14,400	3201
2020	\$14,400	3201
2021	\$14,400	3201
2022	\$14,400	3201
2023	\$17,700	3201

LEASE AGREEMENT

THIS LEASE AGREEMENT is made and entered into by and between Richard and Morgan Hemmy, husband, and wife, hereafter referred to as "Landlords", and Butler Community College, hereafter referred to as "Tenant".

WITNESSETH:

- 1.) **PROPERTY LEASED:** Landlords hereby agree to lease to Tenant, and Tenant agrees to pay rent, as hereafter provided for the following described real estate and appurtenances, to wit: the two adjoining ground level rental units at 131 West Main Street, Council Grove, Kansas 66846. (See Attachment A)
- 2.) **TERM:** This Agreement shall be for an initial three-year term with a second two-year renewal term, commencing July 1, 2022 through June 30, 2025. The second term begins July 1, 2025 through June 30, 2027 unless notice is given by either party not less than 180 days prior to start of second term. Nothing herein shall preclude the parties from agreeing to a shorter notice period regarding the 2nd term.
- 3.) **EARLY TERMINATION:** Apart from section (2) lease term end dates, Landlords and Tenants shall be required to give written notice of termination to Tenant not less than (365) days prior to termination date. Nothing herein shall preclude the parties from agreeing to terms outside those stated in this section (3).
- 4.) **RENT:** Tenant shall pay to Landlords the sum of One Thousand Four Hundred and Seventy-Five Dollars (\$1,475.00) per month as rent for the right to use and occupancy of the subject property. Said rent shall be due on the 1st day of each month and shall be delinquent and subject to a late penalty of Fifty Dollars (\$50.00) if not paid by the 15th day of the month. Payments may be made electronically via direct deposit. Failure to make payment of any rent due and payable hereunder within forty-five (45) days of the due date shall constitute a default by the Tenant and shall entitle Landlords to the right to give notice to vacate for nonpayment of rent and to exercise any and all other rights to termination which may be available to them under Kansas law. The amount of monthly rent due and payable will be increased for the start of the second term by 7.5%, to the sum of One Thousand Five Hundred and Eighty-Five Dollars (\$1585.00).
- 5.) **UTILITIES:** Tenant shall promptly pay, on receipt, all utility charges assessed against the leased premises by reason of the Tenant's use thereof, with the exception of the Council Grove Water Department and trash cart rental, which will be paid in full by Landlords. All other utility connections on the leased premises shall be made in the name of Tenants and Tenants shall inform any such utility furnishing such services of the Tenant's obligation and duty to pay such utilities and that the Landlords shall not be responsible or liable thereof.
- 6.) **MAINTENANCE:** Tenant agrees to maintain the leased premises in as good a condition as when leased to them, normal wear and tear excepted; to pay for any damages which may be suffered to the property which would not be reasonably expected from normal occupancy and use of the premises; and to maintain the interior of the building in an attractive condition. Tenant agrees to be responsible for interior modifications/maintenance including but not limited to; janitorial services, painting, lighting fixtures, light bulbs, electrical, non-structural ceiling/wall changes, floor coverings, and telecommunication/IT equipment/wiring. Tenant is responsible for any exterior 'Butler' signage changes or maintenance. Landlords agree to be responsible for maintenance and repair of the exterior of the premises, HVAC systems(2), water heaters(2), plumbing infrastructure(all pipes), plumbing fixtures(all), structural items, and snow removal.

7.) **INSURANCE:** Landlords shall have no obligation to provide insurance on any personal property owned by Tenant and located within the leased premises. Any loss or damage that may be inflicted upon such items of personal property shall be borne completely by Tenant. Tenant shall maintain adequate liability insurance on the above-described premises and shall indemnify Landlords in accordance with this Agreement. Tenant agrees not to suffer anything to be or remain on or about the premises which will invalidate any policy of insurance upon the premises. Tenant shall indemnify and hold harmless Landlords against any expense, loss, or liability paid, suffered, or incurred as a result of any breach by the Tenant, Tenant's agents, servants, visitors, or licensees, or of any covenants or conditions of this lease, or as a result of Tenant's use or occupancy of the demised premises, or the carelessness, negligence or improper conduct of the Tenant, Tenant's agents, patrons or licensees.

8.) **PROPERTY TAXES:** Landlord shall be responsible for payment of all real estate taxes assessed to the leased premises during the term of the Agreement, including extensions or renewals thereof. Tenant shall be responsible for payment of any personal property taxes assessed to Tenant's property.

9.) **NO SUBLEASE:** Tenant may not sublease or assign any part of this Lease Agreement to any person without first securing the written permission of the Landlords.

10.) **STRUCTURE CHANGES:** No structural changes shall be made to the leased premises without the prior written consent of Landlords. This includes, but is not limited to, changing of locks, doors, or any other security changes.

11.) **INSPECTION:** Landlords, or their agents, shall have the right to inspect the leased premises at all reasonable times.

12.) **DESTRUCTION OF PREMISES:** In the event the leased premises should be destroyed or damaged to such extent to make the same unusable by Tenant, then and in that event, Tenant shall be excused from payment of any rent for the period of time during which the premises are not usable by Tenant. Any rent paid prior to such loss or destruction shall be prorated to the date of the loss.

13.) **BINDING EFFECT:** The terms, conditions, provisions, and promises contained herein shall extend to and be binding upon the heirs' executors, administrators, devisees, legatees, trustees, successors and assigns of the respective parties.

LANDLORDS:

Richard Hemmy III 2/8/22
Richard Hemmy Date

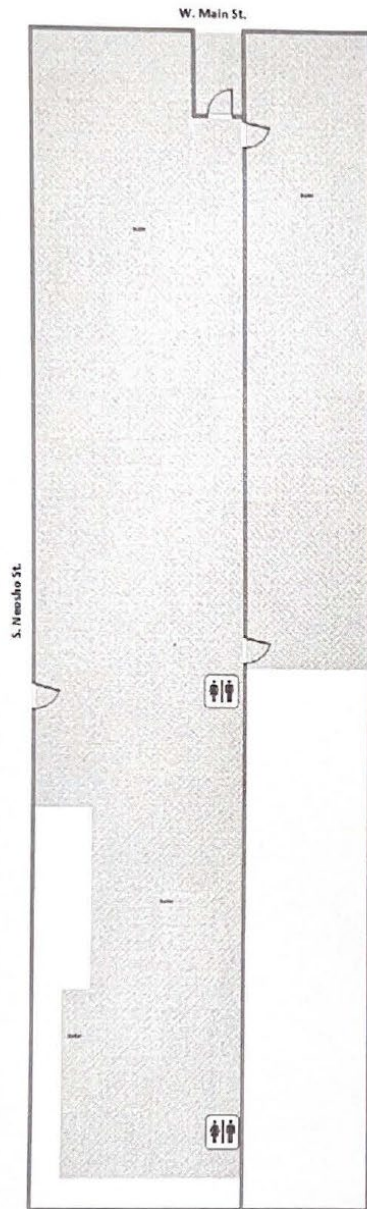
Morgan Hemmy 2/8/22
Morgan Hemmy Date

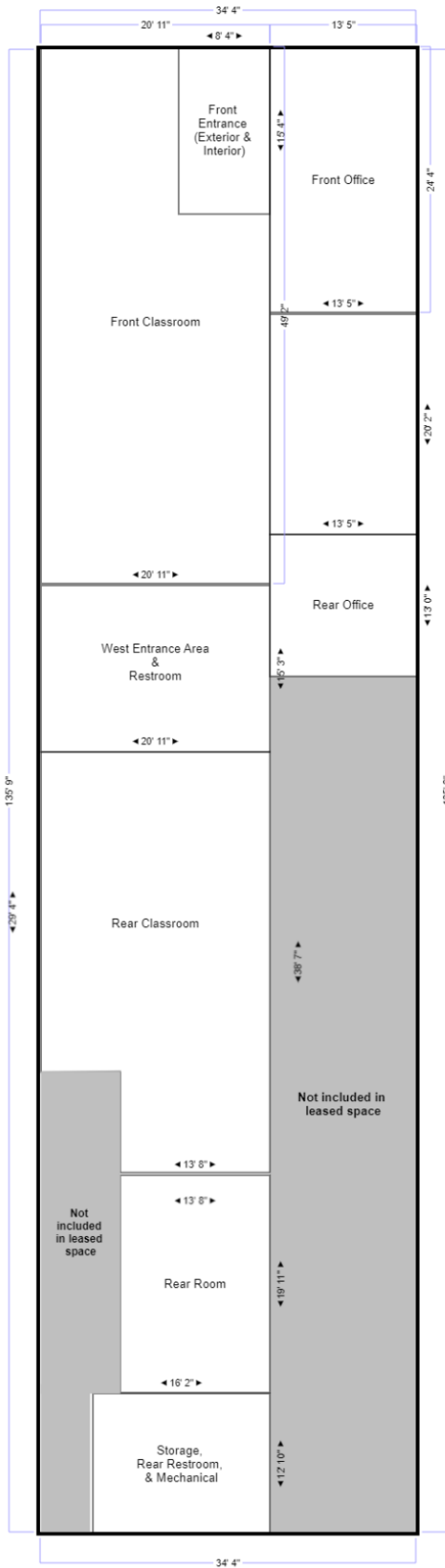
TENANT:

Dr. Kimberly W. Krull 2/8/22
Butler Community College Date
Kimberly Krull, President

Attachment A

Floorplan of 131 W. Main – shaded areas are covered by this lease.
Not to scale and measurements are approximate with representative landmarks noted.





TOPIC for DISCUSSION
Strategic Plan

REPORT:

Throughout the past year, the Board Book included updates on the strategic plan Performance Indicators. This month, the annual report of the strategic plan will be discussed to give the Board an understanding of the goals accomplished, continuing or ongoing goals, as well as those where progress was not realized. The annual report is being finalized through College Relations and Marketing and will be posted ahead of the meeting with hard copies available at the meeting.

The strategic plan for the upcoming year (2023-2024) retains the overarching goals of the 2022-2024 Strategic Plan which include: Support Students and Their Success, Advance Communities and Partnerships, Enhance Employee Success and Excellence, Drive Institutional Sustainability and Growth, Champion Excellence in Innovation and Inspire Values of Equity and Access. The Strategic Goals and Priorities are included below. These will be discussed with updates on the Performance Indicators included in the Board Book throughout FY24.

RECOMMENDED ACTION:

For discussion purposes at this time.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Dr. Kim Krull, President
Supervisor: Forrest Rhodes, Board Chair
Date: August 8, 2023

STRATEGIC GOALS and PRIORITIES

Support Students and their Success

- Maximize access for students
- Improve student outcomes including retention, persistence and completion of student goals
- Address strategic enrollment

Advance Communities and Partnerships

- Strengthen partnerships with business and industry, advisory committees, and stakeholders

Enhance Employee Success and Excellence

- Attract, retain, and develop the best employees
- Promote internal and external opportunities for professional development and educational advancement
- Enhance staffing and capacity levels

Drive Institutional Sustainability and Growth

- Strengthen internal and external partnerships to develop new funding sources
- Ensure institutional accountability and compliance

Champion Excellence in Innovation

- Enhance digital literacy and fluency for students and staff
- Strengthen competency-based education (CPL, Military credit, apprenticeships, etc)

Inspire Values of Equity and Access

- Maximize a diverse, equitable, and inclusive organizational environment by encouraging engagement, input, communication and respect toward others' ideas and experiences
- Increase access and achievement for underrepresented populations through internal and external partnerships and student support
- Enhance recruiting and hiring practices to support a diverse workforce

**TOPIC for DISCUSSION
HLC Final Report**

REPORT:

The Higher Learning Commission Institutional Actions Council (IAC) took formal action on the site team report on July 18, 2023. The IAC reaffirmed a 10-year accreditation for Butler and will allow Butler to continue to use the current “Open Pathway” process for accreditation purposes for the next ten years. Formal notification from the Higher Learning Commission is below. The site team report has been sent under separate cover and is also posted to the college website.

The site team final report identified Butler met all Core Components except Core Component 2.C related to Governance. This Core Component was “Met with Concerns” and requires an interim monitoring report be submitted to HLC to address the concerns and show progress in meeting this Core Component in January 2024.

While all other Core Components were met, no other interim monitoring reports are required, and a number of points of praise were included, the IAC noted the overall recommendation for Criteria for Accreditation was “Met with Concerns. The IAC action will be published on the HLC website within the next 30 days.

Report findings will be discussed. Dr. Tom Bordenkircher, Butler’s HLC Liaison, will join the August work session to provide some additional guidance on HLC expectations to address the concerns noted in 2.C and the required interim monitoring report.

RECOMMENDED ACTION:

This information is for discussion purposed only at this time

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Dr. Kimberly Krull, President
Supervisor: Forrest Rhodes, Board Chair
Date: August 8, 2023



230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
312.263.0456 | 800.621.7440
Fax: 312.263.7462 | hlcommission.org

July 21, 2023

Dr. Kimberly Krull
President
Butler County Community College
901 S. Haverhill Rd.
El Dorado, KS 67042

Dear President Krull:

This letter serves as formal notification and official record of action taken concerning Butler County Community College (the institution) by the Institutional Actions Council (IAC) of the Higher Learning Commission (HLC) at its meeting on July 18, 2023. The date of this action constitutes the effective date of the institution's new status with HLC.

Action with Interim Monitoring. IAC continued the accreditation of Butler County Community College with the next Reaffirmation of Accreditation in 2032-33. In conjunction with this action, IAC required the following interim monitoring:

Interim Report. An Interim Report due on 2/23/2024 with evidence of a Board vote affirming acceptance/commitment to the tenets of 2C. This report should affirm that Board members understand the limits of their roles and the appropriate role for the president and administration.

In taking this action, the IAC considered materials from the most recent evaluation and the institutional response (if applicable) to the evaluation findings.

In two weeks, this action will be added to the *Institutional Status and Requirements (ISR) Report*, a resource for the institution to review and manage information regarding its accreditation relationship. Chief Executive Officers and Accreditation Liaison Officers may download the ISR Report in Canopy at <https://canopy.hlcommission.org>.

Within the next 30 days, HLC will also publish information about this action on its website at <https://www.hlcommission.org/Student-Resources/recent-actions>.

If you have any questions about these documents after viewing them, please contact the institution's staff liaison, Tom Bordenkircher. Your cooperation in this matter is appreciated.

Sincerely,

A handwritten signature in black ink that reads "Barbara Gellman-Danley".

Barbara Gellman-Danley
President

cc: John Speary, Accreditation Liaison Officer
Tom Bordenkircher, HLC Staff Liaison

BOARD ACTION ITEMS

**TOPIC for ACTION
Notice of Public Hearing**

REPORT:

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

Per the notice, the hearing will be held at 4:30 on September 12, 2023 in the BCC Welcome Center.

Key provisions of the notice:

- The amount of tax to be levied for the FY2024 budget is the same as the amount of tax levied for the FY2023 budget: \$12,928,138.
- The valuation estimate is \$1,025,553,817, which is a 10% increase over the final valuation of \$933,088,928.
- The estimated tax rate is 12.606 mills, which is approximately two tenths of a mills above the revenue neutral rate 12.431.

RECOMMENDED ACTION:

It is recommended that the trustees approve the NOTICE OF HEARING TO EXCEED THE REVENUE NEUTRAL RATE AND BUDGET HEARING as attached with a maximum amount of expenditures of \$89,778,720, and a maximum amount of tax to be levied of \$12,928,138.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Kent Williams, Vice President of Finance
Supervisor: Dr. Kim Krull, President
Date: July 25, 2023

**NOTICE OF HEARING TO EXCEED THE REVENUE NEUTRAL RATE AND BUDGET HEARING
2023-2024 BUDGET**

The governing body of Butler Community College in Butler County will meet on
September 12, 2023 at 4:30 pm at the Hubbard Welcome Center, El Dorado, Kansas
for the purpose of answering objections of taxpayers relating to the proposed use of all funds, the amount of
tax to be levied, the revenue neutral rate, and to consider amendments. Detailed budget information is available at
the office of the Vice President for Finance and will be available at this hearing.

BUDGET SUMMARY

The Expenditures and the Amount of 2023 Tax to be Levied (as shown below) establish the maximum limits
of the 2023-2024 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes,
is subject to change depending on final assessed valuation.

	2021-2022		2022-2023		Proposed Budget 2023-2024		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Amount of 2023 Tax to be Levied	Est. Tax Rate*
Current Funds Unrestricted							
General Fund	48,657,394	15.262	47,183,107	13.855	63,426,927	12,928,138	12.606
Postsecondary Tech Ed	14,333,544		14,891,866		18,443,432	xxxxxxxxx	xxx
Adult Education	429,195		478,196		700,350	0	0.000
Adult Supp Education	215,252	xxx	332,712	xxx	698,500	xxxxxxxxx	xxx
Motorcycle Driver	3,840	xxx	6,316	xxx	20,000	xxxxxxxxx	xxx
Truck Driver Training	0	xxx	0	xxx	0	xxxxxxxxx	xxx
Auxiliary Enterprise	4,699,256	xxx	4,807,565	xxx	6,000,000	xxxxxxxxx	xxx
Plant Funds		xxx		xxx		xxxxxxxxx	xxx
Capital Outlay	9,214		1,023,784		489,511	0	0.000
Bond and Interest	0		0		0	0	0.000
Special Assessment	0		0		0	0	0.000
No Fund Warrants	0		0		0	0	0.000
Revenue Bonds	0	xxx	0	xxx	0	xxxxxxxxx	xxx
Total All Funds	68,347,694	15.262	68,723,547	13.855	89,778,720	xxxxxxxxx	12.606
<i>Revenue Neutral Rate**</i>							<i>12.431</i>
Total Tax Levied	12,928,138		12,928,138		xxxxxxxxx	12,928,138	
Assessed Valuation	847,096,495		933,088,928		1,025,553,817		

Outstanding Indebtedness, July 1

	2021	2022	2023
G.O. Bonds			
Capital Outlay Bonds	645,000	0	0
Revenue Bonds			
No-Fund Warrants			
Temporary Notes			
Lease Purchase Principal	13,668,869	12,750,537	11,614,667
Total	14,313,869	12,750,537	11,614,667

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

Board Chair, Butler Community College

TOPIC for ACTION
EDCF U Dorm Electrical

REPORT:

Butler provides learning opportunities for residents at the El Dorado Correctional Facility (EDCF). This year, EDCF gave Butler access to U Dorm, a building at the facility, to expand programming. The Kansas Department of Corrections also awarded a grant for this expansion that paid for \$270,000 in tools and equipment.

The U Dorm was formerly a housing space and currently does not have proper electrical to power the tools and equipment purchased for the Construction Technology program.

Enrollment at EDCF is growing and the Construction Technology program has been unable to expand due to space and tools/equipment needs. This collaboration enables Butler to continue to serve the residents of EDCF, preparing them for re-entry and the workforce.

RECOMMENDED ACTION:

The Board to approve the electrical work to be done in the U Dorm at EDCF for \$71,500.

RECOMMENDED FUNDING SOURCE:

This will be funded from the academics budget and is not an additional budget request.

Submitted by: Dr. Heather Rinkenbaugh, Dean of Online, High School and Community Learning

Supervisor: Dr. Tom Nevill, Vice President of Academics

Date: July 20, 2023



PO BOX 1233
El Dorado, KS 67042
316-990-3599
housesllc@outlook.com

ESTIMATE

- ❖ Extend (2) 120v duplex outlets to 72" AFF from existing outlets on NE wall of teacher's stations.
- ❖ Install (2) new data drops on NE wall of teacher's stations.
- ❖ Run 120v to metal detector.
- ❖ Run conduit and wire to table saw with cord drop.
- ❖ Run conduit and wire to tool drop with cord drop.
- ❖ Run conduit and wire to both dust collectors on NW wall.
- ❖ Run conduit and wire to air compressor on west center column.
- ❖ Run conduit and wire for 120v duplex outlet on west column.
- ❖ Run conduit down and install data drop on west column.
- ❖ Run conduit and wire for fan switch on west column.
- ❖ Run conduit and wire for 120v duplex outlet on center column.
- ❖ Run conduit down and install data drop on center column.
- ❖ Run conduit and wire for fan switch on center column.
- ❖ Run conduit and wire for fan switch on east column.
- ❖ Run conduit and wire for 120v duplex outlet to 72" AFF on SE wall of teacher's station.
- ❖ Install new data drop on SE wall of teacher's stations.
- ❖ Run conduit and wire for mason saw on south outside wall.
- ❖ Run conduit and wire for mixer on south outside wall.
- ❖ Run conduit and wire for (2) welders on SE wall.
- ❖ Run conduit and wire for (3) 120v duplex outlets in welding area in SE corner.
- ❖ Install 6 fans per print through out room.
- ❖ Run conduit and wire from main MCC panel through work room to new panel locations.
- ❖ Install new 200A 480v panel, 75kva transformer, and 200A 120/208 panel

Price for above work \$ 71,500.00 plus any applicable tax. Sales taxes will only be waived once tax exempt is received.

We will provide all material, labor, and tools needed to complete above scope.

Any alterations or deviation from the above noted specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate.

If you have any questions about this estimate, please contact Josh at 316-990-3599.

If you accept this proposal, please sign, date and return to the address or email listed above.

ACCEPTANCE OF PROPOSAL

The above price, specifications and conditions are satisfactory and are hereby accepted.

SIGNATURE _____ **DATE** _____

TOPIC for ACTION
Fairness in Women's Sport Act

REPORT:

With the passage of HB 2238, interscholastic, intercollegiate, intramural or club athletic teams or sports sponsored by Kansas institutions have to be designated based on the biological sex of the athlete. Consistent policy language is being used by the Kansas Community Colleges. Below is the proposed based on the approved legislation.

RECOMMENDED ACTION:

The Board approve the attached policy.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Dr. Kimberly Krull, President
Supervisor: Forrest Rhodes, Board Chair
Date: August 8, 2023

Fairness in Women's Sports Act

Pursuant to House Bill 2238, interscholastic, intercollegiate, intramural or club athletic teams or sports sponsored by Butler Community College shall be expressly designated as one of the following based on biological sex:

- (1) Males, men or boys;
- (2) females, women or girls; or
- (3) coed or mixed.

Athletic teams or sports designated for females, women or girls shall not be open to students of the male sex.

Colleges shall use information collected when individuals elect to participate on a team or in a sport to determine which gender team is appropriate for respective students. Should a dispute arise, colleges shall refer to the original birth or adoption certificate completed at or near the time of birth. If the original birth or adoption certificate is not available, documentation provided by a licensed physician indicating biological sex at birth may be utilized. If biological sex at birth is unable to be determined by the above means, the student shall be eligible to participate in male, men's, boys, coed, or mixed athletic activities only.

Adopted: 8/2023

TOPIC for ACTION
Funding of the Butler Community College Foundation

REPORT:

The Butler Community College Board of Trustees have requested information from the Butler Community College Foundation regarding its funding structure, the historical funding of the college to the foundation, revenue raised by the foundation for the college, the college's return on investment, and the current funding of community colleges to their endowment associations and/or foundations.

RECOMMENDED ACTION:

It is recommended the Board approve continued current College support of the Foundation salaries as presented.

RECOMMENDED FUNDING SOURCE:

None

Submitted by: Thomas Borrego, VP of Advancement and Special Asst.to the President

Supervisor: Dr. Kim Krull, President

Date: August 8, 2023

Kansas Community Colleges Funding Sources

Community Colleges and Tech Schools	Totally Funded by College	Funded by Foundation/College	Totally Funded by Foundation
19	18	1 - Butler	0

Foundation Salary Percentages and Responsibilities

Position	Foundation Job	College Job	Foundation Salary %	College Salary %	Full Time/Part time
Vice President	Fundraising (Oversee all areas)	Marketing Pres. Office College Representation	30	70	Full Time
Accounting Officer	Accounting and Finance			100	Part Time
Director of Community Relations and Advancement	Fundraising (Butler Auction) Corporate Relations	Advance Kansas	60	40	Full Time
Director of Donor Relations & Systems	Fundraising (Foundation and Programs) Board of Directors		100		Full Time
Director of Development and Scholarships	Fundraising (major gifts)	Manage and disburse scholarships		100	Full Time
Advancement Coordinator	Communications Fundraising Support (Butler Auction)	Life Enrichment County Spelling Bee	100		Part Time
Executive Admin Asst.	Supports the Foundation	Accounts Payable for Marketing	100		Full Time

Foundation Fundraising Highlights

Projects	Amount
Scholarships	
Forever Butler Campaign	\$10,500,000
Butler Benefit Auction for the past 10 years	\$2,500,000
Pure Philanthropy for the past 10 years	\$655,585
Bricks and Mortar	
BG Products Veterans Sports Complex	\$6,000,000
Hubbard Welcome Center	\$2,000,000
Redler Institute for Culinary Arts	\$5,200,000
TOTAL	\$26,855,585

10-year Foundation Scholarship Disbursement

Scholarship	Amount of Scholarships Disbursed	Number of Students
Expected 2023-2024	\$900,000	840
2022-2023	\$881,120	815
2021-2022	\$741,927	795
2020-2021	\$717,537	796
2019-2020	\$764,519	800
2018-2019	\$741,323	875
2017-2018	\$504,271	588
2016-2017	\$484,785	579
2015-2016	\$530,512	620
2014-2015	\$438,551	539
TOTAL	\$6,704,545	7,247 students

Return on Investment Over 10 Years

College Investment in Foundation Staff Salaries Over 10 years	Funds Raised Brick and Mortar Over 10 Years
\$2,627,320	\$26,855,585
	Scholarships Raised/Disbursed Over 10 Years
	\$6,704,545
OVERALL TOTAL:	\$33,560,130
PERCENT ROI:	1,277.3%



**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., July 11, 2023 – Dankert Board Room**

Meeting Recording can be viewed at <https://www.youtube.com/watch?v=K2A1NeFJcHs>

STAFF ATTENDANCE

Tom Borrego	Dr. Jessica Ohman
Christina Byram	Bill Rinkenbaugh
Shannon Covert	Heather Rinkenbaugh
Jon Cressler	Michelle Ruder
Dr. Donnie Featherston	Kelly Snedden
Erica Gestring	Shelley Stultz
Jennifer Hartman	Niomi Thompson
Amy Kjellin	Ireland Turner
Dr. Kim Krull	Kent Williams
Dr. Esam Mohammad	Bill Young
Dr. Tom Nevill	

BOARD ATTENDANCE

Kim Braungardt – 5:34pm
Mary Martha Good
Linda Jolly, Vice Chair
Forrest Rhodes, Chair
Dave Sherrer
Shelby Smith
Julie Winslow

GUESTS

Ray Connell
Julie Kobbe
Kaden Warner, student (video)

CALL TO ORDER

(YouTube @ 3:20)

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

PLEDGE OF ALLEGIANCE

(YouTube @ 3:28)

The Pledge of Allegiance was said.

APPROVAL OF THE AGENDA

(YouTube @ 3:51)

Trustee Good moved to add the MOU with the local workforce development board as Item X-D.2 under consent. Trustee Sherrer seconded. On roll call vote, the motion passed 6-0 with Trustee Braungardt absent.

Trustee Winslow moved to strike item VIII-D, Board Self Evaluation from the agenda for discussion at a later date. Trustee Good seconded. On roll call vote, the motion passed 6-0 with Trustee Braungardt absent.

Trustee Winslow moved to add an item relating to updates on the Culinary Building to the discussion agenda, Item VII – D. Trustee Smith seconded. On roll call vote, the motion passed 6-0 with Trustee Braungardt absent.

Trustee Smith moved to move item X-C.1, Affirmation of Legal Services Provider to Board Action items. Trustee Winslow seconded. On roll call vote, the motion failed 3-3 with Trustee Good, Trustee Jolly and Trustee Sherrer voting nay with Trustee Braungardt absent.

Trustee Rhodes indicated that Ray Connell was present and available for an executive session relating to matters of attorney-client privilege stemming from an earlier meeting if the board so desired. Trustees Smith and Winslow asked that if the Board added an executive session to then add an action item for the Board to decide whether to allow that information to be disclosed following the session. No motion was offered and the Board did not recess into executive session.

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

RECOGNITIONS

(YouTube @ 13:06)

Dr. Krull recognized Ireland Turner for his commitment to providing Facilities and Transportation directors from the region's school districts opportunities for professional developing and to create a network of support between those entities.

She also recognized Trustee Braungardt's July birthday.

PUBLIC COMMENT

(YouTube @ 14:32)

Julie Kobbe of Andover provided public comment thanking the college for their recent support after the loss of her daughter.

STANDING REPORTS

(YouTube @ 26:22)

Student Government Association

There was no report due to summer break.

Operational Staff

There was no report this month.

Professional Employees

There was no report this month.

Board Finance Committee – (YouTube @ 26:34)

Trustee Good asked Kent Williams to share the Operating Budget Unaudited Year-End Summary. Due to year-end, the typical over/under report was not available. He provided detail about the report to Trustees and shared that the year ended with positive revenue over expenditures.

Foundation Board Report – (YouTube @ 30:48)

Trustee Rhodes shared that the Foundation Board will meet next month.

President's Report – (YouTube @ 30:56)

President Krull called attention to an invitation for the Redler Institute's 1-year anniversary on July 26 that was placed at each Trustee's seat.

Dr. Krull shared that Farm to Fork is this Thursday at Fulton Valley Farms. She asked that Trustees let her know by Wednesday at noon if they are able to attend.

She shared that Butler was awarded an opportunity to be part of Second Chance Pell. These are the funds that help incarcerated individuals gain access to federal financial aid to access classes. This year's award is just over \$225,000.

Dr. Krull also shared that Alysia Johnston, retiring Fort Scott Community College President, will be one of the new Regents on the Kansas Board of Regents. She was an appointment by the Governor's Office.

Educational Facilities Authority Report – (YouTube @ 36:04)

Ireland Turner shared that in February a power surge took out much of the HVAC at the Stadium, part of which was covered by insurance but there was a \$10,000 deductible. Since then, another power surge has damaged the rest of the system. The insurance company considered those two separate events, with two separate deductibles of \$25,000 each. The total cost of repairs was \$39,000, which EFABC will cover. They are in process of repairs and the engineers are working on surge protection for the equipment. Trustee Good also shared sponsors are still needed for the scoreboard.

MONITORING REPORTS

(YouTube @ 38:40)

Shannon Covert shared that Future Business Leaders of America, led Janice Akao, Noreen Templin and Jared McGinley, took nine students to the FBLA Collegiate National Conference in Atlanta and each of the nine students won an award while there. Dr. Mohammad shared information about the term "orphan majors" which represent majors that don't fit into a particular department. Trustee Smith asked if there were any Culinary/Hospitality numbers for 2023, which were not included and the most recent numbers are for AY2022. Shannon Covert indicated it was trending up. Trustee Smith asked the similar question for Construction Tech and Diesel Tech. Niomi Thompson shared advisory committees are active with the programs.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

- A. Board Governance – Quarterly KORA Report (YouTube @ 45:34) – Trustee Good asked if the College was charging for the information requests. Kent Williams shared that they are charged according to College policy.
- B. Career & Workforce Education (YouTube @46:14) – Michelle Ruder and Jon Cressler provided an overview of what Career & Workforce Education does for the College. Michelle provided an overview of the degreed programs and new initiatives around that.. Jon Cressler provided information about the registered apprenticeship intermediary programs and how they are partnering with companies to provide these apprenticeships. Jon also shared that KBOR approved a grant that provides a tax credit for apprenticeships that will offset the costs for businesses. They also provide third party training that is very robust in a number of skill areas. Trustee Winslow asked where these courses are offered and it was noted they are offered online, face-to-face and on-site in businesses based on the needs of the company. Trustee Jolly asked if there was planned marketing about the apprenticeship opportunities and Trustee Smith asked about number of students enrolled and revenue generated through these certifications and programs. Trustee Jolly indicated that Career & Workforce Development has been essential to workforce development in the area and that she believes it is critical that this is a part of Butler.

Trustee Braungardt arrived at 5:34pm.

- C. Rapid Identity (YouTube @ 1:07:55) – Bill Young shared that the College currently utilizes Microsoft Identity Manager, which is sunsetting. Rapid Identity is a solution that

meets many of the needs the College has, including GLBA requirements and near instantaneous provisioning and deprovisioning services. This also addresses challenges in the enrollment processes and will help expedite the process for students as well. Trustee Jolly asked if funding would be a substitution of a previous line item, and Bill Young indicated that while it is slightly more expensive that it would replace a current renewal.

- D. Culinary Building Update (YouTube @1:11:23) – Trustee Winslow asked about a college expense of \$10,000 for Redler Building special assessments. Kent Williams explained that since it's a triple-net lease, the College is responsible for those. Trustee Winslow asked when the sale would close. Dr. Krull anticipates that the sale will close in early August.
- E. McConnell (YouTube @ 1:14:25) – Trustee Smith expressed that he did not believe the College needs to be in Wichita at McConnell or at the Service Center. Dr. Krull offered to bring updated information regarding revenues/expenses and enrollment for McConnell and the Service Center to a future work session. Trustee Good asked for pros and cons of staying at these locations, and Trustee Braungardt asked for the details of the lease. Trustee Good asked for information about student traffic at the Service Center. Dr. Heather Rinkenbaugh indicated that information is tracked and will be included in the report. Trustee Good requested the number of faculty as well. Trustee Smith asked for the breakdown of military members versus the military family members enrolled.
- F. Foundation Employee Wages (YouTube@1:21:25) – Trustee Smith expressed that he believes the Foundation should pay salaries from their funds, based on how he perceived the Board was treated during the purchase of the Redler Building. Dr. Krull shared that scholarship dollars raised by the Foundation are critical to the fulfillment of their mission of serving students Trustee Winslow asked how many people were in the Foundation 8-10 years ago and when they were moved under the President. She also requested information regarding three years' worth of reimbursements to the College from the Foundation. Trustee Jolly asked for the amount of money the Foundation has raised for capital projects over the years. Trustee Braungardt asked how Foundation salaries and split is determined. Trustee Good asked if information could be provided about how other institutions handle their relationships with their Foundations. Shelley Stultz explained how salaries are determined for employees of both the Foundation and College.
- G. Council Grove (YouTube @ 1:39:20) – Trustee Smith indicated that he feels if the College is going to go out of county, the location should be provided free of charge. Dr. Krull shared that information will be shared with the Board at a future meeting or work session regarding revenues/expenditures and enrollment. She also shared that Council Grove is a part of the College' KBOR Designated Service area. Trustee Good requested the lease amount over the last 15 years and Trustee Braungardt asked how they compare to other spaces in Council Grove. Dr. Heather Rinkenbaugh indicated that one reason space is leased in Council Grove is due to lack of space at their high school building. Dr. Heather Rinkenbaugh shared that fall enrollment for dual credit courses are completed in May before school is out. Trustee Winslow asked for fall enrollment for Rose Hill.
- H. Advertising (YouTube @ 1:55:14) - Trustee Smith asked how the additional \$420,000 in Advertising dollars were spent and what results the College had. He asked if the Hispanic community has been addressed. Trustee Sherrer indicated he is concerned with the idea that others appear to want to cut enrollment centers and programs. Dr. Krull shared that enrollment is not just marketing's responsibility and that a one-for-one enrollment will not always correlate with the dollars spent. Trustee Jolly suggested seeing the last two years expenses for comparison and what that told Marketing team and how they're adjusting their plan based on that information.

BOARD ACTION ITEMS

- A. Notice of Intent to Exceed Revenue Neutral Rate (YouTube @ 2:06:29) – Kent Williams shared that this would set the maximum tax levy to \$12,928,138, which is the same amount as the last three years and set the date of the public hearing. Trustee Sherrer moved to approve the notice as presented. Trustee Good seconded. Trustee Winslow asked about unencumbered cash, as well as the difference in the mill levy rates in terms of dollar amounts. Trustee Braungardt asked if the College would still be able to change the rate up until the hearing. Kent Williams shared that this sets the maximum, but it could be lowered if the Board chose to. On roll call vote, the motion passed 4-3, with Trustee Smith, Trustee Winslow and Trustee Braungardt voting nay.
- B. Health and Dental Insurance Renewal for 2023-2024 (YouTube @ 2:13:15) – The renewal information was discussed at prior work sessions. Trustee Sherrer moved to approve the Health Insurance Medical Plans through Blue Cross/Blue Shield of Kansas and Delta Dental Insurance Coverages for the new plan year as presented. Trustee Good seconded the motion. On roll call vote, the motion passed 7-0.
- C. Compensation Increases for Staff and Part Time Faculty (YouTube @ 2:14:52): Trustee Sherrer moved to approve the salary and health insurance increases for staff and part time faculty for the fiscal year ending June 30, 2024 as presented. Trustee Jolly seconded the motion. Trustee Smith asked if the College was covering the entire cost of the health insurance increase and Shelley Stultz indicated that employees will share a portion of the increase. Trustee Smith moved to amend the motion to state that the 5 VPs reporting directly to Dr. Krull (Bill Rinkenbaugh, Bill Young, Dr. Tom Nevill, Kent Williams and Tom Borrego) will receive a 3% salary increase. The staff and part-time faculty increase would remain at 6%. Trustee Winslow seconded. Dr. Krull defended the administrative team, stating that the Vice Presidents are consistently working above and beyond a 40-hour week and to not reward them for their experience and strategy is demoralizing and discouraging to talk about them like they are not of value to the College. She expressed that she would appreciate them being rewarded the same way as the rest of the faculty and staff for their dedication. Trustee Jolly indicated that the Board should value all employees equally. Trustee Smith doesn't feel like the College is headed in the right direction and these individuals can impact that trajectory. On roll call vote, the motion to amend failed 3-3, with Trustee Good, Trustee Jolly and Trustee Sherrer voting nay. Trustee Rhodes abstained. Trustees then had a lengthy discussion about raise amounts historically. Shelley Stultz provided information about the ability to provide competitive pay and being competitive in the job market in order to hire qualified staff. Kent Williams addressed the importance of getting this decided at the meeting. Trustee Winslow expressed that she believes that it's a mistake to move forward on raises for staff before finalizing negotiations for faculty. Trustee Smith moved to amend the motion to state that the 5 VPs reporting directly to Dr. Krull (Bill Rinkenbaugh, Bill Young, Dr. Tom Nevill, Kent Williams and Tom Borrego) will receive a 5% salary increase. Trustee Braungardt seconded. On roll call vote, the motion failed 3-3-1, with Trustee Good, Trustee Jolly, and Trustee Sherrer voting nay. Trustee Rhodes abstained. Trustees again had lengthy discussion regarding the principle of their arguments and compensation increases.

The Trustees took a short break at this time.

Trustee Jolly moved to take the compensation for the 5 VPs and move it aside at this time, in order to approve the 6%, raise and health care for the remaining non-represented staff. Trustee Good seconded the motion. On roll call vote, the motion failed 2-4-1, with Trustee Braungardt, Trustee Winslow, Trustee Sherrer and Trustee Smith voting nay. Trustee Rhodes abstained. Trustee Smith asked if any other Trustee would be willing to adjust to 5.5%. Trustee Good moved to amend the motion to state that the 5

VPs reporting directly to Dr. Krull (Bill Rinkenbaugh, Bill Young, Dr. Tom Nevill, Kent Williams and Tom Borrego) will receive a 5.5% salary increase. Trustee Smith seconded. On roll call vote, the motion passed 4-2-1, with Trustee Jolly and Trustee Sherrer voting nay. Trustee Rhodes abstained. Trustee Sherrer's original motion was amended to state that staff and part-time faculty will receive a salary increase of 6% and health insurance increases, and the five VPs reporting to Dr. Krull (Bill Rinkenbaugh, Bill Young, Dr. Tom Nevill, Kent Williams and Tom Borrego) will receive a 5.5% salary increase for the fiscal year ending June 30, 2024. The original motion was seconded by Trustee Jolly. On roll call vote, the amended motion passed 4-2-1, with Trustee Jolly and Trustee Sherrer voting nay. Trustee Rhodes abstained.

- D. MOU Butler Community College Education Association (YouTube @3:17:01) – Trustee Sherrer moved to approve the ratified MOU to increase the health insurance and dental premium contribution by the College for the BCCEA members. Trustee Smith seconded. On roll call vote, the motion passed 7-0.

CONSENT AGENDA

(YouTube @ 3:18:00)

Trustee Smith moved to approve the consent agenda as amended. Trustee Braungardt seconded. Trustee Smith indicated he'll be voting against the agenda because he doesn't support hiring Connell & Connell as legal counsel. On roll call vote, the motion passed 5-2, with Trustee Winslow and Trustee Smith voting nay.

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Dr. Esam Mohammad
There were no updates to the KPIs this month.

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

Thank You Notes
None this month.

Board Calendars
(YouTube @ 3:19:30)

Dr. Krull reminded Trustees to RSVP for the Farm to Fork Dinner by 12pm tomorrow.

EXECUTIVE SESSION

(YouTube @ 3:21:12)

Trustee Sherrer moved that 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 Byram and Tevin Manuel pursuant to the open meetings exception for matters protected by discussion of security measures and for the 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. Trustee Smith seconded the motion. On roll call vote, the motion passed 7-0.

ENTER EXEC SESSION @ 7:55pm
RETURN TO OPEN SESSION @ 9:25pm

Trustee Winslow left the meeting at 9:00pm, and Trustee Braungardt left at 9:10pm. Approximately eight minutes of the executive session was spent discussing cybersecurity. The remainder was spent on non-elected personnel.

ADJOURNMENT

(YouTube @ 4:58:05)

Trustee Good moved to adjourn the meeting. Trustee Sherrer seconded. The motion passed 5-0. Trustee Winslow and Trustee Braungardt were absent. The regular meeting of May 9, 2023 was adjourned at 9:28p.m.

Mary Martha Good – Secretary

BILLS AND WARRANTS

TOPIC for ACTION
July 2023 Bills and Warrants

REPORT

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

BIDS AND PURCHASES

TOPIC for ACTION
2023-2024 KACCT Dues

REPORT:

Annual KACCT dues for 2023-24 are as follows:

PTK	\$ 918.73
EMSI	\$ 7,500.00
Dues (\$8,000 + \$5.50 per FTE Student)	\$27,992.00
	<hr/>
Total Due to KACCT 23-24	\$36,410.73

RECOMMENDED ACTION:

Board approval of payment of \$36,410.73 to KACCT for the 2023-24 school year.

RECOMMENDED FUNDING:

General Fund

Submitted by: Dr. Kim Krull, President

Date: July 24, 2023



KANSAS ASSOCIATION OF
COMMUNITY COLLEGES

INVOICE

KACCT Doing Business As KACC

*Kansas Association of Community College Trustees Doing Business As
the Kansas Association of Community Colleges*

700 SW Jackson, Box 1000
Topeka KS 66603
Phone 785-221-2828

INVOICE #1- REGULAR DUES, PTK PAYMENT, AND EMSI PAYMENT
DUES FOR- JULY 1, 2023 TO JUNE 30TH, 2024
DATE: JUNE 21ST, 2023
Due: JULY 21st, 2023

TO:
Butler CC

DESCRIPTION				
	PTK	EMSI	Total Dues- \$8000 plus \$5.50 per FTE student	TOTAL DUE to KACCT from College
Butler	\$918.73	\$7,500.00	\$27,992.00	\$36,410.73

Make all checks payable to: KACCT

If you have any questions concerning this invoice, contact Heather Morgan, hmorgan@kacct.org or 785-221-2828.

Thank you for your support!

TOPIC for Action
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 our 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 that 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.

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.

Evaluated Solutions

- Octa - \$122,560.39/annual
- Fischer – \$72,000.00/annual
- Rapid Identity - \$27,474.55/annual/5-year contract

Product Comparison

Feature	Current Solution	Rapid Identity
Configuration of Software	All custom code in C#	Seamless admin interface/codeless
Account Creation Timeline	1-2 hours for accounts to be created.	Creates accounts and updates instantaneously
IAM	One of the first IAM's to the market and is sunsetting	Was built for Education with Education pricing
Scripts	Custom scripting built by current employee, requires significant daily maintenance of scripts	Scripting is prebuilt into the software
Account Claiming	Not a feature	New users can claim accounts as part of the onboarding process
Instant Account Reactivation	Not a feature	Can grant predefined employees the ability to instantly enable deactivated accounts.
Account deprovisioning	2.5 years	45 days (Per CISO recommendation in order to comply with GLBA standards)

Product Life Cycle	Sunsetting	Continuous development with no eol's
Custom Scripting	Software updates require significant downtime to manually review and update any custom scripting. This results in a delay of account creation.	No custom scripting necessary.

Considering the benefits of Rapid Identity and the current challenges, Information Services recommends the approval of the Identity Access Management solution (Rapid Identity) as the product aligns with the needs of the institution, further enables GLBA compliance, and offers substantial improvements over the existing system.

RECOMMENDED ACTION:

Information Services recommends the board approve the purchase of Rapid Identity for \$137,372.75 over 5 years with an annual cost of \$27,454.55.

RECOMMENDED FUNDING SOURCE:

Information Services Budget

Submitted by: Bill Young, Vice President of Digital Transformation / CIO
 Supervisor: Dr. Kim Krull
 Date: 8th August 2023



Prepared For	Shipping To	Prepared By	Details
Butler Community College 901 S Haverhill Rd El Dorado, KS 67042 Bill Young wyoung@butlercc.edu (316) 323-6363	Butler Community College Bill Young 901 S Haverhill Rd El Dorado, KS 67042 wyoung@butlercc.edu (316) 323-6363	Technology Group Solutions Nora Pagels 913-451-9900 npagels@tgs-mtc.com	Butler CC Rapid Identity - MIM Replacement 5 Year Quote #: 033366 Version: 1 Delivered: 06/26/2023 Expires: 08/31/2023

Note: Products will be billed annually.

Products

Item	Description	Price	Qty	Ext. Price
Year 1				
RID-C-LIFEEU	RapidIdentity Lifecycle Education Qualified User - Annual Subscription	\$25.89	634	\$16,414.26
SUP-S-ADVNC	RI Cloud Advanced Support 2022	\$6,666.67	1	\$6,666.67
RID-C-WORKHE	2023 Workflow Higher Education Qualified User - Annual Subscription	\$6.93	634	\$4,393.62
Year 1 Subtotal				\$27,474.55
Year 2				
RID-C-LIFEEU	RapidIdentity Lifecycle Education Qualified User - Annual Subscription	\$25.89	634	\$16,414.26
SUP-S-ADVNC	RI Cloud Advanced Support 2022	\$6,666.67	1	\$6,666.67
RID-C-WORKHE	2023 Workflow Higher Education Qualified User - Annual Subscription	\$6.93	634	\$4,393.62
Year 2 Subtotal				\$27,474.55
Year 3				
RID-C-LIFEEU	RapidIdentity Lifecycle Education Qualified User - Annual Subscription	\$25.89	634	\$16,414.26
SUP-S-ADVNC	RI Cloud Advanced Support 2022	\$6,666.67	1	\$6,666.67
RID-C-WORKHE	2023 Workflow Higher Education Qualified User - Annual Subscription	\$6.93	634	\$4,393.62
Year 3 Subtotal				\$27,474.55
Year 4				

Products

Item	Description	Price	Qty	Ext. Price
RID-C-LIFEEU	RapidIdentity Lifecycle Education Qualified User - Annual Subscription	\$25.89	634	\$16,414.26
SUP-S-ADVNC	RI Cloud Advanced Support 2022	\$6,666.67	1	\$6,666.67
RID-C-WORKHE	2023 Workflow Higher Education Qualified User - Annual Subscription	\$6.93	634	\$4,393.62
Year 4 Subtotal				\$27,474.55
Year 5				
RID-C-LIFEEU	RapidIdentity Lifecycle Education Qualified User - Annual Subscription	\$25.89	634	\$16,414.26
SUP-S-ADVNC	RI Cloud Advanced Support 2022	\$6,666.67	1	\$6,666.67
RID-C-WORKHE	2023 Workflow Higher Education Qualified User - Annual Subscription	\$6.93	634	\$4,393.62
Year 5 Subtotal				\$27,474.55
*ANNUAL RENEWAL Subscription Term shall renew for an additional 1-year term unless either party gives the other written notice of non-renewal at least 90 days prior to the end of the relevant Subscription Term.				
Subtotal:				\$137,372.75

Quote Summary

Description	Amount
Products	\$137,372.75
Total:	\$137,372.75

Taxes, shipping, handling and other fees may apply. Any quote that is purchased via VISA or MasterCard will include a processing fee of 2.5% We reserve the right to cancel orders arising from pricing or other errors.

Signature

Date



Prepared For	Shipping To	Prepared By	Details
Butler Community College 901 S Haverhill Rd El Dorado, KS 67042 Bill Young wyoung@butlercc.edu (316) 323-6363	Butler Community College Bill Young 901 S Haverhill Rd El Dorado, KS 67042 wyoung@butlercc.edu (316) 323-6363	Technology Group Solutions Nora Pagels 913-451-9900 npagels@tgs-mtc.com	Butler CC Rapid Identity - MIM Replacement Quote #: 033271 Version: 1 Delivered: 06/26/2023 Expires: 08/31/2023

Note: Products will be billed annually.

Products

Item	Description	Price	Qty	Ext. Price
Year 1				
RID-C-LIFEEU	RapidIdentity Lifecycle Education Qualified User - Annual Subscription	\$27.41	634	\$17,377.94
SUP-S-ADVNC	RI Cloud Advanced Support 2022	\$7,058.82	1	\$7,058.82
RID-C-WORKHE	2023 Workflow Higher Education Qualified User - Annual Subscription	\$7.34	634	\$4,653.56
Year 1 Subtotal				\$29,090.32
Year 2				
RID-C-LIFEEU	RapidIdentity Lifecycle Education Qualified User - Annual Subscription	\$27.41	634	\$17,377.94
SUP-S-ADVNC	RI Cloud Advanced Support 2022	\$7,058.82	1	\$7,058.82
RID-C-WORKHE	2023 Workflow Higher Education Qualified User - Annual Subscription	\$7.34	634	\$4,653.56
Year 2 Subtotal				\$29,090.32
Year 3				
RID-C-LIFEEU	RapidIdentity Lifecycle Education Qualified User - Annual Subscription	\$27.41	634	\$17,377.94
SUP-S-ADVNC	RI Cloud Advanced Support 2022	\$7,058.82	1	\$7,058.82
RID-C-WORKHE	2023 Workflow Higher Education Qualified User - Annual Subscription	\$7.34	634	\$4,653.56
Year 3 Subtotal				\$29,090.32



Products

Item	Description	Price	Qty	Ext. Price
*ANNUAL RENEWAL Subscription Term shall renew for an additional 1-year term unless either party gives the other written notice of non-renewal at least 90 days prior to the end of the relevant Subscription Term.				
Subtotal:				\$87,270.96

Quote Summary

Description	Amount
Products	\$87,270.96
Total:	\$87,270.96

Taxes, shipping, handling and other fees may apply. Any quote that is purchased via VISA or MasterCard will include a processing fee of 2.5% We reserve the right to cancel orders arising from pricing or other errors.

Signature

Date

RATIFICATION OF AGREEMENTS & CONTRACTS

TOPIC for ACTION

Concurrent Enrollment Partnerships

REPORT:

In accordance with KBOR procedures for concurrent enrollment, Butler Community College has reviewed and revised the Concurrent Enrollment Partnership (CEP) agreement appendices and Memorandum of Agreements (MOUs) identifying designated CEP program administrators, liaisons, and CEP instructors for the 2023-2024 academic year.

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

The school districts included are:

USD 385	Andover/Andover Central
USD 402	Augusta
USD 205	Bluestem
USD 397	Centre
USD 284	Chase County
USD 375	Circle
USD 417	Council Grove
USD 396	Douglass
USD 490	El Dorado
USD 253	Emporia
USD 389	Eureka
USD 266	Maize/Maize South
USD 408	Marion
USD 398	Peabody-Burns
USD 206	Remington
USD 394	Rose Hill
USD 481	Rural Vista (White City)

RECOMMENDED ACTION:

Board of Trustees approval of revised CEP agreement appendices for the 2023-2024 academic year.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Loni M.M. Jensen

Supervisor: Dr. Heather Rinkenbaugh

Date: 24 July 2023



2023-2024

ADDENDUM TO MEMORANDUM OF AGREEMENT

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

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

English Composition I
English Composition II

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

General Psychology
College Algebra
Public Speaking
American Federal Government
Applied Statistics

Designated CEP program administrators and liaisons:

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

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

Acknowledgement:

Andover High School

Butler Community College

Hollie Ricke,
Counselor

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

Date

Date

Brent Riedy, Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date

POSITION DESCRIPTION
ADJUNCT COMMUNITY COORDINATOR

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

I. **Narrative General Description:**

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

II. **Functional Responsibilities:**

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

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

III. **Consulting Tasks:**

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

IV. **Supervise the following staff:**

None

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

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

VI. **Required experience:**

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

VII. **Required education background:**

- A. Bachelor’s degree preferred.

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

Exempt

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

Tessa Conyers, Registrar Date
 Andover High School



2023-2024

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

CEP Instructor Agreement
 Fall 2023 and Spring 2024

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

WITNESSETH THAT:

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

1. The college agrees to provide the course outline and instructor desk copies or access codes for EG101 English Composition 1 and EG102 English Composition 2, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simple Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

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

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

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

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

Andover High School

Butler Community College

Jeff Roper, CEP Instructor

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

Date

Date

Brent Riedy, Principal

Dr. Tom Nevill
Vice President of Academics

Date

Date



2023-2024

ADDENDUM TO MEMORANDUM OF AGREEMENT

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

**CEP classes to be offered at
Andover Central High School:**

English Composition I
English Composition II
College Algebra
Applied Statistics
American Federal Government
Public Speaking

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

Designated CEP program administrators and liaisons:

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

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

Acknowledgement:

Andover Central High School

Butler Community College

Tracy Anderson,
Counselor

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

Date

Date

Amanda Grier, Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date



2023-2024

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

CEP Instructor Agreement
 Fall 2023 and Spring 2024

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

WITNESSETH THAT:

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

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

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

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

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

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

Andover Central High School

Butler Community College

Kara Belew, CEP Instructor

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

Date

Date

Amanda Grier, Principal

Dr. Tom Nevill
Vice President of Academics

Date

Date



2023-2024

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

CEP Instructor Agreement
Fall 2023 and Spring 2024

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

WITNESSETH THAT:

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

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

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

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

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

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

Andover Central High School

Butler Community College

Julie Kobbe, CEP Instructor

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

Date

Date

Amanda Grier, Principal

Dr. Tom Nevill
Vice President of Academics

Date

Date



2023-2024

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

CEP Instructor Agreement
Fall 2023 and Spring 2024

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

WITNESSETH THAT:

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

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

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

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

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

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

Andover Central High School

Butler Community College

Brett Randolph, CEP Instructor

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

Date

Date

Amanda Grier, Principal

Dr. Tom Nevill
Vice President of Academics

Date

Date



2023-2024

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

CEP Instructor Agreement
Fall 2023 and Spring 2024

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

WITNESSETH THAT:

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

1. The college agrees to provide the course outline and instructor desk copies or access codes for EG101 English Composition I and EG102 English Composition II, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simply Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

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

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

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

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

Andover Central High School

Butler Community College

Adrienne Stenholm, CEP Instructor

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

Date

Date

Amanda Grier, Principal

Dr. Tom Nevill
Vice President of Academics

Date

Date



2023-2024

ADDENDUM TO MEMORANDUM OF AGREEMENT

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

CEP classes to be offered at
Augusta High School:

- College Algebra
Applied Statistics
Beginning Spanish II
U.S. History 1
U.S. History 2
English Composition I
English Composition II

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

- General Psychology
Sociology
Nurse Aide
Public Speaking

Designated CEP program administrators and liaisons:

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

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

Acknowledgement:

Augusta High School

Butler Community College

Harmony Davis, Counselor

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

Date

Date

Rick Rivera, Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date

POSITION DESCRIPTION
ADJUNCT COMMUNITY COORDINATOR

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

I. **Narrative General Description:**

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

II. **Functional Responsibilities:**

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

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

III. **Consulting Tasks:**

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

IV. **Supervise the following staff:**

None

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

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

VI. **Required experience:**

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

VII. **Required education background:**

- A. Bachelor's degree preferred.

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

Exempt

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

Harmon Davis, Counselor Date
Augusta High School



2023-2024

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

CEP Instructor Agreement
Fall 2023 and Spring 2024

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

WITNESSETH THAT:

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

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

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

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

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

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

Augusta High School

Butler Community College

Summer Huber, CEP Instructor

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

Date

Date

Rick Rivera, Principal

Dr. Tom Nevill
Vice President of Academics

Date

Date



2023-2024

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

CEP Instructor Agreement
 Fall 2023 and Spring 2024

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

WITNESSETH THAT:

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

1. The college agrees to provide the course outline and instructor desk copies or access codes for HS131 U.S. History 1 and HS132 U.S. History 2, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simply Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

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

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

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

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

Augusta High School

Butler Community College

Joan Reichardt, CEP Instructor

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

Date

Date

Rick Rivera, Principal

Dr. Tom Nevill
Vice President of Academics

Date

Date



2023-2024

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

CEP Instructor Agreement
Fall 2023 and Spring 2024

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

WITNESSETH THAT:

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

1. The college agrees to provide the course outline and instructor desk copies or access codes for EG101 English Composition I and EG102 English Composition II, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simply Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

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

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

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

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

Augusta High School

Butler Community College

Becky Timberlake, CEP Instructor

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

Date

Date

Rick Rivera, Principal

Dr. Tom Nevill
Vice President of Academics

Date

Date



2023-2024

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

CEP Instructor Agreement
Fall 2023 and Spring 2024

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

WITNESSETH THAT:

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

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

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

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

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

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

Augusta High School

Butler Community College

Mandy Walker, CEP Instructor

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

Date

Date

Rick Rivera, Principal

Dr. Tom Nevill
Vice President of Academics

Date

Date



2023-2024

ADDENDUM TO MEMORANDUM OF AGREEMENT

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

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

English Composition I
English Composition II
General Biology

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

Public Speaking
General Psychology
College Algebra

Designated CEP program administrators and liaisons:

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

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

Acknowledgement:

Bluestem High School

Butler Community College

Shelby Herbel, Counselor

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

Date

Date

Orville Brown, Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date



2023-2024

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

CEP Instructor Agreement
 Fall 2023 and Spring 2024

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

WITNESSETH THAT:

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

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

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

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

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

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

Bluestem High School

Butler Community College

Chris Day, CEP Instructor

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

Date

Date

Orville Brown, Principal

Dr. Tom Nevill
Vice President of Academics

Date

Date



2023-2024

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

CEP Instructor Agreement
Fall 2023 and Spring 2024

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

WITNESSETH THAT:

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

1. The college agrees to provide the course outline and instructor desk copies or access codes for EG101 English Composition I and EG102 English Composition II, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simply Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

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

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

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

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

Bluestem High School

Butler Community College

Melissa Winter, CEP Instructor

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

Date

Date

Orville Brown, Principal

Dr. Tom Nevill
Vice President of Academics

Date

Date



2023-2024

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

CEP classes to be offered at
Centre High School:

Non-CEP classes to be offered at
Centre High School
English Composition 1 & 2, EG101 & EG102, BL,
K Studer
College Algebra, MA135,
G Stuchlik or L Sawyer BL/ZOOM
Applied Statistics, MA210 IDL,
G Stuchlik
Calculus w/ Analytic Geo, MA151, Zoom,
G Stuchlik
General Psychology, BS160,
G Francis
US History 1, HS131, G Looney
Public Speaking, SP100, C Stout

Designated CEP program administrators and liaisons:

CENTRE HIGH SCHOOL
Maranda McMichael, Counselor

Work Phone: 785-983-4321
E-mail: mmmichael@usd397.com
Work Address:
2364 310th St.
Lost Springs, KS 66859

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

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

ACKNOWLEDGEMENT:

Centre High School

Butler Community College

Maranda McMichael, Counselor

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

Date

Date

Trevor Siebert, Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date



2023-2024

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment between
Chase County Jr/Sr High School
and
Butler Community College
Originally dated April, 2006
(Revised August 2020)

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

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

Designated CEP program administrators and liaisons:

Chase County Jr/Sr HIGH SCHOOL
Stacia Barrett, Registrar
Work Phone: 620-273-6354
E-mail: barretts@usd284.org
Work Address:
600 Main St, PO Box 400
Cottonwood Falls, KS 66845

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

ACKNOWLEDGEMENT:

Chase County High School

Butler Community College

Stacia Barrett, Registrar

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

Date

Date

Alberto Carrillo, Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date



2023-2024

ADDENDUM TO MEMORANDUM OF AGREEMENT

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

CEP classes to be offered at
Circle High School:

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

- English Composition I
English Composition II
College Algebra
General Psychology
Sociology
Public Speaking
Introduction to Teaching
Certified Nurse Aide

Designated CEP program administrators and liaisons:

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

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

Acknowledgement:

Circle High School

Butler Community College

Breahna Crawford,
Counselor

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

Date

Date

Matthew Carroll, Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date

POSITION DESCRIPTION
ADJUNCT COMMUNITY COORDINATOR

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

I. **Narrative General Description:**

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

II. **Functional Responsibilities:**

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

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

III. **Consulting Tasks:**

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

IV. **Supervise the following staff:**

None

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

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

VI. **Required experience:**

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

VII. **Required education background:**

- A. Bachelor’s degree preferred.

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

Exempt

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

Breahna Crawford, College and Career Advocate Date
 Circle High School



2023-2024

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Council Grove High School
and

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

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

SP100, Public Speaking
Samantha Davis, Instructor
EG101, English Composition 1, 1st & 2nd Tri
Tina McIver, Instructor
EG102, English Composition 2
Tina McIver, Instructor

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

MA135, College Algebra, 1st & 3rd Tri
Lance Sawyer, Instructor
BS160, Psychology, 1st & 2nd Tri
Gretchen Francis, Instructor
AH122, Certified Nurse Aide
C Hewitt, Instructor

Designated CEP program administrators and liaisons:

COUNCIL GROVE HIGH SCHOOL
Jill Day, Counselor
Work Phone: 620-767-5149

E-mail: jday@cgrove417.org
Address:
129 Hockaday.
Council Grove, KS 66846

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

Acknowledgement:

Council Grove High School

Butler Community College

Jill Day, Counselor

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

Date

Date

Jay Doornbos, Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date



2023-2024

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Council Grove High School USD #417
and
Butler Community College
Originally dated April 2006
(Revised August 2016, August 2020)

CEP Instructor Agreement
(Fall 2023 & Spring 2024)

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

WITNESSETH THAT:

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

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

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

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

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

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

(Council Grove High School)

Butler Community College

Samantha Davis, CEP Instructor

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

Date

Date

Jay Doornbos, Principal

Dr. Tom Nevill
Vice President of Academics

Date

Date



2023-2024

ADDENDUM TO MEMORANDUM OF AGREEMENT
 Concurrent Enrollment Partnership (CEP) between
 Council Grove High School USD #417
 and
 Butler Community College
Originally dated April 2006
(Revised August 2016, August 2020)

CEP Instructor Agreement
 (Fall 2023 & Spring 2024)

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

WITNESSETH THAT:

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

1. The college agrees to provide the course outline and instructor desk copies or access codes for English Composition 1 & 2, EG101 & EG102, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simple Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

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

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

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

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

(Council Grove High School)

Butler Community College

Tina McIver, CEP Instructor

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

Date

Date

Jay Doornbos, Principal

Dr. Tom Nevill
Vice President of Academics

Date

Date



MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP)
(Revised August 2022)

In order to provide additional academic challenges to secondary pupils, qualified high school students may enroll and participate in Butler Community College courses. These classes, known as Concurrent Enrollment Partnership (CEP) classes, will be made available at the high school facility, during the high school day, and will be taught by a college approved high school teacher. Additional courses will be made available at the high school facility, during the high school day, and will be taught by a Butler faculty member when a credentialed high school teacher is not available. To ensure academic quality and integrity in the awarding of college credit, this Memorandum of Agreement establishes the procedures for offering college-level learning through Butler Community College CEP courses.

General Provisions:

- The college and the unified school district will have a cooperative agreement to allow such enrollment.
- Academic credit will be granted by the college for course work successfully completed by students and may qualify as high school credit.
- Butler CEP course work will qualify as credit applicable toward the following Butler Community College degrees and certificates: Associate in Arts, Associate in Science, Associate in Applied Science, Associate in General Studies, and Career and Technical Education Certificate.
- Remedial/developmental courses will not be offered through the Butler CEP program.
- Course schedules will be determined through a collaborative effort between the high school and Butler Community College and will consider high school activities when scheduling. Courses will meet on time as scheduled for a minimum of 750 minutes per credit hour as determined by the state. Courses taught by a Butler faculty member will follow the published Butler Learning Calendar.
- In accordance with K.S.A. 72-3220 through 72-3224 (Challenge Act), Butler Community College will provide a completed transcript to the unified school district as documentation for the awarding of dual credit.
- Course offerings will be determined utilizing the course listing of approved concurrent enrollment classes (Appendix A). Additional classes will be considered for implementation in response to requests from unified school districts.
- Butler CEP classes may include students enrolled for secondary and/or postsecondary credit. A class may include students enrolled for secondary credit, only provided those students meet the college placement/prerequisite requirements and do not comprise a majority of the class. Students enrolled for secondary credit only will sign a "Waiver of College Credit" (Appendix B).
- The school district or high school will annually designate one representative as the site coordinator who will serve as the liaison between the high school and Butler Community College (Appendix C).
- The college will pay the instructional fee as outlined by college policy to the school district for CEP classes. Classes must have a minimum of 10 students enrolled. Classes with fewer than 10 students enrolled must be approved by the appropriate Dean and payment will be prorated. Maximum seat capacity will follow Butler policy as determined by each division. Payment will be made at the end of the course. In addition, the instructor must have filed the required college

syllabus, attended required training, division faculty meetings, and signed the CEP Instructor Memorandum of Agreement (Appendix D).

- Both parties will advise students of their responsibilities in the learning experience provided by CEP classes and how courses may be transferred in the Regents system.
- The high school and the college will keep each other apprised of changes in the CEP student's status.

Curriculum/Content:

- Courses offered at CEP high schools have been approved through the Butler curriculum approval process, approved by the Kansas Board of Regents, and apply toward a Butler degree/certificate program.
- The course must be taught with the requirements and rigor expected in a college level course. The learning objectives/outcomes identified on the Butler course outline must be followed, and the approved college textbook for the course must be utilized.
- The appropriate academic division dean and/or designated faculty member in the discipline will review the class syllabus and may request copies of teaching materials, including handouts, examinations, and written assignments from the high school instructor to assure CEP courses meet or exceed grading standards, course management, instructional delivery, and content of regular on-campus sections. Butler academic division deans or departmental lead faculty may be consulted on academic matters.

Butler CEP Faculty:

- High school instructors participating in the program must first be recommended by their districts. Potential instructors will be provided orientation and training in course curriculum, assessment criteria, course philosophy, and CEP administrative requirements.
- Butler administration and/or academic division deans will interview and approve the instructor for concurrent college courses based on Butler's required criteria, and in compliance with the Higher Learning Commission*.

**Faculty teaching transfer courses must hold an approved graduate degree from an institution which has been accredited by an agency approved by the Council for Higher Education Accreditation. Faculty must have thirty (30) hours of relevant substantial study, including at least eighteen (18) semester hours in the teaching academic discipline. Faculty teaching courses in career and technical education programs must hold a graduate degree and/or possess equivalent occupational technical experience appropriate to the courses they are teaching.*

- Instructor evaluations will be administered according to Butler Community College policy and will include, but is not limited to, administrative, student, and self-evaluations. College personnel will notify the high school principal which semester the administrative evaluation will be conducted and provide, at the principal's request, copies of the college evaluation policy and the instrument which will be used. The college reserves the right to dismiss the instructor if evaluation of the instructors is not satisfactory to college standards.
- Instructors will develop a class syllabus in Canvas using SALSA based on the department's learning objectives and utilizing the college syllabus template. A copy of the syllabus will be electronically submitted to the college and the instructor will distribute a copy to each student on the first day of class.
- Instructors will adhere to standard Butler reporting guidelines (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar.
- Instructors will follow FERPA guidelines regarding the release of any student information.
- Instructors will be required to attend orientations and departmental meetings, communicate as needed with Butler departmental lead faculty and are encouraged to participate in professional

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

Student Eligibility & Responsibilities:

- High school sophomores, juniors, and seniors (10th, 11th, & 12th grades) may apply for enrollment in a CEP class with the written approval of the high school principal (Appendix E).
- Students who are enrolled in grades less than tenth (10th) and are classified by a school district as “gifted” according to Kansas Statutes Annotated may apply for CEP enrollment. A copy of each “gifted” student IEP must be submitted to Butler Community College with the signed approval of the high school principal prior to CEP class participation.
- Student will meet all Butler enrollment eligibility requirements, pre-requisite and placement standards prior to enrollment (Appendix A).
- Students enrolled in CEP classes are responsible for tuition, fees, textbook/access code, and supply costs.
- Students will pay or establish payment plans (available for a fee) by the payment due date.
- Students will be responsible for following college policies and procedures as outlined in the college catalog (available online at www.butlercc.edu/catalog) and the class syllabus.

Accountability/Assessment Standards

- All required Butler course assessment activities must be administered and results sent to the appropriate office according to established timelines.
- The college will report the following as part of the Kansas Postsecondary Database: directory information for each high school student enrolled, credit hours generated by each high school student, credentials of faculty teaching CEP courses, CEP credit hours generated by each high school student.
- This agreement will be reviewed annually to assure quality course delivery and compliance with applicable Kansas Board of Regents concurrent enrollment policy.
- Either party may terminate this agreement upon 90 days written notice. If a course(s) is in progress, the effective date of termination shall be upon completion of the course(s).

SCHOOL NAME USD #417
Council Grove, Kansas

BUTLER COMMUNITY COLLEGE
El Dorado, Kansas

By _____
USD #417 Nancy Meyer – Interim Superintendent

By _____
Dr. Kimberly Krull - College President

Date _____

Date _____



2023-2024

ADDENDUM TO MEMORANDUM OF AGREEMENT

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

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

Intermediate Algebra
College Algebra
Applied Statistics

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

Designated CEP program administrators and liaisons:

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

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

Acknowledgement:

Douglass High School

Butler Community College

Dana Houser,
Counselor

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

Date

Date

Scott Dunham, Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date



2023-2024

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

CEP Instructor Agreement
Fall 2023 and Spring 2024

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

WITNESSETH THAT:

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

1. The college agrees to provide the course outline and instructor desk copies or access codes for MA125 Intermediate Algebra, MA135 College Algebra, and MA210 Applied Statistics, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simply Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

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

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

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

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

Douglass High School

Butler Community College

Rodney Wasson, CEP Instructor

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

Date

Date

Scott Dunham, Principal

Dr. Tom Nevill
Vice President of Academics

Date

Date



2023-2024

ADDENDUM TO MEMORANDUM OF AGREEMENT

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

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

English Composition I
English Composition II
College Algebra
Applied Statistics

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

General Psychology
Public Speaking
Certified Nurse Aide
U.S. History 1
U.S. History 2

Designated CEP program administrators and liaisons:

El Dorado High School
Megan Strum
Counselor
Work Phone: 316.322.4810
E-mail: mrstrum@usd490.org
Address:
401 McCollum Rd
El Dorado, KS 67042

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

Acknowledgement:

El Dorado High School

Butler Community College

Megan Strum, Counselor

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

Date

Date

Erin Nichols, Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date



2023-2024

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

CEP Instructor Agreement
Fall 2023 and Spring 2024

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

WITNESSETH THAT:

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

1. The college agrees to provide the course outline and instructor desk copies or access codes for EG 101 English Composition I and EG102 English Composition II, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simply Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

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

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

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

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

El Dorado High School

Butler Community College

Roger Briggs, CEP Instructor

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

Date

Date

Erin Nichols, Principal

Dr. Tom Nevill,
Vice President of Academics

Date

Date



2023-2024

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

CEP Instructor Agreement
 Fall 2023 and Spring 2024

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

WITNESSETH THAT:

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

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

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

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

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

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

El Dorado High School

Butler Community College

David Herrs, CEP Instructor

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

Date

Date

Erin Nichols, Principal

Dr. Tom Nevill,
Vice President of Academics

Date

Date



MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP)
(Revised August 2023)

In order to provide additional academic challenges to secondary pupils, qualified high school students may enroll and participate in Butler Community College courses. These classes, known as Concurrent Enrollment Partnership (CEP) classes, will be made available at the high school facility, during the high school day, and will be taught by a college approved high school teacher. Additional courses will be made available at the high school facility, during the high school day, and will be taught by a Butler faculty member when a credentialed high school teacher is not available. To ensure academic quality and integrity in the awarding of college credit, this Memorandum of Agreement establishes the procedures for offering college-level learning through Butler Community College CEP courses.

General Provisions:

- The college and the unified school district will have a cooperative agreement to allow such enrollment.
- Academic credit will be granted by the college for course work successfully completed by students and may qualify as high school credit.
- Butler CEP course work will qualify as credit applicable toward the following Butler Community College degrees and certificates: Associate in Arts, Associate in Science, Associate in Applied Science, Associate in General Studies, and Career and Technical Education Certificate.
- Remedial/developmental courses will not be offered through the Butler CEP program.
- Course schedules will be determined through a collaborative effort between the high school and Butler Community College and will consider high school activities when scheduling. Courses will meet on time as scheduled for a minimum of 750 minutes per credit hour as determined by the state. Courses taught by a Butler faculty member will follow the published Butler Learning Calendar.
- In accordance with K.S.A. 72-3220 through 72-3224 (Challenge Act), Butler Community College will provide a completed transcript to the unified school district as documentation for the awarding of dual credit.
- Course offerings will be determined utilizing the course listing of approved concurrent enrollment classes (Appendix A). Additional classes will be considered for implementation in response to requests from unified school districts.
- Butler CEP classes may include students enrolled for secondary and/or postsecondary credit. A class may include students enrolled for secondary credit, only provided those students meet the college placement/prerequisite requirements and do not comprise a majority of the class. Students enrolled for secondary credit only will sign a "Waiver of College Credit" (Appendix B).
- The school district or high school will annually designate one representative as the site coordinator who will serve as the liaison between the high school and Butler Community College (Appendix C).
- The college will pay the instructional fee as outlined by college policy to the school district for CEP classes. Classes must have a minimum of 10 students enrolled. Classes with fewer than 10 students enrolled must be approved by the appropriate Dean and payment will be prorated. Maximum seat capacity will follow Butler policy as determined by each division. Payment will be made at the end of the course. In addition, the instructor must have filed the required college

syllabus, attended required training, division faculty meetings, and signed the CEP Instructor Memorandum of Agreement (Appendix D).

- Both parties will advise students of their responsibilities in the learning experience provided by CEP classes and how courses may be transferred in the Regents system.
- The high school and the college will keep each other apprised of changes in the CEP student's status.

Curriculum/Content:

- Courses offered at CEP high schools have been approved through the Butler curriculum approval process, approved by the Kansas Board of Regents, and apply toward a Butler degree/certificate program.
- The course must be taught with the requirements and rigor expected in a college level course. The learning objectives/outcomes identified on the Butler course outline must be followed, and the approved college textbook for the course must be utilized.
- The appropriate academic division dean and/or designated faculty member in the discipline will review the class syllabus and may request copies of teaching materials, including handouts, examinations, and written assignments from the high school instructor to assure CEP courses meet or exceed grading standards, course management, instructional delivery, and content of regular on-campus sections. Butler academic division deans or departmental lead faculty may be consulted on academic matters.

Butler CEP Faculty:

- High school instructors participating in the program must first be recommended by their districts. Potential instructors will be provided orientation and training in course curriculum, assessment criteria, course philosophy, and CEP administrative requirements.
- Butler administration and/or academic division deans will interview and approve the instructor for concurrent college courses based on Butler's required criteria, and in compliance with the Higher Learning Commission*.

**Faculty teaching transfer courses must hold an approved graduate degree from an institution which has been accredited by an agency approved by the Council for Higher Education Accreditation. Faculty must have thirty (30) hours of relevant substantial study, including at least eighteen (18) semester hours in the teaching academic discipline. Faculty teaching courses in career and technical education programs must hold a graduate degree and/or possess equivalent occupational technical experience appropriate to the courses they are teaching.*

- Instructor evaluations will be administered according to Butler Community College policy and will include, but is not limited to, administrative, student, and self-evaluations. College personnel will notify the high school principal which semester the administrative evaluation will be conducted and provide, at the principal's request, copies of the college evaluation policy and the instrument which will be used. The college reserves the right to dismiss the instructor if evaluation of the instructors is not satisfactory to college standards.
- Instructors will develop a class syllabus in Canvas based on the department's learning objectives and utilizing the college syllabus template. A copy of the syllabus will be electronically submitted to the college and the instructor will distribute a copy to each student on the first day of class.
- Instructors will adhere to standard Butler reporting guidelines (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar.
- Instructors will follow FERPA guidelines regarding the release of any student information.
- Instructors will be required to attend orientations and departmental meetings, communicate as needed with Butler departmental lead faculty and are encouraged to participate in professional development opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

Student Eligibility & Responsibilities:

- High school sophomores, juniors, and seniors (10th, 11th, & 12th grades) may apply for enrollment in a CEP class with the written approval of the high school principal (Appendix E).
- Students who are enrolled in grades less than tenth (10th) and are classified by a school district as “gifted” according to Kansas Statutes Annotated may apply for CEP enrollment. A copy of each “gifted” student IEP must be submitted to Butler Community College with the signed approval of the high school principal prior to CEP class participation.
- Student will meet all Butler enrollment eligibility requirements, pre-requisite and placement standards prior to enrollment (Appendix A).
- Students enrolled in CEP classes are responsible for tuition, fees, textbook/access code, and supply costs.
- Students will pay or establish payment plans (available for a fee) by the payment due date.
- Students will be responsible for following college policies and procedures as outlined in the college catalog (available online at www.butlercc.edu/catalog) and the class syllabus.

Accountability/Assessment Standards

- All required Butler course assessment activities must be administered and results sent to the appropriate office according to established timelines.
- The college will report the following as part of the Kansas Postsecondary Database: directory information for each high school student enrolled, credit hours generated by each high school student, credentials of faculty teaching CEP courses, CEP credit hours generated by each high school student.
- This agreement will be reviewed annually to assure quality course delivery and compliance with applicable Kansas Board of Regents concurrent enrollment policy.
- Either party may terminate this agreement upon 90 days written notice. If a course(s) is in progress, the effective date of termination shall be upon completion of the course(s).

El Dorado Public Schools USD #490
El Dorado, Kansas

BUTLER COMMUNITY COLLEGE
El Dorado, Kansas

By _____
USD #490 - Superintendent

By _____
College President

Date _____

Date _____



MEMORANDUM OF AGREEMENT
(est. August 2022)

In order to provide additional academic challenges to secondary pupils, qualified high school students may enroll and participate in Butler Community College courses. To ensure academic quality and integrity in the awarding of college credit, this Memorandum of Agreement establishes the procedures for earning college credit through Butler Community College.

General Provisions:

- The college and the unified school district will have a cooperative agreement to allow such enrollment.
- Academic credit will be granted by the college for course work successfully completed by students and may qualify as high school credit.
- Butler course work will qualify as credit applicable toward the following Butler Community College degrees and certificates: Associate in Arts, Associate in Science, Associate in Applied Science, Associate in General Studies, and Career and Technical Education Certificate.
- In accordance with K.S.A. 72-3220 through 72-3224 (Challenge Act), Butler Community College will provide a completed transcript to the unified school district as documentation for the awarding of dual credit.
- Both parties will advise students of their responsibilities in the learning experience provided by college level classes and how courses may be transferred in the Regents system.
- The high school and the college will keep each other apprised of changes in the student's status.

Curriculum/Content:

- Students may enroll in online or face-to-face on a Butler Community College campus.
- No courses or services will be offered at Emporia Public School facilities.

Student Eligibility & Responsibilities:

- High school sophomores, juniors, and seniors (10th, 11th, & 12th grades) may apply for enrollment in a class with the written approval of the high school principal (Appendix E).
- Students who are enrolled in grades less than tenth (10th) and are classified by a school district as "gifted" according to Kansas Statutes Annotated may apply for enrollment. A copy of each "gifted" student IEP must be submitted to Butler Community College with the signed approval of the high school principal prior to class enrollment.
- Student will meet all Butler enrollment eligibility requirements, pre-requisite and placement standards prior to enrollment (Appendix A).
- Students enrolled in Butler classes are responsible for tuition, fees, textbook/access code, and supply costs.
- Students will pay or establish payment plans (available for a fee) by the payment due date.
- Students will be responsible for following college policies and procedures as outlined in the college catalog (available online at www.butlercc.edu/catalog) and the class syllabus.

Accountability/Assessment Standards

- This agreement will be reviewed annually to assure compliance with applicable Kansas Board of Regents concurrent enrollment policy.
- Either party may terminate this agreement upon 90 days written notice. If a course(s) is in progress, the effective date of termination shall be upon completion of the course(s).

Emporia Public Schools USD #253
Emporia, Kansas

By _____
Dr. Allison Anderson-Harder
USD #253 - Superintendent

Date _____

BUTLER COMMUNITY COLLEGE
El Dorado, Kansas

By _____
Dr. Kimberly Krull
College President

Date _____



2023-2024

ADDENDUM TO MEMORANDUM OF AGREEMENT

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

CEP classes to be offered at
Eureka High School:

Beginning Spanish II

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

Designated CEP program administrators and liaisons:

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

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

Acknowledgement:

Eureka High School

Butler Community College

Anna Noble,
Counselor

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

Date

Date

Sean Spoons, Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date



2023-2024

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

CEP Instructor Agreement
Fall 2023 and Spring 2024

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

WITNESSETH THAT:

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

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

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

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

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

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

Eureka High School

Butler Community College

Calisa Marlar, CEP Instructor

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

Date

Date

Sean Spoonts, Principal

Dr. Tom Nevill
Vice President of Academics

Date

Date



2023-2024

ADDENDUM TO MEMORANDUM OF AGREEMENT

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

CEP classes to be offered at
Maize High School:

Principles of Early Childhood Education I

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

Designated CEP program administrators and liaisons:

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

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

Acknowledgement:

Maize High School

Butler Community College

Lindsay King, Coordinator
Maize Career Academy

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

Date

Date

Dr. Chris Botts, Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date



2023-2024

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

CEP classes to be offered at
Marion High School:

Fall 2023:
College Algebra, MA 135, G. Stuchlik
English Composition 1, EG101, C. Rome
Intro to Business, BA110, M.Thomas

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

Spring 2024:
Applied Statistics, MA210, G. Stuchlik
English Composition 2, EG102, C. Rome
Intro to Literature, LT201, C. Rome
Principals of Management, BA210, M. Thomas

Designated CEP program administrators and liaisons:

MARION HIGH SCHOOL, USD 408
Max Venable, Counselor

Work Phone: 620-382-2168
E-mail: venabmax@usd408.com
Work Address:
701 E. Main
Marion, KS 66861

Non-CEP classes to be offered at
Marion High School

Fall & Spring 2023-2024:
Public Speaking, SP100, C. Stout
General Psychology, BS160, G Francis
US History 1 & 2, HS131 & 132, G. Looney
Certified Nurse Aide, AH122, R Craney
Certified Medication Aide, AH120, R Craney

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

ACKNOWLEDGEMENT:
Marion High School

Butler Community College

Max Venable, Counselor

Loni M.M. Jensen, Dir HS Academic Partnerships

Date

Date

Donald Raymer Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date



2023-2024

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

CEP Instructor Agreement
 Christopher Rome
 Fall 2023 & Spring 2024

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

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

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

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

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

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

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

Marion High School

Butler Community College

Christopher Rome, CEP Instructor

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

Date

Date

Donald Raymer, Principal

Dr. Tom Nevill
Vice President of Academics

Date

Date



2023-2024

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

CEP Instructor Agreement
 Gary Stuchlik
Fall 2023 & Spring 2024

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

WITNESSETH THAT:

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

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

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

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

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

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

Marion High School

Butler Community College

Gary Stuchlik, CEP Instructor

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

Date

Date

Donald Raymer, Principal

Dr. Tom Nevill
Vice President of Academics

Date

Date



2023-2024

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

CEP Instructor Agreement
 Megan Thomas
Fall 2023 and Spring 2024

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

WITNESSETH THAT:

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

1. The college agrees to provide the course outline and instructor desk copies for Intro to Business, BA110 and Principals, BA210 screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students at the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simple Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

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

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

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

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

Marion High School

Butler Community College

Megan Thomas, CEP Instructor

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

Date

Date

Donald Raymer, Principal

Dr. Tom Nevill
Vice President of Academics

Date

Date



MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP)
(Revised August 2022)

In order to provide additional academic challenges to secondary pupils, qualified high school students may enroll and participate in Butler Community College courses. These classes, known as Concurrent Enrollment Partnership (CEP) classes, will be made available at the high school facility, during the high school day, and will be taught by a college approved high school teacher. Additional courses will be made available at the high school facility, during the high school day, and will be taught by a Butler faculty member when a credentialed high school teacher is not available. To ensure academic quality and integrity in the awarding of college credit, this Memorandum of Agreement establishes the procedures for offering college-level learning through Butler Community College CEP courses.

General Provisions:

- The college and the unified school district will have a cooperative agreement to allow such enrollment.
- Academic credit will be granted by the college for course work successfully completed by students and may qualify as high school credit.
- Butler CEP course work will qualify as credit applicable toward the following Butler Community College degrees and certificates: Associate in Arts, Associate in Science, Associate in Applied Science, Associate in General Studies, and Career and Technical Education Certificate.
- Remedial/developmental courses will not be offered through the Butler CEP program.
- Course schedules will be determined through a collaborative effort between the high school and Butler Community College and will consider high school activities when scheduling. Courses will meet on time as scheduled for a minimum of 750 minutes per credit hour as determined by the state. Courses taught by a Butler faculty member will follow the published Butler Learning Calendar.
- In accordance with K.S.A. 72-3220 through 72-3224 (Challenge Act), Butler Community College will provide a completed transcript to the unified school district as documentation for the awarding of dual credit.
- Course offerings will be determined utilizing the course listing of approved concurrent enrollment classes (Appendix A). Additional classes will be considered for implementation in response to requests from unified school districts.
- Butler CEP classes may include students enrolled for secondary and/or postsecondary credit. A class may include students enrolled for secondary credit, only provided those students meet the college placement/prerequisite requirements and do not comprise a majority of the class. Students enrolled for secondary credit only will sign a "Waiver of College Credit" (Appendix B).
- The school district or high school will annually designate one representative as the site coordinator who will serve as the liaison between the high school and Butler Community College (Appendix C).
- The college will pay the instructional fee as outlined by college policy to the school district for CEP classes. Classes must have a minimum of 10 students enrolled. Classes with fewer than 10 students enrolled must be approved by the appropriate Dean and payment will be prorated. Maximum seat capacity will follow Butler policy as determined by each division. Payment will be made at the end of the course. In addition, the instructor must have filed the required college

syllabus, attended required training, division faculty meetings, and signed the CEP Instructor Memorandum of Agreement (Appendix D).

- Both parties will advise students of their responsibilities in the learning experience provided by CEP classes and how courses may be transferred in the Regents system.
- The high school and the college will keep each other apprised of changes in the CEP student's status.

Curriculum/Content:

- Courses offered at CEP high schools have been approved through the Butler curriculum approval process, approved by the Kansas Board of Regents, and apply toward a Butler degree/certificate program.
- The course must be taught with the requirements and rigor expected in a college level course. The learning objectives/outcomes identified on the Butler course outline must be followed, and the approved college textbook for the course must be utilized.
- The appropriate academic division dean and/or designated faculty member in the discipline will review the class syllabus and may request copies of teaching materials, including handouts, examinations, and written assignments from the high school instructor to assure CEP courses meet or exceed grading standards, course management, instructional delivery, and content of regular on-campus sections. Butler academic division deans or departmental lead faculty may be consulted on academic matters.

Butler CEP Faculty:

- High school instructors participating in the program must first be recommended by their districts. Potential instructors will be provided orientation and training in course curriculum, assessment criteria, course philosophy, and CEP administrative requirements.
- Butler administration and/or academic division deans will interview and approve the instructor for concurrent college courses based on Butler's required criteria, and in compliance with the Higher Learning Commission*.

**Faculty teaching transfer courses must hold an approved graduate degree from an institution which has been accredited by an agency approved by the Council for Higher Education Accreditation. Faculty must have thirty (30) hours of relevant substantial study, including at least eighteen (18) semester hours in the teaching academic discipline. Faculty teaching courses in career and technical education programs must hold a graduate degree and/or possess equivalent occupational technical experience appropriate to the courses they are teaching.*

- Instructor evaluations will be administered according to Butler Community College policy and will include, but is not limited to, administrative, student, and self-evaluations. College personnel will notify the high school principal which semester the administrative evaluation will be conducted and provide, at the principal's request, copies of the college evaluation policy and the instrument which will be used. The college reserves the right to dismiss the instructor if evaluation of the instructors is not satisfactory to college standards.
- Instructors will develop a class syllabus in Canvas using SALSAs based on the department's learning objectives and utilizing the college syllabus template. A copy of the syllabus will be electronically submitted to the college and the instructor will distribute a copy to each student on the first day of class.
- Instructors will adhere to standard Butler reporting guidelines (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar.
- Instructors will follow FERPA guidelines regarding the release of any student information.
- Instructors will be required to attend orientations and departmental meetings, communicate as needed with Butler departmental lead faculty and are encouraged to participate in professional

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

Student Eligibility & Responsibilities:

- High school sophomores, juniors, and seniors (10th, 11th, & 12th grades) may apply for enrollment in a CEP class with the written approval of the high school principal (Appendix E).
- Students who are enrolled in grades less than tenth (10th) and are classified by a school district as “gifted” according to Kansas Statutes Annotated may apply for CEP enrollment. A copy of each “gifted” student IEP must be submitted to Butler Community College with the signed approval of the high school principal prior to CEP class participation.
- Student will meet all Butler enrollment eligibility requirements, pre-requisite and placement standards prior to enrollment (Appendix A).
- Students enrolled in CEP classes are responsible for tuition, fees, textbook/access code, and supply costs.
- Students will pay or establish payment plans (available for a fee) by the payment due date.
- Students will be responsible for following college policies and procedures as outlined in the college catalog (available online at www.butlercc.edu/catalog) and the class syllabus.

Accountability/Assessment Standards

- All required Butler course assessment activities must be administered and results sent to the appropriate office according to established timelines.
- The college will report the following as part of the Kansas Postsecondary Database: directory information for each high school student enrolled, credit hours generated by each high school student, credentials of faculty teaching CEP courses, CEP credit hours generated by each high school student.
- This agreement will be reviewed annually to assure quality course delivery and compliance with applicable Kansas Board of Regents concurrent enrollment policy.
- Either party may terminate this agreement upon 90 days written notice. If a course(s) is in progress, the effective date of termination shall be upon completion of the course(s).

Marion High School, USD #408
Marion, Kansas

BUTLER COMMUNITY COLLEGE
El Dorado, Kansas

By _____
Justin Wasmuth USD #408 - Superintendent

By _____
Dr Kimberly Krull - College President

Date _____

Date _____



2023-2024

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

CEP classes to be offered at
Peabody-Burns High School:

Non-CEP classes to be offered at
Peabody-Burns High School:
EG101 & EG102, English Comp 1, K.Studer
BS160, General Psychology, G. Francis
MA135, College Algebra, Spring, L. Sawyer
SP100, Public Speaking, C Stout

Designated CEP program administrators and liaisons:

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

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

ACKNOWLEDGEMENT:

Peabody-Burns High School, USD398

Butler Community College

Haley Hall, Counselor

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

Date

Date

Ryan Bartel, Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date



2023-2024

ADDENDUM TO MEMORANDUM OF AGREEMENT

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

**CEP classes to be offered at
Fredrick Remington High School:**

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

English Composition I
English Composition II

Designated CEP program administrators and liaisons:

Fredrick Remington High School
Roger Foltz
Counselor,
Work Phone: 316.799.2123
E-mail: rafoltz@usd206.org
Address:
8850 NW Meadowlark Road
Whitewater, KS 67154

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

Acknowledgement:

Fredrick Remington High School

Butler Community College

Roger Foltz, Counselor

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

Date

Date

James O'Brien, Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date



2023-2024

ADDENDUM TO MEMORANDUM OF AGREEMENT

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

CEP classes to be offered at
Rose Hill High School:

Non-CEP classes to be offered at
Rose Hill High School:

- English Composition I
English Composition II
American Federal Government
General Psychology
College Algebra
U.S. History 1
U.S. History 2
Public Speaking

Designated CEP program administrators and liaisons:

Rose Hill High School
Greg Welch
Counselor
Work Phone: 316.776.3360
E-mail: gwelch@usd394.com
Address:
710 S Rose Hill Rd
Rose Hill, KS 67133

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

Acknowledgement:

Rose Hill High School

Butler Community College

Greg Welch,
Counselor

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

Date

Date

Shannon Haydock, Principal

Dr. Tom Nevill, Vice President of Academics

Date

Date



MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP)
(Revised August 2023)

In order to provide additional academic challenges to secondary pupils, qualified high school students may enroll and participate in Butler Community College courses. These classes, known as Concurrent Enrollment Partnership (CEP) classes, will be made available at the high school facility, during the high school day, and will be taught by a college approved high school teacher. Additional courses will be made available at the high school facility, during the high school day, and will be taught by a Butler faculty member when a credentialed high school teacher is not available. To ensure academic quality and integrity in the awarding of college credit, this Memorandum of Agreement establishes the procedures for offering college-level learning through Butler Community College CEP courses.

General Provisions:

- The college and the unified school district will have a cooperative agreement to allow such enrollment.
- Academic credit will be granted by the college for course work successfully completed by students and may qualify as high school credit.
- Butler CEP course work will qualify as credit applicable toward the following Butler Community College degrees and certificates: Associate in Arts, Associate in Science, Associate in Applied Science, Associate in General Studies, and Career and Technical Education Certificate.
- Remedial/developmental courses will not be offered through the Butler CEP program.
- Course schedules will be determined through a collaborative effort between the high school and Butler Community College and will consider high school activities when scheduling. Courses will meet on time as scheduled for a minimum of 750 minutes per credit hour as determined by the state. Courses taught by a Butler faculty member will follow the published Butler Learning Calendar.
- In accordance with K.S.A. 72-3220 through 72-3224 (Challenge Act), Butler Community College will provide a completed transcript to the unified school district as documentation for the awarding of dual credit.
- Course offerings will be determined utilizing the course listing of approved concurrent enrollment classes (Appendix A). Additional classes will be considered for implementation in response to requests from unified school districts.
- Butler CEP classes may include students enrolled for secondary and/or postsecondary credit. A class may include students enrolled for secondary credit, only provided those students meet the college placement/prerequisite requirements and do not comprise a majority of the class. Students enrolled for secondary credit only will sign a "Waiver of College Credit" (Appendix B).
- The school district or high school will annually designate one representative as the site coordinator who will serve as the liaison between the high school and Butler Community College (Appendix C).
- The college will pay the instructional fee as outlined by college policy to the school district for CEP classes. Classes must have a minimum of 10 students enrolled. Classes with fewer than 10 students enrolled must be approved by the appropriate Dean and payment will be prorated. Maximum seat capacity will follow Butler policy as determined by each division. Payment will be made at the end of the course. In addition, the instructor must have filed the required college

syllabus, attended required training, division faculty meetings, and signed the CEP Instructor Memorandum of Agreement (Appendix D).

- Both parties will advise students of their responsibilities in the learning experience provided by CEP classes and how courses may be transferred in the Regents system.
- The high school and the college will keep each other apprised of changes in the CEP student's status.

Curriculum/Content:

- Courses offered at CEP high schools have been approved through the Butler curriculum approval process, approved by the Kansas Board of Regents, and apply toward a Butler degree/certificate program.
- The course must be taught with the requirements and rigor expected in a college level course. The learning objectives/outcomes identified on the Butler course outline must be followed, and the approved college textbook for the course must be utilized.
- The appropriate academic division dean and/or designated faculty member in the discipline will review the class syllabus and may request copies of teaching materials, including handouts, examinations, and written assignments from the high school instructor to assure CEP courses meet or exceed grading standards, course management, instructional delivery, and content of regular on-campus sections. Butler academic division deans or departmental lead faculty may be consulted on academic matters.

Butler CEP Faculty:

- High school instructors participating in the program must first be recommended by their districts. Potential instructors will be provided orientation and training in course curriculum, assessment criteria, course philosophy, and CEP administrative requirements.
- Butler administration and/or academic division deans will interview and approve the instructor for concurrent college courses based on Butler's required criteria, and in compliance with the Higher Learning Commission*.

**Faculty teaching transfer courses must hold an approved graduate degree from an institution which has been accredited by an agency approved by the Council for Higher Education Accreditation. Faculty must have thirty (30) hours of relevant substantial study, including at least eighteen (18) semester hours in the teaching academic discipline. Faculty teaching courses in career and technical education programs must hold a graduate degree and/or possess equivalent occupational technical experience appropriate to the courses they are teaching.*

- Instructor evaluations will be administered according to Butler Community College policy and will include, but is not limited to, administrative, student, and self-evaluations. College personnel will notify the high school principal which semester the administrative evaluation will be conducted and provide, at the principal's request, copies of the college evaluation policy and the instrument which will be used. The college reserves the right to dismiss the instructor if evaluation of the instructors is not satisfactory to college standards.
- Instructors will develop a class syllabus in Canvas based on the department's learning objectives and utilizing the college syllabus template. A copy of the syllabus will be electronically submitted to the college and the instructor will distribute a copy to each student on the first day of class.
- Instructors will adhere to standard Butler reporting guidelines (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar.
- Instructors will follow FERPA guidelines regarding the release of any student information.
- Instructors will be required to attend orientations and departmental meetings, communicate as needed with Butler departmental lead faculty and are encouraged to participate in professional development opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

Student Eligibility & Responsibilities:

- High school sophomores, juniors, and seniors (10th, 11th, & 12th grades) may apply for enrollment in a CEP class with the written approval of the high school principal (Appendix E).
- Students who are enrolled in grades less than tenth (10th) and are classified by a school district as "gifted" according to Kansas Statutes Annotated may apply for CEP enrollment. A copy of each "gifted" student IEP must be submitted to Butler Community College with the signed approval of the high school principal prior to CEP class participation.
- Student will meet all Butler enrollment eligibility requirements, pre-requisite and placement standards prior to enrollment (Appendix A).
- Students enrolled in CEP classes are responsible for tuition, fees, textbook/access code, and supply costs.
- Students will pay or establish payment plans (available for a fee) by the payment due date.
- Students will be responsible for following college policies and procedures as outlined in the college catalog (available online at www.butlercc.edu/catalog) and the class syllabus.

Accountability/Assessment Standards

- All required Butler course assessment activities must be administered and results sent to the appropriate office according to established timelines.
- The college will report the following as part of the Kansas Postsecondary Database: directory information for each high school student enrolled, credit hours generated by each high school student, credentials of faculty teaching CEP courses, CEP credit hours generated by each high school student.
- This agreement will be reviewed annually to assure quality course delivery and compliance with applicable Kansas Board of Regents concurrent enrollment policy.
- Either party may terminate this agreement upon 90 days written notice. If a course(s) is in progress, the effective date of termination shall be upon completion of the course(s).

Rose Hill Public Schools USD #394
Rose Hill, Kansas

BUTLER COMMUNITY COLLEGE
El Dorado, Kansas

By _____
USD #394 - Superintendent

By _____
College President

Date _____

Date _____



2023-2024

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment between
White City High School, USD 481
and
Butler Community College
*Originally dated April, 2006
(Revised August 2020)*

CEP classes to be offered at
White City, USD #481 High School:

English Comp 1 & 2, EG101 & 102,
C Riedy

Non-CEP classes to be offered at
USD #481

Public Speaking, SP100, K. Haun
Psychology, BS160, G Francis
College Algebra, MA135, L. Sawyer

Designated CEP program administrators and liaisons:

USD #481 White City & Hope HIGH SCHOOL
Lorri Kasten, SW & Erika Cook, Couns.

Work Phone: 785-349-2211
E-mail: lkasten@usd481.com;
ecook@usd481.com
414 E. Goodnow
White City, KS 66872

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

ACKNOWLEDGEMENT:

USD#481, White City & Hope High School

Butler Community College

Lorri Kasten, SW; Erika Cook, Couns.

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

Date

Date

Darlene Griffiths, Principal White City HS

Dr. Tom Nevill, Vice President of Academics

Adam Sobba, Principal Hope HS

Date

Date



2023-2024

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Rural Vista District #481
and
Butler Community College
*Originally dated April, 2006
(Revised August 2020)*

CEP Instructor Agreement
Cody Riedy
Fall 2023-Spring 2024

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #481, White City, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

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

1. The college agrees to provide the course outline and instructor desk copies for English Composition 1, EG101 and English Composition 2, EG102, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students at the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using SALSA based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

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

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

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

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

White City & Hope High School, USD481 Butler Community College

Cody Riedy, CEP Instructor

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

Date

Date

Darlene Griffiths, Principal, WCHS USD#481

Dr. Tom Nevill
Vice President of Academics

Adam Sobba, Principal, Hope HS USD#481

Date

Date

TOPIC for ACTION
E-Sport – Club Sport Recommendation

REPORT:

Late in the Spring 2023 semester, a small group of individuals met to discuss the potential for Butler Community College to start an E-Sports Team as a club sport. The club sport means that there are no scholarships associated with this team, but it gives the individuals an opportunity to compete against other colleges and universities as a representative of Butler Community College and our E-Sports Team.

Since the two video game rooms have been established, the interest in E-Sports has increased significantly. Also, since the rooms have been established, there is no need for the College to purchase additional computer or gaming equipment for this club sport.

There are two faculty members interested in serving as team sponsors. These two individuals are Patrick Emery and Joseph LaForge.

The cost associated with the club sport will be the dues for the NJCAA E-Sports Registration. The cost of this membership is \$2,200. It is my recommendation that this membership cost be supported by the Student Life Fund, since students will be the benefactor in the participation of this club sport.

RECOMMENDED ACTION:

I recommend that the Board of Trustees approve this request to establish the Butler Community College E-Sports Club Team to begin in the Fall 2023 semester.

RECOMMENDED FUNDING SOURCE:

Student Life Fund

Submitted by: William D. Rinkenbaugh, Vice President of Student Services

Supervisor: Dr. Kim Krull, President

Date: July 17, 2023

TOPIC for ACTION
Butler Service Center Lease Agreement

REPORT:

The Butler Service Center located at 2626 S. Rock Rd. in Wichita, KS leases from Granite Mountain, LLC and has extended the lease to two years at the rate of \$21,660.00 annual/\$1,805.00 monthly beginning 09/01/2023 and ending on 08/31/2025. This lease includes trash service.

This location provides student services including: placement testing, enrollment, accounts receivable, etc. In the last year, this location has contributed \$1,855,767.05 in revenue for the College in tuition, fees, and state aid.

The lease of the Service Center has remained low, raising only \$3,060 over the last 19 years while serving the College's mission and contributing significantly to enrollment.

RECOMMENDED ACTION:

The Board to ratify the attached contract/agreement;

RECOMMENDED FUNDING SOURCE:

Butler Service Center budget

Submitted by: Dr. Heather Rinkenbaugh, Dean of Online, High School & Community Learning

Supervisor: Dr. Tom Nevill, Vice President of Academics

Date: July 28, 2023

Option to Renew

THIS ADDENDUM TO LEASE AGREEMENT ("the Addendum), is made and entered in July ____ 2023, by and between Granite Mountain, LLC, Lessor and Butler County Community College, Lessee.

Whereas, Lessor and Lessor entered into a certain Lease Agreement (the "Agreement") regarding the property commonly known as 2626 South Rock Road Suite# 116 Wichita, Kansas 67210

Whereas, Lessor and Lessee wish to add the following to the Agreement:

Now therefore, in consideration of the mutual promises covenant and payments hereinafter set out, the parties do hereby agree as follows:

Rental Rate: \$21,660.00 Annual payment in monthly installments of \$1850.00 for a term of two years.

Commencement on 09/01/2023 and ending on 08/31/2025.

Except as amended by this seventh option to renew, all the original terms and provisions of the Original Lease shall continue in full force and effect, and the Lease, as amended, is hereby ratified and confirmed.

In Witness WHEREOF, each of the parties has executed this Addendum as of this day and year first as written above.

Lessor:

Lessee:

By _____

By _____

Date _____

Date _____

TOPIC for ACTION
Clinical Affiliation Agreement – William Newton Hospital

REPORT

Butler Community College and William Newton Hospital, do hereby enter into a collaborative agreement for one year to provide clinical instruction to students in nursing at the Winfield campus as outlined in the MOU.

RECOMMENDED ACTION:

Board approval to collaborate with William Newton Hospital in the provision of clinical instruction by an employee of the hospital.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Janet Schueller, Associate Dean of Health, Education & Public Service
Supervisor: Dr. Julio Guerrero, Dean of Health, Education & Public Service
Date: July 25, 2023

AGREEMENT

Between

BUTLER COMMUNITY COLLEGE

And

**William Newton Hospital
1300 E. Fifth Ave,
Winfield, KS 67156**

This agreement between the Butler Community College, hereinafter called College, and William Newton Hospital, hereinafter called the Facility, entered into on August 1, 2023 shall be effective for a period of three (3) years. This agreement may, however, be terminated at an earlier date by either party giving the other ninety (90) days' notice in writing prior to the termination date stated in said notice. Any extension of the period to be covered by this agreement beyond the three (3) years shall be agreed to in writing by the parties hereto.

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

1. The College assumes full responsibility for offering the nursing curriculum and other related courses. Its nursing faculty will be qualified both as teachers and as competent Registered Nurses in the State of Kansas.
2. The Facility will maintain the standards required for a care facility by the State of Kansas.
3. The Facility will make available to the students of the College the clinical facilities of the institution including necessary equipment and supplies for giving direct care to patients, will provide adequate classroom and conference room space, and will allow for the use of available instructional material.
4. The nursing faculty of the College will plan and conduct all classroom and directed learning experiences of the students. They will go through the Facility's administration for making plans for observation and practice and will notify the Facility's administration in advance of its planned schedule of classes, including date, number of students, and types of experiences.
5. The College will provide instructor(s) for teaching and supervision of students assigned to directed learning experiences and retains direct responsibility for the control, supervision, and evaluation of its students.

6. The Facility will provide adequate staffing in the clinical areas so that no student or faculty member will be expected to give service to patients in the Facility apart from that rendered for its educational value as a part of the planned nursing curriculum.
7. Students and faculty of the College will abide by existing rules and regulations of the Facility insofar as they may pertain to their activities while in the Facility. The College will assume the responsibility for maintaining discipline among its students and will consider any breach in confidentiality to be an infraction of the rules and regulations of the Facility calling for appropriate discipline.
8. The Facility will provide an opportunity for the faculty to keep up-to-date with nursing policies by attending appropriate meetings and receiving bulletins regarding changes.
9. Members of both the Facility nursing staff and the nursing faculty of the College will cooperate in concurrent and terminal evaluation of these experiences.
10. The College will provide the Facility with an appropriate certificate of insurance stating that each student, faculty member, or other agent of the College, while performing any of the duties or services arising in the performance of this Agreement, shall have liability insurance in a minimum amount of one million dollars (\$1,000,000.00). A copy of the policy or a certificate of insurance providing coverage to cover the Academic Term is to be attached to this Agreement. The College will hold the Facility harmless from any and all persons resulting from the operations of the College's educational program including the faculty and students.
11. The Facility agrees to provide liability coverage for the operation of its facility and to save and hold harmless the College for and against any and all liability for damages to any person and/or property of any and all persons resulting from the operations of the Facility, exclusive of the services performed by the College, its faculty, and students hereunder.
12. The Facility will regard students of the College, when assigned for clinical experience, as having the status of learners who will not replace Facility employees.
13. The Facility is responsible for the overall supervision and delivery of nursing care.
14. The Facility will retain the right to restrict a student, faculty member, or other agent of the College from participating in the clinical experience or from the Facility grounds for good cause shown. The basis for such a restriction shall be presented in writing to the individual responsible for the clinical experience from the College.

BUTLER COMMUNITY COLLEGE

DR. KIMBERLY KRULL
President

Date

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

Date

WILLIAM NEWTON HOSPITAL

Debbie Marrs, BSN, RN
Chief Nursing Officer

Date

Memorandum of Understanding

Between Butler Community College and William Newton Hospital

This Agreement made and entered into on this day, August 1, 2023, by and between Butler Community College and William Newton Hospital.

The purpose of this MOU is to establish the commitment and process for Melanie Burnett, MSN, RN to provide lab, simulation and clinical support for BCC students on rotation at the Butler of Winfield campus.

AGREEMENT

- Melanie Burnett will commit approximately 40 hours each semester for clinical education and support in the skills and simulation lab for BCC at the Winfield campus during the Fall 2023 and Spring 2024 semesters.
- William Newton Hospital agrees to allow Ms. Burnett release time from her regular job and will pay Ms. Burnett her normal salary.
- This agreement is intended to be in effect from 08/15/2023 through 5/15/2024.

By: _____

Chris Graham

Chief Ancillary Officer

By: _____

Dr. Kimberly Krull

President, Butler Community College

Date: _____

Date: _____

TOPIC for ACTION
Clinical Affiliation Agreement – Susan B. Allen Memorial Hospital

REPORT

Butler Community College and Susan B. Allen Memorial Hospital enter into an agreement for a period of three years to furnish a clinical lab experience for students in nursing.

RECOMMENDED ACTION:

Board approval to contract with Susan B. Allen Memorial Hospital

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Janet Schueller, Associate Dean of Health, Education & Public Service

Supervisor: Dr. Julio Guerrero, Dean of Health, Education & Public Service

Date: July 25, 2023

AGREEMENT
Between
BUTLER COMMUNITY COLLEGE
and
SUSAN B. ALLEN MEMORIAL HOSPITAL

THIS AGREEMENT between the Butler Community College, hereinafter called College, and Susan B. Allen Memorial Hospital, hereinafter called Hospital, entered into on this date, August 01, 2023 shall be effective for a period of three years, until May 15, 2026. At least three months prior to the date of termination, this agreement will be reviewed by both parties to the agreement.

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

1. The College assumes full responsibility for offering an accredited nursing education program. Its nursing faculty will be qualified both as teachers and as competent registered nurses.
2. The Hospital will maintain the standards required for approval as a clinical laboratory area for nursing students in an accredited program in nursing.
3. The Hospital will make available to the students of the college the clinical facilities of the institution including necessary equipment and supplies for giving nursing care, will provide adequate classroom and conference room space and will allow for the use of available instructional material.
4. Students and faculty of the College will be provided with locker facilities as available in the Hospital and, at their own expense, may use the food services of the Hospital.
5. The nursing faculty of the college will plan and conduct all clinical laboratory experiences of the students. They will go through the Hospital's nursing administration for making plans for observation and/or practice and will notify the hospital's nursing administration in advance of its planned schedule of student assignments to clinical areas; including dates, number of students, and types of experience.
6. The College will provide instructors for teaching and supervision of students assigned to the clinical area unless in specific instances other provisions are made.
7. The Hospital will provide adequate staffing in the clinical areas so that no student or faculty member will be expected to give service to patients in the Hospital apart from that rendered for its educational value as part of the planned nursing education program.
8. Students and faculty of the college will abide by existing rules and regulations of the Hospital insofar as they may pertain to their activities while in the Hospital.
9. The College will provide adequate orientation to the educational program for the Hospital staff.

10. The Hospital will provide an opportunity for the faculty to keep up-to-date with nursing policies by attending appropriate meetings and receiving bulletins regarding changes.
11. Members of both the Hospital nursing staff and the college nursing faculty will cooperate in concurrent and terminal evaluation of these experiences.
12. The students have met the requirements for TB tests, Tetanus, Chicken Pox, MMR, and Hepatitis B vaccinations (or waiver). The records will be provided for review by the Susan B. Allen Memorial Hospital Employee Health nurse and the records will be on file in the BCC College Health Services office. The Susan B. Allen Memorial Hospital policy: HEALTH AND SAFETY REQUIRMENTS FOR CLINICAL STUDENTS is attached as reference,
13. The students have been oriented regarding blood and body fluid pathogens and the Hospital policy in the event of a blood/body fluid exposure.
14. If a student is injured while at Hospital they will report to the Emergency Room. The student and/or their health insurance are responsible for payment. The student will report the event to the school.
15. The College agrees to provide proper liability coverage for the student and faculty for all acts committed or not committed and the Hospital will be held harmless from any and all liability for damages to any person and/or property of any and all persons resulting from the operations of the College's education program.
16. The Hospital shall retain the responsibility for nursing care and related duties through the Department of Nursing when students are participating in patient care.

DR. KIMBERLY KRULL, PhD. date
 President
 Butler Community College

Janet M Schueller, RN, MSN. date
 Interim Associate Dean of Nursing &
 Allied Health
 Butler Community College

Leonard Hernandez date
 PRESIDENT/C.E.O.
 Susan B. Allen Memorial Hospital

CECILIA B. GOEBEL, RN, BSN, MHS date
 CHIEF NURSING OFFICER

HEALTH AND SAFETY REQUIREMENTS FOR CLINICAL STUDENTS AT SUSAN B.
ALLEN MEMORIAL HOSPITAL

This policy applies to any type of student working in a clinical setting or who will have patient contact at Susan B. Allen Mem. Hospital.

I. **Immunizations required:**

- **MMR** – two doses of MMR vaccine or laboratory proof of immunity.
- **Hepatitis B** vaccination series – this is optional but strongly encouraged.
- **Td/Tdap** – one age appropriate dose within the last 10 years.
- **Chicken Pox** - proof of having received two doses of vaccine (Varivax) or laboratory evidence of immunity (Varicella IgG Titer).
- **Influenza** – either vaccination with attenuated vaccine (IM/Intradermal) or live virus vaccine (Intranasal).
 - **If the students or practitioners are at Susan B. Allen Memorial Hospital during the time of our influenza vaccination campaign, they will be provided a free dose of influenza vaccine.**

II. **Testing required:**

- **TB** - two step testing initially by the PPD Mantoux method. Yearly testing done thereafter. The reading must be documented in terms of “mm”, not just the word “negative”. **OR**
- **Laboratory testing** – a T Spot test done within the previous 6 months or a Quantiferon TB test done within the previous 6 months.
- **Persons with a Positive TB test results** – baseline CXR.

III. **Blood and body fluid knowledge:**

- **Orientation/class** – letter or proof of orientation/class covering blood and body fluid pathogens.
- **Knowledge of Susan B. Allen Mem. Hospital policy** for students in the event of a blood/body fluid exposure.

Steps to take if a blood or body exposure event occurs while at Susan B. Allen Mem. Hospital.

1. First aid should be done to reduce the risk of transmission for bloodborne pathogens (such as HIV) following exposure
 - a) For percutaneous (needlestick/sharp object) injury:
 1. Allow the puncture to bleed freely up to 5 minutes to clean itself out, unless there is profuse bleeding.
 2. Wash your hands with soap or antibacterial cleanser to prevent infection.
 3. Rinse the puncture wound for 5 minutes with soap and water. If wound continues to bleed, apply gentle pressure if there is no object present.

4. Look for objects inside the wound. If found, don't remove it, go to the Emergency Department.

b) Non-intact skin exposure:

1. Wash with soap and running water or antiseptic if water is not available.

c) Mucous membrane exposure:

1. Irrigate copiously with tap water, sterile saline, or sterile water for 10-15 min.

2. Go to the ER for treatment if desired.

- The student and/or the student's health insurance will be responsible for payment.

3. If the student decides not to go to the ER:

- The student must contact EXT. 8743 to report the exposure event.

4. Inform the person responsible from your school of the event.

IV. **If a student is injured while at Susan B. Allen Mem. Hospital:**

1. Report to the ER if desired.

- The student and/or their health insurance are responsible for payment.

2. Report the event to the person responsible from your school.

3. If the student decides not to go to the ER:

- The student must contact EXT. 8743 to report the event.

V. **Students should not have patient contact if they have:**

1. Draining abscesses or boils (until drainage stops)

2. Impetigo (until crusts are gone)

3. Herpes zoster (shingles)*

4. Elevated temperature = to or > 100 degrees orally

5. Sore throat with fever

6. Cough with purulent production

7. Diarrhea/vomiting*

8. Conjunctivitis

9. Influenza *

10. Upper respiratory infection*

11. Herpes Simplex*

*Student should be evaluated on an individual basis for restriction based upon history of illness and according to work area.

(Rev. 8/6/12, 5/13/13, 8/7/14, 4/10/17, 2/21/19, 8/21/19)

TOPIC for ACTION
Clinical Affiliation Agreement – Kansas Heart Hospital

REPORT

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

RECOMMENDED ACTION:

Board approval to contract with Kansas Heart Hospital.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Janet Schueller, Associate Dean of Health, Education & Public Service

Supervisor: Dr. Julio Guerrero, Dean of Health, Education & Public Service

Date: July 25, 2023

AFFILIATION AGREEMENT

This Agreement is made and entered into as of the 10 day of August.

BY AND BETWEEN BUTLER COMMUNITY COLLEGE
901 S. Haverhill Road
El Dorado, Ks. 67042

Hereinafter referred to as the "College"

AND KANSAS HEART HOSPITAL, L.L.C.
3601 N. Webb Road
Wichita, Kansas 67226

Hereinafter referred to as the "KHH"

FOR THE PERIOD August 7, 2023 to May 15, 2026

Hereinafter referred to as the "Academic Term."

KANSAS HEART HOSPITAL, L.L.C.
3601 N. Webb Road
Wichita, Kansas 67226

Whereas the Hospital and the College are desirous of cooperating to provide clinical education experiences at the KHH for students, both the KHH and the College mutually agree as follows:

1. The KHH and the College will jointly develop an Educational Plan which outlines the dual and individual roles, responsibilities and authorities of each institution to be completed ninety (90) days in advance of the clinical experience.
2. Both the KHH and the College will cooperate in the continuing evaluation of the clinical affiliation.
3. The College will assume full responsibility for offering an educational program.
4. The College will provide the necessary faculty who are competent teachers. Documentation of current license will be filed with the Medical Center upon their request.
5. The College will present a proposal for utilization of the facilities of the KHH 120 days prior to the commencement of the clinical experience. Outlined in this proposal will be clinical experiences desired, KHH resources required, time frames for clinical experiences, and an estimated number of students.
6. The College will retain direct responsibility for the control, supervision, and evaluation of its students.
7. Annually, the College will provide the KHH with an appropriate certificate of insurance stating that each student, faculty member, or other agent of the College, while performing any of the duties or services arising in the performance of this Agreement shall have professional liability insurance in a minimum amount of one million dollars (\$1,000,000.00) per claim and three million dollars (\$3,000,000.00) per annual aggregate.
8. The College shall certify that students and faculty assigned to the clinical experience meet the KHH's health standards and provide documentation to that effect. The health standards to be met by the College for each student and faculty, at no expense to KHH, are as follows:
 - A. Physical within the year.
 - B. PPD T. B. test within the year, and, if positive, documentation of a negative chest x-ray.
 - C. Documentation of 2 (two) MMR vaccinations. (Measles, Mumps, Rubella)
 - D. Students with a potentially transmissible infection or disease may be restricted from participating in the clinical experience. Students presenting with a potentially transmissible infection or disease will be evaluated by the KHH of Employee Health and, when appropriate, the KHH Epidemiologist to determine whether participation in the clinical experience is advisable based on safety issues of the individual student, other employees and patients. All medical information, treatments and counseling performed is confidential and any unauthorized disclosure is prohibited.

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

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


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

Any student restricted from participation in the clinical experience for any of the above stated infections or diseases must obtain a statement of release from the student's personal physician and the KHH of Employee Health before returning to a clinical setting.

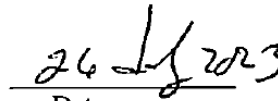
- E. Clinical rotations for students with chronic and potentially transmissible infection(s) such as Hepatitis B, Hepatitis C or HIV infection, must be approved by the KHH Director of Infection Control or the KHH Director of Employee Health.
 - F. The Infection Control Committee recommends that schools, colleges, and universities offering health-related programs with a clinical component require their students to have the Hepatitis B vaccine before clinical rotations begin. Students should be advised about the risk of Hepatitis B and the availability of a vaccination for Hepatitis B. The KHH will require a waiver of notification from the student in the event there is a student, who upon being apprised of the risks of Hepatitis and the availability of the vaccine, refuses to be vaccinated.
9. The College shall recommend that each student maintains medical insurance coverage for illness or injury while participating in the clinical experience and all College-related activities at the KHH.
 10. Whenever possible, the KHH will provide emergency care to the student(s) in case of accident or illness occurring in the KHH at no cost to KHH.
 11. The College agrees that each of the faculty, students, and other agents of the College, while participating in clinical activities, shall be governed by the KHH's rules, policies, and procedures.
 12. The College shall instruct the students to wear proper identification according to the specification of the KHH.

13. The College will provide reasonable opportunity for KHH staff to participate in curriculum activities related to the clinical experience.
14. The KHH will designate a liaison person to represent it in all negotiations and transactions with the College.
15. The KHH will provide reasonable opportunity to faculty of the College to serve as resource persons to the Hospital in matters contributing to the quality of patient care.
16. The KHH will regard students of the College, when assigned for clinical experience, as having the status of learners and in the learner capacity will not impact the KHH's staffing patterns.
17. The KHH will provide a conference room for educational purposes, when available, for the faculty and students of the College in accordance with standard KHH policy and procedures.
18. The KHH will make available the clinical facilities specified in the Educational Plan along with necessary supplies and equipment for normal direct patient care in that specific area.
19. The KHH will provide access to such information as indicated in the Educational Plan. The KHH shall provide a statement of confidentiality to be signed by students, faculty, and other agents of the College that have access to this material when such a statement is deemed appropriate.
20. The KHH will make available cafeteria services and reasonable parking space as available.
21. The KHH will provide the opportunity for the faculty to be apprised of current policies through orientation, meetings and printed materials regarding such changes.
22. No less than four weeks in advance of the affiliation date, the College, in cooperation with the student(s), will notify the Hospital of any reasonable accommodation(s) required by any affiliating student(s) to allow the affiliating student(s) access to participate in the program. The KHH will provide reasonable accommodation(s) to the affiliating student(s), and the College agrees to reimburse the KHH the cost of such reasonable accommodation(s). The College further agrees to indemnify the KHH for costs of liability associated with provision of reasonable accommodation(s).
23. The KHH will retain the right to restrict a student, faculty member, or other agent of the College from participating in the clinical experience or from the KHH grounds for good cause shown. The basis for such a restriction shall be presented in writing to the individual responsible for the clinical experience from the College. The KHH does not discriminate on the basis of race, color, national origin, sex, age or handicap.
24. The KHH reserves the right to terminate clinical experiences in specific areas.

25. This Agreement is intended to be effective for the above stated term and reviewed on an annual basis and may be renewed with the consent of the KHH and the College.
26. Any and all provisions and appendices attached to this document and signed or initialed by the parties of this Agreement will be considered part of the Agreement between the KHH and the College.
27. Notwithstanding any other provision in this Agreement, it may be terminated, without cause, by written notice delivered by either party to the other, not less than ninety (90) days prior to the termination date stated in said notice. The KHH reserves the right to terminate this Agreement for cause at any time after providing the College with ten (10) days post notice to correct the alleged problem or stated cause for termination in a manner satisfactory to the KHH.



THOMAS L. ASHCOM, MD., PhD
Chief Executive Officer
Kansas Heart Hospital



Date

DR. KIMBERLY KRULL
President
Butler Community College

Date

JANET M SCHUELLER, RN., MSN.,
Associate Dean of Nursing & Allied Health
Butler Community College

Date

TOPIC for ACTION
Clinical Affiliation Agreement – Kansas Medical Center

REPORT

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

RECOMMENDED ACTION:

Board approval to contract with Kansas Medical Center

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Janet Schueller, Associate Dean of Health, Education & Public Service

Supervisor: Dr. Julio Guerrero, Dean of Health, Education & Public Service

Date: July 25, 2023

AFFILIATION AGREEMENT

This Agreement is made and entered into as of the 1st day of August.

BY AND BETWEEN **BUTLER COMMUNITY COLLEGE**

Hereinafter referred to as the “College”

AND **KANSAS MEDICAL CENTER**

Hereinafter referred to as the “Hospital”

FOR THE PERIOD August 01, 2023 – May 15, 2026

Hereinafter referred to as the “Academic Term.”

Kansas Medical Center
1124 West 21st Street
Andover, Ks. 67002

Whereas the Hospital and the College are desirous of cooperating to provide clinical education experiences at the Hospital for students, both the Hospital and the College mutually agree as follows:

1. The Hospital will provide clinical experience situations as described in the Program curriculum and in accordance with the objectives to be provided by the School and agreed to in writing by the Hospital.
2. Both the Hospital and the College will cooperate in the continuing evaluation of the clinical affiliation.
3. The College shall provide the Hospital with the clinical learning experience and objectives for the Program and will plan the schedules and assignments in coordination with the Hospital coordinator. This shall include the number of students assigned to a clinical area and the nature and extent of the clinical work experiences.
4. The College will provide the necessary faculty who are competent teachers. Documentation of current license and faculty qualifications are filed in the College's Human Resource office.
5. The College will present a proposal for utilization of the facilities of the Hospital 30 days prior to the commencement of the clinical experience. Outlined in this proposal will be clinical experiences desired, Hospital resources required, time frames for clinical experiences, and an estimated number of students.
6. The College will retain direct responsibility for the control, supervision, and evaluation of its students.
7. The College will provide the Hospital with an appropriate certificate of insurance stating that each student, faculty member, or other agent of the College, while performing any of the duties or services arising in the performance of this Agreement shall have professional liability insurance in a minimum amount of one million dollars (\$1,000,000.00) per claim and three million dollars (\$3,000,000.00) per annual aggregate.

8. The College shall certify that students and faculty assigned to the clinical experience meet the Hospital's health standards and provide documentation to that effect. Admission will include background checks and certain health standards to be met by the College for each student and faculty, at no expense to the Hospital. The health standards to be met by the College for each student and faculty, at no expense to the Hospital, are as follows:
- A. Physical within the year.
 - B. PPD T. B. test within the year, and, if positive, documentation of a negative chest x-ray.
 - C. Documentation of 2 (two) MMR vaccinations. (Measles, Mumps, Rubella)
 - D. Students with a potentially transmissible infection or disease may be restricted from participating in the clinical experience. Students presenting with a potentially transmissible infection or disease will be evaluated by the Medical Director of Employee Health and, when appropriate, the Hospital Epidemiologist to determine whether participation in the clinical experience is advisable based on safety issues of the individual student, other employees and patients. All medical information, treatments and counseling performed is confidential and any unauthorized disclosure is prohibited.

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

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

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

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

- E. Clinical rotations for students with chronic and potentially transmissible infection(s) such as Hepatitis B, Hepatitis C or HIV infection, must be approved by the Medical Director of Infection Control or the Medical Director of Employee Health.

- F. The Infection Control Committee recommends that schools, colleges, and universities offering health-related programs with a clinical component require their students to have the Hepatitis B vaccine before clinical rotations begin. Students should be advised about the risk of Hepatitis B and the availability of a vaccination for Hepatitis B. The Hospital will require a waiver of notification from the student in the event there is a student, who upon being apprised of the risks of Hepatitis and the availability of the vaccine, refuses to be vaccinated.
9. The students will provide their own health insurance and will be responsible for emergency care provided to the student while at the Hospital.
 10. Whenever possible, the Hospital will provide emergency care to the student(s) in case of accident or illness occurring in the Hospital at no cost to the Hospital.
 11. The College agrees that all students will be requested to undergo training on the Health Insurance Portability and Accountability act (HIPAA) prior to their first clinical assignment.
 12. The College assures that all students and faculty have completed a background check prior to any clinical assignment associated with the College.
 13. The College agrees that each of the faculty, students, and other agents of the College, while participating in clinical activities, shall be governed by the Hospital's rules, policies, and procedures.
 14. The College shall instruct the students to wear proper identification according to the specification of the Hospital.
 15. The College will provide reasonable opportunity for Hospital staff to participate in curriculum activities related to the clinical experience.
 16. The Hospital will designate a liaison person to represent it in all negotiations and transactions with the College.
 17. The Hospital will provide reasonable opportunity to faculty of the College to serve as resource persons to the Hospital in matters contributing to the quality of patient care.
 18. The Hospital will regard students of the College, when assigned for clinical experience, as having the status of learners and in the learner capacity will not impact the Hospital's staffing patterns.
 19. The Hospital will provide a conference room for educational purposes, when available, for the faculty and students of the College in accordance with standard Hospital policy and procedures.

20. The Hospital will make available the clinical facilities specified along with necessary supplies and equipment for normal direct patient care in that specific area.
21. The Hospital will provide access to such information as indicated in the Educational Plan. The Hospital shall provide a statement of confidentiality to be signed by students, faculty, and other agents of the College that have access to this material when such a statement is deemed appropriate.
22. The Hospital will make available cafeteria services and reasonable parking space as available.
23. The Hospital will provide the opportunity for the faculty to be apprised of current policies through orientation, meetings and printed materials regarding such changes.
24. No less than four weeks in advance of the affiliation date, the College, in cooperation with the student(s), will notify the Hospital of any reasonable accommodation(s) required by any affiliating student(s) to allow the affiliating student(s) access to participate in the program. The Hospital will provide reasonable accommodation(s) to the affiliating student(s), and the College agrees to reimburse the Hospital the cost of such reasonable accommodation(s). The College further agrees to indemnify the Hospital for costs of liability associated with provision of reasonable accommodation(s).
25. The Hospital will retain the right to restrict a student, faculty member, or other agent of the College from participating in the clinical experience or from the Hospital grounds for good cause shown. The basis for such a restriction shall be presented in writing to the individual responsible for the clinical experience from the College. The Hospital does not discriminate on the basis of race, color, national origin, sex, age or handicap.
26. The Hospital reserves the right to terminate clinical experiences in specific areas.
27. This Agreement is intended to be effective for the above stated term and reviewed on an annual basis and may be renewed with the consent of the Hospital and the College.
28. Any and all provisions and appendices attached to this document and signed or initialed by the parties of this Agreement will be considered part of the Agreement between the Hospital and the College.
29. Notwithstanding any other provision in this Agreement, it may be terminated, without cause, by written notice delivered by either party to the other, not less than ninety (90) days prior to the termination date stated in said notice. The Hospital reserves the right to terminate this Agreement for cause at any time after providing the College with ten (10) days post notice to correct the alleged problem or stated cause for termination in a manner satisfactory to the Hospital.

For the Hospital:

Shelly Pfannenstiel
Chief Nursing Officer
Kansas Medical Center
1124 W. 21st St.
Andover, Ks. 67002

Date

For the College:

DR. KIMBERLY KRULL, PhD
President
Butler Community College

Date

JANET M SCHUELLER, RN, MSN
Interim Associate Dean of Nursing & Allied Health
Butler Community College
901 S. Haverhill Rd.
El Dorado, Ks. 67042

Date

TOPIC for ACTION
Clinical Affiliation Agreement – The Center at Waterfront

REPORT

Butler Community College and The Center at Waterfront enter into an agreement for a period of three years to furnish a clinical lab experience for students in nursing.

RECOMMENDED ACTION:

Board approval to contract with The Center at Waterfront

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Janet Schueller, Associate Dean of Health, Education & Public Service

Supervisor: Dr. Julio Guerrero, Dean of Health, Education & Public Service

Date: July 25, 2023

AGREEMENT

Between

BUTLER COMMUNITY COLLEGE

And

**The Center at Waterfront
1541 North Lindberg Circle
Wichita, KS 67206**

This agreement between the Butler Community College, hereinafter called College, and The Center at Waterfront, hereinafter called the Facility, entered into on August 1, 2023. The agreement may, however, be terminated by either party giving the other thirty (30) days notice in writing of their intent to terminate.

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

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

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

BUTLER COMMUNITY COLLEGE

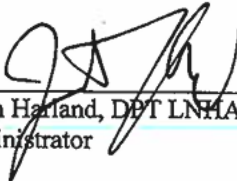
DR. KIMBERLY KRULL
President

Date

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

Date

The Center at Waterfront



Justin Harland, DEPT LNHA
Administrator

6-27-2023

Date

TOPIC for ACTION
Baker University Articulation Agreement – ADN to BSN

REPORT:

Request approval to enter into a new articulation agreement between Butler Community College and Baker University a RN-BSN tract as a shared commitment to increasing opportunities for student access to, and success in, higher education. Reviewed for ongoing alignment with our CBC curriculum design.

RECOMMENDED ACTION:

Recommend approval of the ADN to BSN and reapproval of the ADN to BSN Articulation Agreement with Baker.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Janet Schueller, Associate Dean of HEP
Supervisor: Dr. Julio Guerrero, Dean of Health, Education, and Public Services
Date: July 25, 2023

Articulation Agreement between Butler County Community College Department of Nursing Education and Baker University School of Nursing

The Associate Degree Nursing to Master of Nursing academic pathway provides an alternative to the commonly seen stepwise progression in educational settings. The development of this alternate pathway is partly in response to the 2010 Institute of Medicine's Future of Nursing report which spoke to the need of furthering education at all levels and promoting the nurse's ability to practice to their upmost capacity. Such preparation will prepare nurses to assume advanced nursing roles in leadership and education. The efficiencies of the model will eliminate repetition, provide opportunity to demonstrate experiential competencies, allow students to progress at their own pace, and shorten graduation times. The entry of a better-educated nursing workforce will be better equipped to meet the projected shortages of nurses as well as the challenges of the increasingly complex healthcare system.

Collaborative Agreement

Butler County Community College and Baker University agree that any student who has successfully completed an Associate Degree in Nursing at Butler County Community College may apply those credit hours toward the BSN portion of the ADN to BSN program at Baker University. The Baker University Registrar will determine which credit hours will be transferred and how they will apply to the desired program of study.

Graduates of the Butler County Community College must meet the additional admission requirements:

- An associate degree in nursing from a professionally accredited nursing program (ACEN/CNEA).
- A current unencumbered license to practice professional nursing in the USA
- A minimum grade point average (GPA) of 2.7 (4.0 scale) in nursing and overall GPA. Students below this level may apply for Conditional Admission.
- Students who are conditionally admitted must maintain a B (3.0) average throughout the ADN to BSN program, and the first 6 hours of course work.
- Undergraduate course work in Health Assessment, Pathophysiology, and Pharmacology. Students have an option to test out for applicants with no stand alone course.
- A completed online application for ADN to BSN admission.
- Official transcripts from all colleges/universities attended.
- A current resume documenting work history, including levels of responsibility, areas of professional growth, and prior professional education experiences.
- Goal statement: a one to two page essay describing personal and professional goals including how graduate nursing study at Baker University will enable achievement of these goals.
- An individual interview may be requested or required.

This articulation agreement is subject to revision or cancellation when deemed appropriate by either Baker University School of Nursing or Butler County Community College, but otherwise shall stand as presented. Students who enter Baker University under the auspices of this

agreement will see no adverse effects from any subsequent changes. Equivalent courses may also be accepted as deemed appropriate by the Baker University Registrar in consultation with School of Nursing faculty.

Articulation Guide

Courses completed at Butler County Community College Associate in Applied Science:

EG 101	English Composition 1	3 credit hours
BI 240	Anatomy and Physiology	5 credit hours
BS 160	General Psychology	3 credit hours
MA 135	College Algebra	3 credit hours
NR 101	Health Assessment for the Practice of Nursing	3 credit hours
NR 116	Professional Nursing 1	1 credit hour
NR 102	Patient Centered Care 1: Foundations	4 credit hours
NR 161	Pharmacology for Nursing 1	1 credit hour
BI 231	Pathophysiology	4 credit hours
NR 122	Patient Centered Care 2: Common, Acute and Chronic Health Problems	7 credit hours
NR 262	Pharmacology for Nursing 2	2 credit hours
NR 117	Professional Nursing 2	1 credit hour
BS 260	Developmental Psychology	3 credit hours
AH 111	Therapeutic Nutrition	3 credit hours
NR 243	Patient Centered Care 3: Complex Physical and Mental Health Problems	7 credit hours
NR 263	Pharmacology for Nursing 3	1 credit hour
NR 218	Professional Nursing 3	1 credit hour
BI 250	Microbiology	5 credit hours
NR 244	Patient Centered Care 4: Multisystem or Emergent Health Problems	5 credit hours
NR 246	Concept Synthesis	4 credit hours
EG 102	English Composition 2	3 credit hours
OR		
SP 100	Public Speaking	3 credit hours

Courses completed at Butler County Community College as prerequisites for Baker University:

EG 102	English Composition 2 (if not completed in ADN program)	3 credit hours
MA 220	Statistics for Management, Life and Social Sciences	3 credit hours
BI 231	Pathophysiology	4 credit hours
Elective- need 3 hours; potential options:		
SP 100	Public Speaking	3 credit hours
AR 100	Art Appreciation	3 credit hours
BS 105	Sociology	3 credit hours
BS 106	Introduction to Cultural Anthropology	3 credit hours

Courses completed at Baker University as Bachelor of Science in Nursing:

NU 401	Pathophysiology; *can test out	4 credit hours
NU 402	Physical Assessment/ Shadow Health for lab; *can test out	4 credit hours
NU 404	Pharmacology; *can test out	3 credit hours
NU 426	Library Research Strategies	1 credit hours
NU 428	Informatics, Quality and Safety	3 credit hours
NU 430	Nursing of Communities	3 credit hours
NU 432	Research and Evidence-Based Practice	3 credit hours
NU 474	Leadership and Management in Professional Nursing	3 credit hours
NU 488	Transition to Professional Practice	3 credit hours
NU 489	Leadership Capstone	3 credit hours

This agreement made on July 11, 2023 between Butler County Community College and Baker University. This agreement will be reviewed on an annual basis.

Representatives from Butler County Community College

Dr. Kimberly Krull, President

Date

Janet Schueller, Associate Dean Nursing and Allied Health

Date

Dr. Lynne Murray, President

Date

Dr. Elizabeth Rosen, Dean, School of Nursing

Date

TOPIC for ACTION
Baker University Articulation Agreement – ADN to MSN

REPORT:

Renewal of the articulation agreement between Butler Community College and Baker University for the ADN-MSN tract as a shared commitment to increasing opportunities for student access to, and success in, higher education. Reviewed for ongoing alignment with our CBC curriculum design.

RECOMMENDED ACTION:

Recommend reapproval of the ADN to MSN Articulation Agreement with Baker.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Janet Schueller, Associate Dean of HEP
Supervisor: Dr, Julio Guerrero, Dean of Health, Education, and Public Services
Date: July 25, 2023

Articulation Agreement between Butler County Community College Department of Nursing Education and Baker University School of Nursing

The Associate Degree Nursing to Master of Nursing academic pathway provides an alternative to the commonly seen stepwise progression in educational settings. The development of this alternate pathway is partly in response to the 2010 Institute of Medicine's Future of Nursing report which spoke to the need of furthering education at all levels and promoting the nurse's ability to practice to their upmost capacity. Such preparation will prepare nurses to assume advanced nursing roles in leadership and education. The efficiencies of the model will eliminate repetition, provide opportunity to demonstrate experiential competencies, allow students to progress at their own pace, and shorten graduation times. The entry of a better-educated nursing workforce will be better equipped to meet the projected shortages of nurses as well as the challenges of the increasingly complex healthcare system.

Collaborative Agreement

Butler County Community College and Baker University agree that any student who has successfully completed an Associate Degree in Nursing at Butler County Community College may apply those credit hours toward the BSN portion of the ADN to BSN program at Baker University. The Baker University Registrar will determine which credit hours will be transferred and how they will apply to the desired program of study.

Graduates of the Butler County Community College must meet the additional admission requirements:

- An associate degree in nursing from a professionally accredited nursing program (ACEN/CNEA).
- A current unencumbered license to practice professional nursing in the USA
- A minimum grade point average (GPA) of 2.7 (4.0 scale) in nursing and overall GPA. Students below this level may apply for Conditional Admission.
- Students who are conditionally admitted must maintain a B (3.0) average throughout the ADN to BSN program, and the first 6 hours of course work.
- Undergraduate course work in Health Assessment, Pathophysiology, and Pharmacology. Students have an option to test out for applicants with no stand alone course.
- A completed online application for ADN to BSN admission.
- Official transcripts from all colleges/universities attended.
- A current resume documenting work history, including levels of responsibility, areas of professional growth, and prior professional education experiences.
- Goal statement: a one to two page essay describing personal and professional goals including how graduate nursing study at Baker University will enable achievement of these goals.
- An individual interview may be requested or required.

This articulation agreement is subject to revision or cancellation when deemed appropriate by either Baker University School of Nursing or Butler County Community College, but otherwise shall stand as presented. Students who enter Baker University under the auspices of this

agreement will see no adverse effects from any subsequent changes. Equivalent courses may also be accepted as deemed appropriate by the Baker University Registrar in consultation with School of Nursing faculty.

Articulation Guide

Courses completed at Butler County Community College Associate in Applied Science:

EG 101	English Composition 1	3 credit hours
BI 240	Anatomy and Physiology	5 credit hours
BS 160	General Psychology	3 credit hours
MA 135	College Algebra	3 credit hours
NR 101	Health Assessment for the Practice of Nursing	3 credit hours
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NR 117	Professional Nursing 2	1 credit hour
BS 260	Developmental Psychology	3 credit hours
AH 111	Therapeutic Nutrition	3 credit hours
NR 243	Patient Centered Care 3: Complex Physical and Mental Health Problems	7 credit hours
NR 263	Pharmacology for Nursing 3	1 credit hour
NR 218	Professional Nursing 3	1 credit hour
BI 250	Microbiology	5 credit hours
NR 244	Patient Centered Care 4: Multisystem or Emergent Health Problems	5 credit hours
NR 246	Concept Synthesis	4 credit hours
EG 102	English Composition 2	3 credit hours
OR		
SP 100	Public Speaking	3 credit hours

Courses completed at Butler County Community College as prerequisites for Baker University:

EG 102	English Composition 2 (if not completed in ADN program)	3 credit hours
MA 220	Statistics for Management, Life and Social Sciences	3 credit hours
BI 231	Pathophysiology	4 credit hours
Elective- need 3 hours; potential options:		
SP 100	Public Speaking	3 credit hours
AR 100	Art Appreciation	3 credit hours
BS 105	Sociology	3 credit hours
BS 106	Introduction to Cultural Anthropology	3 credit hours

Courses completed at Baker University as Bachelor of Science in Nursing:

NU 401	Pathophysiology; *can test out	4 credit hours
NU 402	Physical Assessment/ Shadow Health for lab; *can test out	4 credit hours
NU 404	Pharmacology; *can test out	3 credit hours
NU 426	Library Research Strategies	1 credit hours
NU 428	Informatics, Quality and Safety	3 credit hours
NU 430	Nursing of Communities	3 credit hours
NU 432	Research and Evidence-Based Practice	3 credit hours
NU 474	Leadership and Management in Professional Nursing	3 credit hours
NU 488	Transition to Professional Practice	3 credit hours
NU 489	Leadership Capstone	3 credit hours

This agreement made on July 11, 2023 between Butler County Community College and Baker University. This agreement will be reviewed on an annual basis.

Representatives from Butler County Community College

Dr. Kimberly Krull, President

Date

Janet Schueller, Associate Dean Nursing and Allied Health

Date

Dr. Lynne Murray, President

Date

Dr. Elizabeth Rosen, Dean, School of Nursing

Date

PERSONNEL

TOPIC for ACTION
Full-Time Mass Communications Faculty

REPORT:

Amy Hornbaker is recommended for the Full-Time Mass Communications Faculty position beginning Fall 2023-24 academic year. Amy holds a Bachelor of Fine Arts degree in print journalism and Master degree in Communication, both from Wichita State University, KS. She has been teaching in an adjunct capacity in the Butler CC Speech department. She is also a Butler CC alum and has been busy in the Wichita community working as a brand manager, a strategic consultant, and director of organizational development.

RECOMMENDED ACTION:

Recommendation of approval of Amy Hornbaker as a Full-Time Instructor of Mass Communications beginning in August 2023 at a salary of \$49,000 plus full benefits.

RECOMMENDED FUNDING SOURCE:

General Funds

Submitted by: Valerie Haring, Dean of Arts, Digital Media, and Communications

Supervisor: Dr. Tom Nevill, Vice President of Academics

Date: August 8, 2023

TOPIC for ACTION
Full-Time Instrumental Music Faculty

REPORT:

Cally Bitterlin is recommended for the new Full-Time Instrumental Music Faculty position beginning Fall 2023-24 academic year. Ms. Bitterlin holds a Bachelor degree in Music Education and Master degree in Music, both from Kansas State University, KS. She is working on her PhD in Curriculum and Instruction (Emphasis in Instrumental Conducting and Music Education) at KSU. Ms. Bitterlin has taught elementary music in Wamego KS, high school band in Waco, TX and Council Bluffs, IA, and participated in all things relating to KSU band in Manhattan, KS

RECOMMENDED ACTION:

Recommendation of approval of Cally Bitterlin as a Full-Time Instructor of Instrumental Music beginning in August 2023 at a salary of \$52,800 plus full benefits.

RECOMMENDED FUNDING SOURCE:

General Funds

Submitted by: Valerie Haring, Dean of Arts, Digital Media, and Communications

Supervisor: Dr. Tom Nevill, Vice President of Academics

Date: August 8, 2023

TOPIC for ACTION
Full-Time Visual Art Faculty

REPORT:

Kevin Kelly is recommended for the Full-Time Visual Art Faculty position beginning fall of the 2023-24 academic year. Kevin holds a Bachelor degree in Art Education and Master of Fine Arts in Drawing and Painting, both from Wichita State University, KS. He taught at West High School where he served as Chair of the Art Department for 21 years. Kevin is active in the local and regional arts communities where he exhibits and sells his artwork.

RECOMMENDED ACTION:

Recommendation of approval of Kevin Kelly as a Full-Time Instructor of Visual Art beginning in August 2023 at a salary of \$51,400 plus full benefits.

RECOMMENDED FUNDING SOURCE:

General Funds

Submitted by: Valerie Haring, Dean of Arts, Digital Media, and Communications

Supervisor: Dr. Tom Nevill, Vice President of Academics

Date: August 8, 2023

TOPIC for ACTION
Full-Time Theatre Performance Faculty

REPORT:

Leslie Coates is recommended for the Full-Time Theatre Performance Faculty position beginning the fall 2023-24 academic year. Leslie holds a Bachelor of Fine Arts in Theatre from Emporia State University, KS, and Master of Fine Arts in Musical Theatre from San Diego State University, CA. He has been teaching in an adjunct capacity in the Butler CC Speech department and served as temporary full-time faculty in the Theatre department during the 2022-23 academic year.

RECOMMENDED ACTION:

Recommendation of approval of Leslie Coates as a Full-Time Instructor of Theatre Performance beginning in August 2023 at a salary of \$47,200 plus full benefits.

RECOMMENDED FUNDING SOURCE:

General Funds

Submitted by: Valerie Haring, Dean of Arts, Digital Media, and Communications

Supervisor: Dr. Tom Nevill, Vice President of Academics

Date: August 8, 2023

TOPIC for ACTION
Full-Time Speech Faculty

REPORT:

Samuel Maurer is recommended for the Full-Time Speech Faculty position beginning the fall 2023-24 academic year. Sam holds a Bachelor degree in Communication and Philosophy from Emporia State University, KS, and a Master degree in Rhetoric, Debate, and Communication from Wake Forest University, NC. He has coached debate at ESU, WSU, and the Head-Royce School, CA. He has won numerous debate awards and championships and helped students acquire skills for successful careers in law, academia, the arts, and public advocacy.

RECOMMENDED ACTION:

Recommendation of approval of Samuel Maurer as a Full-Time Instructor of Speech beginning in August 2023 at a salary of \$49,000 plus full benefits.

RECOMMENDED FUNDING SOURCE:

General Funds

Submitted by: Valerie Haring, Dean of Arts, Digital Media, and Communications

Supervisor: Dr. Tom Nevill, Vice President of Academics

Date: August 8, 2023

TOPIC for ACTION
Full Time Mathematics Instructor

REPORT:

Julie Misak is recommended for the Mathematics Instructor position beginning in Fall 2023. Mrs. Misak holds a Bachelor of Science in Mathematics from Wichita State University and a Master of Arts in Mathematics Education with an emphasis in Community College Teaching from the University of Central Florida. She is currently working on her doctorate in Finance. She brings 12.5 years of teaching experience.

RECOMMENDED ACTION:

Recommendation of approval of Julie Misak as a Full Time Instructor of Mathematics beginning in Fall 2023 at an annual salary of \$51,400 plus full benefits.

RECOMMENDED FUNDING SOURCE:

General Funds

Submitted by: Shannon Covert, Interim Dean Science, Engineering, and Math

Supervisor: Dr. Tom Nevill, Vice President of Academics

Date: July 24, 2023

TOPIC for ACTION
Full Time Nursing Instructor

REPORT:

Sybil Rockhill is recommended for a Nursing Instructor position for the 2023-2024 academic year. Ms. Rockhill brings over 12 years of nursing experience and a passion for teaching to Butler's Nursing Program. Ms. Rockhill completed her Bachelor of Science in Nursing at Pittsburg State University and has been in various clinical roles within the acute care setting and outpatient environments where she worked both at the bedside and within leadership roles. Her duties included working with students, precepting students, orienting new employees in addition to many other roles.

Ms. Rockhill also comes with 2 years of experience supervising pre-licensure students in the clinical setting at another university and teaching in Nurse Aide courses.

RECOMMENDED ACTION:

Recommend approval of Sybil Rockhill as a Full time Instructor of Nursing for the 2023-2024 academic year at a salary of \$47,000 plus full benefits.

RECOMMENDED FUNDING SOURCE:

Nursing Department General Fund

Submitted by: Janet Schueller, Associate Dean of Health, Education, and Public Service
Supervisor: Dr. Julio Guerrero, Dean of Health, Education, and Public Services
Date: July 25, 2023

TOPIC for ACTION
Full Time Nursing Instructor

REPORT:

Meghan Jorgensen is recommended for a Nursing Instructor position for the 2023-2024 academic year. Ms. Jorgensen brings over 12 years of nursing experience to Butler's Nursing Program and the desire and commitment to expand her career as an educator. Ms. Jorgensen completed her Bachelor of Science in Nursing from Wichita State University and her Master of Science in Nursing from University of Alabama at Birmingham as a Neonatal Nurse Practitioner. She has been in various clinical roles at an area hospital where she precepted students and oriented new employees to her unit in addition to many other roles.

RECOMMENDED ACTION:

Recommend approval of Meghan Jorgensen as a Full time Instructor of Nursing for the 2023-2024 academic year at a salary of \$49,000 plus full benefits.

RECOMMENDED FUNDING SOURCE:

Nursing Department General Fund

Submitted by: Janet Schueller, Associate Dean of Health, Education, and Public Service

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

Date: July 25, 2023

TOPIC for ACTION
Full Time Nursing Instructor

REPORT:

Catherine Rasmussen is highly recommended for a Nursing Instructor position for the 2023-2024 academic year. Ms. Rasmussen has both an Associate Degree in Nursing and Respiratory Therapy from Metropolitan Community College and Bachelor of Science in Nursing from Fort Hays State University, as well as a Master of Science in Nursing Education from the University of Arkansas Grantham, and Master of Professional Development from Amberton University.

Ms. Rasmussen brings over 20 years of hand-on holistic experience as a healthcare professional in various clinical roles from diverse healthcare environments. She also brings more than 3 years of experience working with students in face-to-face didactic, skills lab, and clinical instruction within a hybrid learning format both at Butler and at another higher learning institution. She has taught students from high school to adult populations and from diverse backgrounds.

RECOMMENDED ACTION:

Recommend approval of Catherine Rasmussen as a Full time Instructor of Nursing for the 2023-2024 academic year at a salary of \$49,000 plus full benefits.

RECOMMENDED FUNDING SOURCE:

Nursing Department General Fund

Submitted by: Janet Schueller, Associate Dean of Health, Education, and Public Service

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

Date: July 25, 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

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

THANK YOU NOTES

Butler Board of Trustees-

Thank you for your support through your generous approval of raises and health insurance contributions for Butler staff. We appreciate your recognition of our dedication to serving students and the institution.

Sincerely,

Butler Financial Aid Office

Capital Clark
Chasity Anderson
Connie Finzer
Katie Kern
Alex Zarchan
Heather Ward
Pam
amanda
Caroline
Debbie Reiter
Amanda
Dreschen
Daana
Van Dijke
Suzanne
Hayes
Habe Hartog

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

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

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

October Board Finance Committee	Tuesday, October 10, 2023; 3:30pm President's Conference Room	Linda Jolly Mary Martha Good
October Board Meeting	Tuesday, October 10, 2023; 4:30pm Dankert Trustee Board Room	ALL TRUSTEES
October Work Session	Monday, October 23, 2023; 4:30pm Dankert Trustee Board Room	ALL TRUSTEES
November Board Finance Committee	Tuesday, November 14, 2023; 3:30pm President's Conference Room	Linda Jolly Mary Martha Good
November Board Meeting	Tuesday, November 14, 2023; 4:30pm Dankert Trustee Board Room	ALL TRUSTEES
November Work Session	Monday, November 27, 2023; 4:30pm Dankert Trustee Board Room	ALL TRUSTEES

ACTIVITY CALENDAR

Fall Semester Classes Begin	Monday, August 21	All Day
Volleyball KJCCC Scrimmages @ Home	Saturday, August 12	All Day
Women's Soccer vs. Allen County @ Home	Monday, August 14	7:00pm
Women's Soccer vs. Newman @ Home	Thursday, August 17	7:00pm
Fall Classes Begin	Monday, August 21	All Day
Women's Soccer vs. Coffeyville @ Home	Wednesday, August 23	7:00pm
Football @ Garden City	Thursday, August 24	7:00pm
Women's Soccer vs. KCK @ Home	Tuesday, August 29	6:00pm
Volleyball vs. Pratt @ Home	Saturday, September 2	2:00pm
Football vs. Highland @ Home	Saturday, September 2	7:00pm
Labor Day Holiday – Campus Closed, No Classes	Monday, September 4	All Day
Volleyball vs. Friends University JV @ Home	Friday, September 8	11:00am
Volleyball vs. Cowley @ Home	Friday, September 8	3:00pm
Women's Soccer vs. Cowley @ Home	Saturday, September 9	7:00pm
Volleyball vs. Garden City @ Home	Saturday, September 16	5:00pm
Football vs. Independence @ Home	Saturday, September 16	7:00pm
Fall Census Day	Monday, September 18	All Day
Volleyball vs. Barton @ Home	Wednesday, September 20	6:00pm
Women's Soccer vs. Hill College @ Home	Saturday, September 23	7:00pm
Women's Soccer vs. Barton	Saturday, September 30	10:00am
Football vs. Hutchinson @ Home	Saturday, September 30	7:00pm

EXECUTIVE SESSION

MOTION: Trustee_____

Mr. Chair,

I move that the Board recess into Executive Session to discuss negotiations, pursuant to the open meetings exceptions for said matters relating to employer-employee negotiations and that the Board, President Kim Krull, Bill Rinkenbaugh, Shelley Stultz, Dr. Tom Nevill, Dr. Phil Speary and Kent Williams be included. The open meeting will resume in the Dankert Trustee Board Room within 45 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