
**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., Tuesday, December 12, 2017 – Dankert Board Room**

STAFF ATTENDANCE

Kim Krull	Lori Winningham
Bill Rinkenbaugh	Kent Williams
Bill Young	Shelley Stultz
Esam Mohammad	Kelly Snedden
Terry Sader	Jessica Ohman
Kim Sherwood	Lora Jarvis
Stacy Cofer	Mel Whiteside
Sharon Rogers	Matt Jansen
Chip DuFriend	Aubrey Pirtle
Andrea Weiss	Sierra Cargill

BOARD ATTENDANCE

Eileen Dreiling – Chair
JoAnn Craven – Vice Chair
Dr. Greg Joyce – Secretary
Ken Bohon
Ron Engelbrecht
Jim Howell
Tom McKibban

GUESTS

Vince Haines – Gravity::Works
Scott Rickard – City of El Dorado

CALL TO ORDER

Chair Dreiling called the meeting to order at 4:30 p.m.

APPROVAL OF AGENDA

After a brief discussion of updates to the City of El Dorado Neighborhood Revitalization Plan, Trustee Engelbrecht moved that the Board accept the agenda as presented. Trustee Craven seconded. The motion passed unanimously.

RECOGNITIONS

- **Davis Laughlin** – Commitment to Students and their success in the classroom
- **John Templin, Brett Martinez, Rick Moose, Jay Moorman** – Celebration of Freedom performance
- **Greg Cole** – Gingerbread House Exhibit at Exploration Place
- **John Michael, Alexis Michael, Greg Cole** – Thanksgiving Turkey Hotline
- **E*Sports Event** – Tracy Bray, Andy Winningham, Kelly Snedden, Lori Winningham, Mel Whiteside, Tiffani Price, Mykalynn Penny, Kim Sherwood, Kerry Potter, Ireland Turner and staff, Dan Boyd, Bernie Wonsetler and team,

Donnie Mercer and team, Jay Moorman, Bill Young, Matt Jansen, Steve Cless, Chip DuFriend, Connor Brewer, Josh Scaglione, Amy Kerschner, Cade Snedden, Nate Bray, Trenton Haskins, Winningham family

- Tom McKibban –Serving four years as a Trustee
- Sharon Rogers – Retiring after 22 years at Butler

PUBLIC COMMENT – None

STANDING REPORTS

Student Government Association Report – Sierra Cargill reported that they had just celebrated a successful international food and music night. They also made cookies for the Homeless initiative at their last meeting. They will meet in January to begin planning for next semester.

Operational Staff Report – Aubrey Pirtle filled in for Rheann Leech and gave a report on their recent craft sale which netted OpStaff \$700 in profits via a 20% take from each item sold at the event. They are in the midst of their holiday giving right now and have selected two recipients so far. They are giving \$100 to a veteran in the community for boxes that he is sending overseas. They are also giving the family of a former student who passed away recently after a car accident \$200. The student left behind two small children and their mom. OpStaff will have their holiday party this Friday with a white elephant gift exchange. They will also make cards for the veterans who will spend the holiday at the local VA hospital.

Professional Employees Report – Terry Sader reported that faculty were off for winter break Monday at noon. He just wanted to stop in and wish the Board a Merry Christmas and thank them for their support in 2017.

Board Finance Committee Report – Trustee Engelbrecht reported that they met prior to the board meeting to discuss the 2017 Audit report which they recommend approval of later in the meeting. He said there were no issues and sends kudos to the staff for a job well done.

KACCT/COP Meeting Report – Trustee Engelbrecht said that the meeting at Cowley was well attended and that the Trustees did not have a lot of issues to discuss. They did hold a new Trustee orientation that Lance Lechtenberg attended for Butler. They will also be taking part in the Higher Education Day at the Capital on January 18th.

Dr. Krull said they received a brief pre-session committee and legislative update from Allie Devine. The biggest struggle in the state budget talks will be trying to find more money to fund K-12 and Higher Education.

They also had a COP conversation about the Kansas Department of Education and Kansas Board of Regents Concurrent Task Force which is working to make concurrent classes more accessible and reliable for all students in the state. They are meeting with Blake Flanders next week for a conversation about the funding formula for 5 tuition free courses offered to all juniors and seniors in Kansas as well as standardized guidelines for pre-requisites, placement scores, and qualifications to take the courses.

President's Report – Dr. Krull reminded the Board that January 18th is Higher Ed Day in Topeka. KACCT is preparing some talking points to distribute to everyone on that day. We will also have scheduled appointments with our representatives and senators.

She also announced some changes in the Information Services division. Bill Young has been moved from interim to permanent Vice President of Digital Transformation. Connor has been named the permanent CISO. Now the division is missing a security analyst, and will look at hiring options soon.

In this month's Board book, there is information about the Capital Outlay Project which Bill Young informed the Board they are in the next phase of the Wireless project and are staying well within budget.

Butler will have a visit from the Office of Civil Rights sometime after the first of the year. We received a letter back in October and they have requested some information that Lori Winningham is working on for their visit.

Lori also gave a brief update on the UAS (Unmanned Aircraft Systems) celebration that will be happening December 19th at 2:30 p.m. at Cook Airfield in Rose Hill. Butler is partnering with K-State Polytechnic out of Salina and will offer students the chance to graduate with an associates degree and 13 hours from K-State.

Dr. Krull also reminded the board of Sharon's retirement reception which is being held Monday, December 18th from 2:00 p.m. to 4:00 p.m.

Education Facilities Authority Report – Trustee Joyce reported that they are meeting next month where they will look at a long term plan for resurfacing the track. Dr. Krull also pointed out that since Trustee McKibban is leaving, we will need to select a new representative for the Board of Trustees.

MONITORING REPORTS - None

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

Master Site and Facilities Plan

This past spring semester, the Board of Trustees approved Gravity::Works + DLR Group, Inc. to complete the Butler Master Site and Facilities Plan and a Facilities/Deferred Maintenance Study. The deferred maintenance study was initiated prior to the start of the fall semester and over the past 4 months, work has been done on the master site and facilities plan. In September, open forums on both campuses

were scheduled for initial input from faculty, staff, and students with follow-up focus group discussions in October. The focus group discussion in October on both campuses, included invited community members, departmental faculty, Deans and Associate Deans, Directors and employees from across the college representing very specific areas such as Facilities, Student Services, IT, Finance, HR, Athletics, Academic Support and Effectiveness, Online, Tutoring, Residence Life, College Health, etc. Following the focus group discussions in October, surveys were also sent to students as well as employees to gather additional information on facilities and services. The Butler Master Planning Committee has been integrally involved in the conversations and work over the past few months with Trustees Engelbrecht and Bohon representing the Board. Vince Haines showed the board that they are 60% towards the completion date and will host a work session at the January Board meeting to review the 90% documents.

Capital Outlay Mill Levy Fund

The Capital Outlay Mill Fund was discussed earlier in the President’s report, but Trustees saw the progress as of December 2017.

Butler Community College
Capital Outlay Mill Fund - Presented December 12, 2017

<u>Capital Outlay Bonds, Series 2016 Sources and Uses per Closing Statement</u>	
<u>Sources of Funds</u>	
Par amount of bonds	\$6,230,000
Less underwriter's discount	<u>\$13,538</u>
Total Sources	<u>\$6,216,462</u>
<u>Uses of Funds</u>	
Project Fund	\$6,149,054
Costs of issuance	<u>\$67,408</u>
Total uses	<u>\$6,216,462</u>

<u>Capital Outlay Project Fund Summary</u>	
Fund Balance, July 1, 2016	\$0
Bond proceeds	\$6,216,462
Investment Income as of November 30, 2017	<u>\$27,265</u>
Amount available at	
November 30, 2017	\$6,243,728
Expenditures as of	
November 30, 2017	<u>\$1,798,840</u>
Fund Balance, November 30, 2017	\$4,444,887

<u>Capital Project Fund - Planned Expenditures</u>			
<u>Capital Project Plan Items</u>	<u>Estimated Cost</u>	<u>Spent to Date</u>	<u>Estimated Cost Remaining</u>
1. Converged Infrastructure Phase One	\$262,500	\$0	\$262,500
2. Converged Infrastructure Phase Two	\$1,015,350	\$1,025,002	(\$9,652)
3. Network Infrastructure	\$1,586,353	\$642,579	\$943,774
4. Hardened Data Center	\$330,000	\$0	\$330,000
5. Physical Security	\$2,937,500	\$0	\$2,937,500
6. Digital Signage	\$148,000	\$0	\$148,000
7. Campus Wide Security Lighting	\$165,000	\$63,850	\$101,150
8. Contingency	<u>\$100,000</u>	<u>\$0</u>	<u>\$100,000</u>
Total	\$6,544,703	\$1,731,432	\$4,813,271

<u>Capital Outlay Bonds Payment Schedule</u>		
<u>Fiscal Year Ended</u>	<u>Total Debt Service Payments</u>	<u>Estimated Capital Outlay Tax Revenue</u>
June 30, 2017	\$615,562	\$1,274,794
June 30, 2018	\$1,249,393	\$1,303,879
June 30, 2019	\$1,282,343	\$1,343,012
June 30, 2020	\$1,299,818	\$1,343,012
June 30, 2021	\$1,302,068	\$1,343,012
June 30, 2022	\$648,548	\$70,117
June 30, 2023	<u>\$0</u>	<u>\$39,133</u>
	\$6,397,729	\$6,716,958

BOARD ACTION ITEMS

The Audit Report from Allen, Gibbs & Houlik, L.C. (AGH) was presented to the board. Trustee Craven moved that the report be approved. Trustee Bohon seconded. The Audit Report was approved unanimously.

CONSENT AGENDA

Trustee Joyce moved that the Board approve the consent agenda as presented. Trustee McKibban seconded. The motion passed unanimously. The consent agenda contained the following items:

- Minutes of the Regular Board Meeting of November 14, 2017

- Approval of Bills and Warrants for November 2017 - \$4,142,689.93 (includes Expenditure Approval List -\$1,461,076.62 and Payroll - \$2,681,613.31)
- Approval of CDWG Hardware Bid and Statement of Work in the amount of \$1,438,649.70 from the Capital Mill Levy
- Ratification of the El Dorado Neighborhood Revitalization Project
- Ratification of the Articulation Agreement with KSU for Global Campus/ DirectLink
- Ratification of the MOU with The Center for Legal Studies
- Ratification of the Federal Work Study Off-Campus Agreement
- Ratification of the MOU with Tornado Bowling Alley
- Ratification of the Contract with Miami Co. Medical Center
- Ratification of the Agreement with AVID for Higher Education in the amount of \$10,260.00
- Ratification of the MOU with Family Life Center
- Ratification of the MOU with Segal Waters not to exceed \$110,000 from the operating budget
- Approval of Reina El Nabbout as Temporary Full Time Economics Instructor for one semester at a salary of \$20,056 plus full benefits
- Approval of Contract Renewal for Adam Hunter, Head Women's Soccer in the amount of \$59,235
- Approval of Contract Renewal for Travis Stipp, Assistant Soccer Coach in the amount of \$20,600
- Approval of Lora Jarvis as Executive Assistant to the President and Board of Trustees in the amount of \$39,020

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Bobbie Hairland, Tim & Patty Logue, Linda Fund, Brenda, Sean, Kari & Alan Dodson, Celebration of Freedom in El Dorado

Board Calendars


Sharon Rogers Retirement Reception	Monday, December 18 @ 2:00 p.m. Hubbard Welcome Center, 20006-20007	
Winter Break – COLLEGE CLOSED	December 21 – January 1	
Staff Returns Following Winter Break	Tuesday, January 2	
Professional Development Days – Faculty Returns	January 8 – January 12	

		Ron Engelbrecht
January Board Meeting	Tuesday, January 9 @ 4:30 p.m. Dankert Board Room	ALL TRUSTEES
COLLEGE CLOSED- Martin Luther King, Jr Day	Monday, January 15	
Higher Ed Day at the Capital	Thursday, January 18	
MGB Training Meeting	Monday, January 22 @ 1:30 p.m. Dankert Board Room	
Augusta Annual Chamber Dinner	Saturday, January 27 @ 6:30 p.m.	
El Dorado Annual Chamber Dinner	Thursday, February 1 @ 6:30 p.m.	
February Board Finance Committee	Tuesday, February 13 @ 3:30 p.m. Presidents Conference Room	JoAnn Craven Ron Engelbrecht
February Board Meeting	Tuesday, February 13 @ 4:30 p.m. Dankert Board Room	ALL TRUSTEES
Annual All Kansas Academic Team Luncheon in Topeka	Thursday, February 15 12:00 p.m. – 2:00 p.m., Regency Ballroom	Ron Engelbrecht
Andover Annual Chamber Dinner	Thursday, February 15 @ 6:30 p.m.	

2017-2018 Board Meeting Dates
Tuesday, January 9, 2018
Tuesday, February 13, 2018
Tuesday, March 13, 2018
Tuesday, April 10, 2018
Tuesday, May 8, 2018
Tuesday, June 12, 2018
Tuesday, July 10, 2018

ADJOURNMENT

Trustee McKibban moved that the Board meeting be adjourned. Trustee Engelbrecht seconded and the motion passed unanimously. The Board meeting of November 14, 2017 was adjourned at 5:40 p.m.



 Dr. Greg Joyce – Secretary