

BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING
 4:30 p.m., Tuesday, July 9, 2024 – Dankert Trustee Board Room
 Watch Live via <http://www.butlercc.edu/bctv>

<p>3:30 p.m.</p> <p>4:30 p.m.</p>	<p>Board Finance Committee Meeting – President’s Conference Room.</p> <p>Regular Board Meeting – Dankert Board Room, Upper Level of the Hubbard Welcome Center, 901 S. Haverhill Road, El Dorado, Kansas.</p> <p>Executive Session – For matters related to negotiations and non-elected personnel</p>
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- I. **CALL TO ORDER (4:30pm)**
- II. **PLEDGE OF ALLEGIANCE (4:30pm)**
- III. **APPROVAL OF AGENDA (4:35pm)**
- IV. **RECOGNITIONS (4:40pm) -----3**
- V. **PUBLIC COMMENT (4:45pm)**
 If you wish to address the Board during Public Comment, please complete this form:
<https://bit.ly/3b36GXl>
- VI. **STANDING REPORTS (4:55pm)**
 - A. Student Government Association Report
 - B. Operational Staff Report – Zach Cannady
 - C. Professional Employees Report – Terry Sader
 - D. Board Finance Committee Report – Mary Martha Good, Dave Sherrer
 - E. Foundation Board Report – Forrest Rhodes, Kim Krull
 - F. Education Facilities Authority Report –Linda Jolly, Dave Sherrer
 - G. President’s Report – Kim Krull
- VII. **MONITORING REPORTS (5:15pm)**
 - A. Science, Engineering and Math (Covert) -----4
- VIII. **BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES**
 - A. Quarterly KORA Report (Krull) (5:25pm) -----20
 - B. Board Self-Evaluation (Jolly) -----22
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XIII.	ADJOURNMENT (7:45pm)	-----76

JULY BOARD RECOGNITIONS

- **Dr. Noreen Templin** presented “To Hyflex or Not: That is the Question” about the success of the hyflex modality at Butler as a poster session at the 13th Annual Conference on Teaching and Research in Economic Education (CTREE) in Atlanta, GA on May 30-31.
- **FBLA National Leadership Conference**
 - **Kaelib Harp** – 5th in Future Business Educator and received the Distinguished Business Student Award, receiving a \$500 scholarship
 - **Victoria Wurm** – 5th in Accounting Case Competition and 9th in Foundations of Economics.

MONITORING REPORTS – Science, Engineering and Math

BOARD OF TRUSTEES REPORT DIVISION of SCIENCE, ENGINEERING and MATH JULY 2024

Dean: Dr. Shannon Covert

Administrative Assistant: Diana Turner

The SEM division prepares students in the areas of Biology, Chemistry, Engineering, Mathematics, and Physics/Physical Science. Through this preparation, students can transfer to the next educational level of higher education or enter the work force with knowledge, skills and experiences which contribute to their own personal success and the needs of the community.

The experienced and credentialed faculty within the SEM division facilitate learning using high engagement learning strategies and state-of-the-art technology. Students pursuing a degree in the SEM division will have a competitive advantage in the increasing need for SEM skills. SEM faculty and staff continue to diligently work as a team in the evaluation of effective internal processes, efficient budgeting, and conducting program reviews based on sound data gathering and analysis. This assessment allows the potential to:

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

We offer programs geared to helping our local economy and communities and develop awareness of programs offered by other Butler academic divisions.

HONORS AND RECOGNITIONS

John & Suanne Roueche Excellence in Teaching Award



The John & Suanne Roueche Excellence in Teaching Awards are presented by the League for Innovation in the Community College. This year, Susan Forrest, lead and professor of biology, was the fulltime faculty recipient. Tim Thompson, adjunct mathematics instructor, was the adjunct recipient. The Excellence in Teaching Awards are presented by the League of Innovation and recognize faculty across the country who make a difference in the lives of students through exceptional teaching and leadership. The nominees are chosen by Butler's Faculty Development Team based on student nominations. When asked about receiving this

award, Susan Forrest said, “For a student to take the time to nominate for an award is very special. It means so much.” Tim Thompson shared, “I love teaching math. My joy comes from working with students who have struggled with math in the past, getting them to trust me enough to let me help them, and then seeing them successfully master the material.” They both received a medallion, certificate, and \$500 honorarium. Susan Forrest was able to attend the 2024 League for Innovation in the Community College Innovations Conference in Anaheim to receive her award.

Order of the Purple

- Adam Anthony, Dr. Anne Gillis, Betty Taylor, Caroline El Chaar, Danny Mattern, Dr. Jeffrey Meyer, Jenifer Sutter, Joseph LaForge, Kerry Fahnestock, Lori Winningham, Dr. Martha Sager, Robert Carlson, Scott Dwyer

Student Life Awards Instructor Nominees

- Dr. Anne Gillis, Dr. Bethany Chandler, Betty Taylor, Bob Broyles, Bonnie Ernst, Bruce Fiscus, Caroline El-Chaar, Dani Anthony, Danny Mattern, Dr. Jeffrey Meyer, Jenifer Sutter, Jonathan Penley, Katya Frank, Katrina Penner, Kerry Fahnestock, Kristy Zieman, Marj Hunter, Mark McNemee, Dr. Martha Sager, Patrick Emery, Dr. Raja Balu, Robert Zavala, Rue Ann Olmstead, Susan Forrest

High School Partnerships

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

Academies

- Andover: Engineering Studies, Liberal Arts, Pre-Engineering
- El Dorado: Health Sciences
- Rose Hill: Health Sciences, Liberal Arts
- Online: Liberal Arts

Retirements

- Katherine Gifford, Biology

New Hires

- Dr. Raja Balu, Mathematics
- Julie Misak, Mathematics
- Diana Turner, Administrative Assistant (April 2023)

The SEM Division is composed by the following departments and programs:

- **Engineering:** Pre-Engineering, Pre-Computer Science
- **Mathematics**
- **Science:** Biology, Chemistry, Environmental Issues, Physics, Physical Sciences, Food Science Business, Food Science Technology, Pre-Medicine, Pre-Veterinarian, Pre-Pharmacy, Pre-Physician Assistant, Pre-Veterinary

The academic departments assigned to the SEM division and the degree/certificate programs offered within the division are designed to contribute and facilitate Butler Community College strategic priorities and goals by providing state-of-the-art programs that are responsive to the needs of regional industry. The quality of our programs, state-of-art facilities, and relevant curriculum are validated by Kansas Board of Regents (KBOR).

During the 2023-2024 academic year, the SEM division once again placed a stronger focus on recruitment, relationships, and retention with our **Recruit, Relate, Retain** plan.

Recruit

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

Relate

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

Retain

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

Vision

The SEM division will provide exceptional instructional programs in engineering, laboratory sciences, and mathematics.

Mission

The SEM division exists to provide students with high engagement learning experiences which prepares them to succeed in SEM related fields and advanced educational programs through collaborative partnerships with universities and local school districts.

Key Unit Processes

- Design and refine curriculum with a differential to provide a competitive edge
- Effectively deliver coursework
- Hire and schedule qualified instructors & staff
- Fiscally responsible division budget management
- Evaluate and support faculty
- Provide professional staff development/training/mentoring
- Provide instructors and students with state-of-the-art technology
- Assess student learning in courses and programs
- Monitor student satisfaction with courses and programs

Division's Core Values

Professional – We provide education which directly contributes to successful transfer.

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

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

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

Program Data

Declared Majors– All SEM Programs 2019-2023

Department	AY 2019	AY 2020	AY 2021	AY 2022	AY 2023
Biology	130	168	181	174	150
Chemistry	28	36	34	40	37
Eng & Manf	430	418	419	361	311
Mathematics	30	28	37	24	14
Physics	30	33	30	15	14
STEM Orphan	0	0	0	9	12
	648	683	701	623	538

Credit Hours – All SEM Programs 2019-2023

Department	AY 2019	AY 2020	AY 2021	AY 2022	AY 2023
Biology	10,261	9,322	9,288	9,415	8,939
Chemistry	5,998	5,050	5,270	4,566	4,399
Eng & Manf	1,152	1,101	935	829	722
Mathematics	20,873	19,524	17,347	16,899	15,897
Physics	4,480	4,376	4,766	3,907	3,660
	42,764	39,373	37,606	35,616	33,617

PROGRAM UPDATES

Biology

1. Mission Statement:

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

2. Enrollment Comparison; Credit Hour Chart

Department	AY 2019	AY 2020	AY 2021	AY 2022	AY 2023
Biology	10,261	9,322	9,288	9,415	8,939

3. List of FT faculty

- List of FT faculty
- **Bob Broyles**

Bob's first employment by Butler was as a Biology and Math tutor while in graduate school. He currently teaches Anatomy and Physiology on the Andover Campus. His *Anatomy and Physiology Revealed Workbook* for McGraw-Hill Publishing is currently in its Fourth Edition. Bob spearheads the establishment of

a Pollinator Garden on the Andover Campus designed for student investigation into the vital ecological services provided by these plants. He takes students to the Tallgrass Prairie of the Kansas Flint Hills to provide a learning experience in this vanishing ecosystem as they collect prairie wildflower and grass seeds to establish a truly native garden of local ecotypes. Bob is a recent recipient of the Order of the Purple and has been teaching at Butler since June of 2001.

- **Jordnn Cogan**

Jordnn teaches online General Biology and Anatomy and Physiology. She is the Lead Lab Coordinator for all microbiology labs and online general biology lab kit preparation. She has recently been appointed as the new Digital Support person for Pathophysiology. She serves on Butler's IRB committee and is an Inclusion Council Ally. Jordnn is a member of the NABT and attends KCOG for non-majors biology and anatomy & physiology.

- **Melissa Elliott**

Melissa teaches Anatomy and Physiology 1 and 2, Microbiology, Pathophysiology, and Engaging in Science, Engineering, and Math. She teaches primarily at the Early College Academies in Rose Hill. Melissa continues to work with about 50 students yearly in an informal TEAS test prep course and developed the fully online version of Anatomy and Physiology 1.

- **Kerry Fahnestock**

Kerry teaches General Biology, Majors Biology 1, Anatomy and Physiology 1 and 2, and Environmental Issues. She serves on the textbook selection committee and is a member of the Faculty Development Team. She attends KCOG for anatomy & physiology. She has developed an OER for the General Biology Lab Manual to save students money.

- **Lindsey Fields**

Lindsey is the Department Chair at the Andover campus and teaches General Biology, Majors Biology 1, Majors Biology 2, Anatomy and Physiology 1 and 2, and Engaging in Health Sciences. She serves on search committees, textbook committees, the Institutional Review Board (IRB), is an Inclusion Council Ally and a member of the Faculty Development Team. She attends KCOG for non-majors and majors biology and was the non-majors committee chair in 2023. She is the advisor for the BCC BioClub and formed partnerships with local medical clinics for students to shadow and took students for volunteer trips to the Kansas Humane Society. She continues to serve on the advisory board for the Biomedical Engineering undergraduate program at WSU.

- **Susan Forrest**

Susan teaches Majors Biology 1 and Microbiology. As a lead faculty, she focuses on ordering, scheduling, and making sure the El Dorado and Rose Hill sites have materials needed throughout each semester. She participated in Andover Central Middle School campus visit to learn about career pathways at the BOA campus, Grizzly Go! and Grizzly Senior Days. This year, Susan attended the National Association of Biology Teachers Conference in Baltimore, MD and the League for Innovation Conference in Anaheim, CA. She co-advises the BCC BioClub with Lindsey Fields. Susan attended the KU School of Medicine conference with Pre-Medicine Students from the BioClub to the event at Kansas State University. Susan was awarded the League For Innovation Teaching Excellence Award, which was presented to her at the conference in Anaheim, CA. She was also nominated for Outstanding Teacher at the Student Life Awards.

- **Katya Frank**

Katya teaches General Biology on the El Dorado campus and online. She also teaches Majors 2 Biology at El Dorado and Rose Hill campuses. Katya helps with Grizzly Senior Day sessions.

- **Kathy Gifford**
Kathy taught Anatomy and Physiology 1 and 2. She developed a fully online version of A&P 2, served on hiring committees, and helped transfer supplies and equipment between campuses. She was an advisor for Phi Theta Kappa. Kathy retired at the end of the 2023-2024 academic year, after 29 years at Butler. She will be greatly missed by her students and colleagues.
- **Dr. Glenn Manning**
Glenn teaches Majors Biology 1 and 2 and Microbiology. He teaches Majors Biology 2 for the Health Sciences Academy in Rose Hill. He serves on search committees and has helped with Grizzly Days. He participated in a weeklong course for Upward Bound Trio teaching science to 9-11 graders in the summer of 2023. Glenn is also a member of the Chemical Compliance Committee.
- **Dr. Jeff Meyer**
Jeff teaches Anatomy and Physiology (one semester class), Anatomy and Physiology 1 and 2, and Pathophysiology. He teaches in El Dorado. Jeff was awarded the Student Life Outstanding Instructor award for the third time and was honored as an Order of the Purple Outstanding Instructor. He also instituted A&P review videos using zoom for his pathophysiology class.
- **Dr. Martha Sager**
Martha teaches General Biology. She primarily teaches at the Andover campus and also teaches for the Early College Academies in Rose Hill. She is a member of the Faculty Development Team, Rose Hill Early Academy Advisory Council, and takes care of the Butterfly Garden at the Andover Library.
- **Joseph LaForge**
Joseph, who joined as a new faculty member Spring of 2023, teaches Anatomy and Physiology 1 and 2, General Biology, and continues to teach at both El Dorado and the Health Sciences Academy in Rose Hill. During his stay in Paraguay in the summer of 2023, Joseph was recognized as an open invitee to return to FACISA-UNE as a guest lecturer for medical classes. He also delivered the keynote speech at a conference on the biology of Obsessive-Compulsive Disorder (OCD), focusing on brain anatomy, specifically the thalamus and prefrontal cortex, and their relationship to actions.
Additionally, while in Paraguay, Joseph formed contacts with the fishery division of the ITAIPU water dam, the second-largest hydroelectric dam in the world, to spearhead an investigation on microplastics in their fisheries. This study is currently in the planning stages. He also participated in water quality testing for microbial contagions in water wells that provide drinking water.
Culminating his summer in Paraguay, Joseph and his wife began work in the public school Mujer Paraguaya teaching English through the assistance of Margaret Knight American Corner. They provided books, structured lessons, and planned activities every week for children who would otherwise not have had the opportunity to study English, given its high cost in the region.
For a well written story on the Paraguay experience, see [IMPRESSIVE PROFESSOR: LAFORGE BRINGS EDUCATIONAL RESOURCES, CULTURAL EXPERIENCES BACK TO BUTLER STUDENTS FROM PARAGUAY](#)
Since returning from Paraguay, Joseph has attended various seminars, including one on teaching the cardiovascular system. He then had the privilege of watching his first graduating class of students walk, with one student honoring him with the Order of the Purple, as an outstanding instructor nominee. Following this, Joseph saw his article titled "[An Inquiry-Based Project Added to Traditional Labs: Hands-On Fish Awareness Research in Freshwater Systems Conducted by First-Year Biology Students](#)" published in the open-access journal CourseSource.

Additionally, he had an image published in the Transactions of the Kansas Academy of Science.

- **Kristy Ziemann**

Kristy teaches Anatomy and Physiology 1 and 2, Microbiology, Cadaver Dissection, and Engaging in SEM. Kristy earned the Order of the Purple Outstanding Instructor Award. She has been a part of textbook selection committees and is on the Institutional Review Board (IRB) at Butler. She is a member of the ASM - American Society for Microbiology, the NASPAG - North American Society for Pediatric & Adolescent Gynecology, and the NCAS - NASA Community College Aerospace Scholars program. Kristy was also recently published with Mullerian agenesis research in conjunction with the Beautiful You MRKH Foundation and the Global MRKH Consortium. Currently research is focusing on treatment aspects of MRKH and was published in the Journal of Pediatric & Adolescent Gynecology (online in May 2023 and in print in July 2023) titled: International Experiences with Vaginal Lengthening Treatment Among Individuals with Müllerian Agensis: A Mixed Methods Study. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)

Department

- We developed a fully online Anatomy and Physiology I (BI226) and Anatomy and Physiology II (BI227). These courses are part of 2 completely online degree pathways (Billing and Coding; Exercise Science). The goal is to market the availability of these classes online and increase the total number of sections (face-to-face and online).
- Developed an OER lab manual for students in General Biology.
- Restarted BCC BioClub. Students participated in several activities including: Helped maintain the Butterfly Garden at Andover Public Library, toured Agape Medical Clinic (Andover), made "flirt poles" at the Kansas Humane Society, and participated in the Kansas University School of Medicine Pre-Medicine Conference at Kansas State University.

Faculty

- Bob Broyles: Order of the Purple – Outstanding Faculty
- Jordnn Cogan: Student Life Awards – Outstanding Instructor Nominee, Kansas Regional Science Fair Judge, NABT member
- Melissa Elliott: Order of the Purple – Outstanding Faculty
- Lindsey Fields: CC BioINSITES research fellow, She is an active member of the National Association of Biology teachers and is currently serving as a representative for NABT on the *Fostering Community College Collaborations with Disciplinary Societies* committee working with society representatives from all disciplines throughout the US, Kansas Regional Science Fair Judge
- Susan Forrest: Student life Award – Outstanding Instructor Nominee. League for Innovation Teaching Excellence Award for 2023-2024.
- Dr. Jeff Meyer: Order of the Purple – Outstanding Faculty, Student life Award – Outstanding Instructor Nominee
- Kristy Ziemann: Order of the Purple – Outstanding Faculty, Student Life Awards – Outstanding Instructor Nominee, Instructional Assistant for NASA Community College Scholar's program (NCAS).
- Katya Frank: Student Life Awards – Outstanding Instructor Nominee, Summer Jam 2024 Participant
- Joseph LaForge: Summer Jam 2024 Participant
- Kerry Fahnestock: Summer Jam 2024 Participant

Goals: 2024-2025 academic year

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

Chemistry

1. Department mission statement:

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

2. Enrollment Comparison; Credit Hour Chart

Department	AY 2019	AY 2020	AY 2021	AY 2022	AY 2023
Chemistry	5,998	5,050	5,270	4,566	4,399

3. List of FT faculty:

- **Dani Anthony, MS – Lead**

Dani teaches CH106 both face-to-face and online. She is co-lead with Patrick. She is in the beginning stages of creating several 2+2 programs with Newman University now that the KBOR Gen Ed bucket system is in place. Dani participated in Summer Jam 2024.

- **Robert Carlson, MS**

Robert teaches Chemistry 1, Chemistry 2, Organic Chemistry 1, Organic Chemistry 2, biochemistry, General Physics 1, and General Physics 2. Robert represents Butler and the chemistry department and enrollment and orientation events.

- **Mark Diskin, PhD**

Mark teaches CH106 face-to-face and online. He enjoys doing chemical demonstrations. Mark participated in Summer Jam 2024.

- **Jacob Schesser, MS**

Jacob teaches Chemistry 1 and Chemistry 2. He serves on the Chemical Compliance Committee.

- **Patrick Emery, MS – Lead**

Patrick teaches Chemistry 1 and Chemistry 2 face-to-face and blended. He shares lead responsibilities with Dani. He attended the 2022 Biennial Conference on Chemical Education (BCCE). He participated in Summer Jam's yearlong program. Patrick is a member of the Faculty Development Team and Inclusion Council. He is also one of the sponsors for Butler's Esports and Gaming Club.

- **Tao Wu, PhD**

Tao teaches Chemistry 1, Chemistry 2, General Physical Science, and Geology. He and Jon Penley created an OER for Geology. Tao participated in Summer Jam 2024. Tao serves on the Chemical Compliance Committee.

- **Jen Sutter, MS**

Jen teaches Chemistry 1 and Chemistry 2. She was nominated for the Outstanding Instructor Award from Order of the Purple.

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

Department

- We continue to work with the biology department to stagger course offerings to ensure students could take the science classes they needed during the same semester.
- We worked with multiple departments in the development of new degree programs based on the KBOR Gen Ed Buckets.
- We are now overseeing the Food Science Technology and Food Science Business degree programs since they are heavy in chemistry and science. In addition, Dani Anthony created the online Food Science course. We worked with K-State to ensure it would transfer with the new KBOR Gen Ed Bucket system.
- We are meeting with Creekstone Farms this summer for a possible collaboration.

Faculty

- The faculty represented the department for SEM, GrizzlyGo, and Senior days.
- Dani Anthony: Student Life Award Nominee
- Robert Carlson: Order of the Purple – Outstanding Faculty, continues to conduct chemical demonstrations at all onsite campus admissions and recruitment events.
- Mark Diskin continues to conduct chemical demonstrations at various off-site events.
- Patrick Emery: Student Life Award Nominee, has been and continues to be a member of a team within the Inclusion Council to identify student views of their experiences at Butler and work to improve them. He is also a sponsor for the Esports Gaming Club alongside student leadership.
- Jen Sutter: Order of the Purple – Outstanding Faculty, Student Life Award Nominee

5. Goals: 2024-2025 academic year:

- Expansion of CH275-Biochemistry to the online environment.
- Creation of 2 + 2 with Newman University in Sonography, Radiology Technology and Dental Hygiene programs once the KBOR General Education System is determined.
- Increase enrollment in the Pre-Pharmacy Pathway with the development of our partnership with KU School of Pharmacy. This degree program was granted an exemption to the KBOR Gen Ed Bucket requirements, and we have set up our degree program for seamless transfer to KU School of Pharmacy.

Mathematics

1. Department mission statement

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

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

2. Enrollment Comparison; Credit Hour Chart

Department	AY 2019	AY 2020	AY 2021	AY 2022	AY 2023
Mathematics	20,873	19,524	17,347	16,899	15,897

3. List of FT faculty

- **Adam Anthony – Co-Lead**

Adam teaches Contemporary Math, Trigonometry, Pre-calculus, Calculus, and Physical Science. He is assistant lead in Andover and organizes Andover faculty course selections. He has served on hiring and textbook committees, and is chair

on Contemporary Math corequisite committee. Adam participates and presents at Faculty Development events. He created and maintains an online Contemporary Math course. Summer Jam 2024 Participant

- **Cindy Bond – Co-Lead**

Cindy is a co-lead instructor for Developmental Math. She is also a software administrator for our algebra courses. As a part of her role as co-lead and software administrator, she trains new hires in the software. She also updates the 14 Algebra course shells in Canvas. She is responsible for creating and updating the Module Handbook. She is heavily involved with technology in her teaching.

- **Dr. Raja Balu**

Raja Balu teaches college algebra. He teaches face-to-face and online. His next long-term objective is to add and design a comprehensive Contemporary Mathematics course and add Calculus, Trigonometry and Differential Equations to his course load. Raja was nominated for Outstanding Instructor Award at Student Life Awards in Spring 2024. Raja is an active member of the Pathways Committees for College Algebra, Statistics and Contemporary Mathematics. Raja collaborates with Robert Zavala in implementing Robotics (using Python) in Trig/Calc classrooms.

- **Dr. Ben Bunck – Department Lead**

As the lead instructor, Ben assists faculty in the development of department policies and training, serves as a liaison between the Butler Math department and other departments on campus, organizes several full-time and all-faculty department meetings each year, and works with other leads and administration to identify and address instructional needs. Ben regularly instructs courses in the Calculus 1/2/3 sequence and other Mathematics courses as needed.

- **Dr. Bethany Chandler – Co-Lead**

Bethany is a co-lead instructor for Developmental Math. She is a software administrator for Hawkes software. She serves on the KBOR placement and assessment committee. She attended NOSS this year and plans to present with Robert at AMTYC in the Fall on the Math Modules. She is a Board Member for Alex's House. She attended the Adobe Education Institute in the Summer of 2022 and is attending again this summer. She is completing the steps to become a Hawkes Learning certified instructor.

- **Sandy Derry**

Sandy teaches algebra, trigonometry, calculus, and statistics and is involved with teaching online. She uses technology heavily in her teaching and is a resource for integrating with Canvas. Sandy recently headed the textbook selection committee for Applied Statistics and has worked to develop the course for online deployment.

- **Caroline El-Chaar**

Caroline teaches college algebra, calculus, pre-calculus and trigonometry. She mainly teaches face-to-face but has recently also added online teaching to her repertoire. Her next long-term objective is to work her way to adding differential equations to her course load. Caroline was nominated for 3 Student Life Awards: Outstanding Instructor Award, Outstanding Staff Award, and the Butler Unsung Hero Award. Caroline initiated and co-organizes the annual SEM gathering, as well as has served on textbook and interview committees. She was nominated and accepted to the Faculty Development Team this year.

- **Bonnie Ernst**

Bonnie has decided to focus her teaching on College Algebra and below in the effort to help the department's math redesign to be as successful as possible. She has been an integral member of the Math Redesign Committee, attending

nearly every meeting over the past several years, and is the primary author of “Instructor Created” module exam questions for all twelve Module Exams, as well as for the My Math Plan Assessments 1, 2, 3. She has been responsible for creating the exams and study guides using Hawkes software. She was deeply involved in adapting our existing MA 051-129 materials to the new Hawkes textbook, Preparation for College Algebra, and plans to be equally involved in adapting our existing college algebra material to the new Hawkes college algebra textbook (to be implemented Fall 2021). Additionally, Bonnie has served on a departmental hiring committee and on the department’s pathways assessment committee. She has volunteered numerous hours each week in the Andover Math Lab.

- **Bruce Fiscus**

Bruce currently teaches algebra and statistics at the Andover and Rose Hill campuses. He has also taught trigonometry and calculus. He has served on various textbook and hiring committees.

- **Kamielle Freeman**

Kamielle teaches algebra, trigonometry, and calculus. She chaired the textbook committee for calculus with applications, has served on the college algebra final exam committee, and is involved with preparing and teaching online courses. Kamielle is also part of the Mutual Gains Bargaining team which tries to find collaborative ways to craft a contract that is mutually beneficial to our common goal. Kamielle is also working on a course redesign for Calc with Apps which will include an OER.

- **Larry Friesen**

Larry is the lead for the SEM Division’s Pre-engineering program. He teaches calculus, differential equations, and statics, as well as other engineering classes. Larry has been working on transfer 2+2 programs with Kansas universities and making adjustments based on the new Gen Ed requirements.

- **Susan Gegner**

Susan teaches primarily statistics and college algebra. She has served on various textbook committees and has worked on department data analysis.

- **Marj Hunter – Co-Lead**

Marj teaches algebra and statistics. She is a lead math instructor in charge of coordinating the collection of module/final exams for MA 135 and below. She is also in charge of compiling the MSAT data and reporting results for the college algebra modules and three-hour course. Marj is still utilizing her iPad as a teaching medium in her classes. She has created videos for the college algebra modules that can be accessed via Canvas and Yuja.

- **Dr. Ruth Meyer**

Ruth teaches calculus and statistics and has developed MA140, Trigonometry, and has developed the MA220 online statistics course and enrollments in this online course continue to grow. She is a member of the Quality Assurance Team, the Ethics Review Board, textbook selection committees for Trigonometry and Statistics, and regularly serves on hiring committees. Ruth is also a member of the Mathematical Association of America.

- **Julie Misak**

Julie has taught college algebra, trigonometry, and calculus with applications at multiple sites including EDCF. She will be teaching MA220 statistics at EDCF in the fall. In Fall 2023, Julie was selected as a KBOR OER faculty expert to review and recommend college algebra OERs in a virtual workshop during spring 2024. Julie attended the spring 2024 KAMATYC conference in Overland Park and Summer Jam 2024.

- **Robert Zavala**
Robert teaches algebra, trigonometry, and Calculus 1. He is on textbook committees, Faculty Development Team and Student Appeals Committee. He is also actively participating in the AVID for Higher Education Initiative.
4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)
- Math Department faculty members nominated by Butler's 2024 *Order of the Purple* student recipients as *Outstanding Faculty*: Adam Anthony, Betty Taylor (Professional Tutor), Caroline El Chaar, Lori Winningham, and Scott Dwyer.
 - Math faculty and staff members nominated at Butler's 2024 *Student Life Awards*: Bethany Chandler, Betty Taylor (Professional Tutor), Bonnie Ernst, Bruce Fiscus, Caroline El Chaar, Katrina Penner, Marj Hunter (recipient of an *Outstanding Instructor* award), Mark McNemee (Professional Tutor), Raja Balu, Robert Zavala, and Rue Ann Olmstead.
 - Adjunct instructor Tim Thompson received the *John & Suanne Roueche Award for Teaching Excellence*. This prestigious award is given to one Butler full-time faculty member and one adjunct faculty member each year. Recipients are recognized at the *League for Innovation in the Community College* annual conference, which took place this past March in Anaheim, CA.
 - The Math Department has made progress in the use of Open Education Resources (OERs) in several department courses. OERs are course materials (often including online homework sets, textbooks, lecture notes, etc) that are openly licensed and allow a low-cost or no-cost alternative to traditionally published course materials. Use of OERs in the Math department includes:
 - MA130 Contemporary Math (formerly Quantitative Reasoning) began using OERs in Spring 2024
 - MA148 Calculus with Applications will be using OERs starting in Fall 2024
 - Professor Susan Gegner will continue to use OERs in her sections of MA220 Statistics for Life, Management, and Social Sciences.
 - Full-time faculty continue to provide support to adjunct faculty, such as materials for the common finals and technical support. We also have adjunct faculty working with full-time faculty on some committees such as textbook selection.
 - Departmental leaders continue to work on keeping Algebra curriculum updated within software-based learning environments and by collaborating with IS, working with book publishers, and supporting adjunct faculty with a knowledge base a policy manual. Math Program Coordinator Stacie Stricker, Professors Cindy Bond, Bethany Chandler, Marj Hunter, and many other full-time and adjunct faculty are heavily involved.
 - Online course modalities continue to make up a large share of the department's course offerings, and several faculty have been working on expanding and improving our online courses:
 - This past year, Professor Adam Anthony developed an online course for MA130 Contemporary Math based on OERs, teaching the first section of this course ever offered at Butler in Spring 2024. This is one of the three "Math Pathway" courses identified by KBOR, and is expected to gain enrollment over the coming years.
 - Kamielle Freeman is working on updating the online course for MA148 Calculus with Applications to be based on an OER textbook available through LibreTexts, as well as OER online homework available through MyOpenMath.
 - Ruth Meyer is in the process of making revisions to her online MA220 Statistics for Life, Management, and Social Sciences course to reflect a

change to a newer edition of the textbook. Changes include revising notes and online homework problem sets.

- Department faculty (both full-time and adjunct) are involved with tutoring at various sites. Many full-time and adjunct faculty volunteer as tutors for one or more hours a week in the Math Lab. Below you will find the usage of the math labs in both Andover and El Dorado. Peer tutors often help in the math labs and also tutor students in the learning labs.

	Fall 2023			Spring 2024		
	Students	Visits	Hours	Students	Visits	Hours
Andover- Math Lab	246	1393	2912.2	189	1163	2480.32
El Dorado - Math Lab	177	1449	2410.5	154	1316	2017.56
Totals	406	2842	5322.7	321	2479	4497.88

- A major project being undertaken by the Math Department involves implementing changes mandated by KBOR's newest project-based performance funding structure, in particular, how it relates to the three "Math Pathway" courses. These courses include MA135 College Algebra, MA210 Applied Statistics, and MA130 Contemporary Math.

Over the next several years, KBOR is asking institutions to move away from a traditional "prerequisite" developmental education model and toward a "corequisite" developmental education model for each of these three Math Pathway courses. In the current system, we offer students that require remediation up to three semesters of developmental coursework prior to taking their Math Pathway course, depending on their level of academic preparedness. In the new system, we will be required to enroll all students that require remediation into a "corequisite" developmental option (of up to an additional 3 credit hours) which can only be taken during the same semester as the credit-bearing, Math Pathway course.

Implementing corequisites presents several challenges, as it greatly reduces the time and credit hour load we are able to require for students that are not yet academically prepared for a college-level Math course. To that end, the department has formed three committees to develop corequisite options for each of the Math Pathway courses. Participating faculty include:

- MA130 Contemporary Math: Adam Anthony (chair), Bethany Chandler, Bonnie Ernst, Ruth Meyer, Robert Zavala, Larry Friesen, Raja Balu, Stacie Stricker.
- MA135 College Algebra: Bethany Chandler (chair), Cindy Bond, Bonnie Ernst, Marj Hunter, Raja Balu, Stacie Stricker.
- MA210 Applied Statistics: Sandy Derry (chair), Bethany Chandler, Ruth Meyer, Bruce Fiscus, Robert Zavala, Raja Balu, Stacie Stricker.
- Several members of the department faculty participated in conferences related to developmental education and corequisite instruction. These include:
 - National Organization for Student Success's (NOSS) annual conference in Las Vegas, NV: Bethany Chandler and Stacie Stricker.
 - American Mathematical Association of Two-Year Colleges' (AMATYC) annual conference in Omaha, NE: Bethany Chandler and Robert Zavala.
 - Kansas chapter of the American Mathematical Association of Two-Year Colleges' (KAMATYC) annual conference at Johnson County Community

College: Adam Anthony, Ben Bunck, Bethany Chandler, Bonnie Ernst, Bruce Fiscus, Julie Misak, Stacie Stricker, and Robert Zavala.

5. Goals: 2024-2025 academic year

- Several faculty members in the department continue to investigate low-cost options, such as OER course materials and “Inclusive Access” programs, which may provide substantial cost savings to students.
- Math department Leads and other faculty members will participate in the state’s annual Kansas Core Outcomes Group (KCOG) conference. The state’s Transfer and Articulation Council (TAAC) holds these conferences to encourage faculty at state universities and community colleges to work toward curricular agreement in common transfer courses. The Butler math department strongly advocates for curricular alignment, as it simplifies credit transfer for our students.
- With the KBOR Project-Based Performance Funding Structure, faculty will be working on the development and implementation of corequisite math options for the three Math Pathway courses through the committee work described in Section 4 above. The KBOR timeline requires that we begin offering corequisite courses in Fall 2025, with full implementation of corequisites by Fall 2026.

In addition to developing the corequisite courses themselves, the department will work to implement statewide course placement criteria (also mandated by KBOR’s project-based performance funding structure). Several department faculty are expected to participate in state-administered professional development related to these initiatives.

Physics/Physical Science

1. Department mission statement

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

2. Enrollment Comparison; Credit Hour Chart

Department	AY 2019	AY 2020	AY 2021	AY 2022	AY 2023
Physics	4,480	4,376	4,766	3,907	3,660

3. List of FT faculty:

- **Dr. Anne Gillis**
Teaches Physics, Astronomy and Physical Science courses face to face and online. She was involved in translating online Physics Interactives from English to French for the PhET project run by the University of Colorado Boulder. She serves on the Sabbatical committee. Summer Jam 2024 Participant
- **Jaromy Green**
Teaches Physics, Astronomy, and Physical Science courses. He continues to volunteer his time in the Gayle Krause Learning Lab helping tutor students. Jaromy also represents the department on the Chemical Compliance Committee. Jaromy resigned to be with family in Spring 2024.
- **Danny Mattern - Lead Instructor**
Teaches Physics and Astronomy courses both face to face and online. Danny is a member of the Curriculum Committee. He was also selected as a NASA Astronomy Activation Ambassador for 2023. Summer Jam 2024 Participant

- **Jon Penley**
Teaches Physics and Physical Geology courses both face to face and online. He worked with Tao and completed the creation of an OER for Physical Geology.
4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)

Faculty

- Dr. Anne Gillis: Order of the Purple – Outstanding Faculty, Student Life Award Nominee, Summer Jam 2024 Participant
- Danny Mattern: Order of the Purple – Outstanding Faculty, Student Life Award Nominee, Summer Jam 2024 Participant
- Jon Penley: Student Life Award Nominee
- Jon Penley and Tao Wu (chemistry professor) collaborated to develop a new Open Education Resource (OER) textbook for Physical Geology.
- Jaromy Green continues to volunteer his time in the Tutoring Lab in El Dorado to help Physics students looking for a little extra support.

Department

- To reduce student costs the Physics department has been using Openstax for all textbook requirements. Students can get a downloadable PDF copy of the textbook for free. We do not require students to purchase lab manuals anymore, we have made our own.
 - Physics faculty completed development for an OER for Physical Geology.
 - We have worked with the biology and math department to stagger course offerings to ensure students could take the science and math classes they needed during the same semester.
 - We worked on planning the additional lab space in Rose Hill which is currently being shared with chemistry, biology and physical science as well as the lab space in Andover.
 - The Physics faculty have designed and implemented real world applications into the physics laboratory. Students build FM radio kits from scratch while learning to solder electronic components in Physics 2 courses. Students also build and launch rockets while collecting data to explore the field of rocket science in Physics 1 courses.
 - Faculty have been busy teaching classes with NASA that Butler students are available to complete for free, working on astrophysics research with NASA, putting on summer camps for the Kansas Aviation Museum, organizing telescope observations at McConnell AFB, attending SidLit and AVID conferences, attending KCOG curriculum meetings to allow seamless transfer of every course we offer in the physics department, attending senior day activities to boost student enrollment and many more. All with the purpose of bringing the best real-world situations and experiences into physics classrooms.
5. Goals: 2024-2025 academic year
- We will continue recruiting efforts to fill our course offerings in the physics/physical science department.
 - Maintain and add additional equipment as needed to the Physics/Physical Science labs in Andover, El dorado, Rose Hill and McConnell campuses.
 - Continue evaluating the MSAT assessment results in our milestone Pathway courses to increase student content knowledge by adjusting teaching strategies and approaches to classroom activities.
 - Continuing to evaluate the OER materials we currently use in our courses while looking or developing other resources for courses that do not have an OER available yet.

- Creation of 2 + 2 with Newman University in Sonography, Radiology Technology and Dental Hygiene programs now that the KBOR Gen Ed Bucket System is in place.

Pre-Engineering/ Computer Science

1. Department mission statement

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

2. Enrollment Comparison; Credit Hour Chart

Department	AY 2020	AY 2021	AY 2022	AY 2022	AY 2023
Eng & Manf	1,152	1,101	935	829	722

3. List of FT faculty

- **Larry Friesen – Lead**
- **Daniel Higdon**

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

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

5. Goals: 2024-2025 academic year

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

We have reached a tentative agreement in Pre-Engineering for Biomedical, Computer, Electrical, and are continuing with others

- Work on retention efforts using AVISO and maintaining contact with students.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

**TOPIC for Discussion
Board Governance - Quarterly KORA Report**

REPORT:

The KORA Quarterly report for requests received from 4/21/2024 through 6/30/2024 is included.

RECOMMENDED ACTION:

This item is for discussion purposes only.

RECOMMENDED FUNDING SOURCE:

NA

Submitted by: Dr. Kim Krull, President

Supervisor: Linda Jolly, Board Chair

Date: July 9, 2024

Kansas Open Records Act Ending June 30, 2024

Date Received	Requested From	Subject	Language of Request	Accepted or Declined	Date of Resolution
4/22/2024	Data Research Partners LLC Janie Jordan	Employee Info	Request for the names of the campus and department for all employees.	Declined	4/30/2024
4/30/2024	Run Zip Buffalo - Justin Wenig	Housing Software and Student Information System Contracts	Purchase orders for housing software and student information system contracts from StarRez, Adirondack Solutions, Mercury, Residential Management Systems and EZRezlife. Looking for our housing software vendor.	Declined	6/19/2024

TOPIC for DISCUSSION
Board Self-Evaluation

REPORT:

The Board of Trustees completes an annual evaluation typically in January unless new Board members are seated in January and then it is completed in July. It includes a section for evaluation of the Board as a “whole” and a section for individual Trustees’ “personal self-evaluation” as a Board member. The evaluation form is included for discussion and review and will then be sent out electronically for completion. Once the survey window closes, compiled results will be sent to Trustees for review/discussion. A copy of the 2023 Board Evaluation is included for review and discussion.

RECOMMENDED ACTION:

This item is for discussion purposes only at this time.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Dr. Kimberly Krull, President
Supervisor: Forrest Rhodes, Board Chair
Date: July 9, 2024

Board of Trustees Evaluation - July 2023

This instrument is based upon a series of statements that have been designed to reflect the beliefs and practices associated with effective community college boards. Additional comments are appreciated at the end of each section.

Thank you for taking the time to complete this survey. All responses will be kept strictly confidential and reported as group data only. Please complete your evaluation by (date TBD)

THE FOLLOWING SECTIONS ARE TO EVALUATE THE BOARD AS A WHOLE

	Strongly Disagree (1)	Somewhat Disagree (2)	Somewhat agree (3)	Agree (4)	Strongly Agree (5)	Dont Know
<p style="text-align: center;">Part 1 - BOARD ORGANIZATION</p> <p>1. Board meetings are conducted in such a manner that the purposes are achieved effectively and efficiently.</p> <p>2. Board members are given timely and adequate background information on the issues they are required to make decisions about.</p> <p>3. Board meetings allow for open and sufficient discussion.</p> <p>4. Board members make decisions after thorough discussion and exploration of many perspectives.</p> <p>Comments:</p>						
<p style="text-align: center;">Part 1 – POLICY ROLE AND DIRECTION</p> <p>5. The Board understands the Board’s primary function is to establish policies by which the College is administered</p> <p>6. The Board focuses on policy in Board discussions, not administrative matters.</p> <p>7. The Board understands the difference between its policy role and the roles of the President and staff.</p> <p>8. The Board focuses chiefly on intended long-term impacts on students and community, not on the administrative or programmatic means of attaining those ends.</p> <p>Comments:</p>						
<p style="text-align: center;">Part 1 – BOARD – PRESIDENT RELATIONS</p> <p>9. The Board clearly delegates the administration of the College to the President</p> <p>10. Board members respect the role of the President as the link between the Board and staff.</p> <p>11. The Board encourages the professional growth of the President.</p> <p>Comments:</p>						
<p style="text-align: center;">Part 1 – COMMUNITY COLLEGE AND STUDENT RELATIONS</p> <p>12. Board members show support for student and staff achievements by recognizing them during meetings and attending awards celebrations.</p> <p>13. Board members support the programs and activities by attending the various College events</p> <p>14. Transparency and being visible is important to Board members in their role as a Trustee.</p> <p>15. The Board is sensitive to the concerns of students and employees while maintaining impartiality and support for the President.</p> <p>Comments:</p>						
<p style="text-align: center;">Part 1 – COMMUNITY RELATIONS</p> <p>16. The Board is knowledgeable about community and regional needs and expectations.</p> <p>17. Board members keep the President informed of community contacts.</p> <p>18. The Board assists in developing educational partnerships with K-12 school districts, colleges/universities, community agencies, business and local government, where appropriate.</p> <p>Comments:</p>						

<p>Part 1 – STANDARDS FOR COLLEGE OPERATIONS AND FIDUCIARY RESPONSIBILITIES</p> <p>19. The Board is knowledgeable about the College’s educational programs/services</p> <p>20. The Board is aware of the College’s funding structure.</p> <p>21. The Board receives monitoring data in a timely, accurate, and understandable fashion, directly addressing the provisions of the board policies.</p> <p>22. The Board ensures budgeting any fiscal period does not deviate significantly from board priorities, risk fiscal jeopardy, nor fail to show a generally acceptable level of oversight.</p> <p>Comments:</p>						
<p>Part 1 – BOARD LEADERSHIP</p> <p>23. Board members adhere to it Code of Conduct and set a positive example for the President and other employees.</p> <p>24. The Board is willing to take a stand for what is believes is right for students and the community.</p> <p>25. The Board bases its decisions upon all available facts in each situation.</p> <p>26. Once a decision is made, Board members cease debate and uphold the decision of the Board.</p> <p>Comments:</p>						
<p>Part 1 – ADVOCATING FOR THE COLLEGE</p> <p>27. Board agendas include sufficient legislative and stage policy issues facing the College.</p> <p>28. The Board recognizes positive accomplishments of the College.</p> <p>29. The Board actively supports the College’s Endowment and fundraising efforts.</p> <p>Comments:</p>						
<p>Part 1 – BOARD EDUCATION</p> <p>30. Board members are engaged in a continuous process of training and development.</p> <p>31. Sufficient resources are allocated for Board members to attend conferences and community events upon invitation.</p> <p>32. The Board monitors and regularly discusses the board’s own processes and performance.</p> <p>Comments:</p>						
<p>Part 1 – STUDENT SUCCESS</p> <p>33. The Board expects, and the President provides, regular reports on disaggregated student outcomes and used the results to modify policy.</p> <p>34. The College routinely evaluates effectiveness of efforts to improve student success and uses the results to inform policy and practice.</p> <p>35. The College has established a strategic planning process that relies on data to set goals for student success and to measure goal attainment.</p> <p>Comments:</p>						
<p>Part 1 – CRISIS PREPAREDNESS</p> <p>36. The Board reviews and supports college planning and assessment activities for continuous quality improvement, including contingency planning for major health-risk events.</p> <p>37. The Board is well-informed of and monitors all pandemic and crisis related strategies, natural/environmental crises, actual and anticipated litigation, specific community concerns and social upheaval, adverse and positive media coverage, trends and internal or external changes related to pervasive social unrest and environmental health-risk events impacting the college and community.</p> <p>38. The Board allocates resources and prioritizes the budget to align appropriately with the College mission, college strategic plans, teaching and learning continuity and contingency plans with environmental uncertainties such as the pandemic, enrollment fluctuations and regional economic shifts.</p> <p>Comments:</p>						

<p align="center">Part 1 – DIVERSITY, EQUITY, AND INCLUSION (DEI)</p> <p>39. The Board reviews disaggregated student success data appropriately (first generation, enrollment, persistence, retention, completion by race, income, age, gender, etc) and ensures multiple strategies are strategically and intentionally in place to strengthen efforts to address any gaps.</p> <p>40. Through policy, the Board promotes equitable access for underserved and minority populations to higher education programs and an environment that engages diverse populations and encourage opportunity to achieve success.</p> <p>Comments:</p>						
<p align="center">THE FOLLOWING SECTIONS ARE TO EVALUATE <u>INDIVIDUAL</u> TRUSTEE PERFORMANCE</p>						
<p align="center">Part 2 – BUTLER MISSION AND VALUES AND PLANNING PROCESS</p> <p>41. I know the Butler, Mission, Vision and Values.</p> <p>42. I understand the Board’s role in the strategic planning process.</p> <p>Comments:</p>						
<p align="center">Part 2 – BUTLER BOARD OPERATIONS</p> <p>43. I am familiar with the role of the Board Chair and the selection process.</p> <p>44. I understand and abide by the principles of Policy Governance</p> <p>45. I have review and understand the Board policies.</p> <p>46. I understand the process to alter, amend or establish policies and rules that are consistent with the law for the governing of the college.</p> <p>Comments:</p>						
<p align="center">Part 2 – TRUSTEE SATISFACTION</p> <p>47. I am confident about Butler’s value to the community.</p> <p>48. I am comfortable providing my own input during Board meetings.</p> <p>49. I feel respected by my fellow Board members.</p> <p>50. I respect and value the contributions of my fellow Board members.</p> <p>51. I feel comfortable in my role as a Board member, and find my role as a Board member to be satisfying and rewarding.</p> <p>52. I am comfortable with the time commitment relative to my board service.</p> <p>Comments:</p>						
<p>WHAT DO YOU REGARD AS YOUR PRIMARY AREAS OF EXPERTISE THAT YOU CONTRIBUTE TO THE BOARD? PLEASE SELECT UP TO 3 AREAS.</p> <ol style="list-style-type: none"> 1. Connections to elected officials as a way to advocate for the College. 2. Significant experience in education and curriculum development 3. Connections to the local community. 4. Raising funds for the College. 5. Expertise in Finance Budget and Management 6. Connections to business and industry 7. Construction and facilities management 8. Other (please specify) 						
<p>AS A TRUSTEE, I AM MOST PLEASED ABOUT:</p>						
<p>AS A TRUSTEE, I HAVE CONCERNS ABOUT:</p>						

I RECOMMEND THE BOARD HAS THE FOLLOWING PRIORITIES FOR THE BOARD FOR THE COMING YEAR:					
WHAT ARE THE AREAS WHERE YOU MIGHT NEED ADDITIONAL ASSISTANCE, TRAINING OR SUPPORT?					

TOPIC for DISCUSSION
Butler-Cowley Nursing Simulation Center Collaboration

REPORT:

Butler Community College's Nursing Program will be bringing forward an item for discussion regarding the opportunity to work collaboratively with William Newton Hospital, Southwestern College, and Cowley College in creating a shared simulation space at the satellite campus in Winfield, KS. Additional information will be sent with the Board Overview.

RECOMMENDED ACTION:

This item is for discussion purposes only at this time.

RECOMMENDED FUNDING SOURCE:

NA

Submitted by: Janet Schueller, Associate Dean of Nursing and Allied Health
Supervisor: Dr. Julio Guerrero, Dean Health, Education, & Public Services
Date: July 1, 2024

BOARD ACTION ITEMS

TOPIC for ACTION

Notice of Intent to Exceed the Revenue Neutral Rate

REPORT:

As discussed at the June 24 board work session the following Notice of Revenue Neutral Rate Intent is presented for board approval. The proposed mill rate of 13.269 is an increase of one mill over the previous rate.

Notice of Revenue Neutral Rate Intent

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

 X Yes, we intend to exceed the Revenue Neutral Rate and our proposed mill levy rate is **13.269**.

The date of our hearing is September 10, 2024, at 4:30 pm and will be held at Butler Community College Welcome Center in El Dorado, Kansas.

WITNESS my hand and official seal on July 9, 2024.

(Seal)

Clerk or Officer of Governing Body _____

The following items are attached for information:

- The certificate from the County Clerk for the FY2023-24 budget showing the final mill rate of 12.269.
- The County Clerk's budget information sheet for the FY2025 budget showing the FY2025 RNR of 11.671.

RECOMMENDED ACTION:

Approve the Notice of Revenue Neutral Rate Intent, as presented, to exceed the revenue neutral rate with a proposed rate of 13.269 mills, with the Revenue Neutral Rate Hearing to be held in the Welcome Center in El Dorado on September 10, 2024 at 4:30 pm.

A roll call vote is required.

RECOMMENDED FUNDING SOURCE:

NA

Submitted by: Kent Williams, Vice President Finance

Supervisor: Dr. Kim Krull, President

Date: June 25, 2024

CERTIFICATE

TO THE CLERK OF Butler COUNTY, STATE OF KANSAS

We the undersigned, duly elected, qualified and acting officers of
Butler Community College

certify that: (1) the hearing mentioned in the attached proof of publication was held; (2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2023-2024; and (3) the Amount(s) of 2023 Tax to be Levied are within statutory limitations.

Table of Contents:			2023-2024 Adopted Budget		
Adopted Budget and Financial Statements	K.S.A.	Page No.	Expenditures & Transfers	Amount of 2023 Tax to be Levied	County Clerk's Use Only
Statement of Indebtedness		2			
Statement of Conditional Lease, etc.		3			
Current Funds Unrestricted:					
General	71-204	4-5	63,426,927	12,748,659	12,269
Postsecondary Technical Education		6-7	18,443,432	XXXXXXXXXX	
Adult Education	71-617	8-9	700,350	0	
Adult Supplementary Education	74-32,261	10-11	698,500	XXXXXXXXXX	
Motorcycle Driver Safety	71-1508	12-13	20,000	XXXXXXXXXX	
Truck Driver Training Course	71-1509		0	XXXXXXXXXX	
Auxiliary Enterprise		14	6,000,000	XXXXXXXXXX	
Total Current Funds Unrestricted			89,289,209	12,748,659	
Plant Funds					
Capital Outlay	71-501	15-16	489,511	0	
Bond and Interest	10-113			0	
Special Assessment				0	
No Fund Warrants				0	
Revenue Bonds	10-113			XXXXXXX	
Total Plant Funds			489,511	0	
Total - All Funds		XXXXXXXXXX	89,778,720	12,748,659	12,269
Hearing Notice		17			

Final Assessed Valuation
 1,044,072,212 - 4,906,842 =
 1,039,165,370
 Revenue Neutral Rate: 12.431

Assisted by:

Kent Williams, VP Finance

Attest: Nov. 9, 2023

Platum Stapp
 County Clerk



[Signature]
 Signature and Title of Elected Official

Tax Year:
2024

COUNTY CLERK'S BUDGET INFORMATION FOR THE 2025 BUDGET
CMBLT032

Date - Time:
2024/05/14 - 9:19:32

BCCC- GENERAL

Other

1. Estimated Assessed Valuation Information as of July 1, 2024

	Estimated Assd Valuation	Territory Added	Property With Changed Use
Real Estate	919,492,997	0	13,806,470
Personal Property	15,112,846	0	0
Oil and Gas	11,502,142	0	0
State Assessed Utilities	151,481,572	0	0
Severed Minerals	0	0	0
Total	1,097,589,556	0	13,806,470
New Improvements	18,590,151	0	
Remodel	0	0	

Pending Exemptions

1,520,209

597,538

797,442

2,915,189

2. All Personal Property excluding Watercraft 26,614,987

3. Actual Tax Rates Levied for the 2024 Budget

Fund	Rate
BCCC- GENERAL	12.269000
BCCC-CAPITAL OUTLAY	0.000000
	12.269000
Revenue Neutral Rate:	11.671000

4. Final Assessed Valuation from November 1, 2023 Abstract 1,044,072,212

5. All Personal Property excluding Watercraft for 2023 30,325,555

6. Gross Earning (Intangible) Tax Estimate 0.00

7. Neighborhood Revitalization District Valuation Subject to Rebates 7,655,169

8. 2023 Column (2022 Tax) Delq % for BCCC- GENERAL Fund 1.09 %

Tax Increment Financing - TIF/RHID:

TIF/RHID Base Assessed Valuation 170,506

TIF/RHID Current Assessed Valuation 8,919,535

TIF/RHID is not subtracted from Real Estate Value.

10. Watercraft Taxes 14,544.58

Note: Real Estate that does not have a pending exemption at this time, but is owned by tax exempt entities, may be at risk in the assessed amount of \$332,988.

06/12/2024
Date



Christine Stapp
Provided by

BUTLER COUNTY
Name of County

TOPIC for ACTION
2000 Building Water Proofing

REPORT:

Facilities Management received a proposal from Mid Continental Restoration Co. Inc. via the TIPS National COOP for waterproofing the exterior pre-cast concrete and brick on the 2000 building. The proposal entails removing existing expansion joints, cleaning, applying new crack expansion joint caulking, and waterproofing all pre-cast and brick exterior walls. Alternate #1 offers additional brick tuckpointing for all defective mortar joints.

Mid-Continental Restoration Co. Inc.- National/State Contract pricing: \$52,255.00

Alternate #1: \$3980.00

Total: \$56,235.00

RECOMMENDED ACTION:

Facilities Management recommends the board approve the proposal from Mid Continental Restoration Co. Inc. for \$56,235.00

RECOMMENDED FUNDING SOURCE:

Deferred Maintenance Fund.

Submitted by: Ireland Turner, Director of Facilities Management

Supervisor: Kent Williams, VP of Finance

Date: July 9, 2024



401 E. Hudson St., Fort Scott, KS 66701
Ph: (620) 223-3700 Fax: (620) 223-5052
www.midcontinental.com

June 13, 2024

Rob Powers
Garland Ind.
3800 E 91st St
Cleveland, OH 44105

RE: Exterior Building Repairs
Butler County Community College – El Dorado

Dear Mr. Powers:

Attached is our revised proposal for the work to be performed on the Community College project. Should you have questions regarding the proposal, please feel free to contact me at (800) 835-3700.

We trust that the enclosed will meet with your approval and that we will have the opportunity of working with you on this project.

Respectfully submitted,

MID-CONTINENTAL RESTORATION CO., INC.

Clint Womeldorff
Estimator / Project Manager
Cell: (620) 215-3824
clint_womeldorff@midcontinental.com

CW/kc

Encl.

Fort Scott, KS ■ Fort Worth, TX ■ Merriam, KS ■ Tuttle, OK ■ Parkston, SD ■ Tulsa, OK

Corporate Headquarters: 401 E. Hudson St., Fort Scott, KS 66701 (620) 223-3700 Fax (620) 223-5052
www.midcontinental.com



401 E. Hudson St., Fort Scott, KS 66701
Ph: (620) 223-3700 Fax: (620) 223-5052
www.midcontinental.com

REVISED PROPOSAL / CONTRACT

June 13, 2024

From: Clint Womeldorff, Estimator / Project Manager, Fort Scott, KS
Cell: (620) 215-3824 email: clint_womeldorff@midcontinental.com

To: Rob Powers, Garland Ind., 3800 E 91st St, Cleveland, OH 44105
email: rpowers@garlandind.com

Subject: Exterior Building Repairs

Job Name: BCCC/ Welcome Center – 901 S Haverhill Rd, El Dorado, KS 67042

BASE BID: CLEANING, RESEALING CONTROL JOINTS, REMOVAL OF EXISTING SEALER AT EAST ELEVATION AND WATER REPELLENT APPLICATION



- (1) All brick surfaces shall be washed with pressurized water, approximately 1000 PSI, to remove all dust, dirt and residue from surface areas, leaving the surface in a reasonably clean, bright form.
- (2) On the east elevation, the area above the roof that has water seal residue visible shall be removed of existing sealant with PROSOCO Dicone NC9. This material shall be applied in strict accordance with the manufacturer's specifications and rinsed clean.



- (3) All existing verticalexpansion and control joints shall be removed of existing sealant. Where necessary, new backer rod shall be installed to within 3/8-inch of the joint face and the joint shall then be resealed utilizing Garland Tuff Stuff sealant, tooled to a neat, watertight condition and matching the mortar joints in color as closely as possible.
- (4) There is 330 linear feet of building transition joint that shall be resealed with Garland Tuff Stuff sealant. Prior to installation of new sealant, all joints shall be thoroughly removed of any existing sealant and/or residue. New sealant shall be tooled to a neat, uniform appearance and shall match the original material in appearance as closely as possible.
- (5) Upon completion of the previously outlined work, all exterior masonry surfaces shall be given **one (1)** application of Garland Seal-A-Pore solution. This material shall be applied in strict accordance with manufacturer's recommendations.
- (6) The **OWNER** shall be responsible for contacting the electrical power company to provide power line protection, rerouting, or deenergize the lines prior to the start of the project. OSHA restricts access to within 3' feet for Insulated lines less than 300 volts, 10' feet for Insulated lines above 300 volts to 50kv. The only exception to the above regulation is the utility company or electrical power system operator must be notified of the need to work closer and the systems operator must deenergize, relocate, or install protective covering to prevent accidental contact with the lines or weather heads.
- (7) The **OWNER** shall be responsible for supplying adequate water and electrical circuitries to power contractor's equipment.

- (8) During the construction phase, all precautions shall be taken to protect any other building surfaces, pedestrians, and automobiles. Mid-Continental follows all OSHA safety regulations in scaffolding and public protection, **including full compliance with the OSHA Respirable Crystalline Silica Standard**. Upon completion, all surrounding surfaces of the building and premises shall be cleaned and left in an orderly fashion.
- (9) Mid-Continental Restoration Co., Inc. has been retained to perform defined installation and/or repair work on the building or at the jobsite and has not guaranteed the removal or eradication of any mold/fungi/organic pathogens and other airborne contaminants. Mid-Continental Restoration Co., Inc., shall be held harmless from and against any and all claims, suits or damages resulting in anyway whatsoever from mold/fungi/organic/pathogens or other airborne contaminants, that may be present at the jobsite before, during and after Mid-Continental has completed its work pursuant to this contract.
- (10) For complete insurance coverage, see **Exhibit "A"** attached hereto. Please review the Terms and Conditions attached hereto and marked **Exhibit "A"**.

We shall accomplish the above outlined work for the sum of:
FIFTY TWO THOUSAND, TWO HUNDRED FIFTY FIVE DOLLARS **\$52,255.00**
 Due to the current volatility of material pricing, the above price shall only be valid for a period of thirty days (30) days, after which pricing is subject to change.

TO ACCEPT THE BASE BID, PLEASE SIGN BELOW

If **BASE BID** is accepted, please sign here: Mid-Continental Restoration Co., Inc.

By: _____
 Owner/Owner Representative Dated

By: _____
 Contractor Dated

ALTERNATE #1: MISCELLANEOUS TUCKPOINTING PRECAST CONCRETE PANEL TILE WALL

- (11) A careful inspection of all mortar joints shall be completed and joints that are found to be void, open or defective shall be cut back to a depth ¼-inch deeper than the width of the joints, or to sound backing. All cut mortar joints and face of masonry shall be cleaned with air and/or water pressure to remove any loose or foreign residue.
- (12) Defective mortar joints that have been cut and cleaned shall then be pointed (filled and tightly packed) with a non-staining, non-shrinking, Type "N" masonry pointing mortar, colored and tooled to match the adjacent joints in appearance as closely as possible. Prior to installing the new mortar, the masonry surfaces shall be thoroughly wet, with no standing water (saturated surface dry).

TO ACCEPT ALTERNATE BID #1, PLEASE SIGN BELOW

THREE THOUSAND, NINE HUNDRED EIGHTY DOLLARS **\$3,980.00**
(This price is *IN ADDITION TO* the Base Bid)

Due to the current volatility of material pricing, the above price shall only be valid for a period of thirty days (30) days, after which pricing is subject to change.

If ALTERNATE #1 is accepted, please sign here:

Mid-Continental Restoration Co., Inc.

By: _____
Owner / Owner Representative Dated

By: _____
Contractor Dated

TAXES

Please Initial Applicable taxes are excluded from the price stated within this proposal. It is the owner's responsibility to provide a *Project Exemption Certificate Form PR-74*, prior to ordering materials or beginning the project. To apply for a *Project Exemption Certificate (PR-74)* **you must** complete the attached application *Form PR-76* and fax it to (785) 296-7928, as listed on the form. You can also find additional information and request the certificate online at:

<https://www.ksrevenue.gov/prpecwelcome.html>

Once the state sends you the *Project Exemption Certificate (PR-74)*, please forward a copy to Mid-Continental Restoration for our use when ordering materials for the project. **If Form PR-74 is not received by us prior to ordering materials or beginning the project, applicable tax will be added to the stated contract price.** Mid-Continental Restoration Co. Inc. can also request the Project Exemption Certificate for you, but we will need a copy of your *Sales and Use Tax Entity Exemption Certificate Form PR-78RO* or the Kansas Exemption Number shown on the *Certificate PR-78RO*. Should you have any questions or concerns regarding the Project Exemption Certificate, please feel free to contact Lucy Gladbach at (620) 223-3700.

THE ABOVE PROPOSAL IS ACCEPTED UPON THE TERMS AND CONDITIONS SET FORTH IN EXHIBIT "A" ATTACHED.

PLEASE SIGN AND RETURN THE COMPLETE PROPOSAL TO THE HOME OFFICE. OUR COMPANY WILL RETURN A FULLY SIGNED COPY TO YOU FOR YOUR RECORDS. IF DESIRED, YOU MAY EMAIL OR FAX THE PROPOSAL ACCEPTANCE TO THIS OFFICE AT (620) 223-5052. THE EMAILED OR FAXED COPY OF THE SIGNED PROPOSAL WILL BE CONSIDERED A LEGAL BINDING DOCUMENT.

THE PROPOSAL SET FORTH HEREIN IS THE RESULT OF THE COMPANY'S INITIAL INSPECTIONS OF THE OWNER'S PROPERTY AND WAS DEVELOPED BASED UPON THE COMPANY'S EXPERIENCE IN THE INDUSTRY AND THE COMPANY'S WORK ON SIMILAR PROJECTS. MID-CONTINENTAL RESTORATION COMPANY, INC. DOES NOT EMPLOY A LICENSED ARCHITECT OR ENGINEER, THEREFORE THE "PROPOSAL" IS NOT AND SHOULD NOT BE CONSIDERED AN "ENGINEER'S REPORT" OR AN "ARCHITECT'S REPORT." AS A RESULT, THE COMPANY HEREBY DISCLAIMS ANY LIABILITY WHATSOEVER THAT MAY RELATE TO THE COMPANY'S ANALYSIS OF THE EXISTING CONDITIONS OF THE OWNER'S BUILDING AND THE COMPANY'S RECOMMENDATIONS FOR REPAIR/REMEDiation THEREOF.

EXHIBIT "A"
TERMS & CONDITIONS

LIMITED WARRANTY

Goods and material installed by Mid-Continental Restoration are the products of reputable manufacturers. Mid-Continental Restoration shall use its best efforts to obtain from each manufacturer's warranty (copies of which will be furnished upon request) or customary practice, the repair or replacement of equipment, goods or material that may prove defective in material or workmanship. The foregoing shall constitute the exclusive remedy of the customer and sole obligation of Mid-Continental Restoration.

THERE ARE NO WARRANTIES, WRITTEN, ORAL, IMPLIED OR STATUTORY RELATING TO THE DESCRIBED EQUIPMENT, GOODS OR MATERIAL WHICH EXTEND BEYOND THAT DESCRIBED IN THIS PROPOSAL. THE IMPLIED STATUTORY WARRANTY OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE SHALL NOT APPLY AND IS EXPRESSLY WAIVED.

Mid-Continental Restoration warrants its workmanship to be free from defects for a period of one (1) year from the date of completion of installation of the above goods and material. Mid-Continental Restoration's warranty is limited to the materials and equipment which Mid-Continental Restoration or its agents or employees install. No warranty is provided for materials and equipment which Mid-Continental Restoration does not install or provide.

The foregoing proposal, subject to these terms and conditions, is submitted for customer's consideration with the understanding that it must be approved by an authorized representative of Mid-Continental Restoration after its acceptance by the customer and is not binding upon Mid-Continental Restoration until so approved in writing and delivered to the customer. When so approved, it shall constitute the entire contract between the parties and no understanding or obligations not herein expressly set forth are binding upon them.

Your acceptance of this proposal is expressly limited to the terms contained within this document. Any conditions set forth in the purchase order or in any similar communication shall not be binding nor effective unless assented to in writing by an authorized representative of Mid-Continental Restoration. Any additional terms or conditions, oral or written, express or implied, not contained within this document are not binding or controlling on the parties unless assented to in writing by an authorized representative of Mid-Continental Restoration. Any order or any statement of intent to proceed with installation or any direction to proceed with installation or acceptance of this proposal or payment in full or part for any of the work or equipment furnished shall constitute customer's assent to the terms and conditions of this proposal.

EXCLUSIONS FROM LIMITED WARRANTY. The following are *not* covered by this warranty:

Any damage to the extent it is caused or made worse by failure by the Owner, General Contractor or by anyone other than Mid-Continental Restoration, its employees, agents, contractors or subcontractors, to comply with the Warranty requirements of manufacturers of appliances, fixtures and items of equipment, or failure by the Owner to give notice to the Contractor of any defects within a reasonable time.

Any damage from the presence of mold or fungus or the creation of conditions that may contribute to the growth of mold or fungus.

Mid-Continental Restoration's liability on any claim for loss or damage arising out of this contract or from the performance or breach thereof or connected with the supplying of any labor, equipment, goods or materials hereunder, or their sale, resale, operation or use, whether based on contract, warranty, tort (including negligence) or other grounds, shall not exceed the amount attributable to such labor, equipment, goods or material or part thereof involved in the claim. Mid-Continental Restoration shall not, under any circumstances be liable for any labor or charges without the prior written consent of Mid-Continental Restoration. Mid-Continental Restoration shall not in any event be liable, whether as a result of breach of contract, warranty, tort (including negligence) or other grounds, for special, consequential, incidental or penal damages, including, but not limited to loss of profits, revenues, loss of use of the product or any associated product, cost of capital, cost of substitute products, facilities or services, downtime costs or claims of the Customer for such damages. If Mid-Continental Restoration furnishes Customer with advice or other assistance which concerns any labor, equipment, goods or material furnished hereunder, or any system or equipment in which any of such equipment goods or material may be installed, and which is not required pursuant to this contract, the furnished of such advice or assistance will not subject any service to any liability, whether based on contract, warranty, tort (including negligence or other grounds).

If Mid-Continental Restoration encounters asbestos or polychlorinated biphenyl (PCB) on the site, Mid-Continental Restoration shall immediately stop work and report the condition to the owner's representative in writing. Mid-Continental Restoration shall not resume work in the affected area until the asbestos or polychlorinated biphenyl (PBS) has been removed or rendered harmless. Mid-Continental Restoration shall not be required to perform any work relating to asbestos or polychlorinated biphenyl (PCB) without its consent.

Any installation dates given in advance are estimated and are subject to prior orders with Mid-Continental Restoration. Mid-Continental Restoration shall not be liable for failure to perform or delay in performance resulting from strikes, accidents, fires, labor difficulties, transportation difficulties, delays in usual sources of supply, major changes in economic conditions, or, without limitations by the foregoing, any cause beyond Mid-Continental Restoration's reasonable control.

If on any breach of default by any party hereto in its obligations to any other party hereto, it shall become necessary for the non-defaulting party to employ an attorney to enforce or defend any of its rights or remedies hereunder, the defaulting party agrees to pay the non-defaulting party its reasonable attorneys' fees, whether or not suit is instituted in connection herewith.

This agreement plus any attachments and/or addendums (both sides) constitutes the entire agreement between the parties, and no terms or understandings not herein contained shall be valid or binding unless contained in writing signed by both parties.

Net cash upon completion of the work, unless this contract extends beyond one month (30 days), in which case Mid-Continental Restoration will be paid for work completed and invoiced monthly and the balance due upon completion of our work. Those projects extending over 30 days will be invoiced at 30-day intervals. Any accounts 30 days past due will be assessed a finance charge of 1½ % per month. Within ten (10) calendar days from commencement of this project, MCR reserves the right to invoice the Owner for all startup costs such as material purchases, equipment purchases and mobilization costs. The invoice for start-up costs will be payable to MCR within fourteen (14) calendar days from the invoice date. In the event time payments are desired, terms shall be included in the specifications and balance due secured by note.

Mid-Continental Restoration agrees to provide the following insurance coverage, subject to change without notice to Customer: (1) Worker's Compensation and/or Employer's Liability insurance – State Requirement; (2) Automobile Liability insurance with limits of at least \$1,000,000.00 combined single limit, bodily injury and property damage for injuries to person or persons involved in an accident in connection with this contract; (3) Contractor's Liability, with limits of \$1,000,000.00 combined single limit bodily injury and property damage per occurrence, \$2,000,000.00 Products/Completed Operations Aggregate; \$2,000,000.00 Policy Aggregate and (4) Excess Liability - \$5,000,000.00.

FOR CUSTOMER FILING USE ONLY

REQUEST FOR PROJECT EXEMPTION CERTIFICATE

Kansas Department of Revenue Date
915 SW Harrison St., Room 230
Topeka, KS 66612-1588

Office of Policy and Research
Telephone: (785) 296-3081
FAX: (785) 296-7928

It is requested that a Certificate of Exemption be issued to the Petitioning Authority for the following described project if it is determined by the Department of Revenue that the proposed project qualifies for exemption from sales tax under the provisions of K.S.A. 79-3606(d) - public or private nonprofit hospital, elementary or secondary school, educational institution & political subdivisions of the state of Kansas; K.S.A. 79-3606(e) - United States Government, its agencies or instrumentalities; K.S.A. 79-3606(xx) - 501(c)(3) nonprofit zoo; K.S.A. 79-3606(aaa) - 501(c)(3) religious organization or K.S.A. 79-3606(ccc) - 501(c)(3) primary care clinic.

(A) Type of project: _____
Describe Work to be Done

A. Present use of facility: _____

B. Proposed use of facility after project: _____

(B) Project location: _____
Building Number, Street Address, City, State, and Zip Code

(C) Is this project being constructed as part of a business enterprise whose sales are subject to sales tax (e.g., municipal water, electric or gas companies)? Yes No

(D) Is the Petitioning Authority authorized to levy ad valorem taxes on tangible property? Yes No

(E) A. Is this project being totally financed by industrial revenue bonds? Yes No

B. Is this project being partially financed by industrial revenue bonds? Yes No

Amount of bonds being issued for project: _____

If you answered "Yes" to A or B, you must complete the agreement on the back of this form and attach a copy of the letter of intent or resolution of intent to issue bonds.

If you answered "No" to A or B, how is the project being financed (explain type of tax, bonds, etc.)?

(F) Name of claimant owner of project: _____

(G) Starting date: _____

(H) Estimated completion date: _____

(I) Estimated project cost: _____

(J) List names and addresses of prime contractors:

(K) Contract date: _____

(L) Contract number: _____

(M) Project number: _____

_____ Petitioning Authority	_____ Mailing Address	
_____ Signature of Authorized Representative	_____ City, State & Zip Code	
_____ Type or Print Name	_____ Title	_____ Phone Number

ONLY COMPLETE THIS PAGE IF YOU ANSWERED YES TO LINE (E) ON PAGE 1.

This agreement is made and entered into between and by the _____
_____ (name of political subdivision), hereinafter referred to as
Exempt Entity; and _____ (name of beneficiary of industrial revenue bond proceeds),
hereinafter referred to as Beneficiary.

It is hereby agreed by all parties to this agreement that the construction project for which the request for an exemption certificate is being made would be exempt from sales tax solely due to the fact that it is being financed by industrial revenue bonds. It shall be the duty of the Exempt Entity to notify the Kansas Department of Revenue when the industrial revenue bonds have actually been issued.

Whereas, the Kansas Department of Revenue deems it necessary to ensure that sales or compensating tax is paid should the project not be financed by industrial revenue bonds, it is hereby further agreed by the Beneficiary that if the industrial revenue bonds have not been issued by the time the project is completed then the Beneficiary will remit to the Kansas Department of Revenue the sales or compensating tax and applicable interest on tax which is due based upon the cost of tangible personal property or services used or consumed in the construction of the project. It is agreed that the Secretary of Revenue shall determine when the project has been completed.

The Director of Policy and Research shall have the right to demand from the Beneficiary payment of the sales and compensating tax and applicable interest due the state should the Kansas Department of Revenue not receive such payment within thirty (30) days after the project has been completed.

Any and all notices required herein shall be mailed and addressed as follows:

- A. Notices to the Department of Revenue shall be addressed to: Director of Policy and Research, Kansas Department of Revenue, 915 SW Harrison St., Room 230, Topeka, Kansas 66612-1588;
- B. Notices to the Exempt Entity shall be addressed to: _____

- C. Notices to the Beneficiary shall be addressed to: _____

This agreement shall be binding upon all parties hereto and any and all their successors.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by persons authorized to do so lawfully and with full corporate authority.

POLITICAL SUBDIVISION	BENEFICIARY OF INDUSTRIAL REVENUE BOND PROCEEDS
Authorized Signature	Authorized Signature
Type or Print Name and Title	Type or Print Name and Title
DATED: _____	DATED: _____

TOPIC for ACTION
Architect Services for the 600/700 HVAC Upgrade Project

REPORT:

The College has received a proposal for architectural services from Vince Haines of Gravity Works Architecture for the HVAC upgrade project of the 600/700 Buildings.

The proposed agreement outlines five project phases covering programming through construction. Each phase can be initiated or paused by BCC based on project timeline requirements.

Design fees are typically a percentage of the construction costs/budget for the work designed and specified. For remodel projects, a standard fee ranges from 7.5% to 12% depending on scope and complexity. I propose a fee of 7.5% for BCC, aiming to leverage efficiencies from past projects. The fee for each phase is calculated as a percentage of the total fee amount, based initially on the project budget until construction costs are finalized.

Adjustments to fees per phase are made accordingly.

Phases:

1. Programming and Schematic Design (10%) - Initial planning, conceptualization, and preliminary budgeting.
2. Design Development (20%) - Refinement of concepts, detailed scope inventory, and budget refinement.
3. Construction Documents (50%) - Development of detailed construction drawings and specifications.
4. Bid Negotiation (5%) - Solicitation of bids and development of construction agreements.
5. Construction Observation (15%) - Oversight during construction to ensure adherence to design and act as BCC's representative.
6. The proposed fees cover Architect, structural engineer, mechanical engineer, and electrical engineer services. Civil engineering is not included and can be negotiated separately as a reimbursable expense. Other specialty consultants, such as commercial kitchen design or furniture design/selection, will be negotiated as necessary. BCC is only responsible for fees corresponding to authorized phases completed by the design team.

This summarizes the proposed agreement. If acceptable, I will prepare a contract for your review.

RECOMMENDED ACTION:

Authorize Dr. Krull to execute a contract with Gravity Works Architecture for the 600/700 HVAC Upgrade project based on the proposal submitted by Vince Haines.

RECOMMENDED FUNDING SOURCE:

Deferred Maintenance Fund

Submitted by: Ireland Turner, Director of Facilities Management

Supervisor: Kent Williams, VP of Finance

Date: July 9, 2024

TOPIC for ACTION
Hall of Fame Room Furniture

REPORT:

With the renovations made in the 500 Building (Gymnasium), the room used for the Athletics Hall of Fame was converted to the control room to broadcast events in the gymnasium on BCTV+. However, this conversion of that space took away the area for members of the Grizzlybackers to gather during home basketball events. This group will meet and have some social time with food and beverages in between the men's and women's athletic events.

In light of this change, space was identified in the 500 Building that could be converted into a new Hall of Fame space. This room is larger than the previous space and now has a window to look out over the basketball court.

This purchase is to provide comfortable furnishings for individuals that utilize the Hall of Fame Room in between the men's and women's athletic contests. This space has also been used for press conferences, and other meetings throughout the year and provides a positive view of Butler athletics to both internal and external stakeholders.

RECOMMENDED ACTION:

Approval to furnish the Hall of Fame Room in the 500 Building. The total cost of this furniture is \$45,074.20. The renderings of the furniture in the space and itemized cost is attached to this TFA.

RECOMMENDED FUNDING SOURCE:

General Fund

Submitted by: Todd Carter, Director of Athletics
Supervisor: William D. Rinkenbaugh, Vice President of Student Services
Date: June 25, 2024

Customer Quote - V04

Project: Building 500 - Hall of Fame Room



Sold to
 Company name: BUTLER COUNTY COMM. COLLEGE
 Contact Person:
 Contact Phone:
 Contact Fax:

Distributor
 Company name: Scott Rice Office Interiors
 Salesperson: Ron Valentine
 Salesperson Phone: (620) 960 8284
 Salesperson Fax:

#	Company	Part Number	Options	Description	Qty	Sell	Ext. Sell
1	KI Systems	2206/L-74P	/FNAdditional/LF/588358/EMB/NGFN	Soltice Metal Square Table,Laminate Top,74P Edge,20x20x16"H	3	\$461.97	\$1,385.91
		Base Finish	/FN	Flannel			
		Laminate Color	Additional	Additional laminates			
		Additional Laminates	/LF	FORMICA - 2 week additional lead time			
		FORMICA - 2 week additional lead time	/588358	PECAN WOODLINE 5883-58			
		74P Table Edge and Shelf Edge Color	/EMB	Multiplex edge			
		Glide Color	/NGFN	Flannel (Dark Grey)			
2	KI Systems	AH4R3642P-74P	/EMBAAdditional/LF/891858/FN	*Modified Athens Round Table,4"Column,24" Base,Powdercoat,36"H,36"Dia,74P Edge	4	\$728.65	\$2,914.60
		Edge Color	/EMB	Multiplex edge			
		Surface Finish	Additional	Additional laminates			
		Additional Laminates	/LF	FORMICA - 2 week additional lead time			
		FORMICA - 2 week additional lead time	/891858	BLACKENED STEEL 8918-58			
		Base/Column Finish	/FN	Flannel			
3	KI Systems	AH4S3629P-74P	/EMBAAdditional/LF/891858/FN	Athens Square Table,4"Column,32" Base,Powdercoat,29"H,36x36",74P Edge	6	\$668.47	\$4,010.82
		Edge Color	/EMB	Multiplex edge			
		Surface Finish	Additional	Additional laminates			
		Additional Laminates	/LF	FORMICA - 2 week additional lead time			
		FORMICA - 2 week additional lead time	/891858	BLACKENED STEEL 8918-58			
		Base/Column Finish	/FN	Flannel			
4	CF STINSON INC**	AMP42.1		CF Stinson, Amplify, Eclipse, Lot for Chairs	1	\$132.50	\$132.50
5	CF STINSON INC**	AMP42.2		CF Stinson, Amplify, Eclipse, Lot for Stools	1	\$397.50	\$397.50
6	Steelcase	COEL100UPH		Enea Lottus; Chair-Side, No arms, Upholstered insert	4	\$389.00	\$1,556.00
			MTLFRAME	METAL FRAME			
			METALFRM	BLACK GLOSS			
			POLYPROP	POLYPROPYLENE			
			POLYPRO	BLACK POLYPROPYLENE			
			UPHOLS	UPHOLSTERY			
			COM	MISC FABRIC			
			Fabric Vendor Name:	STINSON			
			Pattern Number:	AMP			
			Pattern Name:	Amplify			
			Color Number:	42			
			Color Name:	Eclipse			
			Application Direction:	H			

Customer Quote - V04

Project: Building 500 - Hall of Fame Room



Sold to
 Company name: BUTLER COUNTY COMM. COLLEGE
 Contact Person:
 Contact Phone:
 Contact Fax:

Distributor
 Company name: Scott Rice Office Interiors
 Salesperson: Ron Valentine
 Salesperson Phone: (620) 960 8284
 Salesperson Fax:

#	Company	Part Number	Options	Description	Qty	Sell	Ext. Sell
			Deal Number:				
			Reservation Number:				
			Fabric Pricing Information:				
			Purchasing Responsibility:	S			
			** OPTIONS **	** OPTIONS **			
			FAB BACK	FABRIC BACKER NOT REQUIRED			
7	Steelcase	COEL500UPH		Enea Lottus; Stool-Counter height, Sled base, Upholstered insert	12	\$500.50	\$6,006.00
			MTLFRAME	METAL FRAME			
			METALFRM	BLACK GLOSS			
			POLYPROP	POLYPROPYLENE			
			POLYPRO	BLACK POLYPROPYLENE			
			UPHOLS	UPHOLSTERY			
			COM	MISC FABRIC			
			Fabric Vendor Name:	STINSO			
			Pattern Number:	AMP			
			Pattern Name:	Amplify			
			Color Number:	42			
			Color Name:	Eclipse			
			Application Direction:	H			
			Deal Number:				
			Reservation Number:				
			Fabric Pricing Information:				
			Purchasing Responsibility:	S			
			** OPTIONS **	** OPTIONS **			
			FAB BACK	FABRIC BACKER NOT REQUIRED			
8	HON	HFLCO1		Flock Square Mini	6	\$317.52	\$1,905.12
			.HG	Hidden Glide			
			\$(5)	Grade 5 Uph			
			.SCFSAMP	Amplify			
			42	Eclipse			
9	HON	HFLCO1		Flock Square Mini	3	\$317.52	\$952.56
			.HG	Hidden Glide			
			\$(5COM)	Grade 5 COM Uph			
			~	Undecided FABRIC Option			
10	HON	HFLGANG		Flock Ganging Bracket	7	\$21.42	\$149.94
11	HON	HFLMC1DF		Dual Fabric Modular Chair	2	\$897.96	\$1,795.92
			.TR	Tapered Rd PR8 or P7A FRM			

Customer Quote - V04

Project: Building 500 - Hall of Fame Room



Sold to
 Company name: BUTLER COUNTY COMM. COLLEGE
 Contact Person:
 Contact Phone:
 Contact Fax:

Distributor
 Company name: Scott Rice Office Interiors
 Salesperson: Ron Valentine
 Salesperson Phone: (620) 960 8284
 Salesperson Fax:

#	Company	Part Number	Options	Description	Qty	Sell	Ext. Sell
			\$(5COM)	Grade 5 COM Uph			
			~	Undecided FABRIC Option			
			\$(5)	Grade 5 Uph			
			.SCFSAMP	Amplify			
			42	Eclipse			
			.P7A	Textured Charcoal N/A caster			
12	HON	HFLML1		Flock Modular Left End	3	\$1,027.74	\$3,083.22
			.TR	Tapered Rd PR8 or P7A FRM			
			\$(5)	Grade 5 Uph			
			.SCFSAMP	Amplify			
			42	Eclipse			
			.P7A	Textured Charcoal N/A caster			
13	HON	HFLML1DF		Dual Fabric Modular Left End	2	\$1,069.32	\$2,138.64
			.TR	Tapered Rd PR8 or P7A FRM			
			\$(5COM)	Grade 5 COM Uph			
			~	Undecided FABRIC Option			
			\$(5)	Grade 5 Uph			
			.SCFSAMP	Amplify			
			42	Eclipse			
			.P7A	Textured Charcoal N/A caster			
14	HON	HFLMR1		Flock Modular Right End	3	\$1,027.74	\$3,083.22
			.TR	Tapered Rd PR8 or P7A FRM			
			\$(5)	Grade 5 Uph			
			.SCFSAMP	Amplify			
			42	Eclipse			
			.P7A	Textured Charcoal N/A caster			
15	HON	HFLMR1DF		Dual Fabric Modular Right End	2	\$1,069.32	\$2,138.64
			.TR	Tapered Rd PR8 or P7A FRM			
			\$(5COM)	Grade 5 COM Uph			
			~	Undecided FABRIC Option			
			\$(5)	Grade 5 Uph			
			.SCFSAMP	Amplify			
			42	Eclipse			
			.P7A	Textured Charcoal N/A caster			
16	KI Systems	MPGANGKIT		MyPlace Ganger Kit	7	\$65.49	\$458.43
17	KI Systems	MPRB/AFT/FC	/NFR/KOM/NFR/KOM/NFR/KOM/NP/BRAL/NMB	MyPlace Rectangle with 32" Low-Back,Aluminum Feet,Contrast	6	\$1,222.56	\$7,335.36
		Fabric Contrast #1/Base	/NFR	Compliance to TB 117-2013			

Customer Quote - V04

Project: Building 500 - Hall of Fame Room



Sold to
 Company name: BUTLER COUNTY COMM. COLLEGE
 Contact Person:
 Contact Phone:
 Contact Fax:

Distributor
 Company name: Scott Rice Office Interiors
 Salesperson: Ron Valentine
 Salesperson Phone: (620) 960 8284
 Salesperson Fax:

#	Company	Part Number	Options	Description	Qty	Sell	Ext. Sell
		Fabric Contrast #1/Base	/KOM	KOM (KI Ordered Material-Additional Fees Required)			
		Fabric Contrast #2/Seat	/NFR	Compliance to TB 117-2013			
		Fabric Contrast #2/Seat	/KOM	KOM (KI Ordered Material-Additional Fees Required)			
		Fabric Contrast #3/Back	/NFR	Compliance to TB 117-2013			
		Fabric Contrast #3/Back	/KOM	KOM (KI Ordered Material-Additional Fees Required)			
		Power Option	/NP	No power			
		Aluminum Foot Finish	/BRAL	Brushed aluminum legs			
		Moisture Barrier	/NMB	No Moisture Barrier			
18	KI Systems	MPSQRL/AFT/FC	/NFR/KOM/NFR/KOM/NFR/KOM/NP/BRAL/NMB	MyPlace Lounge Chair with 32" Low-Back,Aluminum Feet, Contrast	2	\$912.75	\$1,825.50
		Fabric Contrast #1/Base	/NFR	Compliance to TB 117-2013			
		Fabric Contrast #1/Base	/KOM	KOM (KI Ordered Material-Additional Fees Required)			
		Fabric Contrast #2/Seat	/NFR	Compliance to TB 117-2013			
		Fabric Contrast #2/Seat	/KOM	KOM (KI Ordered Material-Additional Fees Required)			
		Fabric Contrast #3/Back	/NFR	Compliance to TB 117-2013			
		Fabric Contrast #3/Back	/KOM	KOM (KI Ordered Material-Additional Fees Required)			
		Power Option	/NP	No power			
		Aluminum Foot Finish	/BRAL	Brushed aluminum legs			
		Moisture Barrier	/NMB	No Moisture Barrier			
19	KI Systems	SEGS24144L/NC	/MP/NNNAdditional/LF/891858	Serenade Gathering Table,Non-contrast Laminate,24x144"W,29"H	1	\$3,804.32	\$3,804.32
		Modesty Panel	/MP	Full modesty panel			
		Grommet/Power Option	/NNN	No grommets or power			
		Laminate Color	Additional	Additional laminates			
		Additional Laminates	/LF	FORMICA - 2 week additional lead time			
		FORMICA - 2 week additional lead time	/891858	BLACKENED STEEL - MATTE			
Total -						\$45,074.20	

Subtotal	\$45,074.20
APPLICABLE TAX NOT INCLUDED	\$0.00
Total	\$45,074.20

QUOTE VALID 30 DAYS

HON STATE OF KS CONTRACT #55002
 STEELCASE OMNIA CONTRACT #19Z05659
 KI OMNIA CONTRACT #R191808



**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., Tuesday, June 11, 2024 – Dankert Board Room**

Meeting Recording can be viewed at:

<https://www.youtube.com/watch?v=XIK1p9LWWoA&t=262s>

STAFF ATTENDANCE

Tom Borrego	Roger Morrow
Christina Byram (*z)	Dr. Jessica Ohman
Garrett Hanks	Kerry Potter
Jennifer Hartman-Vice	Bill Rinkenbaugh
Kim Jackson	Dr. Heather Rinkenbaugh
Matt Jacobs	Kelly Snedden
Matt Jansen	Dr. Phil Speary
Dr. Kim Krull	Shelley Stultz
Dr. Peter Linden	Ireland Turner
Dr. Esam Mohammad	Kent Williams

BOARD ATTENDANCE

Kim Braungardt
Mary Martha Good
Dr. Aaron Huslig
Linda Jolly
Forrest Rhodes
Dave Sherrer
Shelby Smith

GUESTS

Ray Connell (*z)
Alisa Ehrlich (*z)

(*z) – denotes attendance via Zoom.

CALL TO ORDER

(YouTube @ 4:14)

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

PLEDGE OF ALLEGIANCE

(YouTube @4:22)

The Pledge of Allegiance was said.

APPROVAL OF THE AGENDA

(YouTube @ 4:43)

Trustee Sherrer moved to move Action Item IX-B (Online Teaching/Instructional Design & Online Corporate Training/Instructional Design Certificates) to Discussion Item VIII-C. Trustee Rhodes seconded. On roll call vote, the motion passed 6-1, with Trustee Smith voting nay.

Trustee Rhodes moved to make a correction to the minutes of the May 28, 2024 to show that he left following the executive session, but prior to adjournment and beginning of the Work Session. Trustee Sherrer seconded. On roll call vote, the motion passed 7-0.

Trustee Smith moved to pull Item X-C.A (Diesel Tech Certification Kits) and X-C.B (SoftDocs Document Management Platform) from the Consent Agenda and move them to Board Action items. Trustee Braungardt seconded. On roll call vote, the motion passed 6-1, with Trustee Good voting nay.

Trustee Smith moved to add a report on FORVIS as a part of the President's Report. Trustee Good seconded. On roll call vote, the motion passed 7-0.

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

RECOGNITIONS

(YouTube @ 11:50)

There were no recognitions this month.

PUBLIC COMMENT

(YouTube @ 11:55)

There was no public comment this month.

STANDING REPORTS

Student Government Association – No report this month.

Operational Staff – No report this month.

Professional Employees – No report this month.

Board Finance Committee (YouTube @ 12:22) – Trustee Good reported no anomalies in the Statement of Revenues and Expenditures. She noted that vehicle tax is \$80,000 below where it was last year.

Foundation Board Report (YouTube @ 13:45) – Trustee Rhodes shared that the Foundation Board met last month for their quarterly meeting. The fair market value of the endowment is up about \$1.3 million from last year, currently sitting at about \$16.285 million. The budget was approved for this year, with no major changes from last year. Three directors have completed their terms on the Board after 6 years of service – Dr. Tom Estep, Janice Jones and Ryan Murray. Three new Board members were approved – Mandy Hersch, Chevis Rebstock and Philip Solorio. They also recognized Evan Funk as the outgoing Board President and John Blickenstaff as the new Board President.

Educational Facilities Authority Report (YouTube @ 14:51) – Trustee Sherrer shared that there will be an EFABC meeting in the morning, and as Dr. Krull had reported previously, the turf has been removed from the stadium. Crews are currently checking the drainage system and completing infrastructure work before laying the new turf and track. The project is still on schedule. Dr. Krull shared that Ireland Turner is acting as project manager for the EFABC.

KACC Quarterly Report (YouTube @ 16:38) – Trustee Good shared that she encouraged all of the Kansas presidents to apply for the open position of Butler. There was a presentation by the auditing team at Lloyd & Associates regarding fraud in the workplace. She shared that KBOR has approved the universities to grant two-year associates degrees.

She also shared that there was a discussion around livestreaming meetings and whether that practice should continue.

President's Report (YouTube @ 21:13) – Trustee Smith asked when the FORVIS renewal will be on the agenda for approval. Kent Williams shared that the renewal will come up this summer.

Dr. Krull shared that KSHSAA is hosting Cheer & Dance Camps on campus this summer once again. She also shared that annual performance evaluations are occurring for staff at this time. Dr. Krull also shared that the first negotiations meetings with faculty will be July 17 and 19.

MONITORING REPORTS

(YouTube @ 24:57)

Dr. Phil Speary shared his monitoring report from the Division of Academic Support and Effectiveness. Trustee Smith asked for an explanation of the chart on page 14 of the report. Dr. Speary shared that this is the work of the faculty curriculum team. The chart represents the number of courses worked through in terms of either new courses or revisions of new courses. He indicated that this pertains mostly to a three-year cycle and revisions depend on what courses are the focus of revisions for the year. Dr. Speary shared that this process generally takes approximately 6-8 weeks and Department Leads and Chairs work with faculty to make these revisions. New courses are in generation for at least six months.

Trustee Good asked about the books and tuition scholarships for tutors. Dr. Speary shared that there has been a shift in terms of what students want in terms of their involvement for being tutors. It has proven more advantageous for them to work as student workers, rather than have the obligation to work 15 hours per week under the previous model. He shared that this model has been much more effective in managing student schedules and workloads and allowed for more flexibility. The number of student tutors has grown significantly in the last three years due to the shift in this model.

BOARD STRATEGIC DISCUSSION

- A. Deferred Maintenance (YouTube @ 32:55) – Kent Williams shared that he had included the wrong date in the TFA, and it actually reflects preparations for the 2025 budget. He shared that we are looking at a three-year projection, with the main source of revenue coming from the state's annual Capital Outlay appropriation. He shared that there is a good chance this funding will be continued into the foreseeable future. Ireland Turner provided an overview of the deferred maintenance projects that are on the list and those that are planned between now and 2027. He indicated that the 700 Building is first on the schedule and will have to be completed in several phases. For the 600 and 700 building, Turner recommends bringing in a construction manager at risk to manage the projects due to their complexity. The use of construction managers at risk have historically provided cost savings as well as kept the project on schedule. Kent Williams shared that there is still a bid process when using a CMR.
- B. Property & Liability Insurance – KICS Renewal (YouTube @ 45:18) – Kent Williams shared that Property & Liability Insurance renewals remained largely flat for the year. Since the Board has already approved being a part of the consortium, this is not brought forward as an action item, but rather as an update on where the renewal is coming in for the year. Trustee Smith asked if the administration has evaluated whether there are any buildings that do not need to remain insured. Williams shared

that the 800 building is a classroom building on the far southwest corner of the campus could potentially be considered, however the savings would be minimal.

- C. Online Teaching/Instructional Design and Online Corporate Training/Instructional Design Certificates (YouTube @ 48:33)- Dr. Heather Rinkenbaugh shared that the idea for these certificates was born from the EdTech office, who realized that there was a need for qualified individuals in this area and that many programs in this area are Master's level, which does not serve entry level individuals as well. She also shared that it is a great way to "grow our own talent" at Butler. Dr. Rinkenbaugh shared initial market data for the programs. She also shared that the overall goal would be to develop a full associates degree from these certificate programs. Trustee Smith asked clarifying questions about whether the Board is required to approve certificates. Dr. Rinkenbaugh shared that there is not a significant number of these programs at the Associate's level, which they viewed as an opportunity for growth.

BOARD ACTION ITEMS

- A. Diesel Tech Certification Kits (YouTube @ 1:00:20) – Dr. Rinkenbaugh shared that the kits are needed to be able to facilitate the program. She indicated that Diesel Tech is a program that they have been seeing increased enrollment. Trustee Smith moved to approve the purchase of the Diesel Tech certification kits as presented. Trustee Good seconded. On roll call vote, the motion passed 7-0.
- B. Softdocs Document Management Platform (YouTube@ 1:01:57) – Trustee Sherrer asked if the total cost was spread over the course of five years. Dr. Krull indicated that was the case. Trustee Smith asked if other bids were acquired and if it is necessary at this time. Christina Byram shared that they assessed options for services that would address these needs. Softdocs fit both the price points and feature sets that were needed. Trustee Sherrer moved to approve the contract with Softdocs as presented. Trustee Good seconded. On roll call vote, the motion passed 7-0.
- C. Negotiated Agreement (YouTube @ 1:04:57) – Shelley Stultz provided a summary of what went into the 23-24 contract as negotiated and ratified by the faculty. The Topic For Action allows the Board to ratify the contract as negotiated and ratified by the faculty. Trustee Rhodes moved to ratify the contract as presented. Trustee Smith seconded. On roll call vote, the motion passed 7-0.
- D. Retirement of Linda Jacobelli (YouTube @ 1:08:45) – Dr. Heather Rinkenbaugh shared that Linda spent 22 years at Butler, beginning as a student worker and the team that helped reopen the McConnell location after September 11. She has always gone above and beyond for students and coworkers and wishes her well in her retirement. Trustee Good moved to accept the retirement of Linda Jacobelli. Trustee Sherrer seconded. On roll call vote, the motion passed 7-0.

CONSENT AGENDA

(YouTube @

Trustee Smith moved to approve the Consent Agenda as amended and with correction to the dates on the Payment of Claims to reflect the 24-25 fiscal year on page 103. Trustee Huslig seconded. On roll call vote, the motion passed 7-0.

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Esam Mohammad

(YouTube @ 1:11:07)

No update this month.

Statement of Revenue & Expenditures – Submitted by Kerry Potter

(YouTube @ 1:11:14)

No discussion.

Thank You Notes

(YouTube @ 1:11:24)

None this month.

Board Calendars

(YouTube @ 1:11:27)

Dr. Krull indicated that campus will be closed over the Independence Day Holiday. Faculty returns August 14 and classes begin August 19.

EXECUTIVE SESSION:

(YouTube @ 1:12:04)

Trustee Sherrer moved that the Board recess into executive session to discuss non-elected personnel, pursuant to the open meetings exception for said matters for up to 90 minutes and that the Board, President Kim Krull, Shelley Stultz, Alisa Ehrlich, Ray Connell, Kim Jackson and Jennifer Hartman-Vice be included. Trustee Smith seconded the motion. On roll call vote, the motion passed 7-0.

ENTER EXEC SESSION @ 5:43pm

RETURN TO OPEN SESSION @ 6:44pm

Upon returning to open session, Trustee Sherrer moved to accept the resignation of Jeffrey Tymony and approve the severance agreement as presented. Trustee Huslig seconded the motion. On roll call vote, the motion passed 7-0.

Topics to be discussed at future meetings include:

- FORVIS Renewal Information (July)
 - o Questions from Trustee Smith re/FORVIS from last month's meeting
- Approval of CMR for 700 HVAC repairs (August)
- Health Insurance Renewal (Work Session – June)
- Budget development updates (Work Session – June)
- Drug testing for athletes – do we do it, how often? (Question from Trustee Good)

ADJOURNMENT

Trustee Smith moved to adjourn the meeting. Trustee Braungardt seconded. On roll call vote, the motion to adjourn the meeting passed 7-0. The regular meeting of the Butler Community College Board of Trustees was adjourned at 6:49pm.

Mary Martha Good – Secretary/Treasurer

BILLS AND WARRANTS

TOPIC for ACTION
June 2024 Bills & Warrants

REPORT

Bills and Warrants for June 2024 - \$4,732,555.29 (includes Expenditure Approval List - \$2,570,058.13 and Payroll - \$2,162,497.16).

RECOMMENDED ACTION:

Approval of June 2024 bills and warrants.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Sariah Wilson, Assistant Director – Accounts Payable

Supervisor: Yolanda Hackler, Director - Accounts Payable

Date: July 1, 2024

OFFICIAL APPOINTMENTS AND DESIGNATIONS

TOPIC for ACTION
Affirmation of Legal Service Provider

REPORT:

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

RECOMMENDED ACTION:

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

RECOMMENDED FUNDING SOURCE:

General Fund

Submitted by: Dr. Kim Krull, President
Supervisor: Linda Jolly, Board Chair
Date: July 9, 2024

TOPIC for ACTION
Designated Newspaper for Publication of Notices

REPORT:

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

RECOMMENDED ACTION:

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

RECOMMENDED FUNDING SOURCE:

NA

Submitted by: Dr. Kim Krull, President
Supervisor: Linda Jolly, Board Chair
Date: July 9, 2024

TOPIC for ACTION
Designation of Depository Accounts for 2024-2025

REPORT:

The College will be maintaining the following bank accounts during fiscal year 2024- 2025

Commerce Bank El Dorado

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

Freedom 1st Federal Credit Union

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

Andover State Bank

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

Emprise Bank - Council Grove

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

Central National Bank

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

Equity Bank

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

RECOMMENDED ACTION:

We will be maintaining the above listed accounts during fiscal year 2024-2025. We recommend that the Board pass a motion to approve these accounts.

RECOMMENDED FUNDING SOURCE:

Operating budget

Submitted by: Kerry Potter, Director of Accounting

Supervisor: Kent Williams, VP of Finance

Date: June 25, 2024

BIDS AND PURCHASES

None.

RATIFICATION OF AGREEMENTS & CONTRACTS

TOPIC for ACTION
Athletic Insurance

REPORT:

Ryan Murry from Insurance Center, Inc. has provided the new costs for the Sports Accident Policy and the Catastrophic Policy. The basic coverage for all sports will be \$213,000 (16.51% change from 23-24) and the catastrophic sports accident policy will be \$23,339 (0% change from 23-24). The cost for 2024-2025 will be \$236,339 (14.64% change from 23-24). The total costs of premiums for the 23-24 academic year was \$206,149.

RECOMMENDED ACTION:

The Board approve the Athletic Insurance and Catastrophic Insurance in the amount of \$236,739 for the 2024-2025 academic year.

RECOMMENDED FUNDING SOURCE:

General Fund

Submitted by: Todd Carter, Director of Athletics

Supervisor: William D. Rinkenbaugh, Vice President of Student Services

Date: June 28, 2024

RESOLUTIONS

None.

PERSONNEL

TOPIC for ACTION
Interim Head Track & Cross Country Coach

REPORT:

The contract for Mark Emerson, Interim Head Track & Cross Country Coach within the Butler Athletic Department will run from July 1, 2024 through June 30, 2025. Mark is entering his first year as the Interim Head Track & Cross Country Coach at Butler Community College.

RECOMMENDED ACTION:

The contract be set at the base salary of \$49,152 with an additional \$5,848 for interim duties; making a total salary of \$55,000. This contract will run from July 1, 2024 – June 30, 2025.

RECOMMENDED FUNDING SOURCE:

Athletics – General Fund

Submitted by: Todd Carter, Director of Athletics
Supervisor: Bill Rinkenbaugh, VP of Student Services
Date: June 25, 2024

TOPIC for ACTION
Assistant Men's Basketball Coach

REPORT:

The contract for Ivan Leal, Assistant Men's Basketball Coach – Athletic Department will run from July 1, 2024 through March 31, 2025. Ivan is entering his first year as the Assistant Men's Basketball Coach at Butler Community College.

RECOMMENDED ACTION:

The contract be set at the base salary of \$49,000. This contract will run from July 1, 2024 – March 31, 2025.

RECOMMENDED FUNDING SOURCE:

Athletics – General Fund

Submitted by: Todd Carter, Athletic Director
Supervisor: Bill Rinkenbaugh, VP of Student Services
Date: June 25, 2024

TOPIC for ACTION
Resignation of Tao Wu

REPORT:

Tao Wu, Chemistry Instructor, has submitted his notice of resignation effective July 31, 2024. Tao has been a full-time employee of Butler Community College for 5 years.

RECOMMENDED ACTION:

The administration recommends that the Board accept the resignation notice for Tao Wu.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Shelley Stultz, AVP of Human Resources

Supervisor: Dr. Kim Krull, President

Date: June 20, 2024

Shannon Covert
Dean of Science, Engineering, and
Mathematics Butler Community College
901 S Haverhill Rd
El Dorado, KS
67042

Dear Dean Covert,

I am writing to formally resign from my position as Associate Professor of Chemistry and Physics at Butler Community College, effective August 1st, 2024.

This decision was not easy to make, as I have greatly valued my time here. Your exceptional leadership and coordination have created an environment conducive to academic excellence and professional growth. I am truly grateful for the support and opportunities you have provided me during the past five years.

I will work diligently over the next two months to ensure a smooth transition and to fulfill my responsibilities to the best of my ability. Please let me know how I can assist in this process.

Thank you once again for your guidance and understanding.

Sincerely,

Tao Wu
Associate Professor of Chemistry and Physics
Butler Community College

TOPIC for ACTION
Resignation of Amanda Martin

REPORT:

Amanda Martin, Nursing Instructor, has submitted her notice of resignation effective July 31, 2024. Amanda has been a full-time employee of Butler Community College for 4 years.

RECOMMENDED ACTION:

The administration recommends that the Board accept the resignation notice for Amanda Martin.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Shelley Stultz, AVP of Human Resources

Supervisor: Dr. Kim Krull, President

Date: June 20, 2024

June 10, 2024

Butler Community College
901 S Haverhill Rd
El Dorado, KS
67042

Dear Janet,

I am writing to formally resign from my position as associate professor of nursing at Butler Community College, effective July 31, 2024.

I have thoroughly enjoyed working at Butler Community College and am deeply grateful for the opportunities and experiences I have gained here. I have learned a great deal and am truly appreciative of the support and encouragement I have received from my colleagues and management.

This decision has not been easy, as I am leaving behind a supportive team and a company I respect greatly. However, after careful consideration, Chris and I have decided to relocate to South Carolina.

I am fully committed to ensuring a smooth transition and will go above and beyond to complete my current projects. Please let me know how I can assist during this period to facilitate a seamless handover.

Thank you again for the opportunity to participate in the nursing program at Butler Community College. I wish the Butler Nursing Program continued success and hope to stay in touch.

Sincerely,

Amanda Martin

TOPIC for ACTION
Resignation of Scott Peggie

REPORT:

Scott Peggie, Hospitality Management Instructor, has submitted his notice of resignation effective July 31, 2024. Scott has been a full-time employee of Butler Community College for 2 years.

RECOMMENDED ACTION:

The administration recommends that the Board accept the resignation notice for Scott Peggie.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Shelley Stultz, AVP of Human Resources

Supervisor: Dr. Kim Krull

Date: June 20, 2024

Last Day as FT = 7/31/24

Kathy Conner

From: Kathy Conner
Sent: Wednesday, February 14, 2024 1:11 PM
To: Kathy Conner
Subject: Scott Peggie - Resignation

From: Scott B. Peggie <speggie@butlercc.edu>
Sent: Tuesday, February 13, 2024 6:54:14 PM
To: Peter J. Linden <plinden@butlercc.edu>; Kim Krull <kkrull@butlercc.edu>; Luis M. Pena Lugo <lpenalugo@butlercc.edu>
Subject: Scott Peggie - Resignation

Good Evening All,

I am writing to formally resign from my position as Culinary Instructor at Butler Community College, effective August 5th (After Summer School has completed).

I have enjoyed my time at Redler Institute and am grateful for the opportunities for growth and development that I have experienced during my tenure. However, after careful consideration, I have decided to move on from Redler to pursue other opportunities.

I will do my utmost to ensure a smooth transition during my remaining time at the company. I am willing to assist with the training of my replacement and to complete any outstanding tasks or projects to the best of my ability.

I want to take this opportunity to thank you and the entire team for your support and guidance throughout my time here. I have learned a great deal and am proud of the work we have accomplished together.

Please let me know if there is anything specific you would like me to address during the transition period. I am available to discuss further if needed.

Thank you again for the opportunity to be a part of Butler Community College. I wish the company continued success in the future.

Sincerely, Scott Peggie

Scott B Peggie
Culinary Arts Instructor
Redler Institute of Culinary Arts
622 E Cloud Ave
E: speggie@butlercc.edu
C: 316-207-8623

TOPIC for ACTION
Resignation of Luis Pena Lugo

REPORT:

Luis Pena Lugo, Culinary Arts Instructor, has submitted his notice of resignation effective July 31, 2024. Luis has been a full-time employee of Butler Community College for 3 years.

RECOMMENDED ACTION:

The administration recommends that the Board accept the resignation notice for Luis Pena Lugo.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Shelley Stultz, AVP of Human Resources

Supervisor: Dr. Kim Krull, President

Date: June 20, 2024

Kathy Conner

From: Kathy Conner
Sent: Tuesday, February 13, 2024 1:53 PM
To: Kathy Conner
Subject: Luis Pena Lugo last day

From: Luis M. Pena Lugo <lpenalugo@butlercc.edu>
Sent: Thursday, February 8, 2024 3:53 PM
To: Peter J. Linden <plinden@butlercc.edu>
Cc: Kim Krull <krull@butlercc.edu>; Shelley S. Stultz <ssultz@butlercc.edu>
Subject: Re: Following Up

Good afternoon,

Dr. Linden,

You are correct, I will not be renewing my contract with Butler in the coming fall. However, I am already scheduled to teach during the summer which I will satisfy. I had a brief conversation with the Foundation, and I offer to still assist with the events that are already confirmed for the fall. Of course, assisting with the Foundation events is a matter to be agreed upon on the Butler and Foundation side.

Please let me know if there is anything else you need me to provide.

Thanks,
Luis

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.	66% (Fall 2022 Cohort)	04/2024	61 % (Fall 2021), 60 % (Fall 2020), 60 % (Fall 2019)	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	30 % Graduation Rate/23 % Transfer Rate (Fall 2020 Cohort)	02/2024	31 % Graduation Rate/22 % Transfer Rate (Fall 2019 Cohort); 31 % Graduation Rate/24 % Transfer Rate (Fall 2018 Cohort); 28 % Graduation Rate/26 % Transfer Rate (Fall 2017 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	3.29 & 48.5 hours (Fall 2022 cohort)	11/2023	3.26 & 50.2 hours (Fall 2021 cohort); 3.27 & 50.1 hours (Fall 2020); 3.24 & 50.2 hours (Fall 2019)	Kansas Board of Regents KHESTATs Transfer Tab
CTE Placement	Self-reported job placement of technical program concentrators & completers	75.4% (AY 2023)	03/2024	84% (2022) 68.3% (2021) 76% (2020)	Kansas Board of Regents AY Follow Up Collection
Completions	Number of associate degrees and certificates granted by the institution	1327 (AY 2023)	09/2023	1371 (AY 2022), 1416 (AY 2021), 1446 (AY 2020)	Kansas Board of Regents AY Completions File

MONTHLY STATEMENT OF REVENUES AND EXPENDITURES

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

Statement of Revenue, Expenditures, and Other Changes

REVENUES:

Tuition/Fees

In-County, In-State, Out-State, International Tuition, Tuition Waivers, Technology Access Fee, Nursing Fees, Auto Tech Uniform Fees, International Student Processing Fees, Enrollment Fees, Student Health Fees, and Athletic Scholarship Fees

Local Sources

Ad Valorem Taxes, Taxes-in-Process, Delinquent Taxes, Motor Vehicle Taxes, and other Local Taxes

State Sources

State Operating Grant and SB155 Funding

Auxiliary Sources

Dorm Rental – Fire Science students
Student Life Fund Revenue (not applicable to Operating Funds)

Other Sources

Interest Income, Reimbursements, Commissions, Gate Receipts, Deferment Fees, Media Resource Fees, and Prior Year Claims Cancelled

Transfers

Testing Fees Transfer for Administration, Transcript Fees Transfer for Advising, and Residence Hall Debt Transfer

EXPENSES:

Instruction

General, Vocational and Adult Instruction (not applicable to Operating Funds)

Other Expenditures

Agency Funds (not applicable to Operating Funds)

Academic Support

Library, Academic Administration, Curriculum Development

Student Services

Counseling, Financial Aid, Student Records, Admissions, Health Services, Student Activities, and Student Services

Institutional Support

Executive Management, Fiscal Operations, Community/Public Relations, Information Services, and Administrative Services

Physical Plant Operations

Maintenance of Buildings, Equipment, Grounds, Debt Service

Student Financial

Scholarships and Grants

Auxiliary Sources

Student Life Fund Expenses (not applicable to Operating Funds)

Transfers

Debt Service Payments, Operating Support to ABE, Career & Workforce Education, Annual Transfers to Development, Facilities, and Technology Funds

THANK YOU NOTES

None.

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
JULY 2024**

July Board Finance Committee	Tuesday, July 9, 2024; 3:30pm President's Conference Room	Dave Sherrer Mary Martha Good
July Board Meeting	Tuesday, July 9, 2024; 4:30pm Dankert Trustee Board Room	ALL TRUSTEES
July Work Session	Monday, July 22, 2024; 4:30pm Dankert Trustee Board Room	ALL TRUSTEES
August Board Finance Committee	Tuesday, August 13, 2024; 3:30pm President's Conference Room	Dave Sherrer Mary Martha Good
August Board Meeting	Tuesday, August 13, 2024; 4:30pm Dankert Trustee Board Room	ALL TRUSTEES
August Work Session	Monday, August 26, 2024; 4:30pm Dankert Trustee Board Room	ALL TRUSTEES

2024-2025 Board Meeting Dates

Tuesday, July 9, 2024
 Tuesday, August 13, 2024
 Tuesday, September 10, 2024
 Tuesday, October 8, 2024
 Tuesday, November 12, 2024
 Tuesday, December 10, 2024
 Tuesday, January 14, 2025
 Tuesday, February 11, 2025
 Tuesday, March 11, 2025
 Tuesday, April 8, 2025
 Tuesday, May 13, 2025
 Tuesday, June 10, 2025
 Tuesday, July 8, 2026

LOOKING AHEAD

September Board Finance Committee	Tuesday, September 10, 2024; 3:30pm President's Conference Room	Dave Sherrer Mary Martha Good
September Board Meeting	Tuesday, September 10, 2024; 4:30pm Dankert Trustee Board Room	ALL TRUSTEES
September Work Session	Monday, September 23, 2024; 4:30pm Dankert Trustee Board Room	ALL TRUSTEES
October Board Finance Committee	Tuesday, October 8, 2024; 3:30pm President's Conference Room	Dave Sherrer Mary Martha Good
October Board Meeting	Tuesday, October 8, 2024; 4:30pm Dankert Trustee Board Room	ALL TRUSTEES
October Work session	Monday, October 28, 2024; 4:30pm Dankert Trustee Board Room	ALL TRUSTEES

ACTIVITY CALENDAR

Summer Session Ends	Friday, August 2	All Day
Women's Soccer – KJCCC Scrimmage	Saturday, August 17	TBA
Professional Development Days	Monday, August 12-Friday, August 16	All Day
Women's Soccer v. Emporia State	Sunday, August 19	7:00pm
Fall Classes Begin	Monday, August 19	All Day
Women's VB vs. McPherson	Tuesday, August 20	1:30pm
Women's Soccer vs. Seminole State College	Thursday, August 22	6:00pm
Women's Volleyball vs. Hutchinson	Wednesday, August 28	6:00pm
Football vs. Northeastern Oklahoma A&M College	Saturday, August 31	TBA
Women's Soccer vs. Barton	Sunday, September 1	7:00pm
Volleyball vs. Colby	Saturday, September 7	2:00pm
Football @ Ellsworth (IA)	Saturday, September 7	TBA
Women's Soccer vs. Hutchinson	Saturday, September 7	7:00pm
Women's Soccer vs. Garden City	Saturday, September 14	6:00pm
Football @ Independence	Saturday, September 14	7:00pm
Women's Soccer vs. Seward	Wednesday, September 18	6:00pm
Volleyball vs. Garden City	Wednesday, September 18	6:00pm
Football vs. Coffeyville	Saturday, September 21	7:00pm

EXECUTIVE SESSION

MOTION: Trustee _____

Madam Chair,

I move that the Board recess into executive session to discuss negotiations and non-elected personnel, pursuant to the open meetings exception for said matters and that the Board, President Kim Krull, Shelley Stultz, Kent Williams, Bill Rinkenbaugh, Dr. Phil Speary, and Kim Jackson be included.

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

CALL FOR A SECOND: Trustee _____

CALL FOR A VOTE

ENTER INTO EXECUTIVE SESSION @ ____ PM

RETURN TO OPEN SESSION A@ ____ PM

ANY ACTION REQUIRES A MOTION, SECOND, and VOTE

ADJOURNMENT

MOTION: By _____

Madam Chair,

I move that the Board meeting be adjourned.

CALL FOR A SECOND: Trustee _____

CALL FOR A VOTE

MEETING ADJOURNED @ _____ **P.M.**