
**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

