

BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING
 4:30 p.m., Tuesday, August 13, 2024 – Dankert Trustee Board Room
 Watch Live via <http://www.butlercc.edu/bctv>

3:30 p.m.	Board Finance Committee Meeting – President’s Conference Room.
4:30 p.m.	Regular Board Meeting – Dankert Board Room, Upper Level of the Hubbard Welcome Center, 901 S. Haverhill Road, El Dorado, Kansas.
	Executive Session – For matters related to non-elected personnel

I.	CALL TO ORDER (4:30pm)	
II.	PLEDGE OF ALLEGIANCE (4:30pm)	
III.	APPROVAL OF AGENDA (4:35pm)	
IV.	<u>RECOGNITIONS</u> (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/3b36GXi	
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. Career and Technical Education (Linden)	-----4
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AUGUST BOARD RECOGNITIONS

- **Jan Stitt**, Director of Food Services for Great Western Dining, was recently recognized for the great care she provides for Butler's International Student Workers as well as all our students.
- **Joe Leibbrandt, Derek Foust, Mandy Tetrick and Averie Nelson** won the Goat Milking Contest at the Butler County Fair
- **Aubrey Cornett-Graham**, Director of Butler of EDCF, was selected as Contract Employee of the 3rd Quarter by EDCF

MONITORING REPORTS – Career and Technical Education

BOARD OF TRUSTEES REPORT DIVISION of CAREER & TECHNICAL EDUCATION AUGUST 2024

Dean: Dr. Peter Linden
Associate Dean: Derek Foust
Administrative Assistant: Olivia Kuhns

The Division of Career and Technical Education (CTE) is composed of thirteen distinct departments including Career and Workforce Education (CWE).

Butler Community College's Career and Technical Education (CTE) Division features seasoned faculty with strong educational credentials and earned industry recognition. Committed to student success, they deploy high-engagement teaching strategies and state-of-the-art technology to enhance student learning. Graduates of Butler CTE programs gain a competitive edge in the modern job market due to the advanced skillsets they have acquired, contributing to the economic vitality of our region.

CTE programs are centered on student success providing quality instruction in programs bolstering local and regional economies as well as its' communities. This is complemented by developing an awareness of curricula offered by other academic Divisions college-wide and welcoming collaboration. Additionally, CTE continuously works to build industry partnerships across business sectors to provide opportunities and place Butler students into gainful employment. CTE team members are also committed to seeking external funding sources to address the need for advanced technologies and equipment assisting Butler in remaining at the leading edge.

The CTE Division is composed of the following departments and programs:

- Agriculture
- Automotive Technology
- Business Administration
- Business Systems Technology
- Construction Technology
- Culinary Arts/Hospitality Management
- Cyber Security and Internetworking Management
- Diesel Technology
- Engineering Technology (Moving to CTE Division from SEM in Fall 2024)
- Marketing and Entrepreneurship
- Software Development
- Welding
- Career and Workforce Education

The quality of our programs, state-of-art facilities, and relevant curriculum are validated by Kansas Board of Regents (KBOR), NSF National Center for Academic Excellence in Cyber Security, American Welding Society (AWS), Automotive Service Excellence (ASE), National Automotive Technicians Education Foundation (NATEF), National Center for Construction Education and Research (NCCER) and various memberships in national professional organizations the National Council for Workforce Education (NCWE).

Additionally, industry advisory committees play a key role in the department's new courses, new

programs, curriculum updates, and offering opportunities to our students via incentive programs and internships. Our faculty are recognized experts in their fields and work closely with local industry as well as workforce development representatives to ensure that we are preparing a highly skilled workforce.

Vision

The CTE division works to be the premier program for technical education and workforce development in the state of Kansas offering world class instruction, facilities, and employment opportunities to its students supporting the needs of industry partners and the community of South-Central Kansas.

Mission

The CTE Division empowers students with the skills and abilities necessary to thrive in a dynamic and competitive modern workforce. Through innovative curricula, hands-on training, and industry partnerships, we are dedicated to facilitating career readiness, personal growth, and lifelong learning.

HONORS AND RECOGNITIONS

Master Teacher Award

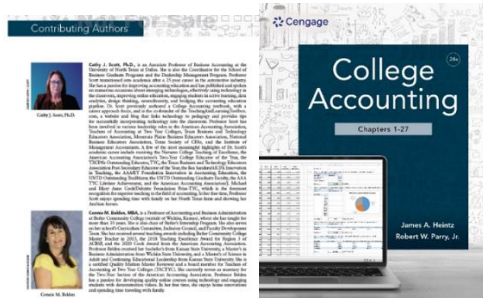


Since 1973, the Butler Community College Education Association (BCCEA) has selected a faculty member who exemplifies the qualities of student engagement, scholarship, exemplary teaching ability, service to the college, and service to the association. This year's winner, Department Chair of Accounting, Business Administration and Data Analytics Janice Akao, has taught at Butler for 30 years. As an active member of the Butler community, Akao is the Vice President of Finance for Kansas Council of Workforce Education (KCWE), represents Butler as a member of the Kansas Data Science Consortium, serves as the Chair of the Butler Faculty Curriculum Team and is the state advisor for Butler's Future Business Leaders of America (FBLA) chapter. For FBLA, Akao assists chapter fundraising, oversees conference travel, and is an active supporter of student members.

"I am deeply honored to have been chosen as the recipient of the Master Teacher award," Akao said. "I sincerely appreciate the acknowledgment of my efforts in the field of education, including the countless hours, dedication and love I have poured into my work."

Publications/Collegiate Textbook Authorship

Connie Belden, Professor of Accounting and Business Administration as well as Internship Lead is a new co-author of College Accounting (24th Edition) published by Cengage. She and Cathy Scott revised the 24th Edition as contributing authors but will soon become the textbook's main writers as the current authors now prepare to retire. The textbook is utilized at technical colleges across the U.S. by students in non-Business degree programs still needing to learn Accounting due to its application in their field. College Accounting is available for adoption as of Fall 2024.



Hubbard Award

- In 2024 the agriculture department had three of the four finalists for the Hubbard Award of Excellence: Haley Mouser, Carissa Dalquist, and Lizzie Schafer.
- Butler’s most prestigious award, the Hubbard Award of Excellence, is a \$15,000 scholarship awarded to one graduating sophomore every spring. Butler alumnus R.D. Hubbard and his wife Joan Dale Hubbard established the award in 1985.
- Haley Mouser of Tenstrike, MN, received the Hubbard Award of Excellence. Mouser served as President of Butler CRU, Vice President of the Butler chapter of Collegiate Farm Bureau and earned a 4.0 GPA. She plans to attend South Dakota State University, where she will major in Agriculture and Animal Science.



Order of the Purple

Beth Cunningham, Derek Foust, Taylor Frank, Kevin Lann-Teubner, Luis Pena, Rhonda Thomas

Student Life Awards Instructor Nominees

Alicia Pena, Janice Akao, Karen Waddell

Future Business Leaders of America (FBLA, formerly PBL)

Chapter Advisors: Janice Akao and Jared McGinley

- On February 24, 2024, Butler Community College students attended the 73rd Annual Future Business Leaders of America (FBLA) State Leadership Conference at Pittsburg State University. Competing against four-year and two-year colleges in various business-related events, Butler had seven students place in their events and qualify to compete at the National Collegiate FBLA conference in Orlando, FL, in

June. Janice Akao, Butler accounting professor and FBLA advisor, takes great pride in her students' accomplishments. *"Their achievements reflect the high standard of education and mentorship provided by our institution. It is truly a testament to the hard work and commitment of both students and faculty,"* Akao said.

Below is the list of students who qualified for nationals and their finishes.

First	Accounting Case Study	Victoria Wurm
First	Foundations of Economics	Victoria Wurm
First	Foundations of Management	Lyndsay Conley
First	State of Chapter Presentation	Lyndsay Conley
First	Foundations of Accounting	Kaleb Waller
First	Future Business Educator	Kaelib Harp
First	Management Case Competition	Kaelib Harp
Second	Finance Case Study	Thara Lee Kenmarla Casimi
Second	Foundations of Marketing	Victoria Wurm
Second	Marketing, Sales & Communications Case Study	Lyndsey Conley
Second	Foundations of Selling	Branson Dixon
Second	Business Ethics	Kaelib Harp
Second	Foundations of Hospitality Management	Kaelib Harp
Second	Retail Management	Kaelib Harp
Third	Business Ethics	Matt Shults
Third	Entrepreneurship Pitch Competition	Thara Lee Kenmarla Casimi
Third	Future Business Executive	Victoria Wurm
Third	Foundations of Selling	Lyndsay Conley
Fourth	Foundations of Economics	Branson Dixon

Two Butler students placed at this year's FBLA National Leadership Conference in Orlando Florida from June 24-27th. Victoria Wurm placed 5th in the Accounting Case Competition and 9th in Foundations of Economics. Kaelib Harp placed 5th in Future Business Educator and received the Distinguished Business Student award, receiving a \$500 scholarship.



Butler Community College Business Student Leader Award

Butler Community College has developed a program that recognizes excellence in business student leadership: the Business Student Leadership Award. This year's Butler

Community College Business Student Leader Award recipient is Lyndsey Conley, who was nominated by Accounting Department Chair Janice Akao.

Lyndsey serves as President of Butler's chapter of FBLA, Future Business Leaders of America, where she has been involved with competition, fundraising, community service projects, and hosting a Business Speaker Series on campus. With FBLA Lyndsey has also attended professional development conferences in Kansas, Nebraska, Georgia, and Florida. Lyndsey has qualified for national competition each year in FBLA, and in 2023 was part of a team that took 3rd in the nation in Marketing Analysis & Decision Making. Lyndsey, who is from Parkville, Missouri, will continue her education at Missouri State University, where she plans on majoring in Marketing Research and continuing her involvement with FBLA where she is running for state office.



Livestock Judging

Team members Drew Brown and Bradie Midcap were selected as Academic All-Americans. This honor combines both Academic success and success in livestock judging.



High School Partnerships

Collaborating with our high schools is integral to the success of the Career and Technical Education (CTE) Division. Collaborative efforts provide an added avenue for high school students to explore career opportunities through our specialized programs by way of curricula meeting industry needs ensuring students receive relevant and up-to-date training. Such collaboration also facilitates a seamless path for students to transition from high school to our college programs, enhancing their educational journey and readiness for the modern workforce and a fulfilling in-demand career.

CTE Division Leads and Chairs

Agriculture: Derek Foust/**Joe Leibbrandt** (2024)

Auto Technology: **Mark Jaye**

Business Administration/Data Analytics: **Janice Akao**

Business Systems Technology: **Karen Wadell/Lisa Schmidt**

Construction Technology: **Lory Postoak/Jeremy Brewer**

Culinary/Hospitality: Luis Pena/**Ethan Moulds** (2024)

Cybersecurity and Internetworking Management: **Brett Eisenman/Kevin-Lann Teubner**

Diesel Technology: **Todd Williams**

Engineering Technology (Moving from SEM Division as of Fall 2024): **Daniel Higdon**
 Marketing and Management: **Jared McGinley**
 Software Development: **Mark Meadows**
 Welding Technology: **Matthew Galbraith**
 Internships: **Connie Belden**

CTE Division Updates

Retirements

- Mike Bohrer, Computer Information Technology

New Hires

Faculty

- Ethan Moulds, (Full-time) – Lead, Culinary Arts
- Brian Dye, (Full-time) Computer Information Technology
- Cal Schultz, Assistant Livestock Judging Coach

Administration

- Peter Linden, Ph.D. – Dean of CTE
- Derek Foust – Associate Dean of CTE
- Les Padzensky, Director of Redler Institute of Culinary Arts
- Stacy Baxter, Events Coordinator and Admin. Asst: Redler Institute of Culinary Arts

As of AY24-25

- Daniel Higdon – Lead, Engineering Technology

Upcoming New Program Areas

- Artificial Intelligence (AI) as of Fall 2024
- Food Truck Certificate (Fall 2025)

CTE Program Data

Declared Majors– All CTE Programs 2019-2023

Dept	Div	AY2019	AY2020	AY2021	AY2022	AY2023
Agriculture	CTE	86	92	119	123	111
Auto Tech	CTE	27	23	37	26	17
Bus Admin	CTE	936	1,017	993	888	903
Bus Sys Tech	CTE	143	128	179	173	203
Construction Tech	CTE				27	92
Diesel Tech	CTE				2	14
Hosp & Culin	CTE	145	143	126	109	97
Cyber and ¹ Network	CTE	221	234	257	284	330
Mktg Mgmt.	CTE	131	142	155	175	183
Welding	CTE	33	40	41	42	38
Software Dev	CTE	62	60	59	62	62
Total	CTE	1,784	1,879	1,966	1,911	2,050

Credit Hours – All CTE Programs 2019-2023

Dept	Div	AY2019	AY2020	AY2021	AY2022	AY2023
Agriculture	CTE	1088	936	1207	1294	1,074

Auto Tech	CTE	504	180	639	521	369
Bus Admin	CTE	5,328	4,837	4,934	4,954	4,772
Bus Sys Tech	CTE	4,293	3,926	4,295	4,102	3,778
Construction Tech	CTE				424	854
Co-op Studies	CTE	261	139	86	110	222
Diesel Tech	CTE				23	375
Hosp&Culin	CTE	1,606	1,569	1,135	1,053	1,098
Cyber and Network ¹	CTE	5,574	4,890	2,073	2,286	2,880
Mktg Mgmt	CTE	2,820	2,574	2,616	2,502	2421
Welding	CTE	579	587	514	617	593
Software Dev	CTE			219	216	357
Total	CTE	22,053	19,638	17,718	18,102	18,793

Completers – All CTE Programs 2019-2023

Dept	Div	AY2019	AY2020	AY2021	AY2022	AY2023
Agriculture	CTE	11	11	21	21	13
Auto Tech	CTE	11	4	13	10	5
Bus Admin.	CTE	75	91	105	111	107
Bus Sys Tech	CTE	19	11	18	7	28
Construction Tech	CTE	N/A	N/A	N/A	N/A	4
Hosp & Culinary	CTE	23	17	21	13	11
Cyber and Network ¹	CTE	22	23	21	26	34
Mktg Mgmt.	CTE	11	13	12	23	11
Welding	CTE	14	10	13	15	15
Software Dev.	CTE	4	10	4	9	1
Total	CTE	190	190	228	235	229

PROGRAM UPDATES

Agriculture:

Department mission statement:

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

Enrollment Comparison; Credit Hours

Department	AY2019	AY 2020	AY 2021	AY 2022	AY 2023
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FT faculty

- Derek Foust - Lead
- Taylor Frank
- Joe Leibbrandt

Assistant

- Cal Schultz (Assistant Livestock Judging Coach)

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

- Received a recurring grant from the Lola Jackson Foundation in the amount of \$10,000 that is being used to benefit animal welfare
- Goat fencing has been expanded at the agriculture facility with the hopes of us having a small meat goat herd present at the facilities by spring of 2025
- Joe Leibbrandt took students to Kansas State University for a weekend at the Young Farmers and Ranchers Conference this spring. Butler Community College came in second place, only behind Kansas State University, in the Quiz Bowl (and only lost by one question!).
- Derek Foust served on the PROVIDE Committee for institutional advancement.
- Derek Foust served on the Carl Perkins Local Needs Assessment Committee.
- Derek Foust and Joe Leibbrandt served as advisors to Collegiate Farm Bureau
- Taylor Frank served as an advisor to our chapter of Agricultural Ambassadors this year. Agricultural ambassadors had numerous industry speakers engage with them and completed several service projects. They also took field trips to a meatpacking facility, cover crop company, and beef genetics business this spring.
- Joe Leibbrandt is currently serving as the Butler County Fair Superintendent.
- All faculty have given numerous formal and informal tours of the agriculture facility to interested high school students and livestock judging recruits over the past year.
- Derek Foust established an internship program through a letter of intent with Mid-Kansas Cooperative this year, which will start in the fall of next year.
- Taylor Frank worked with EdTech to put his Microcomputers in Agriculture course into an online format. Derek Foust worked on the quality assurance team as a content expert to review the course.
- Joe Leibbrandt has helped with numerous 4-H and FFA livestock shows.
- Derek Foust and Taylor Frank were recognized by students for being outstanding faculty by the Order of the Purple.
- Joe Leibbrandt helped organize an Agriculture Industry and Technology Tour for ag students. We toured Tiffany Cattle Company, Bluestem Embryo Transfer, and Mid-Kansas Coop Rail Terminal.
- All faculty and many students helped with the Butler County Farm Bureau Banquet.
- Last summer Derek Foust helped with the Butler County Farm Bureau Annual Farm to Fork Tour, giving a drone demonstration at one of their stops.
- Instructors have engaged business and industry by having field trips/guest speakers from Mid-Kansas Cooperative, Ryan's Lawn and Tree Service, Varner Farm and Ranch, CropQuest, and Rise Farms – Urban Rooftop Farms.
- Derek Foust worked with Phil Speary and his Dean, Peter Linden, on establishing new agriculture pathways that are compliant with the new KBOR buckets standards. This includes the creation of a new animal science pathway.
- The department held an industry advisory committee meeting.
- Derek Foust was a member of "The Forge" Faculty Development Group spearheaded by Mark Jarvis and Meghan Bearman. The group focused on

innovative ways of using technology in the classroom. Derek did a podcasting assignment interviewing his students and various people in the agriculture industry.

- Derek Foust served on the search committee for a new Dean of CTE
- Derek Foust and Joe Leibbrandt took a group of students to Kansas State University for Cattleman's Day this spring.
- The Department worked with Community National Bank to engage students interested in agricultural finance jobs.
- Derek Foust set up students with jobs at Blakesley Cutting Horses in Augusta, KS.
- Joe Leibbrandt is serving on the Kansas Farm Bureau Reimagine Project state committee.
- Joe Leibbrandt is one of the online broadcasters for the Kansas State Fair Market Hog Show.
- Derek Foust manages a 1,000 sq ft. commercial high located at the agriculture facility as part of his crop science course.
- Joe Leibbrandt and Taylor Frank manage a 20-30 head cow-calf operation at the agriculture facility with these livestock being integrated into classroom lessons.
- The agriculture department sponsored a "Donkey Basketball Game" at Rose Hill High School. Derek Foust and several students attended and gave away Butler merchandise at halftime.
- Joe Leibbrandt has been working with EdTech to revamp his fundamentals of livestock nutrition online course.
- Joe Leibbrandt helped with Bluestem and Flint Hill School's Ag Day, teaching about swine production and dairies.
- Joe Leibbrandt helped host the Walnut River Spring showdown.

Engagement outside of the classroom: Taylor Frank and Livestock Judging Team

- Served as guest speakers for Life Enrichment Meeting- Butler Welcome Center
- Superintendent- Butler County Fair- El Dorado, KS
- Vice President, Secretary and Treasurer of National Junior College Coaches Association
- American Angus Association Junior National (Grand Island, NE) facilitated judging contest for 300 contestants
- Chi and Maine Junior Nationals (Grand Island, NE) - Helped with Livestock Judging contest- 200 kids
- NJSA Exposition (Des Moines, IA)- Announced for all breed shows, grand drive and officiated Judging contest.
- Online broadcasting for Kansas State Fair Market Lamb show- Hutchison, KS
- McCall Livestock Judging Contest official and Reasons critique- (Virginia)
- Kansas State Fair- (Hutchison, KS) Mkt Goat, Mkt Hog and Sheep Shows
- Kansas Junior Livestock Show (Hutchison, KS) helped with market and breeding shows as well as announcing
- Freshman team prepared and presented livestock for American Royal Youth and Collegiate livestock Judging contests- Kansas City, MO
- Freshmen/sophomores helped with Jensen Bros Hereford Sale- Louisburg, KS
- Freshmen/sophomores helped with Artificial Insemination and Embryo Transfer days at Hobbs Show Lambs and Nathan Club Lambs- Newton and Abilene, KS
- Fitting and clipping demonstration and judging- Cowley County Fair
- Tonganoxie Judging clinic and contest- (Tonganoxie, KS) facilitate learning clinics and contest
- Wabaunsee District Contest- (Alma, KS) officiate Livestock Regional contest
- Woodson County Contest- (Yates Center, KS) officiate Livestock Regional contest

- Flint Hills Livestock Show- (Eureka, KS) Helped run four shows and announced
- Walnut River Showdown- (El Dorado, KS) Organized and ran cattle show
- Canton Livestock Spring Show- Organized and ran two-day cattle jackpot show
- Black Gold Spring show (El Dorado, KS) Helped facilitate sheep and goat show
- Mid-American- (Hutchison, KS) helped with interns for 4-day long series of shows
- Organized and ran a clipping and fitting demonstration (Butler CC)
- Bluestem FFA chapter- Helped educate livestock judging team about reasons, questions and practiced with judging contests
- Butler county fair- organized livestock judging contest- taught students reasons.
- Mentor for community livestock projects- Oltman Family, Eureka, KS, Miller Family, El Dorado, KS, Lackey Family, Douglass, KS, Johnson Family, Towanda, KS, Beltz Family, Canton, KS, Parker Family, Butler County, KS, Birk Family, Yates Center, KS, Cowley County families
- A multitude of county, state, and national show judging across the country
- Board member of Butler County Event Center Committee
- Board member of Butler County Youth Livestock Foundation Club

Goals: 2024-2025 academic year

- Have multiple students participating in the newly established internship program with Mid-Kansas Cooperative.
- Finish goat fencing and facilities upgrades and get a small meat goat herd at the facility by next spring.
- Put Introduction to UAS and Beef Management Courses as online offerings so that we can keep offering an online only ag degree that is compliant with the new KBOR buckets.
- Win a national championship in livestock judging.
- Improve student enrollment and credit hour generation by 5% over 2023.

Automotive Technology:

Department mission statement:

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

Enrollment Comparison; Credit Hour Chart

Department	AY2019	AY2020	AY2021	AY2022	AY2023
Auto Tech	504	180	639	521	369

FT faculty

- Mark Jaye – Lead

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

- Donation of engines and tools from Ford.
- A large amount of donated auto parts from a local service center (over \$5000).
- Instructor completed 25.5 PD hours at a conference.
- Instructor is a certified MACS Instructor (Mobile Air Climate Systems), allows student to be certified to handle refrigerants.
- NCS certified Instructor for Snap On Apollo Scan tools. Allows a 3rd party credential for students.
- Instructor judged regional Skills USA Competition.
- Held an advisory committee meeting this year.

Goals: 2024-2025 academic year

- Increase community awareness.

- Visit area High Schools to encourage enrollment
- Involve Dealers in making visits to local High Schools and Middle Schools.
- Recertify the program with NATEF/ASE.
- Create 1- or 2-day courses to allow for an introductory class for adults and new drivers to get to know their vehicles.
- Host a local car show on campus

Business Administration/Accounting:

Department mission statement:

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

Enrollment Comparison; Credit Hours

Department	AY2019	AY2020	AY2021	AY2022	AY2023
Bus Admin	5,328	4,837	4,934	4,954	4,772

FT faculty:

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

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

- The Department is a subrecipient of a \$11,400 grant with the University of Kansas for 2024. Janice Akao and Andrea Scharenberg will be creating and hosting a couple of Tableau bootcamp for high school students. The purpose is to expose them to data analytics/visualization.
- Janice Akao attended Leon Middle School on November 9, 2023 and gave a presentation to 7th and 8th graders on Careers in Business.
- Andrea Scharenberg judged for the State Collegiate FBLA conference in February 2024.
- Janice Akao judged at the State High School FBLA conference in April 2024.
- Janice Akao judged at the Kansas Data Science Conference at WSU in April 2024. Students from KU, K-State, and WSU prepared posters and gave presentations on their community data analytics project. These students worked with community partners who provided them with a real-world data problem.
- Connie Belden was reelected to serve as Secretary for the Teachers of Accounting at Two Year Colleges.
- Connie Belden was appointed as the Secretary/Treasurer of the Two Yeat Section of the American Accounting Association.
- Janice Akao was reelected as the Vice President of Finance for Kansas Council for Workforce Education.
- A Sales and Use Tax course was developed and passed Quality Assurance. This course was offered in Spring 2024. The Payroll Accounting course was submitted to EdTech for a Quality Assurance review which should be completed by the end of May 24.
- A data analytics project is now being included as part of the Managerial

Accounting course. Butler students will be exposed to data analytics early as the CPA exam now has a data analytics component.

- Seven Butler students qualified to compete at the National FBLA conference in Atlanta in June.
- Continued Campus-wide Business Speaker series sponsored by Bulter’s FBLA chapter.
- Janice Akao was named the 2024 Master Teacher.
- Rhonda Thomas was nominated for Outstanding Instructor as part of the Student Life Awards.
- Collaborated with Reiger, Car & Monroe (RCM) and Spirit Aerosystems for student internships. Representatives from both organizations presented to the El Dorado business classes and provided them with details of their paid internships. Victoria Wurm, an accounting student, was hired as the intern at Reiger, Carr, & Monroe, CPAs, for Spring 2024. Bethanie Killman, accounting student, received the internship at Spirit Aerosystems for Summer 2024.

Goals: 2024-2025 academic year

- Incorporate a data analytics project into all Financial Accounting courses.
- Development an A.S. degree in Data Analytics.
- Conduct at least one High School Tableau bootcamp Fall 2024.
- Develop BA112 Personal Finance into an online and face-to-face Master course.
- Increase FBLA student members by 10%.
- Continue FBLA Business Speaker series.

Accounting Assistant Advisory Board members

- Patrick Nance, Newman University
- Jason Hamlin, Spirit Aerosystems
- Moses Dotche-Togbe, Conway Bank
- Karen Carmichael, Summit Materials Finance Group
- Monica Soutter, Berry Companies
- John Hacker, Berexco
- James Bailey, Adams Brown, CPA

Business Systems Technology

Department mission statement:

The Business Systems Technology Program is committed to providing stakeholders the competitive edge using state-of-the-art technology to develop and enhance essential business environment skills.

Enrollment Comparison; Credit Hour Chart

Department	AY2019	AY2020	AY2021	AY2022	AY2023
Bus Sys Tech	4,293	3,926	4,295	4,102	3,778

FT Faculty:

- **Beth Cunningham**
Beth teaches Computer Concepts & Applications, Business Communications, Records Management, Business Procedures, Intro to Health Information, and Internship. Beth serves on the following committees: Butler Foundation Benefit Auction Committee, BST Advisory Board Committee, Internship Advisory Board Committee, Butler 100th Anniversary Committee, Butler Online Ed Tech Advisory Committee, and QAT reviewer committee.
- **Lisa Schmidt**

Lisa is the Co-Chair of the Business Systems Technology Department. She teaches Computer Concepts & Applications, Business Math/10-Key, Human Relations, Presentation Graphics, Desktop Publishing, and Principles of Management. Lisa serves on the Quality Assurance Team, Butler Foundation Benefit Auction Committee, has served on various interview committees, is a member of the Grizzly Backers, and is a host parent for women's basketball. Along with Butler committees, she serves on the Kansas statewide curriculum and advisory committee for Business Administrative Technology programs. She serves on the Kansas Core Outcomes Group Conference to articulate core outcomes for Computer Concepts and Applications for systemwide transfer. Lisa serves on the executive board for the El Dorado Sports Foundation.

- **Karen Waddell**

Karen is the Co-Chair of the Business Systems Technology Department. She teaches Computer Concepts & Applications, Business English, Beginning and Intermediate Document Processing, Intro to Word, Excel and Access, Advanced Computer Applications, and MOS Test Prep. Karen serves on the BST Advisory Committee, Master Teacher Selection Committee, and has served on various interview committees. Along with Butler committees, she serves on the Kansas statewide curriculum and advisory committee for Business Administrative Technology programs. She will be a member of the Quality Assurance Team starting this fall. She serves on the Kansas Core Outcomes Group Conference to articulate core outcomes for Computer Concepts and Applications and Business Communications for systemwide transfer.

Adjuncts:

- **Allison Apaza**

Allison teaches Medical Office Management, Reimbursement Methodologies, Beginning Medical Coding, Advanced Medical Coding, and Coding Certification Test Preparation. She is the Assistant Teaching Educator and Community College Liaison for the Department of Public Health Sciences at Wichita State University.

- **Dee Cannon**

Dee teaches Legal and Ethical Issues in Healthcare and Intro to Health Information.

- **Kellie Degenhardt**

Kellie teaches Computer Concepts and Applications. She is certified to teach various business courses at the 7-12 district level.

- **Kelli Lusk**

Kelli teaches Computer Concepts and Applications, Outlook 1, Outlook 2, Keyboarding, and Intro to Internet. She's to teach various business courses at the 7-12 district level. At Hutchinson Schools she manages a job board for students, coordinates student interns for the on-campus credit union, plans the Business Dept Advisory Committee meetings.

- **Andrea Scharenberg**

Andrea divides her time between BA, BST, and MA. She teaches Computer Concepts and Applications for our department. She serves on the Butler Curriculum Committee, and the Andover Care Team. She serves students at the Andover back-to-school booth, Andover Math Pi Day, and as a FBLA judge. She is working with Janice Akao on the Kansas Data Science Consortium REI Grant. Andrea is working toward a second master's degree in accounting.

- **Teri Van Dever**

Teri teaches the Computer Concepts and Applications course.

- **Karen Wright**

Karen teaches the Computer Concepts and Applications course.

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

Department

- Moved all computer application courses to Microsoft Office 2021.
- Co-Chairs Lisa Schmidt and Karen Waddell provide support to adjuncts such as materials for the BA104 standardized final and core curriculum and technical support.
- CPC National Exam pass rate has increased each year, from 44% in 2021, to 50% in 2022, and a huge increase to 67% in 2023
- Modified the articulation agreement with Wichita State University for Business Medical Specialist and Physician Coding students.
- Created a new professional certificate in Physician Coding.

Faculty

- Beth Cunningham attended the Cengage Computing Conference. She also was a co-presenter there on a topic of how to increase accessibility/compliance based on standard practice(s) at Butler. Completed the Future Foundry-Forge through our faculty development, presented a custom Excel workshop to Kansas Rural Water Association and Butler's Op Staff and will participate in Summer Jam this year.
- Lisa Schmidt attended the Cengage Computing Conference, Virtual Cengage Computer Experience, virtual CERTIFIED Academy: Business, CERTIFIED Academy: Design, Elevating Innovation Virtual Conference, Summer Institute on Distance Learning and Instructional Technology Conference, Course Hero's Education Summit, and completed the Course Hero's Faculty Resilience and Well-Being course.
- Karen Waddell attended the Cengage Computing Conference, Virtual Cengage Computing Experience, and the virtual CERTIFIED Academy: Business online conference. She has been nominated for the 2024 Student Life Awards.
- Andrea Scharenberg attended the 2023 Kahoot! EDU Summit, 2024 Virtual Cengage Computer Conference, 2024 Innovative Educators Virtual Summit, and the 2023 Summer Institute for Distance Learning and Instructional Technology Conference.

Students

- The BST Department offers two third party credentialing opportunities for our students: Microsoft Office Specialist (MOS) and Certified Professional Coder (CPC). For the MOS certifications, Shannon Simpson and Kaleb Waller placed in the top ten in the entire state of Kansas. Shannon received 7th place in PowerPoint and Kaleb received 3rd place in Word. Tyler Kiekel received a 1st place finish in Microsoft Word in the entire state which qualifies him for the national competition in Florida this summer.
- BST had 10 students receive Microsoft Office Specialist (MOS) certification in Excel 2019
- BST had 9 students receive MOS certification in Word 2019
- BST had 8 students receive MOS Certification in PowerPoint 2019
- BST had 6 students receive 2023 Certified Professional Coder Certificates (CPC)
- BST had 2 students receive MOS Certification in Outlook 2019
- BST had 2 students receive MOS certification in Access Expert 2019
- BST had 1 student receive MOS Certification in Excel Expert 2019
- BST had 1 student receive MOS Certification in Word Expert 2019

Goals: 2024-2025 academic year

- Increase enrollment by participating in the faculty student recruitment campaign.
- Increase program enrollment with a goal of 5% increase.
- Work with Wichita State University liaison to streamline course equivalency.
- Work with Wichita State University to provide reverse transfer opportunities into our physician coding program

Advisory Committee

Allison Apaza	Assistant Teaching Professor, Public Health Sciences	Wichita State University
Zach Cannady	Academic Scheduling & Assessment Coordinator	Butler Community College
Donna Farthing	Butler County Treasurer	Butler County Court House
Julie Frazier	Owner	Medisource Healthcare Solutions, Inc
Samantha Youngers	Medical Coder	Kingman Healthcare Center

Construction Technology

Department mission statement:

The Mission of this Department is to provide a quality program where our students, upon completion, can either start working at a construction site and work safely with the basic knowledge of construction principles and skills or advance to another institution to complete a bachelor’s degree in Construction Management.

Enrollment Comparison; Credit Hours

Department	AY2019	AY2020	AY2021	AY2022	AY2023
Construction Tech	-	-	-	424	854

FT faculty

- Lory Postoak, Lead Instructor—Masonry
- Jeremy Brewer, Lead Instructor—Construction Technology

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

- Organized and Participated in the Wichita Area Builders Association/Women in Construction’s “Build My Future Event” (Over 500 high school students attended)



- Four graduates from El Dorado Correctional Facility (First Cohort)
- Five Students complete the program at Butler of Andover
- Held a First AID/CPR class for the Graduates of BOA to bolster their resumes
- Organized a Concrete Apprenticeship program with CWA
- Provided field trips that coincided with the Capstone Class
- Continued Sponsorship of the class by the Kansas Masonry Industries Council

- (a statewide industry group) (donations of brick, block, sand, and mortar)
- Outreach programs such as speaking to a Senior Group in El Dorado and attending meetings/career fairs in Leon and Wichita Middle Schools
- Attended Hamm Foundation, Lawrence, Construction Scholarship Dinner
- Converted a dorm space into a 10,000-square-foot lab/shop at EDCF
- Created a full-size Tool Crib following Department of Corrections requirements
- Utilized part of the new shop area to have 3 new classrooms at EDCF- U Building
- Construction Tech continues to hold active Industry advisory committee meetings



Goals: 2024-2025 Academic Year

- Grow the Construction Program at BOA
- Establish the Concrete Apprenticeship Program
- Establish an Employment portal for students
- Gain supplier donations to support the program

Culinary Arts/Hospitality Management:

Department mission statement:

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

Enrollment Comparison; Credit Hour Chart

Department	AY2018	AY2019	AY2020	AY2021	AY2022
Hosp & Culin	1,721	1,606	1,569	1,135	1,053

FT faculty:

- Chef Ethan Moulds – Chair
- Luis Pena – Former Chair
- Scott Peggie – Former Instructor

Adjuncts:

- Shauna Cables
- Christina Alvarado
- Alicia Pena
- Laurie Blaha
- DeeDee Kittle
- Robbie Garlick

Staff

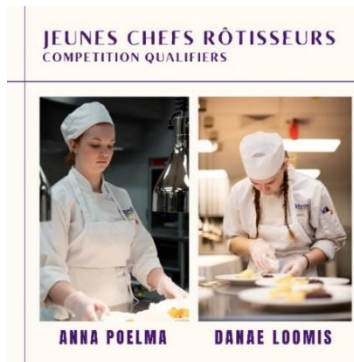
- Les Padzensky – Director of the Redler Institute of Culinary Arts
- Stacy Baxter – Admin Asst. & Event Coordinator Redler Institute of Culinary Arts

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

- In late-October the Redler Institute of Culinary Arts hosted 50 local high school students. A tour was provided and Scott Redler, co-founder of Freddy's, shared his story also speaking about careers in the culinary and hospitality industry.
- Last August "SPLURGE! Magazine" hosted a VIP reception at the Redler Institute of Culinary Arts. Butler Chefs designed the menu and Chef Pena did a demonstration for the guests on how to make handmade pasta.
- The culinary department has continued its partnership with JCCC to provide ACF certification exam with the completion of select certificates.
- The CHOMP student organization has been heavily active in the local community with several fundraising events and learning-driven activities that included field trips.
- The Redler Institute of Culinary Arts has maintained a partnership with several marketing outlets within the community which includes a monthly cooking segment with KSN's Good Day Kansas, sponsoring commercials during PBS's Family Dinner Table with Susan Peters, and other marketing opportunities such as radio interview with The Good Life with Guy Bower radio show.
- Les Padzensky was named Director of the Redler Institute of Culinary Arts Padzensky has worked in the restaurant industry since he was 15 years old.



- Two Butler students, Anna Poelma and Danae Loomis, competed in the United States Jeunes Chefs Rôtisseurs Competition in Waco, Texas this year. The competition is part of The Chaîne des Rôtisseurs, founded in Paris during 1248, is the oldest and largest food and wine society in the world. Our students were accompanied by Chefs Luis Pena and Scott Peggie



- The Culinary Department is currently working on a submission to KBOR for approval of a Food Truck Certificate and A.A.S degree.
- Continues to hold active advisory committee meetings

Goals: 2024-2025 academic year

- Grow community engagement through local events such as recreational cooking classes and other special events.
- Engage with local farmers and the agriculture department to develop curriculum for Farm-to-Table course.
- Visit local high schools to recruit students and raise awareness of the program.
- Continue working with the Strategies in Higher Education group on recruitment.
-

Cybersecurity and Internetworking Management

Department mission statement:

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

Enrollment Comparison; Credit Hour Chart

Department	AY2019	AY2020	AY2021	AY2022	AY2023
Info Tech	5,574	4,890	5,073	5,382	5,382

FT faculty

- Brett Eisenman
- Kevin Lann-Teubner
- Mike Bohrer (retired Summer 2024)
- Brian Dye (As of Fall 2024)

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

- 2023 Center of Academic Excellence (CAE) designation renewed by National Center of Academic Excellence in Cyber Defense Education by the NSA. This process involves significant research and documentation of the academic process and requires the participation of multiple segments from within the college.
- 2023 PC Club renamed to Control Alt Delete. The club was restructured to provide students with opportunities to compete in a variety of cyber security activities including Capture the Flag events and other competitions.
- Kevin Lann-Teubner - 2023 Flagship Kansas Advisory Board Member
- Kevin Lann-Teubner - Presented at the Flagship's Ad Astra Conference

Certification Pass Rates:

- **Testout Network Pro: Butler 81%, Kansas 65%, National 47%**

- **Testout PC PRO: Butler 80%**, Kansas 72%, National 66%
- **Network Pro: Butler 50%**, Kansas 40%, National 47%
- **Ethical Hacker Pro: Butler 64%**, Kansas 52%, National 40%
- **Routing and Switching Pro: Butler 65%**, Kansas 57%, National 46%
- **Client Pro: Butler 67%**, Kansas 61%, National 51%
- **Testout Hybrid Server Pro: Butler 33%**, Kansas 33%, National 31%
- Continued to hold active advisory committee meetings
- **Goals: 2024-2025 academic year**
- Rewrite Butler Microsoft classes to match new certifications released by Microsoft
- Continue to update CompTIA courses to map to their current certification version.
- Revise and streamline our Capstone course for Cybersecurity and Internetworking Management.
- Incorporate internships into Cybersecurity, Internetworking Management, and Software Development.

Diesel Technology

Department mission statement:

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

Enrollment Comparison; Credit Hours

Department	AY2019	AY2020	AY2021	AY2022	AY2023
Diesel Tech	-	-	-	23	375

FT faculty

- Todd Williams – Lead

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

- Continue to hold active advisory committee meetings
- Increased credit hour generation substantially from the previous year.
- The diesel program is currently at full enrollment for the 2024-2025 school year.
- Gave several tours to local high school students.
- Andy Hoffman, Vice-President of GTG Peterbilt, currently serves as the Chair of the Diesel Technology Advisory Committee.

Goals for the 2024-2025 academic year

- Increase public awareness of the program.
- Increase student enrollments by making personal visits to local High Schools.
- Increase industry partnerships for student internships, apprenticeships, and donations.
- Offer classes at El Dorado Correctional Facility.

Marketing and Entrepreneurship

Department mission statement:

The Marketing & Entrepreneurship Program seeks to:

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

The department is compatible with the institution’s mission by way of incorporating the Learning PACT across the curriculum and implementing strategies to align with the school’s strategic

goals and objectives. In addition, we contribute to the mission by preparing our students to be lifelong learners. Since new technologies emerge every day, we teach our students to transfer and adapt their knowledge to a variety of situations and environments that are constantly changing.

Enrollment Comparison; credit hours

Department	AY2019	AY2020	AY2021	AY2022	AY2023
Mktg Mgmt	2,820	2,574	2,616	2,502	2,421

FT faculty

- Department Chair Jared McGinley

Adjuncts

- Eddie Andreo
- Michelle Naftzger
- Rebecca McGinley
- Kristin Trask
- Michelle Ruder
- Shanna Zimmerman
- Kay Metzinger
- Christy Bohrer
- Lisa Schmidt
- Kris Estes

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

- During Fall 2023, we met with recruiters from Spirit AeroSystems and invited them in to speak to our classes regarding summer internship opportunities.

Maintain active Advisory Committee of industry and higher education participants.

- Ciara Miller – Chair – Product Manager, Network Kansas
- Mandy Bredehoft – CTE Pathways Coordinator, USD 259
- Dwight Rounds – Owner, Maid Pro Wichita
- Julie Ramsdale – HR Leader, Aerospace Systems
- Christy Miller – Owner, PawPrints Pet Supply
- Ashley Ison – HR Marketing Lead, Textron
- Mel Whiteside – Director, WSU Office of Career and Prof. Development
- Randy Summers – Retired Banking Executive
- Beth Walker – Content Marketing Coordinator, Envision
- Eddie Andreo – Senior Learning Experience Designer, Johnson Controls
- Kaden Miller – Owner, Kaden Miller Web Design
- Connie Belden – Former Student and Program Professor
- Matt Shults – Current Student



- Maintain active student organization (FBLA – Future Business Leaders of America) – working with the Accounting/Business Admin and Economics programs.

National Leadership Conference in Atlanta in June 2023

- All nine qualified students placed in their respective competitions, with Thara Casimir of Haiti earning First Place in the nation in Digital Media.
- Butler placed 2nd in the nation as “Outstanding Chapter”
- Chapter president Kaelib Harp was elected as the 2023-24 National Vice President



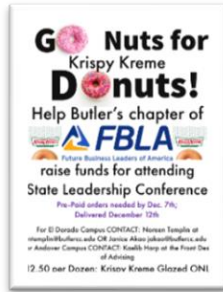
- Fall Leadership Conference in Omaha at The Principal, a Fortune 500 company.
Q&A with CEO and other members of their Executive Leadership Team
Breakout sessions of mock interviews, personal branding, etc. by Principal employees



- Spring 2024 State Competition at Pittsburg State
All students qualified for Nationals by finishing in the top 2 in their event
- Community Involvement
Holiday Cards designed, printed, signed and delivered to area nursing homes
- Field Trip to the Federal Reserve Bank in Kansas City



- Fundraising



- Campus Enrichment
Monthly Business Speaker Series
Former Student Panel
- Build and maintain relationships with area colleges and universities
Member of Wichita State's Office Career and Professional Development Advisory Board
Hosted Dean of Newman University's Business Department as Guest Speaker



- Build and maintain relationships with area high schools
Member of area high school advisory boards
USD 259 Wichita
USD 385 Andover
USD 402 Augusta
- Contribute to the vitality of the community
El Dorado BA140 Intro to Marketing students create and present marketing plans for area non-profits and small businesses. For Fall of 2024 we will be working with Rommey Farms near Cassoday.



- Maintain up-to-date program curricula:
Made changes to AS Marketing degree pathway to align with new KBOR Gen Ed “Buckets.”

Created new program outcomes (to add to individual course outcomes) for the AAS Marketing and Entrepreneurship degree and Certificate in entrepreneurship.

Served as Butler’s representative on the KBOR Business Math Pathways Task Force to choose a standard appropriate general education math course for business programs for all Kansas colleges and universities.

Goals: 2024-2025 academic year

- Match or better Butler’s overall enrollment and program metrics
- Maximize course offerings and locations
- Create and distribute new marketing materials
- Recruit on and off campus
- Investigate adding a Social Media Marketing specific course to the curriculum.
- Adding ID114 Digital Branding and Promotion to AAS degree pathway
- As part of the Business Administration program cluster, continue to maintain a PROVIDE (program review) rating of 80 or better.

Software Development (and Artificial Intelligence Option)

Department mission statement:

The Software Development program's mission is to provide up to date curriculums across a wide variety of technology. Students who have completed our programs of study will be well prepared to be productive employees to meet the industry's needs in software development and robotics engineering.

Enrollment Comparison; Credit Hour Chart

Department	AY2019	AY 2020	AY 2021	AY 2022	AY 2023
Software Dev	-	-	219	216	357

FT Faculty

- Mark Meadows

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

- Mark Meadows was hired before the fall of 2023 as a full-time faculty member. Mark brings a diverse set of engineering and programming skills to the SD program. He immediately set out to change and update the SD program.
- SD130 Database Design and Management developed for the new degree pathway as a face-to-face class.

- SD130 Approved by EDTECH as an online class.
- SD146 Introduction to Robotics Programming created for face-to-face delivery.
- SD107 Natural Language Processing developed for face-to-face delivery.
- SD203 Data Science developed for face-to-face delivery.
- SD204 Ethics in AI developed for face-to-face delivery.
- SD205 Computer Vision developed for face-to-face delivery.
- SD206 Introduction to Reinforcement Learning developed for face-to-face delivery.
- SD209 Artificial Intelligence in Healthcare developed for face-to-face delivery.
- SD210 AI Automated Logical Reasoning developed for face-to-face delivery.
- SD212 AI in Online Learning and Optimization developed for face-to-face delivery.
- SD282 Updated and developed for face-to-face delivery.
- Continue to hold active advisory committee meetings.

Goals: 2024-2025 academic year

- Continue to align the Software Development program with area industry needs while emphasizing cutting edge technological changes and the addition of AI and machine learning abilities.
- Continue to develop online and face to face Software Development courses relevant to the direction of the software development industry.
- Re-visit existing software development connections and reach out to new industry partners to strengthen the accuracy and relevance of the SD degree path through industry collaboration.
- Participate in AI, robots, and machine learning competitions to advance academic programs.
- Actively recruit students for the program using robotics and other competitions.
- Actively pursue articulation with four-year colleges.

New Curricula

As of Fall 2024, students can select a track focused on Artificial Intelligence (AI). This program is the first of its kind in the state of Kansas. Mark Meadows, fulltime Software Development instructor joined Butler last year after 32 years of engineering experience at Boeing/Spirit. *“My goal is to get students’ job ready,”* Meadows said. *“And for companies, our AI-Emphasis should assist our graduates in being able to utilize AI to create efficiencies in various work roles.”*

Welding Technology

Department mission statement:

The Welding Technology program facilitates learning using **American Welding Society (AWS)** certified instructors and state-of-the-art technology to give stakeholders the competitive edge in this high skill, high wage, high demand career by promoting and maintaining the highest standards of the industry, professional expectations and technical competency.

Enrollment Comparison; Credit Hour Chart

Department	AY2019	AY 2020	AY 2021	AY 2022	AY 2023
Welding	579	587	514	617	593

FT Faculty

- Matthew Galbraith
Professor, Welding Technology

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

- Designed curriculum with a differential to provide a competitive edge
- Maintained outside accreditation for programs
- Recruited high performing students into programs to provide employers with skilled employees
- Assessed student learning in courses and programs
- Monitored student satisfaction with courses and program
- Gauged employer satisfaction with graduates' performance
- Engaged in program review
- Met with industry advisory committee
- Refined curriculum

Below is a list of students with the number of certifications that they earned from the American Welding Society

- Brian Shaw (5)
- Damarion Sumpter-White (5)
- Weston Clements (5)
- Peyton Branine (3)
- Beau Barnes (5)
- Benjamin McAdoo (5)
- Preston Flurry (4)
- Trinity McMichael (5)
- Devin Palmer (2)
- Jose Garcia-Dominquez (3)
- Colby Dole (4)
- Tayden Stanfield (5)
- Brian Shaw, Peyton Peek, and James Triplett also earned their **OSHA 10 Certifications**

Goals: 2024-2025 academic year

- Develop local internship and apprenticeship opportunities and engage high schools.
- Update older equipment for newer and more reliable models.
- Update and strengthen curriculum with the assistance of our advisory board.
- Meet with advisory board twice a year.



CAREER & WORKFORCE EDUCATION
BUTLER COMMUNITY COLLEGE

Career and Technical Education Division, Career and Workforce Education (CWE), formerly Butler Education and Training Analysis (BETA), is housed at Andover Campus. Its dedicated team offers corporate training programs, workshops, online professional development, and additional services helping people be more productive and companies more profitable. Although every organization, its workers, and the nature of training vary by need, CWE's purpose is consistent: to provide high-quality, cost-effective, solution-focused training to upskill or reskill the workforce.

Program Highlights

BCC received \$1.4 million dollars from the Kansas Board of Regents (KBOR) to help companies impacted by labor shortages. Career and Workforce Education (CWE) on behalf of BCC has provided help with training program options across a spectrum of industries. Below are some of the highlights:

Society of Human Resource Management (SHRM)

CWE provided exam prep and vouchers for close to 107 individuals with 81 companies represented.

Healthcare Certifications:

CWE partnered with the following hospitals: Ascension, Kansas Medical Center (KMC) and Kansas Spine and Specialty Hospital (KSSH) to provide several certification options for their nursing staff. These include the following:

- Med-Surg, C-NDP, PMC-BC, CCRN, CNML, CNOR, CEN, TCAR, PCAR, RNC-OB, RNC-NIC, RNC- MNN, RNC- EFM

Online 3rd Party Partners

CWE works with many educational partners that each bring a unique catalog of courses, allowing us to provide training, professional development, and certifications to a broad segment of the workforce. These partners include:

- CE (Continuing Education) Shop – Real Estate courses, Center for Legal Studies – Paralegal, Ed2Go 6-week courses, Ed2Go Career Programs, Ed4Career – Professional and Personal Development, MedCerts – Healthcare and IT (Information Technology) Career courses, MindEdge – Professional Development, ProTrain – Career and Certification courses, Upright – Technical IT Boot Camps

Registered Apprenticeships & “Earn While You Learn”

Through a push from the state of Kansas, post-secondary education providers were asked to engage businesses in launching Registered Apprenticeships. BCC became a recognized Intermediary and has submitted three apprenticeships which were approved by the Kansas Apprenticeship Council through the Kansas Dept. Of Commerce. These apprenticeships are:

- *Block Mason*
- *Cement Mason*
- *Housekeeping – 1st to be recognized in the state of Kansas*

We are also establishing ourselves as a Related Technical Instruction (RTI) provider throughout the state and potentially nationwide.

Some companies who are uncertain about committing to a Registered Apprenticeship but appreciate the model have had discussions with CWE to develop an Earn While You Learn program that uses the benefits of the apprenticeship concept without the regulation aspect.

Heartland Welding Partnership

We held a successful welding program for hobbyists and those considering career exploration at the El Dorado campus in the BCC Welding Lab. They learn welding safety, machine maintenance and basic welding skills. Recently, through discussions with the new Heartland Welding Academy in Andover, KS, we have formed a partnership to pilot a new welding program at their location in July 2024.

Concrete Program in Partnership with Associated General Contractors (AGC)

CWE is partnering with AGC to start a concrete program that will help provide a skilled workforce for the many contractors represented through this organization. This program will start in late August or early September and will be a 10-week, 60-hour non-credit program using the NCCER curriculum. We will partner with BCC facilities to provide hands-on concrete projects for the students.

Five Apprenticeship Pathways approved by KBOR

CWE has developed 5 Pathways for the following apprenticeships:

- *Plumber and Pipefitters*

- *Electrical*
- *Construction Trades*
- *Sheetmetal*
- *Workforce Division Track*

The students are awarded in most cases up to 47 credit hours of credit-for-prior learning (CPL) which equates to between 5,000 and 8,500 hours of on-the-job training. The students can transfer credits to Pittsburg State University towards a bachelor's degree through an established 2+2 articulation agreement. CWE has union and non-union groups in Kansas and Oklahoma and is bringing on more apprenticeships from surrounding states to include Colorado, North Dakota, Texas, Missouri, Albuquerque, and Florida.

Industry Partners/Training Highlights

- *Leading Technology Composite* – provided a series of (3) Six Sigma and Leadership Training for 28 managers held at the Andover campus
- *Credit Union of America* – provided a year long series of (8-9 training sessions) at their headquarters.
- *BG Products*- provided training for 15 managers held at the El Dorado campus.
- *Kansas Turnpike Authority (KTA)* - provided quarterly leadership sessions for 9 managers on Andover campus.
- *Holly Frontier Sinclair Corporation* in El Dorado: BCC, Fire Science Department, provided funding from the grant to assist with (2) sessions of training the trainer

Global Industry Certifications

We have been involved with and delivered globally recognized credential exam preparation courses for over a decade. In the last fiscal year, we have offered courses in the following certifications:

- *SHRM* – Certified Human Resources Management (See program highlights)
- *ASCM* (Association for Supply Chain Management) – Certified Professional in Supply Chain and Inventory Management (APICS (American Production & Inventory Control Society))
- *FOA* (Fiber Optics Association) – Certified Fiber optics Technician

Commercial Driver's License (CDL)

Through a partnership with CSC, Inc. in Maize, KS BCC offers a week-long CDL program to enable students to earn their Class A or B CDL license and provide the FMCSA (Federal Motor Carrier Safety Administration) approved ELDT (Entry Level Driver Training) assessment required by the federal government. We also provide endorsements in School Bus, Passenger, and Hazardous Materials.

BrewU – Beer Crafting 101 Certificate Program

Through a partnership with Walnut River Brewing Company (WRB), CWE created a six-week, introductory beer brewing pilot program completed on April 13, 2024. The feedback was positive, and we were asked if we would be offering a more advanced program to follow it up. We are in discussions with WRB to determine what this program's future could look like.

Since July 2023 CWE has served 78 different companies or organizations. Over the past year CWE employees have attended 10 different conferences, in some cases serving as guest speakers.

Boards and Committees

Kansas Council of Workforce Education – Michelle Ruder is the current president of this organization and has served on this committee for 7 years.

The Kansas Council of Corrections Higher Education – Michelle Ruder has been on this Consortium since its inception. She was the Board Chair for 3 years while now serving as Secretary.

CEIA – Michelle Ruder is serving on the Editorial Committee for their bi-annual publication.

Group Memberships/Partnerships

- *Wichita Chamber*
- *Leads Group*
- *Sunrise Scrambler*
- *Wichita Independent Business Association (WIBA)*
- *WWLA*
- *Coffee and Conversation*
- *Andover Chamber*
- *Social Hour Meetings*
- *CTE Industry Advisory Committee Meetings (Welding, Auto, Diesel)*
- *NAWDP*
- *CEIA*
- *NCCET*
- *KCWE*
- *Wichita Business Journal Career Women*

CWE has worked with 15 different training partners over the last year

New to CWE

Xenegrade (Online Registration Management System)

CWE purchased a new Registration Management System product called XenDirect to replace our current ecommerce shopping cart, Marketplace. This relational database will help improve our marketing and communication with our clients, faster data reporting and detailed data analysis.

Canvas for Non-Credit Students

Having our own version of Canvas LMS for non-credit learners will open a vast opportunity for CWE to deliver additional training to our clients and operate a subscription-based content storage solution for our business partners.

CWE is currently redesigning its website. (Key components of its updated website went "live" the week of 7-1-2024)

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES
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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 will be available at the meeting for review.

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

TOPIC for DISCUSSION
Policy Updates: Probation, Suspension and Termination for Cause
Progressive Disciplinary Procedure

REPORT:

The employee handbook contains policies and procedure relating Probation, Suspension and Termination for Cause and the Progressive Disciplinary Procedures for managers and employees. The policies and procedures have been updated to reflect changes in language to be more concise and relevant in the current employment environment.

The recommended changes to these policies are listed below. Policy language to be deleted/removed is shown with a strike through. New language is shown in bold.

RECOMMENDED ACTION:

These updates are for discussion purposes only at this time.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Shelley Stultz, Associate Vice President for Human Resources
Supervisor: Kim Krull, President
Date: August 13, 2024

Probation, Suspension and Termination for Cause

~~If warranted, An employee may be placed on probation, suspended, demoted or terminated for just cause. In addition, he/she may be demoted for just cause.~~ Employment of an employee can be terminated without following the **progressive** disciplinary process **when warranted, such as when** if it is determined that gross misconduct, **willful neglect of duty, or criminal conduct has occurred. Employees may be terminated without cause when the college eliminates a position or program.** Professional Employees should reference the Master Agreement for **additional** policies and procedures related to this topic.

Just cause **discipline, including termination, should be supported by evidence including facts reasonably believed by the college to be true. A just cause basis** may include conduct that ~~contradicts~~ **contravenes** Board policies, and rules and procedures **(included this Handbook)** including, but not limited to the elimination of a position or program, **gross misconduct, threats or acts of violence, falsification of college records including time clock/leave reporting and/or expense reporting, illegal conduct including crimes of dishonesty or moral turpitude, serious breaches of professional conduct or safety rules and policies, gross insubordination, conviction of a felony after employment, insubordination, failure to maintain required certification or licensure, demonstrated and documented inability to perform the duties and responsibilities associated with a specific position through more than one performance evaluation, violation of contract terms, unlawful manufacture, distribution, dispersion, possession, use of a controlled substance or abuse of alcohol on college property or as part of any college activity, drug- or alcohol- related misconduct,** failure of an employee to notify the Human Resource Office of any criminal drug **or alcohol** statute ~~conviction~~ **charge or conviction** for a violation occurring within the workplace **or the course of job duties** within five days after such conviction, ~~violation of Board Policies and Procedures,~~ or conduct that adversely affects the safety of those within the college or the institutional values as set forth by the Board of Trustees.

An absence of three (3) or more consecutive working days without notice to your supervisor will be considered a voluntary termination of employment.

Probation

An employee may be placed on probation for just cause at the recommendation of the individual's supervisor. In most cases, the annual or interim performance review must document the reason(s) for probationary status. Special circumstances, such as violation of the policies or guiding principles of the college, may necessitate probationary status outside the regular performance review cycle. In all instances of probation, the employee will be notified in writing after the matter has been reviewed with the Associate VP of Human Resources and the President. Every effort will be made to help the employee improve performance, so that probationary status can be removed.

Suspension

An employee may be suspended with or without pay by the President or ~~his/her~~ designee, or the Board of Trustees if, in the judgment of the President or the Board, the suspension is necessary to protect the best interest of the College. Presidential suspensions with pay are not appealable. ~~Appeals of suspension shall be in accordance with the procedures spelled out herein.~~ **Grievances of suspensions shall be in accordance with the grievance procedure in this Employee Handbook.**

The President or his/her designee may suspend an employee for a period up to thirty (30) working days with or without pay. Suspensions exceeding thirty (30) working days may be made by the President on a contingent basis, subject to confirmation by the Board within the first thirty (30) working days of the suspension period. In the event a suspension is followed by a recommendation by the President that the suspended employee be demoted or terminated, the matter of any appeal of the suspension shall become open for discussion.

In the event the Board determines that the employee's contract and/or employment should not be terminated or subject to demotion or suspension, the Board shall include in its decision a determination of such employee's entitlement to compensation.

Termination and Demotion

Whenever a supervisor determines that the employment status of an employee covered by the policy should be terminated or such employee should be demoted, the supervisor must consult with the Associate VP of Human Resources and the President of the college. After consultation, if the decision is made to terminate the employee, the supervisor and the Associate VP of Human Resources shall conduct a face-to-face meeting with the employee to notify him/her of the action to be taken. This meeting shall be followed by written notification, which shall include:

- Date of termination or demotion
- Nature of determination and the effective date
- Reasons for the termination or demotion
- The right of the employee to examine his/her **their** personnel file and examine all written evidence which has a bearing on such determination (Rev. 7/08)

Non-Renewal of Professional Employees

~~***Professional employees need to reference the Master Agreement***~~ **The Master Agreement addresses the non-renewal and termination of Professional Employees' contracts of employment and may follow the Grievance procedure in the Master Agreement.** (Revised 7/08, 7/11, 9/17; Reviewed 10/22)

Progressive Disciplinary Procedure

Butler expects all employees to comply with normal, accepted standards of behavior and job performance and to model the college's timeless institutional values and Learning College Principles as well as comply with all state and federal laws. Noncompliance with these expectations must be remedied.

The college endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and opportunities to improve. In circumstances that are serious violations of any college policy, state or federal law, the college reserves the right to take immediate and appropriate action including, but not limited to suspension, termination of employment, immediate removal/trespass from the premises as deemed appropriate for investigative purposes, safety, liability or gross misconduct.

When progressive discipline is warranted, the first step is informal in nature and consists of an oral warning. The subsequent steps are more formal and intended to be corrective in nature. The procedure to follow will be:

Informal

1. If an employee is not meeting behavior or job performance standards, the employee's supervisor should take the following action:
 - a. Meet with the employee to discuss the matter.
 - b. Inform the employee of the nature of the problem and suggest action necessary to correct it.
 - c. Prepare a memo for the supervisor and Associate Vice President of Human Resources documenting the discussion at the meeting.

Formal

2. In the event of a second occurrence*, the supervisor should hold another meeting and take the following action:
 - a. Issue a written reprimand to the employee.
 - b. Warn the employee that a third incident will result in more severe disciplinary action.
 - c. Prepare and forward to the Associate VP of Human Resources a written report describing the first and second incidents and summarizing the action taken during the meeting.
3. If there are additional occurrences, the supervisor should take the following action only after reviewing the incidents with the Associate VP of Human Resources and the President:
 - a. Issue a written reprimand or warning.
 - b. Suspend the employee without pay for up to five working days or suspend the employee indefinitely and recommend termination.
 - c. Prepare and forward to the Associate VP of Human Resources another written report describing the occurrences, indicating the timing of the occurrences, and summarizing the action taken or recommended and its justification.

Employees who believe they have been disciplined too severely or without good cause may use the grievance procedure. Professional Employees should reference the Master Agreement **for additional policies that may be applicable to a situation.**

*In disciplining employees for repeated problems, supervisors ~~must~~ **should** consider the time interval between the incidents. The passage of time without additional incidents should reduce the importance of the previous incidents (see #2).
(Revised 7/11, 7/15, 4/17; Reviewed 10/22)

**TOPIC for DISCUSSION
Strategic Plan**

REPORT:

This month, the annual report of the strategic plan will be discussed to give the Board an understanding of the goals accomplished, continuing or ongoing goals, as well as those where progress was not realized.

The strategic plan for the upcoming year (2024-2025) retains the overarching goals of the 2023-2024 Strategic Plan which include: Support Students and Their Success, Advance Communities and Partnerships, Enhance Employee Success and Excellence, Drive Institutional Sustainability and Growth, Champion Excellence in Innovation and Inspire Values of Opportunity. The Strategic Goals and Priorities are included below. These will be discussed with updates on the Performance Indicators included in the Board Book throughout FY25.

RECOMMENDED ACTION:

For discussion purposes at this time.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Dr. Kim Krull, President

Supervisor: Linda Jolly, Board Chair

Date: August 13, 2024

STRATEGIC GOALS and PRIORITIES
2024-2025

Support Students and their Success

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

Advance Communities and Partnerships

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

Enhance Employee Success and Excellence

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

Drive Institutional Sustainability and Growth

- Strengthen processes and communication to maximize student opportunities
- Ensure institutional accountability and compliance

Champion Excellence in Innovation

- Address relevant and critical needs of digital literacy and technology

Inspire Values of Opportunity

- Encourage engagement, input, communication and respect toward others' ideas and experiences
- Increase access and achievement for first generation populations through internal and external partnerships and student support
- Enhance recruiting and hiring practices to support a qualified workforce

BOARD ACTION ITEMS

**TOPIC for ACTION
Notice of Public Hearing**

REPORT:

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

Per the notice, the hearing will be held at 4:30 on September 10, 2023 in the BCC Welcome Center.

Key provisions of the notice:

- The amount of tax to be levied for the FY2025 budget is \$14,406,813
- The valuation estimate is \$1,085,817,539.
- The estimated tax rate is 13.268 mills.
- The revenue neutral rate 11.671.

RECOMMENDED ACTION:

It is recommended that the trustees approve the NOTICE OF HEARING TO EXCEED THE REVENUE NEUTRAL RATE AND BUDGET HEARING as attached with a maximum amount of expenditures of \$91,837,196, and a maximum amount of tax to be levied of \$14,406,813.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Kent Williams, Vice President of Finance

Date: July 30, 2024

Supervisor: Kim Krull

**NOTICE OF HEARING TO EXCEED THE REVENUE NEUTRAL RATE AND BUDGET HEARING
2024-2025 BUDGET**

The governing body of Butler Community College in Butler will meet on September 10, 2024 at 4:30 pm, the Hubbard Welcome Center, El Dorado, Kansas for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of tax to be levied, the revenue neutral rate, and to consider amendments. Detailed budget information is available at The office of the Vice President for Finance and will be available at this hearing.

BUDGET SUMMARY

The Expenditures and the Amount of 2024 Tax to be Levied (as shown below) establish the maximum limits of the 2024-2025 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes, is subject to change depending on final assessed valuation.

	2022-2023		2023-2024		Proposed Budget 2024-2025		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Amount of 2024 Tax to be Levied	Est. Tax Rate*
Current Funds Unrestricted							
General Fund	47,928,130	13.855	50,663,518	12.268	65,652,535	14,406,813	13.268
Postsecondary Tech Ed	15,015,946		15,546,151		18,514,661	xxxxxxxxx	xxx
Adult Education	469,980		484,916		700,000	0	0.000
Adult Supp Education	335,871	xxx	348,604	xxx	1,000,000	xxxxxxxxx	xxx
Motorcycle Driver	6,316	xxx	5,440	xxx	20,000	xxxxxxxxx	xxx
Truck Driver Training	0	xxx	0	xxx	0	xxxxxxxxx	xxx
Auxiliary Enterprise	4,866,295	xxx	4,519,107	xxx	5,500,000	xxxxxxxxx	xxx
Plant Funds		xxx		xxx		xxxxxxxxx	xxx
Capital Outlay	1,023,784		0		450,000	(0)	0.000
Bond and Interest	0		0		0	0	0.000
Special Assessment	0		0		0	0	0.000
No Fund Warrants	0		0		0	0	0.000
Revenue Bonds	0	xxx	0	xxx	0	xxxxxxxxx	xxx
Total All Funds	69,646,322	13.855	71,567,736	12.268	91,837,196	xxxxxxxxx	13.268
					<i>Revenue Neutral Rate**</i>		<i>11.671</i>
Total Tax Levied	12,928,138		12,748,659		xxxxxxxxxxx	14,406,813	
Assessed Valuation	933,088,928		1,039,165,370		1,085,817,539		

Outstanding Indebtedness, July 1

	2022	2023	2024
G.O. Bonds			
Capital Outlay Bonds			
Revenue Bonds			
No-Fund Warrants			
Temporary Notes			
Lease Purchase Principal	12,750,537	11,614,667	10,456,186
Total	12,750,537	11,614,667	10,456,186

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

Board Chair, Butler Community College

**TOPIC for ACTION
Negotiated Agreement**

Report: The Negotiations Bargaining Team reached a final package and was presented to the professional employees for ratification.

The following is a summary of the outcomes of the bargaining process. The table below shows a summary of the options selected. This package was accepted and ratified by the faculty as of July 23, 2024.

<u>ISSUE</u>	<u>OPTION (S)</u>
<p>Introduction</p> <p>Issue: Change the dates of the Master Agreement to be reflective of the agreed upon duration</p>	<p>Agreed to a one-year contract period for 2024-2025 school year. Changed the dates of the Master Agreement to reflect the current school year and contract term as 2024-2025.</p>
<p>Article VIII – Compensation, Section A – Salary – Placement of New Professional Employees</p> <p>Issue: Hiring Schedule for placement of new Professional Employees</p>	<p>Change to the starting salary on the hiring schedule from \$43,000 to of \$44,000 and increased the pay differential for years of experience from \$600 to \$700 per year to improve max hiring rate by more than \$2500 compared to the 2023-2024 salary for a Masters degree.</p>
<p>Article VIII – Compensation, Section A – Salary, Part 7 - Advancement</p> <p>Issue: Increase stipend amounts</p>	<p>Increased the award amount for each nine (9) credit hours (or equivalent) from \$900 to \$1,000 under existing provisions within the agreement for payment.</p>
<p>Article VIII – Compensation, Section A, Part 8 - Salary increase for existing professional employees</p> <p>Issue: Salary increase for Existing Professional Employees</p>	<p>3% salary increase to base salary for professional employees.</p>
<p>Article VIII – Compensation, Section A – Salary, part 10 – Overload</p> <p>Issue: Increase Overload Rate of Pay</p>	<p>Overload pay rate increased from \$780 per credit hour to \$803 per credit hour</p>
<p>Article VIII – Compensation, Section A – Salary, Part 12 – Summer School Pay</p> <p>Issue: Increase Summer School rate of pay</p>	<p>Summer School pay rate increased from \$780 per credit hour to \$803 per credit hour</p>

<p>Article VIII – Compensation, Section B – Group Insurance</p> <p>Issue: Group health insurance benefit – family and single coverage</p>	<p>College Contribution to Health/Dental insurance premiums for 2023-24 plan year as follows: Single coverage from \$720 to \$796 Employee + 1 coverage from \$1,710 to \$1,820 Family coverage from \$1,810 to \$1,943</p>
<p>Article XXIV – Due Process</p> <p>Issue: Add just cause in the event of termination or non-renewal of PE.</p>	<p>Added just cause language in conjunction with the Due Process language. The Board of Trustees shall have the right to terminate or non-renew any non-probationary professional employee for just cause. When a professional employee is terminated or nonrenewed from their contract, the Board, or its designee, shall notify the professional employee in writing of its actions and shall list the specific reasons for the decision. Furthermore, a non-probationary professional employee wishing to appeal this decision may do so pursuant to Article XII of the Master Agreement, except where the provisions of K.S.A. 1976 Supp. 72-5436, et seq., as amended, are applicable.</p>
<p>Article XII– Grievance Procedure</p> <p>Issue: In conjunction with just cause language update Grievance Procedure to allow for internal appeal.</p>	<p>Modified language in the Grievance Procedure to provide additional opportunity (other than Due Process) to utilize the grievance process in matters pertaining to non-renewal or termination of a Professional Employee. Grievances of a Professional Employee and/or the Association with respect to the interpretation or application of this Agreement (except matters relating to termination and non-renewal, which shall be handled in accordance with the other provisions of this Agreement and subject to the provisions of K.S.A. 1976 Supp. 72-5436, et seq., as amended) shall be handled as follows:</p>
<p>Letter of Understanding – Dated 2019</p> <p>Issue: Pay for updating online content for accessibility requirements extend dates</p>	<p>Removed. Issue resolved.</p>

RECOMMENDED ACTION: The Administration recommends the Board of Trustees ratify the final package as outlined and as ratified by the Professional Employees.

RECOMMENDED FUNDING SOURCE:
Operating Budget

Submitted by: Shelley Stultz
Supervisor: Dr. Kimberly Krull
Date: August 13, 2024

REMOVED FROM 2024-2025 NEGOTIATED AGREEMENT

LETTER OF UNDERSTANDING

To Whom It May Concern:

By mutual agreement of the Bargaining Teams, the following Letter of Understanding will be in effect:

Article VIII – Compensation, Section A Salary

Regarding the request to add Pay for updating online content for accessibility requirements.

Faculty will facilitate addressing student accessibility needs as identified to meet accessibility requirements using appropriate resources, but will not be required to complete accessibility required changes on their own until the 2023-2024 contract has been ratified.

We, the undersigned, acknowledged on this 1st day of July, 2024



President, Butler Community College
Education Association



President, Butler Community College

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

REPORT:

The administration recommends the following compensation increases for YE 2025 for the following employee categories: Operational Staff, Institutional Support Staff, Coaches, and Administrative Staff.

- Recommendation for staff salary increase:
 The administration recommends a **3.0% salary increase** for each full-time and part-time staff member: Operational Staff, Institutional Support Staff, Coaches, and Administrative Staff, except for the President whose contract is considered separately.

- Recommendation for part-time faculty:
 The administration recommends an increase in the salary rate for part-time faculty of per credit hour from \$780 to **\$803**. This is a **3.0% increase** rounded to the nearest dollar.

- Recommendation for staff health insurance contribution increase:
 The administration recommends that the college contributions to staff health and dental insurance premiums be increased for YE 2025 to maintain affordable Healthcare for all eligible College employees.

	Actual YE 2024 College contribution per each staff member per month – for staff members participating in Butler’s group health insurance plan	Recommended YE 2024 College contribution per each staff member per month – for staff members participating in Butler’s group health insurance plan
Single Plan	\$720.00	\$796.00
Single + One Plan	\$1,710.00	\$1,820.00
Family Plan	\$1,810.00	\$1,943.00

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

RECOMMENDED ACTION:

The administration recommends approval of salary and health insurance increases for staff employees and part-time faculty for the fiscal year ending June 30, 2025 as presented.

RECOMMENDED FUNDING SOURCE:

General Fund

Submitted by: Kent Williams, Vice President, Finance
 Supervisor: Dr. Kim Krull, President
 Date: August 13, 2024



**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., Tuesday, July 9, 2024 – Dankert Board Room
<https://www.youtube.com/watch?v=n3f4gtFyeZM>**

STAFF ATTENDANCE

Tom Borrego	Kerry Potter
Christina Byram	Bill Rinkenbaugh
Zach Cannady	Dr. Heather Rinkenbaugh
Shannon Covert	Dr. Terry Sader
Garrett Hanks	Janet Schueller
Kaelib Harp	Kelly Snedden
Glendell Henderson	Dr. Phil Speary
Kim Jackson	Shelley Stultz
Dr. Kim Krull	Alison Trammel
Melanie McLemore	Ireland Turner
Dr. Esam Mohammad	Kent Williams
Dr. Jessica Ohman	

BOARD ATTENDANCE

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

GUESTS

Dave Sundgren

(*z) – denotes attendance via Zoom.

CALL TO ORDER

(YouTube @ 0:44)

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

PLEDGE OF ALLEGIANCE

(YouTube @ 1:01)

The Pledge of Allegiance was said.

APPROVAL OF THE AGENDA

(YouTube @ 1:22)

Trustee Rhodes moved to remove Action Item IX.D (Hall of Fame Furniture) from the agenda. Trustee Good seconded. On roll call vote, the motion passed 7-0.

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

RECOGNITIONS

(YouTube @ 3:31)

Dr. Noreen Templin was recognized for her presentation at the 13th Annual Conference on Teaching and Research in Economic Education in Atlanta, GA entitled "To Hyflex or Not: That is the Question". Kaleib Harp and Victoria Wrump were recognized for their awards received at the FBLA National Leadership Conference. Trustee Brungardt's birthday was also recognized.

PUBLIC COMMENT

(YouTube @ 7:02)

Kaelib Harp read a letter sent previously to the Trustees requesting at least a 6% raise on behalf of the Butler staff. Melanie McLemore invited the Trustees to the Funday Sunday scheduled for August 18th at 4:30 pm. Dave Sundgren thanked the Trustees for their hard work and then provided some initial comments about the tax consequences and the implications of raising taxes. He shared about the importance of Butler changing a lot of lives over the years.

STANDING REPORTS

(YouTube @ 19:45)

Student Government Association – No report this month.

Operational Staff – Zach Cannady reported on the OpStaff annual "recharge" event on July 7th at Botanica. They are currently preparing for welcome back tables and their next meeting is July 11th.

Professional Employees – Dr. Sader noted this would be his last meeting as the BCCEA President and he shared perspective of his time in this office.

Board Finance Committee (YouTube @ 25:04) – Trustee Good turned the time over to Kent Williams to discuss "revenue neutral rates" and the preliminary year end budget information. 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 @ 38:22) – Trustee Rhodes shared that the Foundation Board will meet in September so a report will be shared then, .

Educational Facilities Authority Report (YouTube @ 38:25) – Trustee Sherrer shared that work is continuing on the turf and track. There will be an EFABC meeting in the morning,

President's Report (YouTube @ 39:07) – Trustee Smith asked when the FORVIS questions he asked regarding athletics and faculty release time will be answered. Information will be shared at the July work session. Dr Krull provided additional updates on the turf and track noting that rain will delay completion until August 10th. She noted the VP interviews on campus

Dr. Krull also shared that the first negotiations meetings with faculty will be July 17th and 19th.

Presidential Search information is not on the Gold Hill website and the Butler website. Dr. Krull recognized Marketing and Kellee Kruse for producing the presidential search information.

MONITORING REPORTS

(YouTube @ 45:49)

Shannon Covert shared his monitoring report from the Division of Science Education and Math and answered some questions. Trustee Smith asked about recruitment efforts and enrollment. There was also some discussion about the revision to the Math pathways.

BOARD STRATEGIC DISCUSSION

- A. Board Governance-Quarterly KORA Report (YouTube @59:36) – the quarterly KORA report was included.
- B. Board Self-Evaluation (YouTube @ 1:00:20) – Trustee Jolly noted the self-evaluation form included in the Board Book that was used last year. Trustee Smith had concerns about the DEI heading on one of the sections.
- C. Butler-Cowley Nursing Simulation Center Collaboration (YouTube @ 1:10:00)- Associate Dean Janet Schueller shared information regarding an opportunity to share simulation space at William Newton Hospital with Cowley, Southwestern, the hospital and Butler. Discussion included what each entity would bring to the partnership in equipment, direct funds, space, etc. A MOU is currently being developed in support of the partnership.

BOARD ACTION ITEMS

- A. Notice of Intent to Exceed the Revenue Neutral Rate (YouTube @ 1:21:48) – Kent Williams presented information and discuss the process. The FY25 budget is based on a 1 mill increase. Trustee Smith noted he is not in favor of increasing taxes. Trustee Brungardt noted the valuation increase has increased each year. Trustee Brungardt indicated she is not in favor of raising the mill levy but could support taking the valuation increase. Trustee Good moved to 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. Trustee Sherrer seconded the motion. Trustee Smith moved to amend the Revenue Neutral Rate to 13.0 mill levy rate. Trustee Brungardt seconded the motion. The motion failed on a 2-5 vote. The original motion by Trustee Good and seconded by Trustee Sherrer was voted on. It passed on a 5-2 vote.
- B. 2000 Building Water Proofing (YouTube @ 1:47:33) – Trustee Smith moved and Trustee Good seconded the motion to approve the proposal from Mid Continental Restoration to water proof the 2000 building. Ireland Turner explained the need for this and the warranty information. The motion passed on a 7-0 vote.
- C. Architect Services for the 600/700 HVAC Upgrade Project (YouTube @ 1:49:11) – Trustee Smith moved and Trustee Good seconded the motion to 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. The motion passed on a 7-0 vote.

CONSENT AGENDA)

(YouTube @ 1:50:56)

Trustee Rhodes moved to approve the Consent Agenda as presented. Trustee Good seconded the motion. Trustee Smith noted he would vote against the Consent agenda as he doesn't support Connell and Connell as designated legal counsel. On a roll call vote, the motion passed 6-1.

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Esam Mohammad

(YouTube @ 1:51:45)

No updates this month.

Statement of Revenue & Expenditures

(YouTube @ 1:51:51)

Dr. Krull noted this document is typically not included in the July Board Book as the fiscal year is just beginning.

Thank You Notes

(YouTube @ 1:52:07)

None this month.

Board Calendars

(YouTube @ 1:52:13)

Dr. Krull noted the Sunday Funday and July work session. .

EXECUTIVE SESSION:

(YouTube @ 1:52:52)

Trustee Sherrer moved 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. Trustee Smith seconded the motion. The motion passed on a 7-0 vote.

ENTER EXEC SESSION @ 6:38pm

RETURN TO OPEN SESSION @ 7:38pm

ADJOURNMENT

(YouTube @ 1:52:52)

Trustee Good moved to adjourn the meeting. Trustee Smith 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 7:39 pm.

Mary Martha Good – Secretary/Treasurer

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE SPECIAL BOARD MEETING AND WORK SESSION
4:30 p.m., Tuesday, July 22, 2024 – Dankert Board Room**
<https://www.youtube.com/watch?v=c-ta3ipkd5M>

STAFF ATTENDANCE

Tom Borrego	Dr. Jessica Ohman
Christina Byram	Bill Rinkenbaugh
Zach Cannady	Dr. Phil Speary
Garrett Hanks	Shelley Stultz
Kim Jackson	Kent Williams
Kim Krull	
Dr. Esam Mohammad	

BOARD ATTENDANCE

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

GUESTS

none

(*z) – denotes attendance via Zoom.

CALL TO ORDER

(YouTube @ 0:45)

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

PLEDGE OF ALLEGIANCE

(YouTube @ 1:06)

The Pledge of Allegiance was said.

APPROVAL OF THE AGENDA

(YouTube @ 1:22)

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

PUBLIC COMMENT

(YouTube @ 4:02)

There was not public comment

EXECUTIVE SESSION:

(YouTube @ 4:13)

Trustee Good moved 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, and Dr. Phil Speary. The meeting will resume in the Dankert Trustee Board Room within 30 minutes. Trustee Sherrer seconded the motion. The motion passed on a 7-0 vote.

ENTER EXEC SESSION @ 4:40pm
RETURN TO OPEN SESSION @ 5:10pm

(YouTube @ 38:26)

The Board returned to open session and Trustee Rhodes moved and Trustee Good seconded a motion to return to Executive Session for an additional 30 minutes for the same discussion with the same individuals included.

(YouTube @ 1:13:23)

ENTER 2nd EXEC SESSION @ 5:20pm
RETURN TO OPEN SESSION @ 5:43pm

Trustee Brungardt left the meeting at 5:46 pm

ADJOURNMENT

(YouTube @ 1:13:31)

Trustee Sherrer moved to adjourn the meeting. Trustee Good seconded. On roll call vote, the motion to adjourn the meeting passed 6-0 with Trustee Brungardt absent. The regular meeting of the Butler Community College Board of Trustees was adjourned at 5:46 pm.

The work session followed.

Mary Martha Good – Secretary/Treasurer

BILLS AND WARRANTS

TOPIC for ACTION
July 2024 Bills & Warrants

REPORT

Bills and Warrants for July 2024 - \$6,186,650.09 (includes Expenditure Approval List - \$3,469,606.00 and Payroll - \$2,717,044.09).

RECOMMENDED ACTION:

Approval of July 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

RESOLUTIONS

TOPIC for ACTION
Butler Community College Hazardous
Mitigation Plan

REPORT:

The updated regional Hazard Mitigation Plan has been approved and is ready for adoption. Because Butler Community College took part in the development of the plan, the College is listed in the plan as a participant. However, FEMA doesn't credit that involvement until the College has formally adopted it as its official Hazard Mitigation Plan. Attached is the resolution to take that final step and adopt the plan.

Once this plan is approved, it will be returned to Butler County Emergency Management. They will gather all the local stakeholders' adoptions and submit them to the state who will then notify FEMA that our part is complete. There is no specific deadline, but the state is hoping to have all the adoptions completed within about six months. The approval by FEMA was made on July 1, 2024, if it takes longer than a year, FEMA will require additional documentation in addition to Butler's resolution of adoption.

The Hazardous Mitigation Plan for Butler Community College is included in this Topic for Action. To view the complete plan for Region G, visit this page on the Butler county website: <https://www.bucoks.com/238/Hazard-Mitigation-Plan>

Being a recognized participant in a Hazard Mitigation Plan makes Butler Community College eligible for Hazard Mitigation Grants from FEMA, to include the BRIC (Building Resilient Infrastructure and Communities) program, the FMA (Flood Mitigation Assistance) program, and any post-disaster mitigation grant opportunities. It does NOT impact the College's ability to apply for post-disaster funding specific to disaster damages (i.e. Public Assistance, etc.).

RECOMMENDED ACTION:

Recommend the Board of Trustees approve the Resolution 24-08 that adopts the 2024 Kansas Homeland Security Region G Hazard Mitigation Plan as the Hazard Mitigation Plan for Butler Community College

RECOMMENDED FUNDING SOURCE:

There is no cost associated with approving this resolution.

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

Ireland Turner, Director of Facilities Management

Supervisor: Dr. Kim Krull, President

Date: July 29, 2024

**Butler Community College
Resolution No. 24-08**

A resolution adopting the 2024 Kansas Homeland Security Region G Hazard Mitigation Plan as the Hazard Mitigation Plan for Butler Community College.

Whereas, Butler Community College recognizes the threat that natural hazards pose to people and property within our community; and

Whereas, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and

Whereas, the U.S. Congress passed the Disaster Mitigation Act of 2000 (“Disaster Mitigation Act”) emphasizing the need for pre-disaster mitigation of potential hazards;

Whereas, the Disaster Mitigation Act made available hazard mitigation grants to state and local governments; and

Whereas, an adopted Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple Federal Emergency Management Agency (FEMA) pre- and post-disaster mitigation grant programs; and

Whereas, Butler Community College fully participated in the FEMA prescribed mitigation planning process to prepare this Multi-Hazard Mitigation Plan; and

Whereas, the Kansas Division of Emergency Management and FEMA Region VII officials have reviewed the Kansas Homeland Security Region G Hazard Mitigation Plan, and approved it contingent upon this official adoption of the participating governing body; and

Whereas, Butler Community College desires to comply with the requirements of the Disaster Mitigation Act and to augment its emergency planning efforts by formally adopting the Kansas Homeland Security Region G Hazard Mitigation Plan; and

Whereas, adoption by the governing body for Butler Community College demonstrates the jurisdiction’s commitment to fulfilling the mitigation goals and objectives outlined in this plan, and

Whereas, adoption legitimizes the plan and authorizes responsible agencies to carry out their responsibilities under the plan.

Now, therefore, be it resolved that Butler Community College adopts the Kansas Homeland Security Region G Hazard Mitigation Plan as an official plan; and

Be it further resolved that Butler County Emergency Management will submit this Adoption Resolution on the jurisdiction’s behalf to the Kansas Division of Emergency Management and FEMA Region VII officials to enable the plan’s final approval.

Adopted on this 13th day of August, 2024.

Name
Title

**Butler Community College
Hazardous Mitigation Plan**

Action Identification	Description	Hazard Addressed	Responsible Party	Overall Priority	Goal(s) Addressed	Estimated Cost	Potential Funding Source	Proposed Completion Timeframe	Status
Butler Community College 1	Purchase and install facility backup generators (1000, 1100, 1300, 1600, 1800 Buildings).	All hazards	Butler Community College Administration	High	1,2	\$10,000 - \$50,000 per facility	HMGP, BRIC, School Budget	Five years	Carried over due to lack of funding
Butler Community College 2	Conduct hazard mitigation education programs for students.	All Hazards	Butler Community College Administration	Medium	1,2,3	\$2,000	School Budget	As required	New
Butler Community College 3	Construct rainwater gardens adjacent to paved areas.	Flood	Butler Community College Administration	Low	1,2	Location and size dependent	HMGP, BRIC, School Budget	As required	New
Butler Community College 4	Conduct regular emergency preparedness drills for students, faculty, and staff for issues such as Tornado, fires, and armed intruders.	Wildfire, Tornado, Terrorism/ Agro-terrorism, Civil Disorder, Windstorm	Butler Community College Administration	High	1,2,3	Location and size dependent	HMGP, BRIC, School Budget	As required	New
Butler Community College 5	Covered Car Parking for Butler Fleet Vehicles at Andover and El Dorado	Hail	Butler Community College Administration	Low	1,2	\$400,000	HMGP, BRIC, School Budget	Five Years	New

The following goals represent the Kansas Region G vision for hazard mitigation and disaster resilience.

- **Goal 1: Reduce or eliminate risk to the people and property from the impacts of the identified hazards in this plan.**
- **Goal 2: Strive to protect all vulnerable populations, structures, and critical facilities from the impacts of the identified hazards.**
- **Goal 3: Improve public outreach initiatives to include education, awareness and partnerships with all entities in order to enhance understanding of the risks faced due to the impacts of the identified hazards.**
- **Goal 4: Enhance communication and coordination among all agencies and between agencies and the public.**

BIDS AND PURCHASES

TOPIC for Action Network Core Switch

REPORT:

The network core switch at Butler Community College in El Dorado is approaching end-of-life, scheduled for October 2024. Each building on campus is connected by redundant fiber strands that lead back to the data center and are patched to the network core switch. The core switch serves as a central hub for all connectivity, controls network access, and facilitates data transfer between locations. The network core switch plays a critical role in Butler's network infrastructure and will pose several risks and limitations if not replaced.

- Security Concerns – The end-of-life status means the manufacturer no longer provides security updates and patches for vulnerabilities. This could expose Butler to potential security risks and breaches.
- Performance Issues – The aging network core switch struggles to handle the increased demands of network speeds and data loads, resulting in slower data transfer speeds and network congestion.
- Support and Maintenance – As the manufacturer discontinues support and parts for end-of-life products, sourcing replacement parts becomes difficult and costly, leading to prolonged downtime during repairs or the inability to repair.

To address these challenges and ensure the continued reliability and security of Butler's Network, Infrastructure Services, under the Information Services Division, engaged the following partners for quotes to replace the core switch:

- CDW-G - \$115,508.75
- Heartland Business Solutions - \$174,0071.46

RECOMMENDED ACTION:

Information Services recommends the Board approve the core switch replacement through CDWG for \$115,508.75

RECOMMENDED FUNDING SOURCE:

Information Services

Submitted by: Christina Byram, Vice President of Digital Transformation/CIO

Supervisor: Dr. Kim Krull

Date: 13th August 2024



Customer: Butler CC
Contact: Chip DuFriend
Quote: 6410 5YR

Quote Date: 7/16/2024
Prepared By: Dave Walczak
Phone: 312-547-2260
Email: davewal@cdw.com

Qty	Part Number	Description	Unit Price	Extended Price
1	HR7X1E	HPE Aruba Networking 5 Year Foundational Care 4-Hour Exchange 6410 Switch Service - Foundation Care - Hardware Exchange - 5 Year(s) - 4 Hours Hardware Response - Service level (coverage): 24 x 7 - In Warranty	\$10,586.54	\$10,586.54
1	R0X27C	Aruba CX 6400 Switch Series - Management module: Quad Core ARM Cortex A72 1.8GHz - 16GB DDR4 ECC memory, 32GB eMMC Flash memory Line card: Dual Core ARM Cortex A72 1.8GHz - 4GB DDR4 memory Line card: 8MB shared packet buffer memory(R0X38A, R0X39A, R0X40A, R0X41A, R0X42A, R0X43A), 32MB shared packet buffer memory (R0X44A, R0X45A) - 110-127 / 200-240 VAC (power supplies sold separately)	\$14,320.29	\$14,320.29
1	R0X31A	Aruba 6400 Management Module	\$5,482.66	\$5,482.66
4	R0X35A#B2E	Aruba 6400 1800W PS/C16 Accessory L6-20 220V-NA	\$1,524.73	\$6,098.92
2	R0X42C	Aruba 6400 24p 10GT 4SFP56 v2 Mod	\$7,924.89	\$15,849.78
4	R0X43C	Gigabit Ethernet - SFP+ - SFP+ - Gigabit Ethernet	\$15,237.32	\$60,949.28
1	R8L82AAE	Aruba Central 64xx or 54xx Switch Foundation 5 year Subscription E-STU	\$2,221.28	\$2,221.28
Total:				\$115,508.75

TOPIC for ACTION
Bermuda Grass Replacement

REPORT:

During the winter and spring, our Bermuda grass soccer and football practice fields suffered significant kill-off and have not recovered as expected over the summer. Bermuda grass was originally chosen for its exceptional heat and drought tolerance, as well as its ability to withstand heavy use and recover quickly.

By June, Bermuda grass typically starts to grow and spread aggressively, filling in any bare spots on the field. Unfortunately, this year, this expected recovery did not occur due to unforeseen issues. This problem has been observed across the state on athletic fields and golf courses.

We had two options for addressing the situation as discussed at the July Board Work Session:

1. Sprigging Grass: This method will take 8-12 weeks to become playable and costs \$113,415
2. Sodding Grass: This method will take 3-4 weeks to become playable and costs \$153,500.

With practices beginning on August 1st, Ireland discussed the timeframe it would take for sod or sprigging to be established enough to hold practices. Sodding the practice fields would allow practices to begin in approximately a month. The Board discussion was that sodding was the better option and in order to begin the process, Easton Sod Farms would be contacted to schedule the installation.

RECOMMENDED ACTION:

Ratification of the discussion to approve replacement sod from Easton Sod Farm/South Central Sod Installation Company, totaling \$153,500.

RECOMMENDED FUNDING SOURCE:

Facilities Fund

Submitted by: Ireland Turner
Supervisor: Kent Williams
Date: 8/13/2024

SOUTH CENTRAL

 ♦ INSTALLATIONS ♦

Name: Butler County College Date: 7-17-24
 Address: 901 S Hawthill Rd Phone # Don-316-383-5297
 City, State: El Dorado, KS Email: _____

Thank you for considering South Central Sod Installations for the following estimate:

Item Description	Quantity	U/M	\$ Per Unit	Total \$ Per Item
Fraze Mow, Remove existing Vegetation - Deliver & Install Patriot Bermuda Sod * Soccer & Football Field *				\$ 153,500.~
* 20% Down upon Arrival *				
TOTAL				

Terms and Conditions: A \$100.00 non-refundable deposit is required to schedule, applied toward invoice total on project completion. Payment in full is due upon substantial completion of project. Prefer cash or check for payment method. There will be a 3.5% surcharge for Credit Card fees. Establishment of sod, seed or sprigs is not guaranteed. Not responsible for Acts of God, (ie, rain, wind, freeze, etc.). Any discrepancies must be made in writing within 24 hours of project completion.

I agree to the Terms and Conditions and the quotation cost, and thereby authorize South Central Sod to proceed with the above work.

Signature: _____ Date: _____

This quotation is only good for 20 days.

If you have any questions, feel free to contact us!
 Austen Clem
 316-655-0175
 southcentralsod@yahoo.com

Turf Solutions Inc.
 967 Comanche Road
 McPherson, KS 67460

620-585-0170
 customerservice@playongrass.com

Proposal

Proposal Date: 7/1/2024
 Proposal #: 1249

Bill To:
 Butler County Community College
 Don Rommelfanger
 901 S. Haverhill Rd
 El Dorado, KS 67042

Description	Qty.	Rate	Total
Practice Fields Sprigging			
Time from sprigging to a playable field is usually 8-12 weeks.			
Fraize Mowing			
Fraize mow area to be sprigged prior to sprigging and dump spoils on site. > Spoils can be hauled off site, cost TBD depending on dump site.	1	21,262.00	21,262.00
Sprig Entire Soccer Field and Bare/Thin Areas on Football Fields			
> Total of approximately 2.12 acres on soccer field	1	78,481.00	78,481.00
> Total of approximately 1.33 acres on football fields combined			
> Work to include:			
- Apply glyphosate to soccer field prior to sprigging			
- Football field weed control TBD because of existing bermuda grass			
- Core aerate entirety of all three fields, approx 2x2 hole spacing and 4" deep			
- Apply starter fertilizer where sprigging is done only			
- Sprig approx 3.45 acres with Tahoma 31 bermuda grass			
- Roll with heavy roller after sprigging			
- Apply pre-emerge herbicide after sprigging			
Fraize mowing and sprigging billed 50% down, 50% on completion			
Grow-in Fertilizer and Herbicide Applications			
Apply season-long nitrogen fertilizer for all three fields (ASAP)	1	4,480.00	4,480.00
> More fertilizer applied where sprigging is done			
Apply winterizing fertilizer to entire area (August)	1	1,323.00	1,323.00
Apply herbicide for nutsedge (if/when needed)	1	2,018.00	2,018.00
Apply crabgrass herbicide (if/when needed)	1	2,039.00	2,039.00
Apply broadleaf weed herbicide (if/when needed)	1	1,642.00	1,642.00
Apply fall herbicides (November/December)	1	2,170.00	2,170.00
Grow-in fertilizer and herbicide applications billed as completed, if needed			
		Sales Tax (7.5%)	\$0.00
SIGNATURE _____	Total		\$113,415.00

RATIFICATION OF AGREEMENTS & CONTRACTS

TOPIC for ACTION
Concurrent Enrollment Partnerships

REPORT:

In accordance with KBOR procedures for concurrent enrollment, Butler Community College has reviewed and revised the Concurrent Enrollment Partnership (CEP) agreement appendices and Memorandum of Agreements (MOUs) identifying designated CEP program administrators, liaisons, and CEP instructors for the 2024-2025 academic year.

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

The school districts included are:

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

RECOMMENDED ACTION:

Board of Trustees approval of revised CEP agreement appendices for the 2024-2025 academic year.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Loni M.M. Jensen

Supervisor: Christy Streeter

Date: 29 July 2024



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Andover High School and
Butler Community College
Originally dated April, 2006
(Revised August 2023, August 2024)

CEP classes to be offered at

Andover High School:

English Composition 1 and 2
Public Speaking

Non-CEP classes to be offered at

Andover High School:

American Federal Government
Applied Statistics
College Algebra
General Psychology
Public Speaking

Designated CEP program administrators and liaisons:

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

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

Acknowledgement:

Andover High School
Hollie Ricke,
Counselor

Date

Brent Riedy, Principal

Date

Butler Community College
Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Dr. Heather Rinkenbaugh, Dean of Online, High
School, and Community Learning/Interim Co-Vice
President of Academics

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of Academics

Date

POSITION DESCRIPTION
ADJUNCT COMMUNITY COORDINATOR

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

I. **Narrative General Description:**

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

II. **Functional Responsibilities:**

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

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

III. **Consulting Tasks:**

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

IV. **Supervise the following staff:**

None

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

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

VI. **Required experience:**

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

VII. **Required education background:**

- A. Bachelor's degree preferred.

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

Exempt

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

Shelli Swan, Registrar Date
Andover High School



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Andover High School
and
Butler Community College
Originally dated April 2006
(Revised August 2016, August 2020, August 2024)

CEP Instructor Agreement
Fall 2024 and Spring 2025

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

WITNESSETH THAT:

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

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

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

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

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

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

Andover High School

Butler Community College

Jeff Roper, CEP Instructor

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

Date

Date

Brent Riedy, Principal

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Andover High School
and
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Fall 2024 and Spring 2025w

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

WITNESSETH THAT:

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

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

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

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

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

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

Andover High School

Butler Community College

Megan Upton-Tyner, CEP Instructor

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

Date

Date

Brent Riedy, Principal

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP)
(Revised August 2022, August 2024)

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

General Provisions:

- The college and the unified school district will have a cooperative agreement to allow such enrollment.
- Academic credit will be granted by the college for course work successfully completed by students and may qualify as high school credit.
- Butler CEP course work will qualify as credit applicable toward the following Butler Community College degrees and certificates: Associate in Arts, Associate in Science, Associate in Applied Science, Associate in General Studies, and Career and Technical Education Certificate.
- Remedial/developmental courses will not be offered through the Butler CEP program.
- Course schedules will be determined through a collaborative effort between the high school and Butler Community College and will consider high school activities when scheduling. Courses will meet on time as scheduled for a minimum of 750 minutes per credit hour as determined by the state. Courses taught by a Butler faculty member will follow the published Butler Learning Calendar.
- In accordance with K.S.A. 72-3220 through 72-3224 (Challenge Act), Butler Community College will provide a completed transcript to the unified school district as documentation for the awarding of dual credit.
- Course offerings will be determined by requests from unified school districts.
- Butler CEP classes may include students enrolled for secondary and/or postsecondary credit. A class may include students enrolled for secondary credit, only provided those students meet the college placement/prerequisite requirements and do not comprise a majority of the class. Students enrolled for secondary credit only will sign a "Waiver of College Credit" (Appendix A).
- The school district or high school will annually designate one representative as the site coordinator who will serve as the liaison between the high school and Butler Community College (Appendix B1).
- The college will pay the instructional fee as outlined by college policy to the school district for CEP classes. Classes must have a minimum of 10 students enrolled. Classes with fewer than 10 students enrolled must be approved by the appropriate Dean and payment will be prorated. Maximum seat capacity will follow Butler policy as determined by each division. Payment will be made at the end of the course. In addition, the instructor must have filed the required college syllabus, attended required training, division faculty meetings, and signed the CEP Instructor Memorandum of Agreement (Appendix C).

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

Curriculum/Content:

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

Butler CEP Faculty:

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

**Faculty teaching transfer courses must hold an approved graduate degree from an institution which has been accredited by an agency approved by the Council for Higher Education Accreditation. Faculty must have thirty (30) hours of relevant substantial study, including at least eighteen (18) semester hours in the teaching academic discipline. Faculty teaching courses in career and technical education programs must hold a graduate degree and/or possess equivalent occupational technical experience appropriate to the courses they are teaching.*
- Instructor evaluations will be administered according to Butler Community College policy and will include, but is not limited to, administrative, student, and self-evaluations. College personnel will notify the high school principal which semester the administrative evaluation will be conducted and provide, at the principal's request, copies of the college evaluation policy and the instrument which will be used. The college reserves the right to dismiss the instructor if evaluation of the instructors is not satisfactory to college standards.
- Instructors will develop a class syllabus in Canvas based on the department's learning objectives and utilizing the college syllabus template. A copy of the syllabus will be electronically submitted to the college and the instructor will distribute a copy to each student on the first day of class.
- Instructors will adhere to standard Butler reporting guidelines (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar.
- Instructors will follow FERPA guidelines regarding the release of any student information.
- Instructors will be required to attend orientations and departmental meetings, communicate as needed with Butler departmental lead faculty and are encouraged to participate in professional development opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

Student Eligibility & Responsibilities:

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

Accountability/Assessment Standards

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

ANDOVER PUBLIC SCHOOLS USD #385
Andover, Kansas

BUTLER COMMUNITY COLLEGE
El Dorado, Kansas

By _____
USD #385 - Superintendent

By _____
College President

Date _____

Date _____



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Andover Central High School and
Butler Community College
Originally dated April, 2006
(Revised August 2023, August 2024)

CEP classes to be offered at
Andover Central High School:

American Federal Government
Applied Statistics
College Algebra
English Composition 1 and 2
Public Speaking

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

Designated CEP program administrators and liaisons:

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

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

Acknowledgement:

Andover Central High School
Tracy Anderson,
Counselor

Butler Community College
Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Amanda Grier, Principal

Dr. Heather Rinkenbaugh, Dean of Online, High
School, and Community Learning/Interim Co-Vice
President of Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of Academics

Date

POSITION DESCRIPTION
ADJUNCT COMMUNITY COORDINATOR

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

I. **Narrative General Description:**

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

II. **Functional Responsibilities:**

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

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

III. **Consulting Tasks:**

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

IV. **Supervise the following staff:**

None

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

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

VI. **Required experience:**

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

VII. **Required education background:**

- A. Bachelor's degree preferred.

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

Exempt

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

Tracy Anderson, Counselor Date
Andover Central High School

POSITION DESCRIPTION
ADJUNCT COMMUNITY COORDINATOR

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

I. **Narrative General Description:**

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

II. **Functional Responsibilities:**

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

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

III. **Consulting Tasks:**

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

IV. **Supervise the following staff:**

None

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

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

VI. **Required experience:**

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

VII. **Required education background:**

- A. Bachelor’s degree preferred.

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

Exempt

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

_____, Counselor Date
 Andover Central High School

POSITION DESCRIPTION
ADJUNCT COMMUNITY COORDINATOR

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

I. **Narrative General Description:**

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

II. **Functional Responsibilities:**

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

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

III. **Consulting Tasks:**

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

IV. **Supervise the following staff:**

None

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

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

VI. **Required experience:**

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

VII. **Required education background:**

- A. Bachelor's degree preferred.

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

Exempt

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

Date

Abigail Thrash, Counselor
Andover Central High School

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Andover Central High School
and

Butler Community College

Originally dated April 2006

(Revised August 2016, August 2020, August 2024)

CEP Instructor Agreement
Fall 2024 and Spring 2024

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

WITNESSETH THAT:

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

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

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

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

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

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

Andover Central High School

Butler Community College

Kara Belew, CEP Instructor

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

Date

Date

Amanda Grier, Principal

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Andover Central High School
and
Butler Community College

*Originally dated April 2006
(Revised August 2016, August 2020, August 2024)*

CEP Instructor Agreement
Fall 2024 and Spring 2025

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

WITNESSETH THAT:

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

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

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

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

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

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

Andover Central High School

Butler Community College

Julie Kobbe, CEP Instructor

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

Date

Date

Amanda Grier, Principal

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Andover Central High School
and
Butler Community College
Originally dated April 2006
(Revised August 2016, August 2020, August 2024)

CEP Instructor Agreement
Fall 2024 and Spring 2025

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

WITNESSETH THAT:

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

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

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

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

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

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

Andover Central High School

Butler Community College

Brett Randolph, CEP Instructor

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

Date

Date

Amanda Grier, Principal

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
 Concurrent Enrollment Partnership (CEP) between
 Andover Central High School
 and
 Butler Community College

*Originally dated April 2006
 (Revised August 2016, August 2020, August 2024)*

CEP Instructor Agreement
 Fall 2024 and Spring 2025

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

WITNESSETH THAT:

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

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

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

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

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

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

Andover Central High School

Butler Community College

Adrienne Stenholm, CEP Instructor

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

Date

Date

Amanda Grier, Principal

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Augusta High School and
Butler Community College
Originally dated April, 2006
(Revised August 2023, August 2024)

CEP classes to be offered at
Augusta High School:

- Applied Statistics
Beginning Spanish 2
Calculus 1 w/Analytic Geometry
College Algebra
English Composition 1 and 2
US History 1 and 2

Designated CEP program administrators and liaisons:

Andover High School
Audrey Neuschafer
Counselor
Work Phone: 316.775.5461
E-mail: aneuschafer@usd402.com
Address:
2020 Ohio St
Augusta, KS 67010

Acknowledgement:

Augusta High School
Audrey Neuschafer,
Counselor

Date

Rick Rivera, Principal

Date

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

- Nurse Aide
General Psychology
Public Speaking

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

Butler Community College
Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Dr. Heather Rinkenbaugh, Dean of Online, High
School, and Community Learning/Interim Co-Vice
President of Academics

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of Academics

Date

POSITION DESCRIPTION
ADJUNCT COMMUNITY COORDINATOR

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

I. **Narrative General Description:**

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

II. **Functional Responsibilities:**

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

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

III. **Consulting Tasks:**

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

IV. **Supervise the following staff:**

None

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

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

VI. **Required experience:**

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

VII. **Required education background:**

- A. Bachelor's degree preferred.

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

Exempt

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

Date

Audrey Neuschafer, Counselor
Augusta High School

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
 Concurrent Enrollment Partnership (CEP) between
 Augusta High School
 and
 Butler Community College
*Originally dated April 2006
 (Revised August 2016, August 2020, August 2024)*

CEP Instructor Agreement
Fall 2024 and Spring 2024

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

WITNESSETH THAT:

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

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

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

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

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

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

Augusta High School

Butler Community College

Samantha Cosby, CEP Instructor

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

Date

Date

Rick Rivera, Principal

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Augusta High School
and
Butler Community College
Originally dated April 2006
(Revised August 2016, August 2020, August 2024)

CEP Instructor Agreement
Fall 2024 and Spring 2024

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

WITNESSETH THAT:

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

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

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

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

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

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

Augusta High School

Butler Community College

Joan Reichardt, CEP Instructor

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

Date

Date

Rick Rivera, Principal

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Augusta High School
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Originally dated April 2006
(Revised August 2016, August 2020, August 2024)

CEP Instructor Agreement
Fall 2024 and Spring 2024

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

WITNESSETH THAT:

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

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

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

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

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

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

Augusta High School

Butler Community College

Becky Timberlake, CEP Instructor

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

Date

Date

Rick Rivera, Principal

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Augusta High School
and
Butler Community College
*Originally dated April 2006
(Revised August 2016, August 2020, August 2024)*

CEP Instructor Agreement
Fall 2024 and Spring 2024

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

WITNESSETH THAT:

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

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

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

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

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

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

Augusta High School

Butler Community College

Mandy Walker, CEP Instructor

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

Date

Date

Rick Rivera, Principal

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP)
(Revised August 2022, August 2024)

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

General Provisions:

- The college and the unified school district will have a cooperative agreement to allow such enrollment.
- Academic credit will be granted by the college for course work successfully completed by students and may qualify as high school credit.
- Butler CEP course work will qualify as credit applicable toward the following Butler Community College degrees and certificates: Associate in Arts, Associate in Science, Associate in Applied Science, Associate in General Studies, and Career and Technical Education Certificate.
- Remedial/developmental courses will not be offered through the Butler CEP program.
- Course schedules will be determined through a collaborative effort between the high school and Butler Community College and will consider high school activities when scheduling. Courses will meet on time as scheduled for a minimum of 750 minutes per credit hour as determined by the state. Courses taught by a Butler faculty member will follow the published Butler Learning Calendar.
- In accordance with K.S.A. 72-3220 through 72-3224 (Challenge Act), Butler Community College will provide a completed transcript to the unified school district as documentation for the awarding of dual credit.
- Course offerings will be determined by requests from unified school districts.
- Butler CEP classes may include students enrolled for secondary and/or postsecondary credit. A class may include students enrolled for secondary credit, only provided those students meet the college placement/prerequisite requirements and do not comprise a majority of the class. Students enrolled for secondary credit only will sign a "Waiver of College Credit" (Appendix A).
- The school district or high school will annually designate one representative as the site coordinator who will serve as the liaison between the high school and Butler Community College (Appendix B1).
- The college will pay the instructional fee as outlined by college policy to the school district for CEP classes. Classes must have a minimum of 10 students enrolled. Classes with fewer than 10 students enrolled must be approved by the appropriate Dean and payment will be prorated. Maximum seat capacity will follow Butler policy as determined by each division. Payment will be made at the end of the course. In addition, the instructor must have filed the required college syllabus, attended required training, division faculty meetings, and signed the CEP Instructor Memorandum of Agreement (Appendix C).

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

Curriculum/Content:

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

Butler CEP Faculty:

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

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

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

Student Eligibility & Responsibilities:

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

Accountability/Assessment Standards

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

AUGUSTA PUBLIC SCHOOLS USD #402
Augusta, Kansas

BUTLER COMMUNITY COLLEGE
El Dorado, Kansas

By _____
USD #402 - Superintendent

By _____
College President

Date _____

Date _____



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Bluestem High School and
Butler Community College
Originally dated April, 2006
(Revised August 2023, August 2024)

CEP classes to be offered at
Bluestem High School:

English Composition 1 and 2
General Biology
Music Appreciation

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

College Algebra
General Psychology

Designated CEP program administrators and liaisons:

Blustem High School
Elizabeth Hamblin
Counselor
Work Phone: 316.742.3261
E-mail: ehamblin@usd205.com
Address:
500 Bluestem Dr
Leon, KS 67074

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

Acknowledgement:

Blustem High School
Elizabeth Hamblin,
Counselor

Date

Becky Sailor, Principal

Date

Butler Community College
Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Dr. Heather Rinkenbaugh, Dean of Online, High
School, and Community Learning/Interim Co-Vice
President of Academics

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Bluestem High School
and
Butler Community College
Originally dated April 2006
(Revised August 2016, August 2020, August 2024)

CEP Instructor Agreement
Fall 2024 and Spring 2024

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

WITNESSETH THAT:

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

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

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

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

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

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

Bluestem High School

Butler Community College

Chris Day, CEP Instructor

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

Date

Date

Becky Sailor, Principal

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Bluestem High School
and
Butler Community College
Originally dated April 2006
(Revised August 2016, August 2020, August 2024)

CEP Instructor Agreement
Fall 2024 and Spring 2024

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

WITNESSETH THAT:

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

1. The college agrees to provide the course outline and instructor desk copies or access codes for MU100 Music Appreciation, screen potential students according to college-approved means as necessary (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simple Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student on the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

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

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

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

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

Bluestem High School

Butler Community College

Eric Pretz, CEP Instructor

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

Date

Date

Becky Sailor, Principal

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Bluestem High School
and
Butler Community College
Originally dated April 2006
(Revised August 2016, August 2020, August 2024)

CEP Instructor Agreement
Fall 2024 and Spring 2024

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WITNESSETH THAT:

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

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

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

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

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

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

Bluestem High School

Butler Community College

Melissa Winter, CEP Instructor

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

Date

Date

Becky Sailor, Principal

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP)
(Revised August 2022, August 2024)

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

General Provisions:

- The college and the unified school district will have a cooperative agreement to allow such enrollment.
- Academic credit will be granted by the college for course work successfully completed by students and may qualify as high school credit.
- Butler CEP course work will qualify as credit applicable toward the following Butler Community College degrees and certificates: Associate in Arts, Associate in Science, Associate in Applied Science, Associate in General Studies, and Career and Technical Education Certificate.
- Remedial/developmental courses will not be offered through the Butler CEP program.
- Course schedules will be determined through a collaborative effort between the high school and Butler Community College and will consider high school activities when scheduling. Courses will meet on time as scheduled for a minimum of 750 minutes per credit hour as determined by the state. Courses taught by a Butler faculty member will follow the published Butler Learning Calendar.
- In accordance with K.S.A. 72-3220 through 72-3224 (Challenge Act), Butler Community College will provide a completed transcript to the unified school district as documentation for the awarding of dual credit.
- Course offerings will be determined by requests from unified school districts.
- Butler CEP classes may include students enrolled for secondary and/or postsecondary credit. A class may include students enrolled for secondary credit, only provided those students meet the college placement/prerequisite requirements and do not comprise a majority of the class. Students enrolled for secondary credit only will sign a "Waiver of College Credit" (Appendix A).
- The school district or high school will annually designate one representative as the site coordinator who will serve as the liaison between the high school and Butler Community College (Appendix B1).
- The college will pay the instructional fee as outlined by college policy to the school district for CEP classes. Classes must have a minimum of 10 students enrolled. Classes with fewer than 10 students enrolled must be approved by the appropriate Dean and payment will be prorated. Maximum seat capacity will follow Butler policy as determined by each division. Payment will be made at the end of the course. In addition, the instructor must have filed the required college syllabus, attended required training, division faculty meetings, and signed the CEP Instructor Memorandum of Agreement (Appendix C).

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

Curriculum/Content:

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

Butler CEP Faculty:

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

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

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

Student Eligibility & Responsibilities:

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

Accountability/Assessment Standards

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

BLUESTEM PUBLIC SCHOOLS USD #205
Leon, Kansas

BUTLER COMMUNITY COLLEGE
El Dorado, Kansas

By _____
USD #205 - Superintendent

By _____
College President

Date _____

Date _____



2024-2025
ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment between
Centre High School
and
Butler Community College
Originally dated April, 2006
(Revised August 2023, August 2024)

CEP classes to be offered at
Centre High School:

Non-CEP classes to be offered at
Centre High School

- English Composition 1 & 2, EG101 & EG102, BL, K Barnes
College Algebra, MA135, G Stuchlik or L Sawyer BL/ZOOM
Applied Statistics, MA210 Zoom, G Stuchlik
Calculus w/ Analytic Geo, MA151, Zoom, G Stuchlik
General Psychology, BS160, Zoom G Francis
US History 1, HS131, G Looney
Public Speaking, SP100, C Stout, BL

Designated CEP program administrators and liaisons:

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

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

ACKNOWLEDGEMENT:
Centre High School

Butler Community College

Maranda McMichael, Counselor

Loni M.M. Jensen, Dir. of HS Academic Partnerships

Date

Date

Trevor Siebert, Principal

Dr. Heather Rinkenbaugh, Dean of Online, High School, and Community Learning/Interim Co-Vice President of Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support Services/ Interim Co-Vice President of Academics

Date



MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP)
(Revised August 2022, August 2024)

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

General Provisions:

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

Curriculum/Content:

- Courses offered at CEP high schools have been approved through the Butler curriculum approval process, approved by the Kansas Board of Regents, and apply toward a Butler degree/certificate program.
- The course must be taught with the requirements and rigor expected in a college level course. The learning objectives/outcomes identified on the Butler course outline must be followed, and the approved college textbook for the course must be utilized.
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- Students will pay or establish payment plans (available for a fee) by the payment due date.
- Students will be responsible for following college policies and procedures as outlined in the college catalog (available online at www.butlercc.edu/catalog) and the class syllabus.

Accountability/Assessment Standards

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

Centre High School, USD #397
Lost Springs, Kansas

BUTLER COMMUNITY COLLEGE
El Dorado, Kansas

By _____
Larry Geist, USD #397- Superintendent

By _____
Dr. Kimberly Krull-College President

Date _____

Date _____



**2024-2025
ADDENDUM TO MEMORANDUM OF AGREEMENT**

Concurrent Enrollment between
Chase County Jr/Sr High School
and

Butler Community College

Originally dated April, 2006

(Revised August 2023, August 2024)

CEP classes to be offered at

Chase County High School:

SP100, Public Speaking, Fall & Spring,

K. Barnes

EG101, English Composition 1, Fall,

K. Barnes

EG102, English Composition 2, Spring,

K. Studer

Non-CEP classes to be offered at

Chase County High School:

BS160, General Psychology, Fall or Spring,

MA135, College Algebra, Spring, L. Sawyer

HS131, US History 1, G. Looney

Designated CEP program administrators and liaisons:

Chase County Jr/Sr HIGH SCHOOL

Stacia Barrett, Registrar

Work Phone: 620-273-6354

E-mail: barretts@usd284.org

Work Address:

600 Main St, PO Box 400

Cottonwood Falls, KS 66845

BUTLER COMMUNITY COLLEGE

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

Work Phone: 316.322.3254

E-mail: ljensen3@butlercc.edu

Work Address:

901 S. Haverhill Road

El Dorado, KS 67042

ACKNOWLEDGEMENT:

Chase County High School

Butler Community College

Stacia Barrett, Registrar

Loni M.M. Jensen, Dir of HS Academic Partnerships

Date

Date

Alberto Carrillo, Principal

Dr. Heather Rinkenbaugh, Dean of Online, High
School, and Community Learning/Interim Co-Vice
President of Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support Services/
Interim Co-Vice President of Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Chase County High School USD #284
and
Butler Community College
Originally dated April 2006
(Revised August 2016, August 2020, August 2024)

CEP Instructor Agreement
(Fall 2024 & Spring 2025)

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #284, Chase County Jr/Sr High School, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

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

1. The college agrees to provide the course outline and instructor desk copies or access codes for English Composition 1 & 2, EG101 & EG102, and Public Speaking, SP100, screen potential students according to college-approved means as necessary (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simple Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

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

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

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

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

(Chase County High School)

Butler Community College

Kristen Barnes, CEP Instructor

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

Date

Date

Alberto Carrilo, Principal USD284

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP)
(Revised August 2022, August 2024)

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General Provisions:

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Curriculum/Content:

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CHASE COUNTY USD #284
Cottonwood Falls, Kansas

BUTLER COMMUNITY COLLEGE
El Dorado, Kansas

By _____
Glenna Grinstead, USD #284 - Superintendent

By _____
Dr. Kimberly Krull-College President

Date _____

Date _____



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Circle High School and
Butler Community College
Originally dated April, 2006
(Revised August 2023, August 2024)

CEP classes to be offered at
Circle High School:

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

- American Federal Government
Applied Statistics
College Algebra
English Composition 1 and 2
General Psychology
Introduction to Teaching
Nurse Aide
Public Speaking

Designated CEP program administrators and liaisons:

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

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

Acknowledgement:

Circle High School
Breahna Crawford,
Counselor

Date

Matthew Carroll, Principal

Date

Butler Community College
Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Dr. Heather Rinkenbaugh, Dean of Online, High
School, and Community Learning/Interim Co-Vice
President of Academics

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of Academics

Date

POSITION DESCRIPTION
ADJUNCT COMMUNITY COORDINATOR

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

I. **Narrative General Description:**

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

II. **Functional Responsibilities:**

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

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

III. **Consulting Tasks:**

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

IV. **Supervise the following staff:**

None

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

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

VI. **Required experience:**

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

VII. **Required education background:**

- A. Bachelor's degree preferred.

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

Exempt

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

Breahna Crawford, College and Career Counselor Date
Circle High School



MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP)
(Revised August 2022, August 2024)

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

General Provisions:

- The college and the unified school district will have a cooperative agreement to allow such enrollment.
- Academic credit will be granted by the college for course work successfully completed by students and may qualify as high school credit.
- Butler CEP course work will qualify as credit applicable toward the following Butler Community College degrees and certificates: Associate in Arts, Associate in Science, Associate in Applied Science, Associate in General Studies, and Career and Technical Education Certificate.
- Remedial/developmental courses will not be offered through the Butler CEP program.
- Course schedules will be determined through a collaborative effort between the high school and Butler Community College and will consider high school activities when scheduling. Courses will meet on time as scheduled for a minimum of 750 minutes per credit hour as determined by the state. Courses taught by a Butler faculty member will follow the published Butler Learning Calendar.
- In accordance with K.S.A. 72-3220 through 72-3224 (Challenge Act), Butler Community College will provide a completed transcript to the unified school district as documentation for the awarding of dual credit.
- Course offerings will be determined by requests from unified school districts.
- Butler CEP classes may include students enrolled for secondary and/or postsecondary credit. A class may include students enrolled for secondary credit, only provided those students meet the college placement/prerequisite requirements and do not comprise a majority of the class. Students enrolled for secondary credit only will sign a "Waiver of College Credit" (Appendix A).
- The school district or high school will annually designate one representative as the site coordinator who will serve as the liaison between the high school and Butler Community College (Appendix B1).
- The college will pay the instructional fee as outlined by college policy to the school district for CEP classes. Classes must have a minimum of 10 students enrolled. Classes with fewer than 10 students enrolled must be approved by the appropriate Dean and payment will be prorated. Maximum seat capacity will follow Butler policy as determined by each division. Payment will be made at the end of the course. In addition, the instructor must have filed the required college syllabus, attended required training, division faculty meetings, and signed the CEP Instructor Memorandum of Agreement (Appendix C).

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

Curriculum/Content:

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

Butler CEP Faculty:

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

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

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

Student Eligibility & Responsibilities:

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

Accountability/Assessment Standards

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

CIRCLE PUBLIC SCHOOLS USD #375
Towanda, Kansas

BUTLER COMMUNITY COLLEGE
El Dorado, Kansas

By _____
USD #375 - Superintendent

By _____
College President

Date _____

Date _____



**2024-2025
ADDENDUM TO MEMORANDUM OF AGREEMENT**

Concurrent Enrollment between
Council Grove High School
and
Butler Community College
*Originally dated April, 2006
(Revised August 2023, August 2024)*

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

SP100, Public Speaking
Samantha Davis, Instructor
EG101, English Composition1, 1st & 2nd Tri
Tina McIver, Instructor
EG102, English Composition 2
Tina McIver, Instructor

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

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

Designated CEP program administrators and liaisons:

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

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

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

Acknowledgement:

Council Grove High School

Butler Community College

Jill Day, Counselor

Loni M.M. Jensen, Dir. of HS Academic Partnerships

Date

Date

Jay Doornbos, Principal

Dr. Heather Rinkenbaugh, Dean of Online, High School, and Community Learning/Interim Co-Vice President of Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support Services/ Interim Co-Vice President of Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Council Grove High School USD #417
and
Butler Community College
*Originally dated April 2006
(Revised August 2016, August 2020, August 2024)*

CEP Instructor Agreement
(Fall 2024 & Spring 2025)

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

WITNESSETH THAT:

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

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

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

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

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

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

(Council Grove High School)

Butler Community College

Samantha Davis, CEP Instructor

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

Date

Date

Jay Doornbos, Principal

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
 Concurrent Enrollment Partnership (CEP) between
 Council Grove High School USD #417
 and
 Butler Community College
Originally dated April 2006
(Revised August 2016, August 2020, August 2024)

CEP Instructor Agreement
 (Fall 2024 & Spring 2025)

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

WITNESSETH THAT:

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

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

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

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

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

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

(Council Grove High School)

Butler Community College

Tina McIver, CEP Instructor

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

Date

Date

Jay Doornbos, Principal

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP)
(Revised August 2022, August 2024)

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

General Provisions:

- The college and the unified school district will have a cooperative agreement to allow such enrollment.
- Academic credit will be granted by the college for course work successfully completed by students and may qualify as high school credit.
- Butler CEP course work will qualify as credit applicable toward the following Butler Community College degrees and certificates: Associate in Arts, Associate in Science, Associate in Applied Science, Associate in General Studies, and Career and Technical Education Certificate.
- Remedial/developmental courses will not be offered through the Butler CEP program.
- Course schedules will be determined through a collaborative effort between the high school and Butler Community College and will consider high school activities when scheduling. Courses will meet on time as scheduled for a minimum of 750 minutes per credit hour as determined by the state. Courses taught by a Butler faculty member will follow the published Butler Learning Calendar.
- In accordance with K.S.A. 72-3220 through 72-3224 (Challenge Act), Butler Community College will provide a completed transcript to the unified school district as documentation for the awarding of dual credit.
- Course offerings will be determined by requests from unified school districts.
- Butler CEP classes may include students enrolled for secondary and/or postsecondary credit. A class may include students enrolled for secondary credit, only provided those students meet the college placement/prerequisite requirements and do not comprise a majority of the class. Students enrolled for secondary credit only will sign a "Waiver of College Credit" (Appendix A).
- The school district or high school will annually designate one representative as the site coordinator who will serve as the liaison between the high school and Butler Community College (Appendix B1).
- The college will pay the instructional fee as outlined by college policy to the school district for CEP classes. Classes must have a minimum of 10 students enrolled. Classes with fewer than 10 students enrolled must be approved by the appropriate Dean and payment will be prorated. Maximum seat capacity will follow Butler policy as determined by each division. Payment will be made at the end of the course. In addition, the instructor must have filed the required college syllabus, attended required training, division faculty meetings, and signed the CEP Instructor Memorandum of Agreement (Appendix C).

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

Curriculum/Content:

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

Butler CEP Faculty:

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

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

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

Student Eligibility & Responsibilities:

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

Accountability/Assessment Standards

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

COUNCIL GROVE USD #417
Council Grove, Kansas

BUTLER COMMUNITY COLLEGE
El Dorado, Kansas

By _____
Tyson Eslinger, USD 417 - Superintendent

By _____
Dr. Kimberly Krull- College President

Date _____

Date _____



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Douglass High School and
Butler Community College
*Originally dated April, 2006
(Revised August 2023, August 2024)*

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

College Algebra
Intermediate Algebra

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

Designated CEP program administrators and liaisons:

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

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

Acknowledgement:

Douglass High School
Dana Houser,
Counselor

Date

Scott Dunham, Principal

Date

Butler Community College
Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Dr. Heather Rinkenbaugh, Dean of Online, High
School, and Community Learning/Interim Co-Vice
President of Academics

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
 Concurrent Enrollment Partnership (CEP) between
 Douglass High School
 and
 Butler Community College
Originally dated April 2006
(Revised August 2016, August 2020, August 2024)

CEP Instructor Agreement
Fall 2024 and Spring 2024

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

WITNESSETH THAT:

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

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

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

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

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

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

Douglass High School

Butler Community College

Rodney Wasson, CEP Instructor

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

Date

Date

Scott Dunham, Principal

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP)
(Revised August 2022, August 2024)

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

General Provisions:

- The college and the unified school district will have a cooperative agreement to allow such enrollment.
- Academic credit will be granted by the college for course work successfully completed by students and may qualify as high school credit.
- Butler CEP course work will qualify as credit applicable toward the following Butler Community College degrees and certificates: Associate in Arts, Associate in Science, Associate in Applied Science, Associate in General Studies, and Career and Technical Education Certificate.
- Remedial/developmental courses will not be offered through the Butler CEP program.
- Course schedules will be determined through a collaborative effort between the high school and Butler Community College and will consider high school activities when scheduling. Courses will meet on time as scheduled for a minimum of 750 minutes per credit hour as determined by the state. Courses taught by a Butler faculty member will follow the published Butler Learning Calendar.
- In accordance with K.S.A. 72-3220 through 72-3224 (Challenge Act), Butler Community College will provide a completed transcript to the unified school district as documentation for the awarding of dual credit.
- Course offerings will be determined by requests from unified school districts.
- Butler CEP classes may include students enrolled for secondary and/or postsecondary credit. A class may include students enrolled for secondary credit, only provided those students meet the college placement/prerequisite requirements and do not comprise a majority of the class. Students enrolled for secondary credit only will sign a "Waiver of College Credit" (Appendix A).
- The school district or high school will annually designate one representative as the site coordinator who will serve as the liaison between the high school and Butler Community College (Appendix B1).
- The college will pay the instructional fee as outlined by college policy to the school district for CEP classes. Classes must have a minimum of 10 students enrolled. Classes with fewer than 10 students enrolled must be approved by the appropriate Dean and payment will be prorated. Maximum seat capacity will follow Butler policy as determined by each division. Payment will be made at the end of the course. In addition, the instructor must have filed the required college syllabus, attended required training, division faculty meetings, and signed the CEP Instructor Memorandum of Agreement (Appendix C).

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

Curriculum/Content:

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

Butler CEP Faculty:

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

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

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

Student Eligibility & Responsibilities:

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

Accountability/Assessment Standards

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

DOUGLASS PUBLIC SCHOOLS USD #396
Douglass, Kansas

BUTLER COMMUNITY COLLEGE
El Dorado, Kansas

By _____
USD #396 - Superintendent

By _____
College President

Date _____

Date _____



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
El Dorado High School and
Butler Community College
*Originally dated April, 2006
(Revised August 2023, August 2024)*

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

Applied Statistics
Calculus 1 w/Analytic Geometry
College Algebra
English Composition 1 and 2

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

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

Designated CEP program administrators and liaisons:

El Dorado High School
Samantha Morgan
Counselor
Work Phone: 316.322.4810
E-mail: ssmorgan@usd490.org
Address:
401 McCollum Rd
El Dorado, KS 67042

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

Acknowledgement:

El Dorado High School
Samantha Morgan,
Counselor

Butler Community College
Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Erin Nichols, Principal

Dr. Heather Rinkenbaugh, Dean of Online, High
School, and Community Learning/Interim Co-Vice
President of Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
El Dorado High School
and

Butler Community College

Originally dated April 2006

(Revised August 2016, August 2020, August 2024)

CEP Instructor Agreement
Fall 2024 and Spring 2024

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

WITNESSETH THAT:

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

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

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

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

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

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

El Dorado High School

Butler Community College

Roger Briggs, CEP Instructor

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

Date

Date

Erin Nichols, Principal

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
El Dorado High School
and
Butler Community College
Originally dated April 2006
(Revised August 2016, August 2020, August 2024)

CEP Instructor Agreement
Fall 2024 and Spring 2024

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WITNESSETH THAT:

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

1. The college agrees to provide the course outline and instructor desk copies or access codes for MA135 College Algebra, MA210 Applied Statistics, and MA151 Calculus 1 w/Analytic Geometry, screen potential students according to college-approved means as necessary (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simple Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student on the first day of class.
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opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

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- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

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

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

El Dorado High School

Butler Community College

David Herrs, CEP Instructor

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

Date

Date

Erin Nichols, Principal

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP)
(Revised August 2022, August 2024)

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General Provisions:

- The college and the unified school district will have a cooperative agreement to allow such enrollment.
- Academic credit will be granted by the college for course work successfully completed by students and may qualify as high school credit.
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- Course schedules will be determined through a collaborative effort between the high school and Butler Community College and will consider high school activities when scheduling. Courses will meet on time as scheduled for a minimum of 750 minutes per credit hour as determined by the state. Courses taught by a Butler faculty member will follow the published Butler Learning Calendar.
- In accordance with K.S.A. 72-3220 through 72-3224 (Challenge Act), Butler Community College will provide a completed transcript to the unified school district as documentation for the awarding of dual credit.
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- Butler CEP classes may include students enrolled for secondary and/or postsecondary credit. A class may include students enrolled for secondary credit, only provided those students meet the college placement/prerequisite requirements and do not comprise a majority of the class. Students enrolled for secondary credit only will sign a "Waiver of College Credit" (Appendix A).
- The school district or high school will annually designate one representative as the site coordinator who will serve as the liaison between the high school and Butler Community College (Appendix B1).
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- Both parties will advise students of their responsibilities in the learning experience provided by CEP classes and how courses may be transferred in the Regents system.
- The high school and the college will keep each other apprised of changes in the CEP student's status.

Curriculum/Content:

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

Butler CEP Faculty:

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

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

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

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

Curriculum/Content:

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

Butler CEP Faculty:

- High school instructors participating in the program must first be recommended by their districts. Potential instructors will be provided orientation and training in course curriculum, assessment criteria, course philosophy, and CEP administrative requirements.
- Butler administration and/or academic division deans will interview and approve the instructor for concurrent college courses based on Butler's required criteria, and in compliance with the Higher Learning Commission*.
 - *Faculty teaching transfer courses must hold an approved graduate degree from an institution which has been accredited by an agency approved by the Council for Higher Education Accreditation. Faculty must have thirty (30) hours of relevant substantial study, including at least eighteen (18) semester hours in the teaching academic discipline. Faculty teaching courses in career and technical education programs must hold a graduate degree and/or possess equivalent occupational technical experience appropriate to the courses they are teaching.*
- Instructor evaluations will be administered according to Butler Community College policy and will include, but is not limited to, administrative, student, and self-evaluations. College personnel will notify the high school principal which semester the administrative evaluation will be conducted and provide, at the principal's request, copies of the college evaluation policy and the instrument which will be used. The college reserves the right to dismiss the instructor if evaluation of the instructors is not satisfactory to college standards.
- Instructors will develop a class syllabus in Canvas based on the department's learning objectives and utilizing the college syllabus template. A copy of the syllabus will be electronically submitted to the college and the instructor will distribute a copy to each student on the first day of class.
- Instructors will adhere to standard Butler reporting guidelines (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar.
- Instructors will follow FERPA guidelines regarding the release of any student information.
- Instructors will be required to attend orientations and departmental meetings, communicate as needed with Butler departmental lead faculty and are encouraged to participate in professional development opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Eureka High School and
Butler Community College
Originally dated April, 2006
(Revised August 2023, August 2024)

CEP classes to be offered at
Eureka High School:

Beginning Spanish II

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

Designated CEP program administrators and liaisons:

Eureka High School
Anna Noble
Counselor
Work Phone: 620.583.7428
E-mail: annoble@eurekausd389.net
Address:
815 N Jefferson
Eureka, KS 67045

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

Acknowledgement:

Eureka High School
Anna Noble,
Counselor

Date

Angie Lowe, Principal

Date

Butler Community College
Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Dr. Heather Rinkenbaugh, Dean of Online, High
School, and Community Learning/Interim Co-Vice
President of Academics

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Eureka High School
and
Butler Community College

*Originally dated April 2006
(Revised August 2016, August 2020, August 2024)*

CEP Instructor Agreement
Fall 2024 and Spring 2024

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

WITNESSETH THAT:

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

1. The college agrees to provide the course outline and instructor desk copies or access codes for FL108 Beginning Spanish II, screen potential students according to college-approved means as necessary (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simple Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student on the first day of class.
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opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

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- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

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

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

El Dorado High School

Butler Community College

Calisa Marlar, CEP Instructor

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

Date

Date

Angie Lowe, Principal

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



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(Revised August 2022, August 2024)

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- The school district or high school will annually designate one representative as the site coordinator who will serve as the liaison between the high school and Butler Community College (Appendix B1).
- The college will pay the instructional fee as outlined by college policy to the school district for CEP classes. Classes must have a minimum of 10 students enrolled. Classes with fewer than 10 students enrolled must be approved by the appropriate Dean and payment will be prorated. Maximum seat capacity will follow Butler policy as determined by each division. Payment will be made at the end of the course. In addition, the instructor must have filed the required college syllabus, attended required training, division faculty meetings, and signed the CEP Instructor Memorandum of Agreement (Appendix C).

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

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

Butler CEP Faculty:

- High school instructors participating in the program must first be recommended by their districts. Potential instructors will be provided orientation and training in course curriculum, assessment criteria, course philosophy, and CEP administrative requirements.
- Butler administration and/or academic division deans will interview and approve the instructor for concurrent college courses based on Butler's required criteria, and in compliance with the Higher Learning Commission*.
 - *Faculty teaching transfer courses must hold an approved graduate degree from an institution which has been accredited by an agency approved by the Council for Higher Education Accreditation. Faculty must have thirty (30) hours of relevant substantial study, including at least eighteen (18) semester hours in the teaching academic discipline. Faculty teaching courses in career and technical education programs must hold a graduate degree and/or possess equivalent occupational technical experience appropriate to the courses they are teaching.*
- Instructor evaluations will be administered according to Butler Community College policy and will include, but is not limited to, administrative, student, and self-evaluations. College personnel will notify the high school principal which semester the administrative evaluation will be conducted and provide, at the principal's request, copies of the college evaluation policy and the instrument which will be used. The college reserves the right to dismiss the instructor if evaluation of the instructors is not satisfactory to college standards.
- Instructors will develop a class syllabus in Canvas based on the department's learning objectives and utilizing the college syllabus template. A copy of the syllabus will be electronically submitted to the college and the instructor will distribute a copy to each student on the first day of class.
- Instructors will adhere to standard Butler reporting guidelines (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar.
- Instructors will follow FERPA guidelines regarding the release of any student information.
- Instructors will be required to attend orientations and departmental meetings, communicate as needed with Butler departmental lead faculty and are encouraged to participate in professional development opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).

Student Eligibility & Responsibilities:

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

Accountability/Assessment Standards

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

EUREKA PUBLIC SCHOOLS USD #389
Eureka, Kansas

BUTLER COMMUNITY COLLEGE
El Dorado, Kansas

By _____
USD #389 - Superintendent

By _____
College President

Date _____

Date _____



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Maize High School and
Butler Community College
*Originally dated April, 2006
(Revised August 2023, August 2024)*

**CEP classes to be offered at
Maize Career Academy:**

Principles of Early Childhood Education I

**Non-CEP classes to be offered at
Maize Career Academy:**

Designated CEP program administrators and liaisons:

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

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

Acknowledgement:

Maize Career Academy
Lindsey King,
Coordinator

Butler Community College
Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Dr. Chris Botts, Principal

Dr. Heather Rinkenbaugh, Dean of Online, High
School, and Community Learning/Interim Co-Vice
President of Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
El Dorado High School

and
Butler Community College

*Originally dated April 2006
(Revised August 2016, August 2020, August 2024)*

CEP Instructor Agreement
Fall 2024 and Spring 2024

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #266, Maize, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

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

1. The college agrees to provide the course outline and instructor desk copies or access codes for CD122 Principles of Early Childhood Education I, screen potential students according to college-approved means as necessary (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simple Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student on the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

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

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

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

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

Maize High School

Butler Community College

Megan Sauer, CEP Instructor

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

Date

Date

Dr. Lindsay King, Coordinator
Maize Career Academy

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP)
(Revised August 2022, August 2024)

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

General Provisions:

- The college and the unified school district will have a cooperative agreement to allow such enrollment.
- Academic credit will be granted by the college for course work successfully completed by students and may qualify as high school credit.
- Butler CEP course work will qualify as credit applicable toward the following Butler Community College degrees and certificates: Associate in Arts, Associate in Science, Associate in Applied Science, Associate in General Studies, and Career and Technical Education Certificate.
- Remedial/developmental courses will not be offered through the Butler CEP program.
- Course schedules will be determined through a collaborative effort between the high school and Butler Community College and will consider high school activities when scheduling. Courses will meet on time as scheduled for a minimum of 750 minutes per credit hour as determined by the state. Courses taught by a Butler faculty member will follow the published Butler Learning Calendar.
- In accordance with K.S.A. 72-3220 through 72-3224 (Challenge Act), Butler Community College will provide a completed transcript to the unified school district as documentation for the awarding of dual credit.
- Course offerings will be determined by requests from unified school districts.
- Butler CEP classes may include students enrolled for secondary and/or postsecondary credit. A class may include students enrolled for secondary credit, only provided those students meet the college placement/prerequisite requirements and do not comprise a majority of the class. Students enrolled for secondary credit only will sign a "Waiver of College Credit" (Appendix A).
- The school district or high school will annually designate one representative as the site coordinator who will serve as the liaison between the high school and Butler Community College (Appendix B1).
- The college will pay the instructional fee as outlined by college policy to the school district for CEP classes. Classes must have a minimum of 10 students enrolled. Classes with fewer than 10 students enrolled must be approved by the appropriate Dean and payment will be prorated. Maximum seat capacity will follow Butler policy as determined by each division. Payment will be made at the end of the course. In addition, the instructor must have filed the required college syllabus, attended required training, division faculty meetings, and signed the CEP Instructor Memorandum of Agreement (Appendix C).

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

Curriculum/Content:

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

Butler CEP Faculty:

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

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

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

Student Eligibility & Responsibilities:

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

Accountability/Assessment Standards

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

MAIZE PUBLIC SCHOOLS USD #266
Maize, Kansas

BUTLER COMMUNITY COLLEGE
El Dorado, Kansas

By _____
USD #266 - Superintendent

By _____
College President

Date _____

Date _____



**2024-2025
ADDENDUM TO MEMORANDUM OF AGREEMENT**

Concurrent Enrollment between
Marion High School, USD 408
and
Butler Community College
*Originally dated April, 2006
(Revised August 2023, August 2024)*

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

Fall 2024:
US History 1, HS 131, J. Thierolf
College Algebra, MA 135, G. Stuchlik
English Composition 1, EG101, C. Rome
Intro to Marketing, BA140, M.Thomas
Creative Writing, EG104, C. Rome
Year Long:
Calculus w/ Analytic Geometry, MA151
G. Stuchlik
Spring 2025:
US History 2, HS 132, J. Thierolf
Applied Statistics, MA210, G. Stuchlik
English Composition 2, EG102, C. Rome
Intro to Literature, LT201, C. Rome
Business Law, BA115, M. Thomas

**Non-CEP classes to be offered at
Marion High School**

Fall & Spring 2024-2025:
Public Speaking, SP100, C. Stout
General Psychology, BS160, G Francis
Certified Nurse Aide, AH122, C. Reimer
Certified Medication Aide, AH120, TBD

Designated CEP program administrators and liaisons:

MARION HIGH SCHOOL, USD 408
Max Venable, Counselor

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

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

ACKNOWLEDGEMENT:

Marion High School

Butler Community College

Max Venable, Counselor

Loni M.M. Jensen, Dir HS Academic Partnerships

Date

Date

Donald Raymer, Principal

Dr. Heather Rinkenbaugh, Dean of Online, High School, and Community Learning/Interim Co-Vice President of Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support Services/
Interim Co-Vice President of Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Marion High School
and
Butler Community College
*Originally dated April, 2006
(Revised August 2016, August 2020, August 2024)*

CEP Instructor Agreement
Christopher Rome
Fall 2024 & Spring 2025

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

WITNESSETH THAT:

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

1. The college agrees to provide the course outline and instructor desk copies or access codes for English Composition 1 & 2 EG101 & 102, Intro to Literature, LT201, and Creative Writing EG 104, screen potential students according to college-approved means as necessary (i.e., evaluative testing) prior to enrollment, enroll students prior at the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simple Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler

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

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

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

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

Marion High School

Butler Community College

Christopher Rome, CEP Instructor

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

Date

Date

Donald Raymer, Principal

Dr. Heather Rinckenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
 Concurrent Enrollment Partnership (CEP) between
 Marion High School
 and
 Butler Community College

Originally dated April, 2006

(Revised August 2016, August 2020, August 2024)

CEP Instructor Agreement
 Gary Stuchlik
Fall 2024 & Spring 2025

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

WITNESSETH THAT:

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

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

- 6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Second Saturdays, etc.).
- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

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

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

Marion High School

Butler Community College

Gary Stuchlik, CEP Instructor

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

Date

Date

Donald Raymer, Principal

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
 Concurrent Enrollment Partnership (CEP) between
 Marion High School
 and
 Butler Community College
Originally dated April, 2006
(Revised August 2016, August 2020, August 2024)

CEP Instructor Agreement
 Judson Thierolf
 Fall 2024 & Spring 2025

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

WITNESSETH THAT:

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

1. The college agrees to provide the course outline and instructor desk copies or access codes for US History 1 & 2, HS 131 & HS 132, screen potential students according to college-approved means as necessary (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simple Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler

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

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

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

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

Marion High School

Butler Community College

Judson (Grant) Thierolf, CEP Instructor

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

Date

Date

Donald Raymer, Principal

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Marion High School
and
Butler Community College
Originally dated April, 2006
(Revised August 2016, August 2020, August 2024)

CEP Instructor Agreement
Megan Thomas
Fall 2024 and Spring 2025

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

WITNESSETH THAT:

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

1. The college agrees to provide the course outline and instructor desk copies or access codes for Intro to Marketing, BA140 and Business Law, BA115 screen potential students according to college-approved means as necessary (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simple Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler

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

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

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

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

Marion High School

Butler Community College

Megan Thomas, CEP Instructor

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

Date

Date

Donald Raymer, Principal

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP)
(Revised August 2022, August 2024)

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

General Provisions:

- The college and the unified school district will have a cooperative agreement to allow such enrollment.
- Academic credit will be granted by the college for course work successfully completed by students and may qualify as high school credit.
- Butler CEP course work will qualify as credit applicable toward the following Butler Community College degrees and certificates: Associate in Arts, Associate in Science, Associate in Applied Science, Associate in General Studies, and Career and Technical Education Certificate.
- Remedial/developmental courses will not be offered through the Butler CEP program.
- Course schedules will be determined through a collaborative effort between the high school and Butler Community College and will consider high school activities when scheduling. Courses will meet on time as scheduled for a minimum of 750 minutes per credit hour as determined by the state. Courses taught by a Butler faculty member will follow the published Butler Learning Calendar.
- In accordance with K.S.A. 72-3220 through 72-3224 (Challenge Act), Butler Community College will provide a completed transcript to the unified school district as documentation for the awarding of dual credit.
- Course offerings will be determined by requests from unified school districts.
- Butler CEP classes may include students enrolled for secondary and/or postsecondary credit. A class may include students enrolled for secondary credit, only provided those students meet the college placement/prerequisite requirements and do not comprise a majority of the class. Students enrolled for secondary credit only will sign a "Waiver of College Credit" (Appendix A).
- The school district or high school will annually designate one representative as the site coordinator who will serve as the liaison between the high school and Butler Community College (Appendix B1).
- The college will pay the instructional fee as outlined by college policy to the school district for CEP classes. Classes must have a minimum of 10 students enrolled. Classes with fewer than 10 students enrolled must be approved by the appropriate Dean and payment will be prorated. Maximum seat capacity will follow Butler policy as determined by each division. Payment will be made at the end of the course. In addition, the instructor must have filed the required college syllabus, attended required training, division faculty meetings, and signed the CEP Instructor Memorandum of Agreement (Appendix C).

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

Curriculum/Content:

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

Butler CEP Faculty:

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

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

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

Student Eligibility & Responsibilities:

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

Accountability/Assessment Standards

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

SCHOOL NAME USD #408
Marion, Kansas

BUTLER COMMUNITY COLLEGE
El Dorado, Kansas

By _____
Justin Wasmuth USD #408- Superintendent

By _____
Dr. Kimberly Krull-College - President

Date _____

Date _____



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
PEABODY-BURNS High School
and
Butler Community College
Originally dated April, 2006
(Revised August 2023, August 2024)

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

MA135, College Algebra, Spring, J. Spoonemore

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

EG101 & EG102, English Comp 1, K. Barnes
BS160, General Psychology, G. Francis
SP100, Public Speaking, C Stout

Designated CEP program administrators and liaisons:

PEABODY-BURNS HIGH SCHOOL
Vanessa D'Angelo, Counselor

Work Phone: 620-398-2196
E-mail: counselor@usd398.com
Work Address:
506 Elm St
Peabody, KS 66866

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

Work Phone: 316.233.3254
E-mail: ljensen3@butlercc.edu
Work Address:
901 S. Haverhill Road
El Dorado, KS 67042

ACKNOWLEDGEMENT:

Peabody-Burns High School, USD398

Butler Community College

Vanessa D'Angelo, Counselor

Date

Ryan Bartel, Principal

Date

Loni M.M. Jensen, Dir. of HS Academic Partnerships

Date

Dr. Heather Rinkenbaugh, Dean of Online, High
School, and Community Learning/Interim Co-Vice
President of Academics

Date

Dr. Phil Speary, Dean of Academic Support Services/
Interim Co-Vice President of Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Peabody-Burns High School
and
Butler Community College
Originally dated April 2006
(Revised August 2016, August 2020, August 2024)

CEP Instructor Agreement
Spring 2025

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #398, Peabody, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

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

1. The college agrees to provide the course outline and instructor desk copies or access codes for College Algebra, MA 135, screen potential students according to college-approved means as necessary (i.e., evaluative testing) prior to enrollment, enroll students prior to the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook, software, and materials and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using Simple Syllabus based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student on the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

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

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

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

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

Peabody-Burns High School

Butler Community College

Jamie Spoonmore, CEP Instructor

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

Date

Date

Ryan Bartel, Principal

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP)
(Revised August 2022, August 2024)

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SCHOOL NAME USD #398
Peabody, Kansas

BUTLER COMMUNITY COLLEGE
El Dorado, Kansas

By _____
Antoinette Root, USD #398 - Superintendent

By _____
Dr. Kimberly Krull-College President

Date _____

Date _____



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Rose Hill High School and
Butler Community College
Originally dated April, 2006
(Revised August 2023, August 2024)

CEP classes to be offered at
Rose Hill High School:

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

- American Federal Government
Applied Statistics
College Algebra
English Composition 1 and 2
General Psychology
U.S. History 1 and 2

Designated CEP program administrators and liaisons:

Rose Hill High School
Randal Allison
Counselor
Work Phone: 316.776.3360
E-mail: rallison@usd394.com
Address:
710 S Rose Hill Rd
Rose Hill, KS 67133

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

Acknowledgement:

Rose Hill High School
Randal Allison,
Counselor

Butler Community College
Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Aaron Jackson, Principal

Dr. Heather Rinkenbaugh, Dean of Online, High
School, and Community Learning/Interim Co-Vice
President of Academics

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of Academics

Date



MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP)
(Revised August 2022, August 2024)

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General Provisions:

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REMINGTON PUBLIC SCHOOLS USD #206
Whitewater, Kansas

BUTLER COMMUNITY COLLEGE
El Dorado, Kansas

By _____
USD #206 - Superintendent

By _____
College President

Date _____

Date _____



MEMORANDUM OF AGREEMENT
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- Butler administration and/or academic division deans will interview and approve the instructor for concurrent college courses based on Butler's required criteria, and in compliance with the Higher Learning Commission*.

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

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

Student Eligibility & Responsibilities:

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

Accountability/Assessment Standards

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

ROSE HILL PUBLIC SCHOOLS USD #394
Rose Hill, Kansas

BUTLER COMMUNITY COLLEGE
El Dorado, Kansas

By _____
USD #394 - Superintendent

By _____
College President

Date _____

Date _____



2024-2025
ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment between
White City High School, USD 481
and
Butler Community College
Originally dated April, 2006
(Revised August 2023, August 2024)

CEP classes to be offered at
White City, USD #481 High School:
English Comp 1 & 2, EG101 & 102,
B Killmon

Non-CEP classes to be offered at
USD #481
Public Speaking, SP100, K. Haun
Psychology, BS160, G Francis
College Algebra, MA135, L. Sawyer

Designated CEP program administrators and liaisons:

USD #481 White City & Hope HIGH SCHOOL
Lorri Kasten, SW & Erika Cook, Couns.
Work Phone: 785-349-2211
E-mail: lkasten@usd481.com;
ecook@usd481.com
414 E. Goodnow
White City, KS 66872

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

ACKNOWLEDGEMENT:
USD#481, White City & Hope High School

Butler Community College

Lorri Kasten, SW; Erika Cook, Couns.

Loni M.M. Jensen, Dir. of HS Academic Partnerships

Date

Date

Darlene Griffiths, Principal White City HS

Dr. Heather Rinkenbaugh, Dean of Online, High
School, and Community Learning/Interim Co-Vice
President of Academics

Adam Sobba, Principal Hope HS

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of Academics

Date



2024-2025

ADDENDUM TO MEMORANDUM OF AGREEMENT
 Concurrent Enrollment Partnership (CEP) between
 Rural Vista District #481
 and
 Butler Community College
Originally dated April, 2006
(Revised August 2016, August 2020, August 2024)

CEP Instructor Agreement
 Cody Riedy
Fall 2024-Spring 2025

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

WITNESSETH THAT:

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

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

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

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

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

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

White City & Hope High School, USD481 Butler Community College

Brian Killmon, CEP Instructor

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

Date

Date

Darlene Griffiths, Principal, WCHS USD#481

Dr. Heather Rinkenbaugh, Dean of Online,
High School, and Community
Learning/Interim Co-Vice President of
Academics

Adam Sobba, Principal, Hope HS USD#481

Date

Date

Dr. Phil Speary, Dean of Academic Support
Services/ Interim Co-Vice President of
Academics

Date



MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP)
(Revised August 2022, August 2024)

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

General Provisions:

- The college and the unified school district will have a cooperative agreement to allow such enrollment.
- Academic credit will be granted by the college for course work successfully completed by students and may qualify as high school credit.
- Butler CEP course work will qualify as credit applicable toward the following Butler Community College degrees and certificates: Associate in Arts, Associate in Science, Associate in Applied Science, Associate in General Studies, and Career and Technical Education Certificate.
- Remedial/developmental courses will not be offered through the Butler CEP program.
- Course schedules will be determined through a collaborative effort between the high school and Butler Community College and will consider high school activities when scheduling. Courses will meet on time as scheduled for a minimum of 750 minutes per credit hour as determined by the state. Courses taught by a Butler faculty member will follow the published Butler Learning Calendar.
- In accordance with K.S.A. 72-3220 through 72-3224 (Challenge Act), Butler Community College will provide a completed transcript to the unified school district as documentation for the awarding of dual credit.
- Course offerings will be determined by requests from unified school districts.
- Butler CEP classes may include students enrolled for secondary and/or postsecondary credit. A class may include students enrolled for secondary credit, only provided those students meet the college placement/prerequisite requirements and do not comprise a majority of the class. Students enrolled for secondary credit only will sign a "Waiver of College Credit" (Appendix A).
- The school district or high school will annually designate one representative as the site coordinator who will serve as the liaison between the high school and Butler Community College (Appendix B1).
- The college will pay the instructional fee as outlined by college policy to the school district for CEP classes. Classes must have a minimum of 10 students enrolled. Classes with fewer than 10 students enrolled must be approved by the appropriate Dean and payment will be prorated. Maximum seat capacity will follow Butler policy as determined by each division. Payment will be made at the end of the course. In addition, the instructor must have filed the required college syllabus, attended required training, division faculty meetings, and signed the CEP Instructor Memorandum of Agreement (Appendix C).

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

Curriculum/Content:

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

Butler CEP Faculty:

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- Butler administration and/or academic division deans will interview and approve the instructor for concurrent college courses based on Butler's required criteria, and in compliance with the Higher Learning Commission*.

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SCHOOL NAME USD #481
White City, Kansas

BUTLER COMMUNITY COLLEGE
El Dorado, Kansas

By _____
Darlene Griffiths, USD #481 - Superintendent

By _____
Dr. Kimberly Krull-College President

Date _____

Date _____

PERSONNEL

TOPIC for ACTION
Full-Time Temporary Theatre Instructor

REPORT:

Erin M Urick is recommended for the temporary Theatre position for the Fall 2024 – Spring 2025 semesters. Erin earned a Bachelor of Art in Theatre Art (with a minor in Business Management) from Texas State University, and a Master of Fine Arts in Stage Management from the University of Idaho. Erin has served as adjunct faculty at Newman University, and she has worked for Roxy's Downtown, and Wichita Music Theatre, Wichita KS.

RECOMMENDED ACTION:

Recommendation of approval of Erin Urick as a temporary Full Time Instructor of Theatre for the Fall 2024 – Spring 2025 semesters at a salary of \$49, 800 plus full benefits.

RECOMMENDED FUNDING SOURCE: _

Theatre Department Budget

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

Supervisor: Interim VPAs, Dr. Phil Speary and Dr. Heather Rinkenbaugh

Date: August 1, 2024

TOPIC for ACTION
Resignation of Catherine Rasmussen

REPORT:

Catherine Rasmussen, Nursing Instructor, has submitted her notice of resignation effective July 31, 2024. Catherine has been a full-time employee of Butler Community College for 1 year.

RECOMMENDED ACTION:

The administration recommends that the Board accept the resignation notice for Catherine Rasmussen.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Shelley Stultz

Supervisor: Dr. Kim Krull

Date: July 26, 2024

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	1372 (AY 2024)	08/2024	1327 (AY2023) 1371 (AY 2022), 1416 (AY 2021)	Kansas Board of Regents AY Completions File

MONTHLY STATEMENT OF REVENUES AND EXPENDITURES

Butler Community College
Statement of Revenue, Expenditures, Other Changes
As of 4/30/2024

FISCAL YEAR 24, PERIOD 10
OPERATING FUNDS

	2024				2023			
	Budget	Actual	Variance (Over)Under	Percent of Budget	Budget	Actual	Variance (Over)Under	Percent of Budget
REVENUES:								
Tuition/Fees	18,249,603	18,069,840	179,763	99.01%	17,964,924	17,649,154	315,770	98.24%
Local Sources	14,258,235	8,832,746	5,425,489	61.95%	14,250,037	9,084,547	5,165,490	63.75%
State Sources	19,760,160	19,760,160	0	100.00%	19,251,731	19,251,731	0	100.00%
Auxiliary Sources	19,600	16,160	3,440	82.45%	17,781	19,600	(1,819)	110.23%
Other Sources	1,585,806	1,297,364	288,442	81.81%	990,405	685,861	304,544	69.25%
Transfers	82,134	82,134	0	100.00%	82,134	82,134	0	100.00%
TOTAL REVENUES:	53,955,538	48,058,404	5,897,133	89.07%	52,557,012	46,773,028	5,783,984	88.99%
EXPENSES:								
Instruction	15,874,999	11,849,263	4,025,735	74.64%	15,984,338	11,737,281	4,247,057	73.43%
Other Expenditures	0	0	0	0.00%	0	0	0	0.00%
Academic Support	3,836,512	2,730,410	1,106,102	71.17%	3,712,627	2,613,703	1,098,924	70.40%
Student Services	7,349,662	5,484,068	1,865,595	74.62%	6,957,644	5,224,217	1,733,427	75.09%
Institutional Support	21,421,231	16,749,367	4,671,864	78.19%	19,158,396	15,011,889	4,146,506	78.36%
Physical Plant Operations	3,885,673	2,680,294	1,205,380	68.98%	3,262,763	2,722,770	539,993	83.45%
Student Financial	3,427,004	3,400,721	26,283	99.23%	3,325,521	3,243,999	81,522	97.55%
Auxiliary Enterprise	0	0	0	0.00%	0	(682)	682	0.00%
TOTAL EXPENSES:	55,795,082	42,894,123	12,900,959	76.88%	52,401,288	40,553,177	11,848,111	77.39%
TRANSFERS AMONG FUNDS:								
Mandatory Transfers	1,371,908	1,009,752	362,156	73.60%	1,374,108	728,053	646,055	52.98%
Non-Mandatory Transfers	612,273	698,273	(86,000)	114.05%	612,273	612,273	0	100.00%
TOTAL TRANSFERS:	1,984,181	1,708,025	276,156	86.08%	1,986,381	1,340,326	646,055	67.48%
NET INCREASE/DECREASE IN NET ASSETS	(3,823,725)	3,456,257			(1,830,657)	4,879,525		
Fund Balances, Beginning of year	10,555,722	10,555,722			10,104,279	10,104,279		
Fund Balances, End of Period	<u>6,731,997</u>	<u>14,011,979</u>			<u>8,273,622</u>	<u>14,983,804</u>		

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

Kansas State High School Activities Association

601 SW Commerce Pl, Topeka, KS 66615 | PO Box 495, Topeka, KS 66601-0495
Phone: 785-273-5329 | Fax: 785-271-0236 | kshsaa@kshsaa.org | www.kshsaa.org

Member of the National Federation of State High School Associations



July 15, 2024

Thank You!

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

Once again, the KSHSAA wants to “thank you” for hosting three of our cheer camps this summer. Your campus provided an excellent setting for spirit development. With safety always a priority, it makes a huge difference to be able to use your turf facility. This extra space is wonderful and adds to the quality of instruction we are able to provide our students.

Bill Faflick, KSHSAA Executive Director, and I thank you for working with our member schools. Butler Community College’s staff members were polite and displayed patience in working with our camp director, advisors and students. Your cafeteria staff go above and beyond.

Again, thank you for assisting us with this summer's camps. I will contact you soon to set up dates and contracts for cheer camps in the summer of 2025. We would definitely like to use the turf area on Days 1, 2 and 3 of our camps. The Welcome Center works well for coaches' meetings, so we would like to continue this practice. We look forward to our continued association with your college.

With Appreciation,

A handwritten signature in black ink that reads "Megan Hagan". The signature is fluid and cursive, written over the printed name.

Megan Hagan
Assistant Executive Director

cc: Melanie McLemore

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
AUGUST 2024**

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
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

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

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
November Board Finance Committee	Tuesday, November 12, 2024; 3:30pm President's Conference Room	Dave Sherrer Mary Martha Good
November Board Meeting	Tuesday, November 12, 2024; 4:30pm Dankert Trustee Board Room	ALL TRUSTEES
November Work session	Monday, November 25, 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
Mitch Holthus – Harold Smith Cultural Series	Thursday, September 12	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
Art Exhibit: Bob Burdette	September 23 – October 27	
Soccer vs. Hill College	Wednesday, September 25	7:00pm
Volleyball vs. Missouri State Univ-West Plains	Friday, September 27	12:00pm
Volleyball vs. Kansas Wesleyan JV	Friday, September 27	2:00pm
Football vs. Snow College	Saturday, September 28	1:30pm
"The Miraculous Journey of Edward Tulane"	September 26 – September 28	7:00 pm
Soccer vs. Coffeyville	Sunday, September 29	7:00pm
Soccer vs. Pratt	Wednesday, October 2	6:30pm
Instrumental Music Concert	October 4 – October 5	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, Shelley Stultz, 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.**