
**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., Tuesday, April 10, 2018 – Dankert Board Room**

STAFF ATTENDANCE

Susan Bradley	Kim Sherwood
Lora Jarvis	Bill Young
Kim Krull	Lori Winningham
Esam Mohammad	Kent Williams
Jessica Ohman	Katie Zarchan
Bill Rinkenbaugh	Kelly Snedden
Terry Sader	Troy Nordman
Jon Craig	Larry Patton
Peggy Krause	Julie Kobbe
Lynn Umholtz	Tiffany Rhodes

BOARD ATTENDANCE

JoAnn Craven – Vice-Chair
Eileen Dreiling – Chair
Ron Engelbrecht
Ken Bohon
Greg Joyce – Secretary
Lance Lechtenberg
Jim Howell

GUESTS

Sierra Cargill, SGA
Belinda Larson, Butler County Times/Gazette

CALL TO ORDER

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

APPROVAL OF THE AGENDA

Trustee Engelbrecht motioned to approve the agenda. Trustee Craven seconded. The motion passed unanimously.

RECOGNITIONS

- **Phi Theta Kappa Awards** – Chapter awards included 5 Star Chapter, Great Idea Award, Sister Chapter Award (with Highland Community College), Achievement in Art Award – Video, Yearbook Award
 - Student Awards included: Alyssa Dehnke, Mariah Baker, Caitlin Sader, and Mark Walthers
 - **Sponsors:** Jim Buchhorn & Chrissy Baker
- **Kansas Association of Broadcasters Awards** – Dusty Vanhsy, Austin McNorton, Jordan Griffitt, Elijah Pykiet, Mia Rodriguez, Zeb Campbell, Zach Schwarzenberger, Emily Jardon, Keandra Rovaris, Kyle Phillips
 - **Sponsors:** Keith West, Steve Cless & Mike Swan

- **National Phi Beta Lambda Qualifiers** – Tara Varner, Emily Wagner, Geordan Hayden, John Hacker, Simaje Davis, Sky Ky
 - **Sponsor:** Janice Akao
- **2018 Accreditation Council for Business Schools & Programs Teaching Excellence Award** – Connie Belden
- Trustee Howell also celebrates a birthday in April.

PUBLIC COMMENT - None

STANDING REPORTS

Student Government Association – Sierra Cargill announced that this is the super busy time of year for SGA. They are gearing up to help with Grizzly Give Back Days this Saturday. They also have the Student Life Awards and Spring Fling coming up.

Operational Staff – President Katie Zarchan announced that OpStaff is donating \$100 to the Hayley (Phipps) Peters Memorial fund. Haley was a former student who recently passed away leaving behind seven children. OpStaff also recently completed their annual silent auction as part of IDD and it was the most successful auction to date. They raised over \$2000 and Katie attributed a great deal of the success to accepting credit cards for the first time – their credit card total alone was over \$1300.

OpStaff is also helping with Grizzly Give Back Day this weekend by providing supplies and sponsoring breakfast. Several members will be traveling to Pratt Community College for the annual AKCCOP conference. They have also scheduled ReCharge for June.

Professional Employees – Terry Sader reported that the faculty are winding down the semester but still have plenty of work to do. He also shared how glad he was to be present when colleagues are honored for their outstanding teaching like Professor Beldon was at tonight's meeting.

Board Finance Committee – Trustee Engelbrecht pointed out page 188 of the board book which shows the current financial status. They have a small concern because the expenses are a little ahead of last year and the revenue is delayed some, but they are looking at some changes in institutional and academic support areas that might help balance things in the meantime.

President's Report – Dr. Krull reported that we have sent back our acceptance of the Assurance Argument from HLC following their recent visit. The feedback was very positive. We will need to do one interim report which we were already aware of. Once it is returned to us from the Institutional Actions Council in a couple of months, we will be able to share the full report with everyone. She also pointed out that our visit has caused the HLC to make some major changes at the national level for the four year review processes.

Jared McGinley received official notification of accreditation renewal for the business program from the Accrediting Council for Business Schools and Programs.

Enrollment for both summer and fall classes has started. We are currently at 16,500 credit hours which is about 43% towards our goal. We are also about 32% towards our headcount goal.

Education Facilities Authority Report – Trustee Joyce reported that the national track meet will be here next month.

MONITORING REPORTS

Division Report – Dean Susan Bradley and Associate Deans Troy Nordman and Jon Craig presented the annual report for the Humanities and Social Sciences Division.

Division Report – Interim Dean Larry Patton and Associate Dean Julie Kobbe presented the annual report for the Fine Arts and Communications Division.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

Acalog – Vice President of Academics Lori Winningham and Peggy Krause demonstrated the new online course catalog for the Board.

BOARD ACTION ITEMS

2018-2019 Fire Science Housing Rates – Vice President of Student Services Bill Rinkenbaugh presented the board with his recommendation for the 2.6% increase in housing fees for the Fire Science students which is inline with the rate increase approved by the Board for the other student housing. The new Fall and Spring rates would be \$900 and the Summer rate would increase to \$640. Trustee Engelbrecht moved that the fees be approved as presented. Trustee Joyce seconded. The motion passed unanimously.

Audit Services Contract – Kim Sherwood presented the board with her recommendations for the Audit Contract for fiscal years ending June 30, 2018, June 30, 2019, June 30, 2020, June 30, 2021 and June 30, 2022. The following rate proposals for the fiscal year ending June 30, 2018 were received:

Allen, Gibbs & Houlik, LC	\$51,135 (3% increase each year)
BKD CPA's & Advisors	\$56,400 (3-5% increase each year)
Swindoll, Jenzen, Hawk & Loyd LLC	\$53,000 (4% increase each year)

The selection committee found BKD to be the best option for Butler Community College for the following reasons:

- The benefits of a fresh, new perspective of our policies, procedures, and financial statements. It has been 11 years since we changed audit firms.

- References provided excellent feedback and satisfaction; including professionalism, easy to work with, and thoroughness.
- BKD has extensive experience with higher education institutions, both local and nationwide; including WSU Tech, WSU, Newman University, and Friends University. Other local clients include Susan B Allen Memorial Hospital and BG Products, Inc.
- BKD has a commitment to understanding and advising higher education clients, including webinars, roundtables, seminars, and articles. Their National Higher Education Group also provides the following:
 - Annual Higher Education Industry Outlook – benchmarking for management
 - A Case Study of over 120 institutions regarding Program Cost Analysis to Support Financial Sustainability & Academic Quality.
 - Fraud Risk Assessments
 - Data Analytics Tools, such as Program Cost Analysis

Trustee Joyce moved that the Board accept the staff recommendation. Trustee Lechtenberg seconded. Discussion followed

Trustee Howell asked if we were locking into a five year contract with a 3-5% increase every year which could make a 25% increase at the end of the five years. And asked if we were locked into all five years with a new firm we didn't know. He asked that the team reconnect with the firm and clarify the termination clause as well as whether or not we will have the opportunity to end the contract after just one year instead of five.

Trustee Joyce withdrew his motion and Trustee Lechtenberg also withdrew his second.

Personnel – Athletic Director Todd Carter submitted contract renewals for the four basketball coaches:

- Assistant Women's Coach Abby Fawcett at an annual salary of \$41,463
- Head Women's Coach Mike Helmer at an annual salary of \$58,201 with \$2200 paid by Grizzlybackers
- Assistant Men's Coach Davon Vo at an annual salary of \$44,805
- Head Men's Coach Bryan Miller at an annual salary of \$51,450

Chair Dreiling asked for one motion to cover all four contracts. Trustee Lechtenberg so moved. Trustee Engelbrecht seconded and the motion passed unanimously.

CONSENT AGENDA

Trustee Craven moved that the consent agenda be approved as written. Trustee Engelbrecht seconded. The motion passed unanimously.

- Approval of Minutes of the Regular Board Meeting of March 13, 2018
- Approval of Bills and Warrants for March 2018 - \$4,022,113.88 (includes Expenditure Approval List - \$1,415,785.64 and Payroll - \$2,606,328.24).
- Approval of payment for National Council for State Authorization Reciprocity Agreements (SARA) Renewal in the amount of \$4,000 from the Butler Online (EdTech) Budget
- Approval of agreement with IMA, Inc. and Aflac

- Approval of Sponsorship of Annual Black and White Ball in the amount of \$1,500 from the College Relations and Marketing Budget
- Approval of Sponsorship of Wichita Business Journal Young Achievers Event in the amount of \$5,000 from the College Relations and Marketing Budget
- Approval of Participation in the 2018-2019 Community College Survey of Student Engagement from the Institutional Research Budget
- Approval of Residence Hall Fire Alarm Replacement system in the amount of \$193,171.00 from Residence Life Funds
- Approval of Digital Transformation Physical Security in the amount of \$111,147.26 from the Capital Mill Levy Fund
- Approval of the Annual Microsoft Licensing in the amount of \$45,211.04
- Approval of the 2018 Computer Replacement Plan in the amount of \$320,220.00 from the current Computer Replacement Budget and a Budgeted Portion of the Student Technology Fee
- Approval of the Classroom Audio/Visual Replacement Plan in the amount of \$99,551.36 from the Student Tech Fee Budget
- Ratification of the Commercial Sponsorship Agreement McConnell in the amount of \$450 from the Butler of McConnell Budget
- Ratification of MOU with Rogue Personal Training
- Ratification of MOU with Birch Performance
- Ratification of MOU with Pure-Formance Training
- Ratification of MOU with Parisi Speed School
- Ratification of Contract with St. Luke Living Center
- Ratification of New Entrepreneurship Degree
- Ratification of New Engineering Degree

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank you Notes – Phyllis Krewell & the Long Family, Ralph Unger and Family

Board Calendars

April Board Finance Committee	Tuesday, April 10, 3:30 p.m. President's Conference Room	JoAnn Craven Ron Engelbrecht
April Board Meeting	Tuesday, April 10, 4:30 p.m. Dankert Board Room	ALL TRUSTEES
May Board Finance Committee	Tuesday, May 8, 3:30 p.m. President's Conference Room	JoAnn Craven Ron Engelbrecht
May Board Meeting	Tuesday, May 8, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

2017-2018 Board Meeting Dates

Tuesday, April 10, 2018

Tuesday, May 8, 2018

Tuesday, June 12, 2018

Tuesday, July 10, 2018

BOARD ROLES FOR COMMENCEMENT ACTIVITIES

<u>EARLY COLLEGE ACADEMY GRADUATION</u>
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Sunday May 6, 2018 @ 3:00 p.m. in the Gym

Trustee Welcome – Chair Eileen Dreiling

<u>NURSES PINNING</u>

Thursday, May 10, 2018 @ 7:00 p.m. in the Gym

Trustee Welcome – Trustee Lance Lechtenberg

<u>ORDER OF THE PURPLE</u>

Friday, May 11, 2018 @ 7:00 p.m. in the Gym

Trustee Welcome – Trustee Ron Engelbrecht

<u>COMMENCEMENT</u>

Saturday, May 12, 2018

9:00 a.m. Gathering of dignitaries in the 500 Building, Hall of Fame Room

9:15 a.m. Procession to lower level

9:30 a.m. Morning Commencement:

- Welcome – Chair Eileen Dreiling
- Intro of Brian Black, Speaker – Trustee Ron Engelbrecht
- Presenter of Order of the Gold Plaques – Trustee Ken Bohon, & Chair Dreiling
- Presentation of the Hubbard Award of Excellence – Trustee Greg Joyce

10:45 a.m. Brunch – Clifford/Stone Community Room, Hubbard Welcome Center

12:30 p.m. Gathering of dignitaries in the 500 Building, Hall of Fame Room

12:45 p.m. Procession to lower level

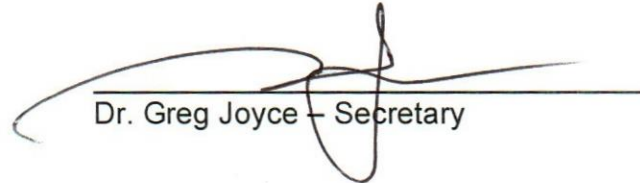
1:00 p.m. Afternoon Commencement

- Welcome – Chair Eileen Dreiling
- Intro of Brian Black, Speaker – Trustee Ron Engelbrecht
- Presenter of Order of the Gold Plaques – Trustee Ken Bohon, & Chair Dreiling
- Presentation of the Hubbard Award of Excellence – Trustee Greg Joyce

LOOKING AHEAD		
Early College Academy Graduation	Sunday, May 6, 3:00 p.m. Butler Gym	Trustee Welcome TBD
Nurses Pinning	Thursday, May 10, 7:00 p.m. Butler Gym	Trustee Welcome TBD
Order of the Purple	Friday, May 11, 7:00 p.m. Butler Gym	Trustee Welcome TBD
Commencement	Saturday, May 12, 9:00 a.m. Butler Gym	Trustee Roles TBD

ADJOURNMENT

Trustee Engelbrecht moved that the Board meeting be adjourned. Trustee Bohon seconded and the motion passed unanimously. The Board meeting of April 10, 2018 was adjourned at 6:01 p.m.


Dr. Greg Joyce – Secretary