

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING**
4:30 p.m., Tuesday, November 12, 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 and matters of security

- I. **CALL TO ORDER (4:30 pm)**
- II. **PLEDGE OF ALLEGIANCE (4:30 pm)**
- III. **APPROVAL OF AGENDA (4:35 pm)**
- IV. **RECOGNITIONS (4:40 pm) -----3**
- V. **PUBLIC COMMENT (4:55 pm)**
If you wish to address the Board during Public Comment, please complete this form: <https://bit.ly/3b36GXl>
- VI. **STANDING REPORTS (5:00 pm)**
 - A. Student Government Association Report – Kylie Metsker
 - B. Operational Staff Report – Zach Cannady
 - C. Professional Employees Report – Kamielle Freeman
 - 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 (5:20 pm)**
 - A. [Online, High School and Community Learning \(H. Rinkenbaugh\)](#) -----5
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NOVEMBER BOARD RECOGNITIONS

- **Lindsey Fields** – Lindsey has been elected for a three-year presidential term for the National Association of Biology Teachers (NABT). During those years, she will serve on the Board of Directors in the positions as follows;
 - President Elect for 2025
 - President for 2026
 - Past-President for 2027
- **Joseph LaForge** – Joseph has been accepted to participate in the NSF funded nationwide Course-Based Undergraduate (CURE) program aimed at integrating CRISPR technologies into community college classrooms.
- **Zach Cannady** – Zach recently presented “Achieving Scheduling Buy-in from Faculty and Staff at Butler Community College” at the 2024 Ad Astra ASPIRE Conference. He discussed how Butler achieved faculty and staff buy-in with Ad Astra schedule building solutions and empowered them through college-wide training.
- **Kirsten Allen** – Served as Kansas Association of Collegiate Registrars and Admissions Officers (KACRAO) Historian/Constitution Coordinator for 2023-2024.
- **Ireland Turner** – Ireland has been elected as Vice President Elect of the Kansas Association of Directors of Plant Facilities (KADPF), which leads to a four year progression as follows:
 - 2024-25 – Vice President Elect
 - 2025-26 – Vice President
 - 2026-27 – President
 - 2027-28 – Past President





2024 HONOR ROLL OF BUTLER VETERANS

Larry Jesseph - Air Force, 9 years
Daniel Gorman - Army/KS Army National Guard, 34 years
Mark Meadows - Navy, 4 years
Kristine Estes - Air Force, 4 Years
Mac Thompson - Navy, 4 Years
Danielle Bartling - Air Force, 4 Years
Lori Winningham - Air Force, 4 Years
Forrest Rhodes - Navy, 8 Years
John E. Cox - Air Force, 5 Years
John Waren - Navy, 6 Years
Troy Carson - Army, 4 Years
Anatole B. Haidai - Air Force/Kansas Air National Guard, 26 Years
Sheryl LaSage - Army, 4 Years
Tiffany Whetzel - Air Force, 20 Years
Kent Williams - Navy, 4 Years

140 YEARS
OF SERVICE TO
THE UNITED STATES ARMED FORCES.
THANK YOU!



MONITORING REPORT – Online, High School & Community Learning

**BOARD OF TRUSTEES REPORT
DIVISION of ONLINE, HIGH SCHOOL AND COMMUNITY LEARNING
November 2024**

Dean: Dr. Heather Rinkenbaugh
Administrative Assistant: Amber Couey

Associate Dean: Christy Streeter
Administrative Assistant: Christine Condit

The Online, High School and Community Learning (OHCL) division is diverse in service and location providing quality support and service to faculty, staff, students, and our communities through our programs, services, and sites. The OHCL Division consists of Educational Technology, the Early College Academy, High School Academic Partnerships, the Butler Service Center, and Butler sites at McConnell Air Force Base, El Dorado Correctional Facility, Rose Hill, Marion, and Council Grove.

The Online, High School, and Community Learning division is responsible for the development, implementation, supervision, and assessment of all delivery systems, support services, and resources within each department and site. The OHCL division continues to support the College's mission of inspiring and preparing students for lifetime success and advancing community vitality through partnerships with local high schools, Early College Academy pathways, online course development, access and operation of our CANVAS LMS, and programs and services for our service area, incarcerated students and military. The OHCL Dean serves as a member of the Strategic Enrollment Management Team (SEMT), assisting in the development of strategies for increased recruitment, enrollment, and retention efforts. The OHCL Dean also serves on the Kansas Board of Regents Dual Credit Steering Team and chairs the El Dorado Community Foundation. Dr. Rinkenbaugh served as the co-interim VPA from January 2024 to September 2024 and has helped onboard the new VPA, Dr. Barry Robinson. The Associate Dean leads high school and McConnell programming. In her first year as Associate Dean, she has served on the Ad Astra team, reorganized the high school programs to bring dual credit and Early College Academy together. This has led to increased enrollment and better communication of options for students. Christy has also strengthened relationships in the Rose Hill and McConnell communities, establishing our first ever ECA pathway at McConnell AFB and growing enrollment at Rose Hill. While searching for a new Director at Butler of Rose Hill, Christy also filled that role.

The OHCL Division works collaboratively with all divisions and departments within Academics and Student Services to successfully extend learning opportunities to our county, designated service area, and region. Additionally, we support the functionality of CANVAS, the learning management software for all Butler students, faculty, and staff. The division has seen growth in nearly every department this fall and looks forward to continued growth and development.

Educational Technology**Director: Dr. Haylee Dass**

Assistant Director: Vacant

Instructional Designer: Chanel Marshall

Instructional Technology Specialist: Cameron Gutierrez

Instructional Technology Specialist (PT): Calli Tipton

CANVAS Systems Administrator: Julie Smith

Program mission

The Educational Technology department is committed to providing faculty, staff, and students with high-quality service and support for the institution's learning management system (LMS) as well as Instructional Design services. We are also committed to providing professional development and training for Butler faculty regarding the creation and application of high-quality online pedagogy and educational technologies.

Key processes

- Provide support and maintenance for the institution's Learning Management System used by all faculty/staff/students both in training and academic courses at the college.
- Provide limited support for 3rd party integrations and various educational technologies used within the Learning Management System.
- Develop and provide training for the integration and use of the institution's LMS and various other educational technologies.
- Provide instructional design services to develop and maintain courses and programs for the college.
- Develop and provide training regarding instructional design and best practices in online/blended education.

Department highlights

- Delivered high-quality training during Professional Development Days and other institutional events for faculty (IDD, group/one-on-one training).
- Ongoing training for all faculty on Simple Syllabus.
- Created eight new asynchronous training workshops for faculty (All focused on AI in Academia)
- 40 faculty/staff have completed Intro to Canvas 23-24 training.
- 29 faculty/staff have completed Intro to Online/Blended Teaching 23-24.
- 220 faculty have completed the Special Topics workshops 23-24.
- 36 master courses have been created in AY24 compared to 10 in AY23.
- 28 master courses are currently in development compared to 23 last year.
- 2 degree/certificate programs have been added online (40 total current degree/certificate programs offered online).
- Partnered with academic divisions/faculty and the Textbook Affordability Team to develop/adopt Open Educational Resources in master courses.

- The Assistant Director accepted a full-time faculty position at Butler and a new assistant director will be joining in January.

Goals

- Increase the number of online degrees/certificates. 16 programs are in the development stages.
- Increase the number of individual online course offerings.
- Increase faculty training opportunities for educational technologies and the college's learning management system (LMS).
- Assist faculty in the transition to a new Quiz platform through the learning management system (LMS).
- Continue to expand partnerships with key stakeholders supporting online/blended students.
- Develop more widespread vision for online offerings to expand the online footprint and increase revenue for the institution.

Enrollment/Facts

- Increased online enrollment for fall 2024 by 2,908 credit hours.
- Fall 2023 online enrollment 27,019, Fall 2022 was 29,927 credit hours.

<p>High School Programs Director (El Dorado): Loni Jensen Office Coordinator (El Dorado): Jana Porter Director (Rose Hill): Dr. Evan Graber Office Manager (Rose Hill): Catherine Hoefer Director (Andover): Michael Donovan</p>
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Program mission

High School Programs exists to extend the quality and rigor of the Butler experience to area high schools through Concurrent Enrollment Partnerships and Early College Academy opportunities and to promote Butler as a strong post-secondary option after high school.

Key processes

- Strengthen Academy pathways throughout our service area.
- Interact with high schools to understand the needs and interests of students to communicate relevant opportunities at Butler.
- Interact with community partners to understand how Academy students can participate in job shadow and internship opportunities.
- Develop and maintain course plans appropriate for each Academy Track and degree offered within the Academy.
- Work closely with Academic departments to ensure pathways align with larger institutional goals and best practices.
- Regularly interact, counsel, and direct high school students within the program to ensure student success and completion.

- Conduct student and parent information sessions to provide detail and guidance on enrollment options and processes.
- Provide on-site all elements of the enrollment process.
- Maintain strong relationship with partner high schools to ensure efficiency in the enrollment process and to help ensure student success.
- Coordinate course and program articulation agreements with high schools across the designated service area and state.

Department highlights

- 109 graduates in 2023 with associate degree, and 6 with certificates.
- \$3,100,450 in scholarship offerings for those graduating to attend 4-year colleges or other educational opportunities.
- Successful Counselor Breakfast in Fall of 2024 with many counselors from area high schools in attendance.
- Continuing our CTE programs to one-year senior designed certificates to better meet the needs of our CTE students.
- Began an online Software Development Academy pathway.
- Created and distributed 'To the parents of' letter to be mailed to address of record of all enrolled high school students each semester with resources for parents to support their student.
- Completed a reorganization of all high school programs to facilitate "territory partnerships" rather than ECA and High School Partnership silos. This is structured with the three High School Program Directors serving both Early College and Concurrent students in their respective areas.
- Participated in STEM Discovery Day sharing while in high school enrollment opportunities to access college pathways.
- Participated in Derby Middle School visits to begin connecting area students to possibilities of further education at Butler
- Assisted with coordination of Homeschool to College event for parents of homeschool students to provide information and resources.
- Presented Early College Academy decade stats to partner high schools – total decade stats are as follows: In the last 10 years, 725 Early College Academy students earned their associate degrees while in high school. These students saved more than \$2.5 million by taking courses during high school and have been offered over \$30 million in scholarships at their transfer institutions.

Goals







- Continue to enrich the Early College pathways and increase CTE options for students.
- Strengthen opportunities and services at the Rose Hill campus, adding tutoring and course options for Academy and traditional students.
- Explore job shadow and apprenticeship opportunities for Academy students.
- Continue to seek out ways to increase access for high school students.
- Increase high school dual enrollment.

- Collaborate with other departments on campus to increase high school student matriculation.
- Integrate the developed logo for the high school program to increase visibility and brand awareness.
- Continue collaboration with the High School Strategy team to develop clear pathways to Butler as a post-secondary option.

Enrollment/Facts

- Recruited 135 new Early College Academy students on track to earn associate degrees and 13 enrolled in one year certificate programs.
- Graduated 101 students with an associate degree in 2022 and 6 students completed their certificate.
- Through concurrent enrollment, we serve every high school in Butler County, approving their credentialed faculty to teach or sending a Butler instructor to their high school.
- Over 58% of high school students taking classes at Butler were retained from fall of 2023 to fall of 2024.
- High school enrollment is up at most campus locations and has grown by 11.67% from Fall 23 to the Fall 24 semester.

Credit Hours by Location

Semester FA24				
Location	Credit Hour	Diff From FA23	% Diff From FA23	
⊕ A	1,324.00		72.50	5.79%
⊕ B	3,611.00		469.00	14.93%
⊕ E	340.00		-29.00	-7.86%
⊕ F	793.00		23.00	2.99%
⊕ R	1,426.00		169.00	13.44%
⊕ V	2,629.00		361.00	15.92%
Total	10,123.0		1,057.50	11.67%

A=Andover, B=Butler County HS, E=El Dorado, F= Flint Hills, R= Rose Hill, V= Online

Butler of the Flint Hills (Marion & Council Grove)**Director: Amy Kjellin**

Learning Community Resource Coordinator: Dara Fillmore

Office Coordinator (Council Grove): Michelle Turkovic

Academic Advisor (Council Grove) (PT): Veronica Tischhauser

Academic Advisor (Council Grove) (PT): Janet Hesterman

Program mission

Butler of the Flint Hills partners with students and stakeholders in Marion, Morris, and Chase counties to provide access to course work, student services, and career training in an environment that supports a quality learning experience to support student transition to the workforce or to further their educational goals.

Key processes

- Support Flint Hills designated service area high schools with dual enrollment options.
- Provide well-trained allied health workers for the area facilities.
- Recruit and train adjunct instructors who align with the goals and mission of the college and who have content expertise.
- Engage adjunct faculty in professional development opportunities and resources.
- Extend enrollment services to students in the area.

Department highlights

- Increased access and communication with partner high schools and internal staff through use of technology and on-site office hours.
- Strengthened relationships with 3 local USDs to increase concurrent enrollment.
- Continued to expand hyflex modality offerings in collaboration with other sites.
- Continued collaboration with a local donor to create scholarships for students in need.
- Increase presence and time with students in partner high schools through hosting of office hours in partner high schools.
- Continued exploration of building and equipment efficiencies through conversation with communities and reuse of equipment from main campus.
- Engaged with new Superintendent at Council Grove to continue conversation about support and space in the high school.
- Continued exploration of program and course options for the rural communities including: H+B+U for high school students, short term certificates/certifications and micro credentials.
- Added Business classes at Marion High School.

Goals

- Increase options for students in our service area high schools.
- Leverage IR data to make informed decisions on course offerings to meet community needs.

- Engage USD leadership to determine options for short term credentials offerings and career exploration that benefit both high school students and the community's workforce.
- Partner with CWE to explore non-credit and credit offerings to serve communities more effectively.
- Continue to increase hyflex offerings, creating efficiencies.
- Continue to expand offerings in Allied Health and EMT.
- Expand H+B+U and Excel in CTE offerings for high school students.

Enrollment/Facts

- Increased enrollment to 924 credit hours in fall 2024, an increase of 144 credit hours from fall 2023 (20th day report).
- Continued expansion of course offerings, including new partnerships for EMT and increased interest in Allied Health, including a 92% success rate on allied health licensure and an increase of 32 CNA licensures in AY24.

Butler of McConnell / Butler Service Center

Director: Erika Gestring

Office Manager: April Sanders

Enrollment Assistant (PT): Tiffany Snow

Enrollment Assistant (PT): Kara Bowhay

Registration/Evening Coordinator: Amber Herbel

Program mission

Butler of McConnell exists to support the service men and women, dependents, retirees, veterans, and the surrounding communities in achieving their educational goals.

Key processes

- Support military, retirees, veterans, dependents, and area community members with educational options on McConnell Air Force Base.
- Administer CLEP (College Level Examination Program) and DSST (DANTES Subject Standardized Test) testing on base for all military and military contractors, bringing in revenue for the college.
- Collaborate with McConnell AFB to complete background checks and paperwork for base access for students, faculty, and staff.
- Facilitate placement testing, makeup testing, and enrollment in classes at all Butler campuses, contributing significantly to the tuition, fee, and state aid revenue for the institution.
- Support faculty teaching at McConnell AFB.
- Evaluate military training programs and technical education to provide credit for prior learning.

Department highlights

- Butler will celebrate 50 years of partnership with McConnell Airforce Base in April 2025 – one of the longest partnerships of any institution in the nation.
- Continued generation of significant revenue for the college through enrollment at the Service Center (\$1,066,770.00 in AY24, not including state aid).
- Increased exposure and marketing of course options through base meetings/events.

- Continued use of hyflex instruction to create cost-effective options for students on base, including linking classes to other locations with smaller class sizes.
- Hosted the McConnell AFB Wing Commander and several other staff on campus.

Goals

- Continue to increase enrollment while decreasing the number of cancelled sections on base through use of Hyflex course offerings.
- Increase the number of classrooms that have the hyflex technology.
- Collaborate with McConnell to purchase new technology for classrooms (funded by the military per the MOU).
- Work with new base staff to adjust course offerings based on training needs for the military.
- Launch Early College Academy beginning the Fall 25.
- Continued development of marketing strategy on base, social media, and other events with military exposure.
- Collaborate with Enrollment Management to increase enrollment events at the Service Center.

Enrollment/Facts

- In AY 24, McConnell generated 685 credit hours, with a total headcount of 110 students.

AY 2024	Headcount	Credit Hours
AIR FORCE-Active	15	103
Department of Defense Civilians	1	35
GUARD	3	35
MILITARY FAMILY MEMBER	13	77
MILITARY RETIREES	1	9
MILITARY VETERAN	4	25
NO MILITARY AFFILIATION	67	372
RESERVES	6	29
Grand Total	110	685

- Fall 2024 enrollment was 213 credit hours, down from 318 in 2023. The increased marketing opportunities, establishment of the ECA pathway, and continued conversation with base staff about education needs will be critical as we work to reverse this decline.
- The Service Center continues to serve the greater institutional need for enrollment services, generating over \$1,066,770 in tuition & fee revenue for the institution (not including state aid).
- McConnell exposure and enrollment brings additional revenue through military tuition assistance, bringing in \$34,572 (Air Force tuition assistance) and \$3,296 (Army tuition assistance) in AY24.
- Butler is the only resource for CLEP & DSST testing on base, bringing in \$6,180 in additional revenue in AY24.

Butler of El Dorado Correctional Facility (EDCF)**Director: Aubrey Cornett Graham**

Education Navigator: Abby Underwood

Education Navigator: Sara Plett

Program mission

Butler of EDCF collaborates with the Kansas Department of Corrections (KDOC) to assist residents of the El Dorado Correctional Facility in achieving a college education that contributes to gainful employment and reduced recidivism upon release.

Key processes

- Support residents of EDCF in their educational and career goals through post-secondary course offerings.
- Administer placement testing for post-secondary education.
- Collaborate with KDOC and EDCF to provide access to education, internship opportunities, and successful re-entry.
- Support faculty and staff teaching and administering college services inside EDCF, including compliance with EDCF and KDOC training requirements.

Department highlights

- The U dorm building is fully functioning, serving as the main classroom space for all programs. This is now the primary location for all Butler of EDCF classes.
- Secured \$10,000 in equipment through Perkins grant in AY24.
- Despite losing 50% of the enrollment base due to unexpected and uncontrollable transfers of students, the EDCF team was able to nearly double their headcount from spring to fall 2024.
- Continued work with the VERA institute to reduce barriers for incarcerated students.
- Due to new regulations with the Department of Ed, Butler is working toward Prison Education Program (PEP) designation. Part of this process required approval of all programs by KDOC, which was approved in July.
- Wifi has been installed and is functioning in the U dorm, allowing our first online courses in the fall of 2024. This option increases enrollment as it allows for students who work in private industry to take classes and work full time.
- EDCF held its first graduation since 2019, graduating 4 students from the Construction Technology program.
- Staff are engaging in local networks through the Kansas Deans and Directors, engaging in bi-annual meetings.

Goals

- Expand WIFI to cell houses and protected custody to create access to fully online programs.
- Expand program offerings in the CTE and apprenticeship areas.
- Attain Prison Education Program designation by the Department of Education.

- Increase enrollment and completion.

Enrollment/Facts

- Fall enrollment increase of 27.88% compared to fall 2023 on 20th day. (Fall 23=416 credit hours, fall 24=532 credit hours)
- The Department of Corrections continues to offer scholarships to assist students who do not qualify for Pell and/or whose Pell does not cover the cost of attendance, totaling \$29,225.15 since our program began.
- The financial aid staff have been a tremendous support, assisting students through complications with the financial aid process. In AY24, \$97,015 was disbursed to students in federal aid at EDCF.

BOARD DISCUSSION ITEMS

TOPIC for DISCUSSION

Policy Updates: Educational Advancement Pay (Staff)

REPORT:

The employee handbook contains policies and procedure relating to Educational Advancement Pay for Administrative/Institutional Support and Operational Staff. Professional Employees have Educational Advancement outlined in the current Master Agreement and will not be modified by this policy change.

The policies and procedures for staff have been updated to reflect changes in language to be more concise and relevant in the current employment environment. Additionally, the salary increases for Educational Advancement have been updated to mirror the amount provided to the Professional Employees for their Educational and Professional Advancement activities.

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. Estimated additional annual cost \$6000.00

RECOMMENDED ACTION:

The Administration recommends the Board support the proposed changes to the Educational Advancement Pay policy for Administrative/Institutional Support and operations staff.

RECOMMENDED FUNDING SOURCE:

Operational Budget, (Salaries)

Submitted by: Shelley Stultz, Associate Vice President for Human Resources

Supervisor: Kim Krull, President

Date: November 12, 2024

Educational Advancement Pay

Educational advancement pay results from successful completion of specifically approved professional-development activities. The following criteria will be applied for approval of educational advancement pay:

1. Activities intended for educational advancement pay must be clearly related to stated goals included on the **employee's** Professional Development Plan.
2. Activities provided at the expense of the college cannot be used for educational advancement pay. **This includes classes attended using an employee tuition waiver, webinars or workshops that are offered through a subscription that is paid for by the college, membership in a professional organization where the membership fees are paid by the college, etc.**
3. Equivalency credit is assigned to professional development activity, other than college credit hours. Such activity may include **attending professional conferences**, workshops, seminars, **webinars**, and continuing education activities. **These activities, if approved may not be completed on college time.** Credit hour equivalency will be calculated based upon the formula of fifteen (15) clock hours equals one (1) credit hour. Special projects such as internships, research, program innovation, and educational travel will be considered on an individual basis through agreement of the employee and dean/director-level supervisor.
4. **Educational Advancement increments shall be limited to two (2) per fiscal year.**

Professional Employees

Educational Advancement Pay is in accordance with Article VI – Compensation in the Master Agreement.

Administrative/Institutional Support/Operational Staff

All full time ~~and part time~~ administrative, institutional support and operational staff employees with no degree completed will receive ~~\$400~~ **\$1000** added to their annual salary upon completion of the Associate Degree, **or completion of professional development, certification or licensure specific to their position or role equivalent to 9 credit hours (135 clock hours).** **Part time employees will be awarded a pro-rated pay increase based on position hours.**

After completion of the Associate Degree, full time ~~and part-time~~ administrative, institutional support, and operational staff employees will receive ~~\$400~~ **\$1000** added to their annual salary for each 9 credit hours or **135 clock hours**, ~~prior to completion of a bachelor's degree~~, which have been approved according to the above Educational Advancement Pay guidelines. **Part time employees will be awarded a pro-rated pay increase based on position hours.**

All full time ~~and part time~~ administrative, institutional support and operational staff employees will receive ~~\$650~~ added to their annual salary for each 9 credit hours or equivalent beyond the Bachelor's Degree which have been approved according to the above Educational Advancement Pay guidelines.

Once an employee has submitted the appropriate documentation to receive educational advancement dollars, the annual pay will be adjusted in the following manner:

1. Annual raise is added to salary or hourly rate
2. Educational advancement dollars are applied to salary after raise is given

The following process will be used for requesting educational advancement pay:

1. The employee must complete the Request for Educational Advancement Pay (REAP) form and submit the completed form to ~~his/her~~ **their** dean/director-level supervisor for approval.
2. Approved requests will be forwarded to the Office of Human Resources. ~~will send a copy of the approval to the employee.~~
3. If the request is not approved, the supervisor must return the Request for Educational Advancement Pay (REAP) form, including any documentation related to the request, ~~to the Education Advancement Council (see below for description of council).~~ **to the employee.**
4. ~~The council will consider each forwarded request in accordance with the above criteria then render a decision regarding approval/denial of the request with a copy to the employee and their supervisor. Approved requests will be forwarded to Human Resources~~
5. Documentation of the completion of the approved activity must be in the Office of Human Resources by September 1st in order to authorize adjustments in pay. Acceptable documentation will include transcripts of college courses, proof of attendance (conference agenda, letter from presenter, etc.) at professional conferences, or certificates from conferences and/or training. Copies of any special project agreements must be included as part of this documentation.
6. Employees who believe their request has been wrongly denied may appeal the decision ~~of the Council~~ through established grievance procedures as outlined in Employee Handbook or Master Agreement (for Professional employees).

~~The Educational Advancement Council will be comprised of representatives of all employee groups (faculty, operational staff, institutional support, and administration) and will reflect the major areas of responsibility of the college (instruction, student services, finance, facilities, etc.).~~

- ~~• Vice President for Academics, Chair~~
- ~~• Associate VP or Assistant Director of Human Resources (standing position)~~
- ~~• Director of Faculty Development (standing position)~~
- ~~• Director of Organizational and Staff Development (standing position)~~
- ~~• Officers or selected representatives of BCCCEA (2 faculty minimum, appointed annually by BCCCEA)~~
- ~~• 2 Operational Staff positions (one from office and one from facilities, (appointed annually by Op Staff group)~~
- ~~• Academic Dean — appointed annually by Vice President of Academics Affairs~~
- ~~• Student Services representative — appointed annually by Vice President of Student Services~~

(Revised 10/24; 7/06; Reviewed 9/22)

TOPIC for Discussion **Gramm-Leach Bliley Act (GLBA)**

REPORT:

The Gramm-Leach-Bliley Act (GLBA) is a federal law enacted in 1999 that regulates how financial institutions handle and protect sensitive customer information. Butler Community College, as a financial institution that handles student financial aid and other financial transactions, must comply with GLBA regulations to safeguard student and staff data. Compliance with GLBA is crucial to maintaining the trust of stakeholders, protecting sensitive information, maintaining eligibility for federal financial aid, and avoiding legal and financial repercussions.

Importance of GLBA Compliance for Butler Community College:

1. **Data Security:** GLBA compliance ensures that Butler Community College implements appropriate measures to protect sensitive information, including student financial records, social security numbers, and other personally identifiable information. Compliance helps prevent unauthorized access, data breaches, identity theft, and fraud.
2. **Legal and Regulatory Compliance:** Non-compliance with GLBA can result in severe penalties, legal actions, and reputational damage for Butler Community College. Demonstrating adherence to GLBA regulations through annual compliance assessments helps mitigate these risks and ensures the college stays in good standing with regulatory authorities.
3. **Stakeholder Trust:** Compliance with GLBA instills confidence in students, faculty, staff, and other stakeholders that their personal and financial information is being handled responsibly and securely. Maintaining trust is essential for maintaining enrollment levels, attracting new students, and fostering a positive reputation within the community.
4. **Operational Efficiency:** Implementing GLBA-compliant policies and procedures can improve operational efficiency by streamlining data management practices, reducing the risk of data breaches, and enhancing data governance. Compliance assessments help identify areas for improvement, allowing the college to enhance its data protection practices continually.

Butler Information Services engaged the College's Cyber Security Partner, Tandem Cyber Operations, to perform the annual GLBA assessment. The assessment methodology involved a comprehensive review of the following information about the organization - assets that process sensitive data, technical and administrative controls, policies, and procedures. To ensure compliance with the Gramm-Leach-Bliley Act (GLBA), Tandem reviewed Center for Internet Security (CIS) controls and the Federal Trade Commission's (FTC) GLBA Safeguards.

The results of the control review were used to conduct a risk assessment in accordance with GLBA requirements. Risk profiles are defined as Acceptable, Unacceptable, and Catastrophic. The risk profiles are measured based on the aggregate risk levels of controls

Risk = Max (Mission Impact, Objectives Impact, Obligations Impact) x Likelihood, per control.

This methodology allowed for a thorough evaluation of the college's information security posture and helped to identify any gaps or vulnerabilities in its systems and practices. The full assessment report provides recommendations for addressing identified risks and ensuring ongoing compliance with GLBA regulations.

Regarding GLBA safeguards, 3 of the 15 safeguards were not compliant. Of the 117 technical and administrative controls examined, 13 were not compliant, and 104 were either fully or partially compliant. As a result, Butler's environment is not fully compliant with the GLBA Safeguards. Though the environment is not in complete compliance with the GLBA, many corrections are already in the works, and other findings have a documented plan for action.

Before 2023, Butler Community College lacked a formal process to report the status of any cybersecurity controls to the board. This topic for discussion addresses the reporting process as well as provides a summary overview of the findings.

RECOMMENDED ACTION:

This information is for discussion purposes only

RECOMMENDED FUNDING SOURCE:

N/A

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

Supervisor: Dr. Kim Krull, President

Date: November 12th, 2024

TOPIC for DISCUSSION
Outside Revenue Sources

REPORT:

In discussion of the Strategic Goal, “Drive Institutional Sustainability and Growth” at the September Board meeting, the Board requested the addition of a goal focused on finding ways to create outside revenue sources for the college which could offset the tax burden of the county taxpayers. Further discussion was held at the October Board meeting and it was determined it would be helpful for the Board to understand the outside revenue sources the College currently has beyond student tuition and fees, local tax support and state aid for tiered and non-tiered courses. An initial list of those resources is included below.

RECOMMENDED ACTION:

This information is for discussion purposed only at this time

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Dr. Kimberly Krull
Supervisor: Linda Jolly, Board Chair
Date: November 12, 2024

FY24 Outside Resources		
Grants		
Carl Perkins Vocational	\$246,231	Equipment and faculty professional development
WSU NASA Subaward	\$15,000	
Butler/WSU Education	\$20,000	
Career Pathway	\$8,600	
SC KS Library System	\$10,858	Library resources
Nursing Initiative	\$12,000	Support Nursing faculty and Nursing lab supplies (requires institution match)
KS Dept of Corrections	\$417,123.68	Salaries, equipment, program support
State Technology Equip Funds	\$24,794	Program specific based on grant application
ARISE Grant	\$4,790.23	
Total	\$759,396.90	
Legislative Funding		
Business and Industry	\$1,406,826	
Capital Outlay	\$1,376,395	
Cyber Security	\$250,000	
Deferred Maintenance	\$100,000	
Total	\$3,133,521	
Foundation (funds don't offset operational costs)		
Endowed Scholarships	\$541,977	
Annual Scholarships	\$145,665	
Endowed Program Funds	\$12,137	
Grizzly Backers (Athletics)	\$190,000	Out-of-state scholarships
Capital Projects (varies depending on the project)	\$4,757,759	RICA

BOARD ACTION ITEMS

TOPIC for ACTION
Presidential Search Update

REPORT:

Board Chair Linda Jolly will provide an update on the Presidential Search process.

RECOMMENDED ACTION:

The board will take any action they deem necessary following discussion.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Dr. Kimberly Krull, President

Supervisor: Linda Jolly, Board Chair

Date: October 28, 2024

TOPIC for ACTION
Diesel Technology Program Curricula

REPORT:

Butler Community College currently offers a 65-credit hour Associate of Applied Science (AAS) degree in Diesel Technology. Embedded within the AAS is a 39-credit hour Certificate-B. With the alignment of all Diesel Technology programs across the Kansas Board of Regents System, the Certificate-B is no longer recognized with a Certificate-C now required. This realignment requires Butler to revise its curriculum to now include the required Certificate-C which must have a minimum of 45 credit hours.

Students earning the Diesel Technician Certificate-C can continue if they desire, to earn an Diesel Technology degree which includes the Certificate-C requirements as well as a minimum of 15 credit hours of general education.

Included below is the completed packet of information required to be submitted to the Kansas Board of Regents that documents the revision of Butler's current Diesel Technology Certificate-B to a Certificate C. Also included is the revision to show the Certificate-C embedded within the AAS degree requirements. The revisions to the Certificate-C and AAS include some changes to course names as well as credit hours. The revised AAS degree is a 64 credit hour degree.

The packet submitted to KBOR requires Board meeting minutes documenting support of these revisions. All the courses included in the revisions are currently being taught so no additional funding is required for these revisions.

RECOMMENDED ACTION:

Recommend the Board approve the revised Certificate-C and Diesel Technology AAS degree

RECOMMENDED FUNDING SOURCE:

No additional funding is required.

Submitted by: Dr. Peter Linden, Dean Career and Technical Education

Supervisor: Dr. Barry Robinson, Vice President of Academics

Date: October 31, 2024

Application for Revision of Existing Educational Program

Please respond to the following criteria in narrative form. Attach all required documents (CA-2a) and any additional supporting documents to the application as appendices. Provide complete answers to all criteria.

Criterion I: Rationale for Program Revision

- Provide a detailed rationale for the program change including student and employer demand for the change
- Provide a letter from the Chair or Dean documenting college support and administrative rationale for the revision.

As Butler's program continues to grow, this revision will bring it into alignment with the state. These course and program changes will only serve to benefit both students and employers by providing specific and value-added skill sets needed to be successful in a timely fashion. With state alignment, these new updates will also work to provide and support articulation opportunities with other institutions. The revisions are being submitted as Butler's program is currently not in alignment with Certificate C Standards for Diesel Technology that have been set forth by the Kansas Board of Regents (KBOR)

- **See APPENDIX A** for documentation of college support and administrative rationale.

Criterion II: Curriculum

- Describe in detail how the revised program differs from the current program
- Complete and submit a CA2-a form listing all courses in the current program and courses in the revised program
- List by prefix, number, title, and description of all courses to be required in the new program.

The current Cert-B is not compliant with KBOR standards (KBOR does not recognize a Cert-B for diesel tech), which also presented issues for the AAS. Proposed changes include offering a Certificate-C and the AAS rather than certificate B and AAS. Butler's new AAS meets KBOR standards for the Cert C+15 credit hours of general education courses. The current program does not offer enough credit hours for Advanced Electrical (5 hours) or Advanced Engines (5 hours) to meet the specific alignment standards set forth by KBOR for a Certificate-C in Diesel Technology. The proposed program also adds additional credit hours to meet the 45-credit hour threshold required by KBOR and also offered more credit hours in Advanced Electrical and Advanced Engines to satisfy KBOR's content specific requirements for a Certificate-C in Diesel Technology. Course outlines for core Diesel Technology Courses have also been revised to directly match the title of the common diesel technology courses given by KBOR, the credit hours that each course should be, and the competencies that are required for students to learn. The program will move from a 65-credit hour AAS to a 64 credit hour AAS.

- See APPENDIX B for Ca-2a forms.
- See APPENDIX C for program list.

Criterion III: Admission and Graduation Requirements

- Describe the admission and graduation requirements for the revised program and detail how they differ from the current program

Admission requirements have not changed for the revised program.

Program admission follows Butler Community College procedure on admissions.

- Complete the Application for Admission
- Submit official transcripts from each institution for prior coursework to be used toward a degree program.
- Placement Test Requirements: Degree seeking students and those enrolling in math or English courses must meet placement test requirements (ACT/SAT scores taken within last 3 years, Butler placement test, Accuplacer test, or college transcripts showing completion of course prerequisites)
- Submit proof indicating proper residence classification for tuition costs.

Graduation Requirement

- Minimum 2.0 GPA at Butler Community College
- Attain a grade of C or better in all required courses.

Complete a Butler Community College degree application form

Criterion IV: Facilities

- Describe any changes to current facilities that are necessary due to the program revision
- Describe any new facilities required by the program revision.

There are no changes to current facilities as a result of these program changes.
There are no new facilities required by this program revision.

Criterion V: Resources

- Describe how the funding for the revised program differs from the current program funding
- If existing resources are not adequate to support the revised program, explain the additional resources needed and the source(s) of the funds

There is no difference in the funding of the revised program compared to the current program.

Current resources are adequate to support the revised program, and no additional resources are needed.

Criterion VI: Faculty

- Describe faculty qualifications and/or certifications required to teach in the revised program and explain how they differ from the current program
- Describe plans for additional faculty to support the revised program
- Describe how the revised program impacts the current faculty, i.e. need for training on new equipment, new certifications
- Describe the plan for updating current faculty qualifications if needed

There is no difference in faculty qualifications/certifications required to teach in the revised programs. Butler's current faculty requirements include maintaining adherence to HLC standards.

There are no plans for additional faculty to support the revised program. Butler current has an adjunct position posted for Diesel technology, but that position is needed regardless of these changes.

There is no need for additional training, new equipment, or new certifications as a result of these program revisions.

There is no need to update current faculty qualifications.

Criterion VII: Outside accreditation

- Describe plans for gaining or maintaining outside accreditation including a timeline, cost and funding source.

Outside accreditation through NC3 will not be impacted by these changes.

Criterion VIII: Approvals

- Provide minutes that indicate approval of the revision from the following:
 - Program Advisory Committee – **See APPENDIX D**
 - Curriculum Committee
The Butler Community College Faculty Curriculum Team examines, recommends and approves all courses; it does not examine nor approve degree programs. Approved courses reflected in the attached pathway have been reviewed/approved by the division dean and the Vice President of Academics prior to final review/approval from our Board of Trustees.
 - Governing Board – **See APPENDIX E - PENDING**
(including a list of all Board members and indicate those in attendance at the approval meeting)

The Butler Community College Faculty Curriculum Team examines, recommends and approves all courses; it does not examine nor approve degree programs. Approved courses reflected in the attached pathway have

been reviewed/approved by the division dean and the Vice President of Academics prior to final review/approval from our Board of Trustees.

APPENDIX E includes the Butler Board of Trustees meeting minutes from November 12, 2024 with the motion to approve this program revision highlighted.

Revised Program Request Form

CA2

General Information

Institution submitting proposal	Butler Community College
Name, title, phone, and email of person submitting the application	Dr. Barry Robinson 316.322.3110 brobinson17@butlercc.edu
Current program title	Diesel Technology
Current CIP code	47.0613
Revised program title	No change
Revised suggested CIP code	No change
Standard Occupation Code (SOC) associated to the proposed program CIP (if changing)	No change (49-3031.00)
Degree/Certificate program description	AAS CERTC (previously CERTB)
Number of credits for the revised degree and/or certificate(s)	AAS – 64 credit hours CERTC – 47 credit hours
Proposed date of initiation	Fall 2025
Specialty accrediting agency	N/A
Industry certification	N/A

Signature of College Official: _____

Date _____

Signature of KBOR Official _____

Date _____

APPENDIX A Dean's Letter



To All It May Concern:

Please know this letter provides administrative leadership support for proposed changes to the Diesel Technology Certificate and Associate of Applied Science Degree (AAS) at Butler Community College effective Fall 2025. Butler Community College now offers a 39-credit hr. Certificate-B and a 65-credit hr. AAS degree in Diesel Technology. However, the Kansas Board of Regents (KBOR) does not recognize a Certificate-B for Diesel Technology, instead requiring a minimum of 45 credit hrs. for a Certificate-C. Furthermore, KBOR recognizes an Associate of Applied Science (AAS) degree as having the same requirements as a Certificate-(plus 15 credit hrs. in General Education courses. KBOR also maintains standards regarding content and credit hours for specific courses as applied to a Certificate-C.

The Career & Technical Education (CTE) Division is proposing adjustment to the current Certificate-B making it a Certificate-(meeting KBOR requirements. This involves moving the Certificate from 39 credit hours to 46 credit hours (meeting the KBOR standard of a minimum of 45 credit hours). Additionally, KBOR requires students earn 5 credit hrs. in Diesel Engines 1; 5 credit hrs in Electrical/Electronic Systems; 3 credit hrs in brakes; 3 credit hrs.in Suspension and Steering, 1 credit hr. OSHA-10; 5 credit hrs in Advanced Diesel Engines; 5 credit hrs in Advanced Electrical/Electronic Systems; 5 credit hrs. in Hydraulics; and 5 credit hrs.in Drive Trains. Under the current program students are not receiving enough credit hours in Advanced Diesel Engines or Advanced Electrical/Electronic Systems. Therefore, our proposed changes rectify this situation by allocating more credit hours of instruction to these two areas. Course outlines within Diesel Technology are also being updated to reflect specific competencies set forth by KBOR for common courses within the Diesel Technology Program.

Proposed changes also adjust the Diesel Technology Program's AAS degree from 65 credit hours to 64 credit hours while ensuring students complete all coursework also required of the Certificate-(in addition to 15 credit hours of General Education courses. If further information is presently required, feel free to contact me or Derek Foust, Associate Dean of Career & Technical Education.

Respectfully submitted,

A handwritten signature in blue ink that reads "Peter J. Linden".

Peter J. Linden, Ph.D.

Dean of Career & Technical Education

APPENDIX B

**CA2a Program Revision Application
Program Comparison Chart**

Name of Institution: Butler Community College

List all courses in <u>Current</u> Program below. <i>Note the courses to be changed with an * before the course</i>		List all courses in the Revised Program below. <i>Note the NEW courses with ** before the course</i>	
Current Program Title: Diesel Technology (Certificate B)		Proposed Program Title: Diesel Technology (Certificate C)	
Current Program Courses	Number of Credits	Proposed Program Courses	Number of Credits
DT100 – Diesel Engines	5	DT100 – Diesel Engines 1	5
*DT115 – Electrical 1	3	**DT115 – Electrical/Electronic Systems (title/cr hrs)	5
*DT116 – Electrical 2	2	**DT116 – Adv'd Electrical/Electronic Systems (title/cr hrs)	5
DT117 - Brakes 1	3	DT117 – Brakes 1	3
*DT120 – Engine Performance 1	3	**DT120 – Advanced Diesel Engines (title/cr hrs)	5
*DT200 – Truck and Heavy Equipment Repair	6	**DT200 – Truck and Heavy Equipment Repair (cr hrs)	2
DT201 - Hydraulics	5	DT201 - Hydraulics	5
DT202 – Air and Engine Brakes	2	DT202 – Air and Engine Brakes	2
DT203 – Diesel Drive Trains	5	DT203 – Diesel Drive Trains	5
DT217 – Suspension and Steering 1	3	DT217 – Suspension and Steering 1	3
DT218 – Suspension and Steering 2	1	DT218 – Suspension and Steering 2	1
WE110 – OSHA 10	1	WE110 – OSHA10	1
		**IP193 – Internship 1.2	2
		**IP194 – Internship 2.2	3
Total Credits in Current Program	39	Total Credits in Revised Program	47

APPENDIX B (cont'd)

**CA2a Program Revision Application
Program Comparison Chart**

Name of Institution: Butler Community College

List all courses in <u>Current</u> Program below. <i>Note the courses to be changed with an * before the course</i>		List all courses in the Revised Program below. <i>Note the NEW courses with ** before the course</i>	
Current Program Title: Diesel Technology (AAS)		Proposed Program Title: Diesel Technology (AAS)	
Current Program Courses	Number of Credits	Proposed Program Courses	Number of Credits
*BA104 Computer Applications and Concepts	3	BA112 Personal Finance	3
BA112 Personal Finance	3	DT100 Diesel Engines 1	5
*BA210 Principles of Management	3	**DT115 Electrical/Electronic Systems (title/cr hrs)	5
DT100 Diesel Engines	5	**DT116 Adv'd Electrical/Electronic Systems (title/cr hrs)	5
*DT115 Electrical 1	3	DT117 Brakes 1	3
*DT116 Electrical 2	2	**DT120 Advanced Diesel Engines (title/cr hrs)	5
DT117 Brakes 1	3	DT200 Truck and Heavy Equipment Repair	2
*DT120 Engine Performance 1	3	DT201 Hydraulics	5
DT200 Truck and Heavy Equipment Repair	6	DT202 Air and Engine Brakes	2
DT201 Hydraulics	5	DT203 Diesel Drive Trains	5
DT202 Air and Engine Brakes	2	DT217 Suspension and Steering 1	3
DT203 Diesel Drive Trains	5	DT218 Suspension and Steering 2	1
DT217 Suspension and Steering 1	3	EG101 English Composition 1	3
DT218 Suspension and Steering 2	1	IP193 Internship 1.2	2
EG101 English Composition 1	3	**IP194 Internship 3.1	3
IP193 Internship 1.2	2	IP293 Internship 2.2	2
IP293 Internship 2.2	2	MA114 Technical Mathematics	3
MA114 Technical Mathematics	3	SO105 Sociology	3
*PD121 Navigating Challenges in Business and Industry	1	SP102 Interpersonal Communication	3
SO105 Sociology	3	WE110 OSHA 10	1
SP102 Interpersonal Communication	3		
WE110 OSHA 10	1		
Total Credit Hours:	65	Total Credit Hours:	64

Signature of College Official _____ Date _____
 Signature of KBOR Official _____ Date _____

Submit the completed CA2a application and supporting documents as a PDF included in the CA2 completed application packet.

APPENDIX C Course Descriptions

BA 112. Personal Finance. 3 credit hours. This course will enable the student to understand the principles and practices of money management, consumer credit, savings, investments, taxation, and consumer protection. The learning outcomes and competencies detailed in this course outline meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents. (Transfers as BUS1010).

EG101- English Composition 1 - This course will enable the student to communicate effectively through a variety of writing activities. The student will develop knowledge, skills, and critical thinking ability with regard to writing and reading. The student will recognize the importance of the grammatical and rhetorical structures of language to clear and effective writing. The student will recognize the process of creating documents through regular writing assignments. The learning outcomes and competencies detailed in this outline meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Project for this course, as approved by the Kansas Board of Regents (Transfers as ENG1010).

DT 100. Diesel Engines. 5 credit hours. Prerequisite: DT115 with a C or better. This course will enable the student to gain knowledge and skills necessary to service medium and heavy duty diesel engines. The student will receive instruction on the operating principles, construction, design variations, and applications of the diesel engines. The student will learn to perform a complete disassembly and assembly of the diesel engine, to include the cylinder head, block, and timing gears using the instructions in the engine's manufacturers service manual. The student will learn the proper methods of inspecting, identifying, and naming the components to determine serviceability of the components prior to making a repair. The student will learn to service, repair, and diagnose the cooling and lubricating system of diesel engines. The student will learn the different types of coolants and additives, and how to test for Supplemental Coolant Additives (SCA) to determine if additions or replacement are needed. The student will learn to research vehicle service information with computer and internet based electronic retrieval systems.

DT 115. Electrical/Electronic Systems. 5 credit hours. This course will enable the student to explore the principles of electricity and electrical circuit characteristics. The student will identify basic wiring diagram symbols, components, and legend information, and perform basic electrical circuit measurements utilizing a Digital Volt Ohm Meter (DVOM). The student will diagnose and service battery related complaints. The student will also conduct a diagnosis and repair of charging and starting systems.

DT 116. Advanced Electrical/Electronic Systems. 5 credit hours. Prerequisite: DT 115 with a C or better. This course will enable the student to diagnose and identify different electrical components in various systems of the diesel vehicle/equipment. The student will learn best practices for making repairs to these systems. The student will apply the interactions of electrical components to the engine and other aspects of the vehicle/equipment.

DT 117. Brakes 1. 3 credit hours. Prerequisite: DT 116 with a C or better. This course will enable the student to examine, inspect and repair brakes, bearings and hub assemblies.

DT 120. Advanced Diesel Engines. 5 credit hours. Prerequisite: DT 100 with a C or better. This course will enable the student to identify and correct system integrity problems within the fuel, ignition, and exhaust systems.

DT 200. Truck and Heavy Equipment Repair. 2 credit hours. This course will enable the student to use general and special repair techniques for normal shop operations. The student will utilize power tools and measuring tools to repair engines, power-trains, hydraulic, and electrical problems. The student will learn about repair estimates, shop records, and manufacturers' service publications. The student will study laws regulating hazardous materials and federal motor safety standards.

DT 201. Hydraulics. 5 credit hours. Prerequisite: DT 115 with a C or better. The course will enable the student to learn basic principles of applied hydraulics that reference confined fluids. The student will study system components and functions, multiplication of work force, safety, performance testing, line hookups, and the identification of hydraulic pump characteristics, as related to basic hydraulic systems.

DT 202. Air and Engine Brakes. 2 credit hours. Prerequisite: DT115 with a C or better. This course will enable the student to use knowledge and theory in the operation and repair of braking systems used in agriculture, trucks, and heavy equipment.

DT 203. Diesel Drive Trains. 5 credit hours. Prerequisite: DT 115 with a C or better. This course will enable the student to gain knowledge of diesel drive trains, differentials, diesel torque through clutches, mechanical transmissions, and final drive units. The student will finish with wheels and track applications on diesel powered equipment. The student will disassemble, inspect, and rebuild the drive train.

DT 217. Suspension and Steering 1. 3 credit hours. Prerequisite: DT 203 with a C or better. This course will enable the student to document fundamental suspension and steering system concerns and perform fundamental suspension and steering system repairs. The student will also perform tire and wheel diagnostics and repairs.

DT 218. Suspension and Steering 2. 1 credit hour. Prerequisite: DT 217 with a C or better. This course will enable the student to diagnose and repair complex steering and suspension systems, correct 4-wheel alignment issues, and perform wheel tracking diagnosis and repair.

IP 193. Internship 1.2. 2 credit hours. Prerequisite: A secured internship position related to the program of study prior to the first day of class, or the student should enroll in IP100 Career Readiness to go through the process of obtaining an internship. This course will enable the student to connect classroom learning in a work environment and demonstrate professional conduct in the work setting. The student will create mutually agreed upon objectives for this experience with the workplace supervisor and work a minimum of 100 contact hours. The student will intern for a specific period of time, which may serve as a precursor to professional employment.

IP 194. Internship 1.3. 3 credit hours. Prerequisite: A secured internship position related to the program of study prior to the first day of class, or the student should enroll in IP100 Career Readiness to go through the process of obtaining an internship. This course will enable the student to connect classroom learning in a work environment and demonstrate professional conduct in the work setting. The student will create mutually agreed upon objectives for this experience with the workplace supervisor and work a minimum of 150 contact hours. The student will intern for a specific period of time, which may serve as a precursor to professional employment.

IP 293. Internship 2.2. 2 credit hours. Prerequisites: IP 192, IP 193, or IP 194 with a C or better and the student must secure a suitable internship position in a related field prior to the first day of class. This course will enable the student to gain additional experience in a work environment and apply classroom learning to the workplace. The student will work a minimum of 100 contact hours. The student will intern for a specific period of time, which may serve as a precursor to professional employment.

MA 114. Technical Mathematics 1. 3 credit hours. Prerequisite: Placement score or MA060 (or MA064, MA065, and MA066) with a C or better or diagnostic credit. This course will enable the student to directly apply mathematics to several fields of study. The student will solve practical applications of arithmetic, geometry, ratios and proportions, signed numbers, powers, roots and functions.

SO 105. Sociology. 3 credit hours. This course will enable the student to explore the development, structure, and functioning of human groups and how these groups shape development and way of life. The student will be able to apply the knowledge gained about topics that include culture, socialization, collective behavior, institutions, stratification, inequalities of gender and age, deviance and social change. The learning outcomes and competencies detailed in this outline meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Project for this course, as approved by the Kansas Board of Regents (Transfers as SOC1010).

SP 102. Interpersonal Communication. 3 hours credit. This course will enable the student to: Identify and practice effective interpersonal communication (verbal and nonverbal) techniques. Discuss the role of perception (both of self and others) in interpersonal communication. Identify major barriers to effective listening and how to overcome them. Recognize and practice effective conflict resolution. Recognize thoughts and feelings and be able to express them appropriately. The learning outcomes and competencies detailed in this outline meet, or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Project for this course, as approved by the Kansas Board of Regents (Transfers as COM1020).

WE 110. OSHA 10. 1 credit hour. This course will enable the student to gain critical knowledge regarding OSHA policies, procedures, and standards, including general industry safety and health principles. The student will learn the scope and application of the OSHA General Industry Standards, with special emphasis placed on those areas that are most hazardous, along with recommended abatement techniques.

APPENDIX D
Program Advisory Committee and Minutes



BUTLER COMMUNITY COLLEGE
Diesel Technology
Program Advisory Committee Meeting

AGENDA
Thursday, September 5, 2024
12:30pm – 2:00pm
Butler Community College
El Dorado Diesel Classroom

I. Call to Order

II. Enrollment Update

- a. 14 Students Enrolled currently. 2 High School and 12 college
- b. Only Taking Seniors for HS program moving forward
- c. 4 on waiting list for 2025
- d. How do we keep students engaged for 2025 program? Shop visits?
- e. Butler CC has open position for Adjunct Professor – possible evening classes? Butler CC to send posting
- f. We should investigate North High School – Car Show Jan 18 – Donald Stock

III. Curriculum Update

- a. Reviewed Associates Program and Reviewed Certificates
- b. Committee members discussed the desire to have internships be required in each semester that students are enrolled in the program
- c. Associate Dean of CTE, Derek Foust, explained the importance to the committee members of being in alignment with specific curriculum standards required by KBOR. Diesel Tech agreed that these changes were important and approved moving forward with the proposed curriculum changes
- d. Discussed integrating Internships

IV. Build Your Future – High School Trade Show Oct 30 Discussion

V. Budget and Tooling Update

- a. Derek to provide budget for diesel program and Butler CC to present at all meetings moving forward
- b. Purchased SnapOn Diagnostics Set – NC3 Certification
- c. ATech Electrical Diagnostics Equipment purchased. Provide demo at next meeting
- d. 2 New OTC Engine Stands Needed
- e. Need (5) Heads to integrate into program
- f. Need additional list – Butler CC to get a list of needed tools and let us pursue
- g. Safety Glasses, Lock Out-Tag Out
- h. Are we able to have vendor / fundraising night to benefit the diesel program?

I. Adjourn

APPENDIX E
Board of Trustee Minutes

DRAFT



**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., Tuesday, October 8, 2024 – Dankert Board Room
<https://www.youtube.com/watch?v=iCwKvVJbyvo>**

STAFF ATTENDANCE

Tom Borrego
Trey Burnett
Christina Byram
Zach Cannady
Todd Carter
Kamielle Freeman
Dr. Jenna Gannon
Dr. Julio Guerrero
Matt Jacobs
Dr. Kim Krull
Dr. Peter Linden

Dr. Jessica Ohman
Les Padzensky
Bill Rinkenbaugh
Dr. Barry Robinson
Michaela Serrioz
Kelly Snedden
Dr. Phil Speary
Shelley Stultz
Ireland Turner

BOARD ATTENDANCE

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

GUESTS

CALL TO ORDER

(YouTube @ 1:05)

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

PLEDGE OF ALLEGIANCE

(YouTube @1:10)

The Pledge of Allegiance was said.

APPROVAL OF THE AGENDA

(YouTube @ 1:30)

Trustee Smith moved to add Consent Agenda Items X.E.D Clinical Affiliation Agreement – Morris County Hospital and X.E.E Clinical Affiliation Agreement-Shawnee Mission Medical Center, AdventHealth to Board Action Items IX B and IX C. Trustee Brungardt seconded the motion. On roll call vote, the motion passed 6-0.

Trustee Sherrer moved to approve the amended agenda. Trustee Brungardt seconded. On roll call vote, the motion passed 6-0.

RECOGNITIONS

(YouTube @ 3:57)

Christina Byram was recognized for completing her CIO Executive Education and Certificate Program through Carnegie Mellon University.

Dr. Heather Rinkenbaugh and Dr. Phil Speary were recognized for their commitment in serving as the Co-Interim Vice Presidents of Academics since January 2024.

Trustee Smith was also recognized for his birthday.

PUBLIC COMMENT

(YouTube @ 6:20)

None.

STANDING REPORTS

(YouTube @ 6:30)

Student Government Association –(presented later in the meeting)

Operational Staff – Zach Cannady reported OpStaff has an upcoming meeting on Thursday and will be working on some bylaw changes. OpStaff will be starting to sell Midwest Mixes beginning at IDD on the 15th.

Professional Employees – Kamielle Freeman reported on and invited the Trustees to the 3rd Annual Oktoberfest Celebration sponsored by BCCEA and KNEA. It is held to celebrate the half-way point in the semester and to show appreciation for the faculty, advisors and counselors for their hard work. annual fall meeting.

Board Finance Committee – The Finance Committee didn't meet this month.

Foundation Board Report – Trustee Rhodes noted the Foundation Board will meet next month after the Board's November Regular meeting so he will have a report in December.

Educational Facilities Authority Report – Trustee Sherrer reported the EFABC meeting for Wednesday morning has been cancelled.

President's Report – President Krull noted McConnell Command will be on campus tomorrow for a visit. Col. Corey Damon, Wing Commander, Command Chief Master Sergeant Markiesha Crawford, Mission Support Group Commander Col Johari Hemphill and Mission Support Group Chief Master Sergeant Dean Garrison, Jr will be on campus for a tour and visit. Butler and McConnell will celebrate a 5-year partnership next April. Information was provided on the fall disbursement of KS Promise Scholarship funds, Foundation Scholarships and the first disbursement of federal financial aid dollars to students. Total disbursement of financial support to students to date for the fall is just under \$10.4 M. Since 2015, the Foundation alone has distributed \$7.9 M in scholarships to about 8000 students and last year alone distributed \$807,000 in scholarships. Dr. Krull reported the vocal music concert is this week. Trustee Smith noted KBOR enrollment numbers for the system compared to Butler's individual enrollment numbers for the 20th day. Dr. Krull

and Dr. Ohman noted some of the changes which have been made over the past couple of years to impact enrollment and how they are coming together to positively impact enrollment now.

MONITORING REPORTS

(YouTube @ 19:23)

Tom Borrego, Vice President of Advancement presented the Foundation Monitoring Report and answered questions. Trustee Smith noted his concern about the college's support for a portion of the Foundation staff salaries. Tom noted the Foundation has a lot of dual roles in their work which was included in the Board Book in the monitoring report.

Todd Carter, Athletic Director, Michaela Serrioz, Associate AD and Trey Burnett, Sports Information Director were present to answer questions on the Athletic Department Monitoring Report. They shared a national television video interview with Sherrone Moore, University of Michigan Head Coach who credited Butler for his professional "start."

BOARD STRATEGIC DISCUSSION

- A. Presidential Search Update (YouTube @ 27:25) – Chair Jolly noted that later in the meeting the Board will discuss solidifying the spring search timeline and discuss the engagement of a different search firm. She indicated the number of applicants was good but the Board stepped back due to concerns that everyone had not been given an even chance for consideration. The next search process will begin the first part of January with an expected announcement of the new president by May 31, 2025.

- B. Strategic Plan (YouTube @ 29:28) – Dr. Krull introduced Dr. Jenna Gannon as the Interim AVP of IR. Updates were discussed related to the Board's request in August for two additional indicators to be added to the goal "Drive Institutional Sustainability and Growth." The added priorities were "Develop other sources of revenue to the College to offset the tax burden of Butler County taxpayers" and "Begin to develop a multi-year revenue and expenditure plan focused on sustainability." Dr. Krull shared discussion from the VPs surrounding the first steps of performance indicators for these two new priorities. The Board agreed it would be helpful to have a compiled list of the current outside sources of revenue. The Board also agreed it would be helpful to have examples of existing multi-year revenue and expenditure plans from other colleges to begin to build a plan for Butler.

- C. Quarterly KORA Report (YouTube @ 45:34) – there were no questions on the KORA report.

BOARD ACTION ITEMS

- A. Policy Updates" Probation, Suspension and Termination for Cause; Progressive Disciplinary Procedures (YouTube @ 45:45) – Shelley noted that language updates had been discussed at the August Board meeting. The language changes were included for Board approval. Trustee Sherrer moved and Trustee Smith seconded the motion to accept the proposed changes to the Probation, Suspension, and Termination for Cause and Progressive Disciplinary Procedures. On a roll call vote, the motion passes 6-0.

- B. Clinical Affiliation Agreement – Morris County Hospital (YouTube @ 48:50) - Trustee Smith questioned if there were costs associated with the agreement. Trustee Smith moved to approve the agreement. Trustee Rhodes seconded the motion. On a roll call vote, the motion passed 6-0.
- C. Clinical Affiliation Agreement – Shawnee Mission Medical Center, AdventHealth (YouTube @ 50:40) Trustee Smith had similar questions regarding this agreement and was concerned about the additional distance to travel and cost associated with it. Dr. Krull indicated she would get additional information from Associate Dean Janet Schueller to answer questions and concerns. Trustee Sherrer moved to approve the Clinical Affiliation Agreement with Shawnee Mission Medical Center and AdventHealth to provide precepted clinical practicum experiences for students. Trustee Huslig seconded the motion. On a roll call vote the motion passed 5-1 with Trustee Smith voting naye.

CONSENT AGENDA

(YouTube @ 1:02:01)

Trustee Smith moved to approve the consent agenda as amended. Trustee Sherrer seconded the motion. The motion passed 6-0. Consent agenda items included:

- Regular Meeting Minutes of September 10, 2024
- Special Meeting Minutes of September 23, 2024
- Bills and Warrants
- Culinary Arts Linens
- Newton CEP
- Marion Lease
- EMS Field Internship Agreement – Butler County
- EMT MOU – Marion County

SUPPLEMENTAL INFORMATION

(YouTube @ 1:02:27)

Key Performance Indicators Update – There were no updates this month but the KPIs were noted.

Statement of Revenue & Expenditures – the corrected copy of the Statement of Revenues and Expenditures was handed out and emailed to Trustees

Thank You Notes – Dr. Krull noted the thank yous and specifically one from Ronald McDonald House to the Culinary Arts program for providing a meal for the residents.

Board Calendars – Dr. Krull noted updates to the Board Calendar.

Student Government Update (YouTube @ 1:04:19) – Preston Sheets, VP of SGA provided an update on the SGA Events. They held a paint war, tie-dyed water balloon fight, a Pink Out Night at a recent volleyball game and have been restocking the food pantry. Some of the Trustees asked about donations to the food pantries.

EXECUTIVE SESSION:

(YouTube @ 1:03:19)

Trustee Sherrer moved that the Board recess into executive session to discuss non-elected personnel pursuant to the open meetings exception for said matters and that the Board, Shelley Stultz and Dr. Kim Krull 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 6-0 vote.

ENTER EXEC SESSION @ 5:48pm

RETURN TO OPEN SESSION @ 6:22pm

(YouTube @ 1:55:36) - Trustee Sherrer moved that the Board accept the Pauly Group for help with the Executive search contingent on Ray Connell's review and subject to possibly different costs. Trustee Smith seconded the motion. On a roll call vote, the motion passed 6-0.

ADJOURNMENT

(YouTube @ 1:56:13)

Trustee Smith moved to adjourn the meeting. Trustee Sherrer seconded. On roll call vote, the motion to adjourn the meeting passed 6-0. The regular meeting of the Butler Community College Board of Trustees was adjourned at 6:26 pm.

Mary Martha Good – Secretary/Treasurer

BILLS AND WARRANTS

TOPIC for ACTION
October 2024 Bills and Warrants

REPORT:

Bills and Warrants for October 2024 - \$4,479,318.31 (includes Expenditure Approval List - \$1,555,037.63 and Payroll – \$2,924,280.68).

RECOMMENDED ACTION:

Approval of October 2024 bills and warrants.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Sariah Wilson, Assistant Director – Accounts Payable

Supervisor: Yolanda Hackler, Director - Accounts Payable

Date: November 1, 2024

RESOLUTIONS

None

BIDS AND PURCHASES

TOPIC for ACTION
Noelle Simulator

REPORT

The nursing department needs to update our high-fidelity maternal/newborn simulator due to the advanced technology associated with this simulator to allow for more creative, interactive and engaging instruction that helps students to “buy-in” to the simulation experience. The proposed simulator will allow for an immersive simulation learning experience and will be used multiple times throughout the program, whenever a high-fidelity simulator is needed. The simulator allows for hands-on learning, in a safe environment, and provides the opportunity for students to solidify their knowledge and skills related to caring for the mother/newborn patient.

Maternal/newborn nursing care is a highly specialized area of expertise and clinical experiences for students can be limited within the metropolitan area. Clinical spots within the major hospitals are limited, partially due to the number of area nursing programs who are also seeking clinical experiences for their students and partially due to limited clinical placements within our clinical sites. This presents multiple challenges and a limited ability to send the number of students needed to on-site clinical experiences, which in-turn limits our ability to meet the desired learning needs of the student. The nursing department relies on creative strategies to meet student’s learning needs related to maternal/newborn nursing care, and simulation is the best evidenced based avenue for meeting students needs without being in the actual clinical setting.

The benefits of quality simulation experiences for nursing students has been heavily researched and provides many benefits, such as providing a safe space for learning with vulnerable populations like intrapartum, postpartum and newborn patients. Simulation experiences allow faculty to create a standardized experience for all students and allows faculty to monitor each students strengths and opportunities for improvement with a tailored approach. Simulation is also used to fill in gaps of knowledge such as with health conditions that are seen infrequently but have a high degree of risk for both patient and healthcare personnel such as postpartum hemorrhages in specific cultures.

Use of this updated simulator would enable us to meet the needs of students by providing them with quality maternal/newborn, high-fidelity simulation experiences with its advanced design and abilities.

RECOMMENDED ACTION:

Board approval to purchase the Noelle Simulator for a cost of 37,999.50.

RECOMMENDED FUNDING SOURCE:

Carl Perkins Grant funding.

Submitted by: Janet Schueller MSN, RN CNE, Associate Dean - Health, Education & Public Services

Supervisor: Dr. Julio Guerrero, Dean Health, Education, & Public Services

Date: October 22, 2024



14700 SW 136th Street
 Miami FL 33196
 T: 305-971-3790 | F: 305-252-0755

Quotation

Quote Number: 119720
Quote Date: 09/18/24

Page: 1 of 2

Quoted To:
 Butler Community College - El Dorado
 901 S Haverhill Rd
 El Dorado KS 67042-3225
 USA

Ship To:
 Butler Community College - El Dorado
 901 S Haverhill Rd
 El Dorado KS 67042-3225
 USA

Contact:
 Katelyn A. Sherman Voge
 (316) 322-3237
 kshermanvoge@butlercc.edu

Customer ID	Good Through	Shipping Method	Sales Representative
C104702	10/18/24	UPS Ground	David Sommerkamp

Qty.	Item	Description	Unit Price	Amount
1	S574.100.PK.D	<p>NOELLE® S574.100 dark skin tone labor and delivery patient simulator package Includes: NOELLE® S574.100 dark skin tone simulator, Tablet PC preloaded with UNI® control software, Labor and Delivery Simulated Learning Experiences™ guidebook, preprogrammed SLE library with 10 scenario-based simulations, Bedside patient monitor preloaded with Gaumard Vitals (Touchscreen "All-in-one" PC), RF communications module, Headset for streaming audio, Cephalic delivery birthing neonate, Breech delivery birthing neonate, 4 abdominal covers (Palpation, Contraction, C-Section, Postpartum), Battery charger, Accessories, User guide, One-year limited warranty</p> <p>Options available only at initial time of purchase: Extended Gaumard Vitals monitor, ECG snap option, Care In Motion™ Go integrated video-assisted debriefing system</p> <p>Accessories available for purchase: Gaumard Vitals™ mobile patient monitor, Non-pregnant abdominal cover, LungSim™ In-Hospital System, LungSim™ Mobile System, Care in Motion™ Mobile standalone video-assisted debriefing system</p>	37,152.50	37,152.50

Prices and taxes are subject to change without notice.
 To gather information about the products quote we invite you to visit our website: <http://www.gaumard.com>
 If you should have any questions, please feel free to contact your sales representative David Sommerkamp at davids@gaumard.com
 This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity and/or national origin, or for inquiring about, discussing, or disclosing information about compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race color religion sex sexual orientation gender identity national origin protected veteran status or disability



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Ship To:

Butler Community College - El Dorado
 901 S Haverhill Rd
 El Dorado KS 67042-3225
 USA

Contact:

Katelyn A. Sherman Voge
 (316) 322-3237
 kshermanvoge@butlercc.edu

Qty.	Item	Description	Unit Price	Amount
		All Quotes are subject to credit approval		
		Customer must supply Sales Tax Exempt Certificate and W-9 with Purchase Order, if applicable		
		If your shipping address differs from that of your billing address, please include the information with your order.		
			Subtotal	37,152.50
			Est. Freight & Handling	847.00
			Est. Sales Tax	0.00
			Total US\$	37,999.50

Estimated shipping date: Approximately 12 to 15 weeks after receipt of order.

Shipment Via: UPS Ground

Gaumard Scientific is the sole source for this tetherless simulator(s).

For credit approval, please submit completed customer forms to GaumardCR@gaumard.com. Customer forms may be obtained by emailing a request to QuoteEmailGroup@gaumard.com.

Prices and taxes are subject to change without notice.
 To gather information about the products quote we invite you to visit our website: <http://www.gaumard.com>
 If you should have any questions, please feel free to contact your sales representative David Sommerkamp at davids@gaumard.com
 This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity and/or national origin, or for inquiring about, discussing, or disclosing information about compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

TOPIC for ACTION
Butler Nursing - Winfield Simulation Center

REPORT:

Butler Community College’s Nursing Program is requesting support to work collaboratively with William Newton Hospital, Southwestern College, and Cowley Community College in creating a shared simulation space at William Newton Hospital near the satellite campus in Winfield, KS.

Collaboration between academics and industry partners provides deeper and richer learning experiences for students while building relationships that will benefit students and the community. The possibility of having a simulation center that is used collaboratively by multiple entities within the hospital setting provides many advantages, including the opportunity to save money and serve a broader community. This type of partnership allows healthcare programs and the hospital to minimize, or share, costs associated with providing evidence-based simulation experiences to students and staff, which are designed to improve the individual’s clinical performance. The MOU reflects each partnering entity’s contribution to the project based on each’s intended use of the simulation center.

Approval of a local simulation center within William Newton Hospital will also allow Butler’s Nursing program to demonstrate it is providing commensurate services at the Winfield satellite campus, an ACEN accreditation requirement, rather than requiring students to travel to El Dorado campus for these clinical experiences.

The MOU which is included, has been previously reviewed by each partner as well as Butler’s legal counsel. Exhibit A shows the space within William Newton Hospital which will be renovated to create the shared Simulation Center.

Collaborating partner costs are shown below and additional details regarding monetary contributions can be found in Exhibit B.

Collaborating Partner	Monetary commitment
Butler CC	\$112,699.00* \$5,600 (software annual fee and consumable supplies)
Southwestern College	\$220,958.00
William Newton Hospital	\$64,396.00 annually
Cowley College	Approx. \$90,059*

(*) monetary amounts have already been spent by various grant funding sources and operational budgets.

RECOMMENDED ACTION:

Board approval of MOU between Butler’s Nursing Program, Southwestern College’s Nursing Program, Cowley Community College, and William Newton Hospital to collaboratively build out space within William Newton Hospital for a shared Simulation Center in Winfield, KS.

RECOMMENDED FUNDING SOURCE:

Nursing department budget will cover the annual operating costs of \$5,600.

Submitted by: Janet Schueller, Associate Dean of Nursing and Allied Health
Supervisor: Dr. Julio Guerrero, Dean Health, Education, & Public Services
Date: October 28, 2024

SIMULATION LAB AT WILLIAM NEWTON HOSPITAL MEMORANDUM OF UNDERSTANDING

This agreement is made and entered into this ____ day of _____, 2024 ("Effective Date"), by and between William Newton Hospital ("WNH"), Butler Community College ("BCC"), Cowley Community College ("CCC") and Southwestern College ("SC").

WHEREAS students and clinicians would greatly benefit from the opportunity to train on clinical simulators; and

WHEREAS clinical simulator training affords students and clinicians a safe education environment; and

WHEREAS clinical simulators are costly to purchase and maintain; and

WHEREAS, by entering into this Agreement to combine resources to purchase the simulators and to share in the cost and expense, the parties can obtain the benefits of clinical simulator training for the region in a fiscally responsible manner.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

ARTICLE I

RESPONSIBILITIES OF WNH

1.01 Space. WNH shall provide the space where the simulators, equipment, and supplies set forth in this Agreement will be used. The space, as defined, is in the Winfield Healthcare Center basement (Exhibit A: floor plan). Any changes to the defined space as required by WNH shall be made after consulting with BCC, CC, and SC, and after a suitable replacement site for the Sim Lab is found in a setting that provides similar space requirements and is agreeable to all parties named in the agreement.

WNH shall be solely responsible for maintaining the space, including housekeeping and security services.

1.02 Curricula and Faculty. WNH shall be solely responsible for determining their curricula and faculty and training for WNH staff under this Agreement.

ARTICLE II

RESPONSIBILITIES OF BCC

2.01 Simulators. BCC shall provide two (2) simulators. The simulators shall be as described in Exhibit B, which is attached to and hereby made a part of this Agreement. BCC may affix evidence of its ownership to any simulator provided solely by it under this Agreement. Until such time as the parties mutually agree to replace a simulator or simulators as set forth in Article III of this Agreement, BCC shall be solely responsible for the maintenance of the two simulators provided by it and for replacement of any of its component parts.

2.02 Ownership. All furniture, furnishing, equipment, supplies, mannequins, 15 VALT software licenses, purchased scenario products, technology and electronic and hard-bound library materials that are BCC'S or have been paid for by BCC will remain the sole property of BCC, will be insured BCC, and will be supported by BCC.

SIMULATION LAB AT WILLIAM NEWTON HOSPITAL MEMORANDUM OF UNDERSTANDING

2.03 The cost of VALT licenses will be paid annually by BCC and will be considered an in-kind provision from BCC.

2.04 Curricula and Faculty. BCC shall be solely responsible for determining their curricula and faculty and training of BCC faculty and its students under this Agreement.

ARTICLE III

RESPONSIBILITIES OF CCC

3.01 Simulators. CCC shall provide one (1) simulator. The simulator shall be as described in Exhibit B, which is attached to and hereby made a part of this Agreement. CCC may affix evidence of its ownership to any simulator provided solely by it under this Agreement. Until such time as the parties mutually agree to replace a simulator or simulators as set forth in Article III of this Agreement, CCC shall be solely responsible for the maintenance of the one simulator provided by it and for replacement of any of its component parts, except as set forth in Section 3.04 of this Agreement.

3.02 Ownership. All furniture, furnishing, equipment, supplies, mannequin with software, purchased scenario products, technology and electronic and hard-bound library materials that are CCC'S or have been paid for by CCC will remain the sole property of CCC, will be insured by CCC, and will be supported by CCC.

3.03 Curricula and Faculty. CCC shall be solely responsible for determining their curricula and faculty and training of CCC faculty and its students under this Agreement.

ARTICLE IV

RESPONSIBILITIES OF SC

4.01 Architectural Plans. SC shall compensate Agora Architects to develop plans and agrees to pay for cost of renovation for the space identified in section 1.01 of this agreement. Plans shall be reviewed and approved in consultation with WNH, BCC and CCC.

4.02 Technology. SC will establish and pay for high-speed internet access for the Sim Lab, provide appropriate support to ensure continuous access, and troubleshoot basic connectivity. SC provided technology and associated costs are described in Exhibit B.

1); Authentication Requirements: Southwestern College agrees to provide a wildcard certificate and access for Single Sign-On (SSO) integration to facilitate the secure authentication of users within the system. 2). Network Infrastructure: At the outset, there will be no immediate requirement for a VPN tunnel. In the event a VPN tunnel is necessary, SC will manage the implementation of a VPN tunnel to maintain secure and uninterrupted connectivity. 3). Support and Coordination: Southwestern College has coordinated with IVS to ensure that the network infrastructure can support the live video streaming requirements of the project. This measure is to prevent any potential delays or disruptions in service.

SIMULATION LAB AT WILLIAM NEWTON HOSPITAL MEMORANDUM OF UNDERSTANDING

4.03 Ownership. All furniture, furnishing, equipment, supplies, mannequins, purchased scenario products, technology and electronic and hard-bound library materials that are SC'S or have been paid for by SC will remain the property of SC, be insured by SC, and will be supported by SC.

4.04. Curricula and Faculty. SC shall be solely responsible for determining their curricula and faculty and training of SC faculty and its students under this Agreement.

ARTICLE V

MUTUAL RIGHTS AND RESPONSIBILITIES

5.01 Space Renovation. The cost of any renovation to the space provided by WNH as determined in section 1.01 of this agreement will be outlined in a separate agreement. Any renovation shall be approved by all parties as outlined in section 4.01 and will follow all required municipal codes. Philanthropic avenues will be explored. As noted in section 1.01, the cost of initial renovation as designated in Exhibit A is the responsibility of SC.

5.02 Simulators. The parties shall periodically engage in discussion as to the appropriate number and type of simulators needed under this Agreement for training of its respective students. By mutual agreement, the parties may increase or decrease the number of simulators used under this Agreement. If the number of simulators is increased, the parties shall, by mutual agreement, determine the appropriate number of simulators, the model, make, or type, and ownership. Simulators will be owned by individual parties and not mutually owned.

5.03 Equipment and Supplies. Each entity will be responsible for their own equipment and non-consumable supplies. Consumables will be purchased annually on a rotating basis.

5.04 Scheduling. The parties shall mutually agree to a written schedule as to when the space, simulators, equipment, and supplies may be used by its faculty, staff, and students under this Agreement. Each party and its faculty, staff, and students may use the space, simulators, equipment, and supplies provided under this Agreement when scheduled to do so.

5.05 Damage to Simulators, Equipment or Supplies. If any party or its employees, students, or agents willfully or negligently cause damage to any simulators, equipment, or supplies provided under this Agreement, such party shall be liable for the cost of repair or replacement of the damaged simulator, equipment, or supplies. In the event it is not possible to determine the identity of the person or persons who willfully or negligently damaged such property, the cost of repair or replacement shall be divided equally between all parties. This Section shall not apply to the repair or replacement of any property which is necessitated through normal use and ordinary wear and tear.

5.06 Purchased Scenario Products. Purchased scenario products should be coordinated through the SC IT department to ensure the product meets compatibility and cyber-security requirements.

5.07. Insurance. Each party shall be responsible for the cost of insuring any simulators, equipment, or supplies solely provided by it under this Agreement. For supplies purchased jointly the cost of insurance is in the proportion of their ownership in such supplies.

ARTICLE VI

SIMULATION LAB AT WILLIAM NEWTON HOSPITAL MEMORANDUM OF UNDERSTANDING

TERM AND TERMINATION

6.01 Term. This Agreement shall commence on the Effective Date and shall have an initial term of one year from its Effective Date and shall thereafter renew automatically for one (1) year terms unless terminated as otherwise set forth in this Agreement.

6.02 Termination Without Cause. This Agreement may be terminated by any party, at any time and for any reason, by giving at least one hundred eighty (180) days' written notice of its intent to terminate to the other party.

6.03 Termination for Cause. This Agreement may be terminated by any party upon thirty (30) days' prior written notice that the other party is failing to meet any of the material terms and conditions of this Agreement. If the party receiving notice has not cured the failure or has not initiated substantial efforts to cure the failure within the thirty-day period, to the satisfaction of the party giving notice, the party not in breach may give immediate written notice of termination of the Agreement.

6.04 Further Cause for Termination. This Agreement may also be terminated by any party upon not less than ten (10) days' prior written notice to the other party specifying the date on which termination will become effective, in the event of any action or threatened action by local, state, or federal governmental or accrediting bodies, or any opinion by legal counsel to the effect that any provision of state or federal law or regulation creates a serious risk of assessment, sanction, penalty, or other significant consequence to the party giving such notice based on the terms of this Agreement.

6.05 Termination and Current Students. Notwithstanding the termination of this Agreement, each party and its faculty, staff, and students shall be allowed to use the space, simulators, equipment, and supplies provided under this Agreement until the end of the then current semester or term (whichever is the case), in which termination of this Agreement becomes effective.

6.06 Termination and Simulators, Equipment, and Supplies. At the end of the current semester or term (whichever is the case) after this Agreement is terminated, BCC, CCC and SC shall remove from WNH space all simulators, equipment, and supplies solely owned by it. The parties shall mutually determine a specific date upon which the simulators, equipment, and supplies will be removed, and WNH shall work in good faith with BCC, CCC and SC to remove obstacles to an orderly removal.

ARTICLE VII

INDEPENDENT CONTRACTOR

7.01 Independent Contractor. The relationship between the parties is limited to a contractual working relationship on the specific terms, and within the scope set forth in this Agreement. The parties hereunder are independent contractors and are not, by virtue of this Agreement or otherwise, made agents, employees, or joint venturers of each other.

ARTICLE VIII

RESPONSIBILITY FOR ACTS

8.01 Each party agrees to accept and shall be responsible for any and all claims, demands, suits (including legal expenses thereof if permitted under Kansas law), judgments, or awards arising out of the alleged malpractice, neglect, breach of contract, or other act of such party or any of such party's faculty,

SIMULATION LAB AT WILLIAM NEWTON HOSPITAL MEMORANDUM OF UNDERSTANDING

staff, or students relating in any way to the performance or omission of any act or responsibility of such party under this Agreement.

ARTICLE IX

INSURANCE

9.01 Insurance. Each party shall maintain and keep in full force and effect, at its sole cost and expense, general liability and professional liability insurance with respect to its own operations hereunder, in reasonable amounts, which may include a program of self-insurance, and which shall be no less than \$1 million per claim and \$3 million annual aggregate. Upon request, each party shall furnish the other with proof of such insurance.

ARTICLE X

NOTICE

10.01 Notice. Any notice, demand, or communication required, permitted, or desired to be given hereunder shall be deemed effectively given when personally delivered or three (3) days after mailed by prepaid certified mail, return receipt requested, addressed as follows:

WNH:

ATTN: Chief Executive Officer

William Newton Hospital

#####

#####

BCC:

ATTN: President

Butler Community College

#####

#####

CCC:

ATTN: President

Cowley Community College

#####

#####

SC

ATTN: President

Southwestern College

#####

#####

or to such other address, and to the attention of such other person(s) or officer(s) as either party may designate by written notice.

SIMULATION LAB AT WILLIAM NEWTON HOSPITAL MEMORANDUM OF UNDERSTANDING

ARTICLE XI

MISCELLANEOUS PROVISIONS

11.01. Identification of Parties for Promotional Purposes. Publicity and Promotion. Each party may use another party's name in public statements or literature for the purpose of identifying the working relationship between the parties, but shall not otherwise use the other party's name, logos, or identity in any advertising or marketing materials without the other party's consent.

11.02 Access to Records. If and to the extent required by Section 1395(v)(1)(I) of Title 42 of the United States Code, until the expiration of four years after the termination of this Agreement, Any party of this agreement shall make available, upon written request, to the Secretary of the United States Department of Health and Human Services or the Comptroller General of the United States, or any of its duly authorized representatives, a copy of this Agreement and such books, documents, and records as are necessary to certify the nature and extent of the costs of the services provided under this Agreement.

11.03 Severability. In the event one or more of the provisions contained in this Agreement are declared invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions shall not in any way be impaired thereby unless the effect of such invalidity is to substantially impair or undermine another party's rights and benefits hereunder.

11.04 Assignment. This Agreement is personal to the parties and may not be assigned or transferred, nor may any of the duties and responsibilities of any party be assigned or transferred.

11.05 Waiver. The failure of any party to insist in any one or more instances upon performance of any terms or conditions of this Agreement shall not be construed as a waiver of future performance of any such term, covenant, or condition, but the obligations of such party with respect thereto shall continue in full force and effect.

11.06 Recitals. The recitals are intended to describe the intent of the parties and the circumstances under which this Agreement is executed and shall be considered in the interpretation of this Agreement.

11.07 Amendment. This Agreement may be amended only by written agreement of the parties.

11.08 Applicable Law. This Agreement shall be interpreted according to the law of the State of Kansas.

11.09 Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and subsumes and incorporates all prior written and oral statements and understandings. This Agreement shall be binding on and inure to the benefit of each party and its respective successors and permitted assigns.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the day(s) written below.

Chief Executive Officer, William Newton Hospital Date

President, Butler Community College Date

SIMULATION LAB AT WILLIAM NEWTON HOSPITAL MEMORANDUM OF UNDERSTANDING

President, Cowley Community College

Date

President, Southwestern College

Date

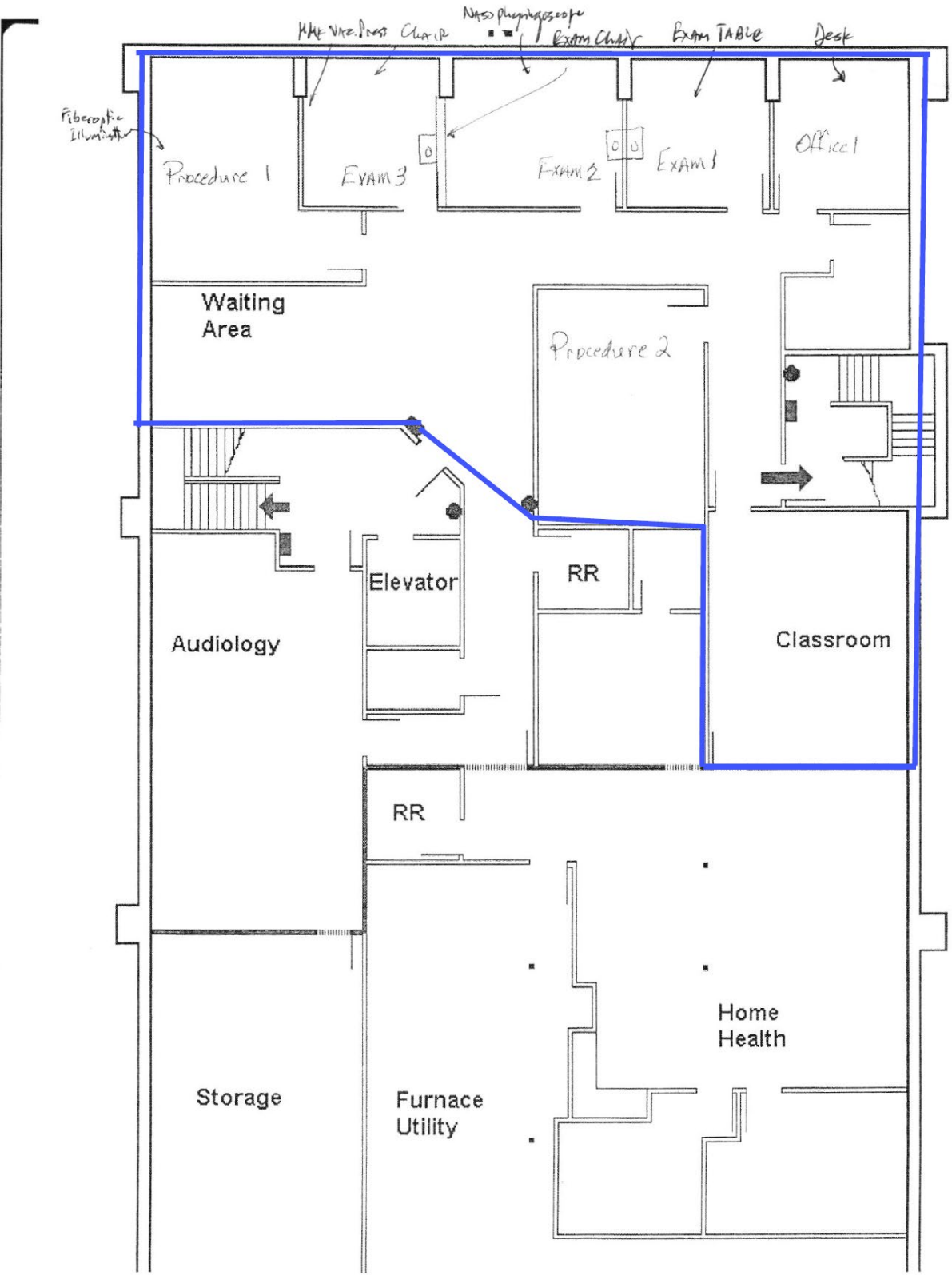




Exhibit B

Simulation lab (Southwestern)

\$166,833.00

<input type="checkbox"/>	Basic Room setup (3) Headwall, Bed Side Table, Over the bed tables	\$7,000
<input type="checkbox"/>	Defibrillator	\$5,100
<input type="checkbox"/>	Vital Signs Patient Monitor (temp, BP, SpO2, stand) (2)	\$4,000
<input type="checkbox"/>	Beds (3) OB/MedSurg/ICU	\$10,000
<input type="checkbox"/>	Medication Cart/Bar Code	\$37,500
<input type="checkbox"/>	Shipping and misc	\$3,000
<input type="checkbox"/>	Supplies	\$2,000
<input type="checkbox"/>	Architectural/Engineering	\$18,908
<input type="checkbox"/>	Construction Estimate	\$67,225
<input type="checkbox"/>	Misc 10% Construction	\$12,100

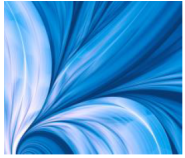


Exhibit B

Simulation Lab Technology (Southwestern)

\$72,705.72

<input checked="" type="checkbox"/>	Control and Lab room Audio/visual equipment	\$53,000
<input type="checkbox"/>	Computers (8)	\$10,000
<input type="checkbox"/>	Surface Thunderbolt 4 Docks (3) @ \$217.99	\$653.97
<input type="checkbox"/>	Adjustable Monitor Mount (12) @ \$79.99	\$959.88
<input type="checkbox"/>	8GB RAM Modules (3) @ \$20.54	\$61.62
<input type="checkbox"/>	1TB SSDs (3) @ \$62.80	\$188.40
<input type="checkbox"/>	Dual VESA PC Mounts (3) @ \$39.98	\$119.94
<input type="checkbox"/>	27" Monitors (6) @ \$289.99	\$1739.94
<input type="checkbox"/>	34" Monitors (3) @ \$319.99	\$959.97
<input type="checkbox"/>	Wave Aps (2) @ \$499.00	\$998.00
<input type="checkbox"/>	Wave Long-Range (2) @ \$379.00	\$758.00
<input type="checkbox"/>	Wave Nano (3) @ \$279.00	\$837.00
<input type="checkbox"/>	UISP Dual-Power Injector (1) @ \$79.00	\$79.00
	NanoBeam Internet Connectivity @ \$3,300.00	\$3,300.00



Exhibit B

Simulation lab (Butler) \$118,199.00 (\$112,599 previously purchased; \$5,600 annually)

<input type="checkbox"/>	(*) items have already been purchased by Butler with various grant funding sources and operational budget and are in use.	
<input type="checkbox"/>	Control and Lab room Audio/visual licenses	\$3,000 initial purchase*
<input type="checkbox"/>	Basic Room setup (1) (\$5,978) Headwall unit (suction and oxygen set up with equipment etc) and patient white boards (3) (\$1,500)	\$7,478*
<input type="checkbox"/>	Gaumard High fidelity patient care simulator with patient monitor/ S&H included- pediatric (Pedi-Hal)	\$57,605*
<input type="checkbox"/>	Gaumard High fidelity patient care simulation with patient monitor/ S&H included- Adult HAL	\$35,759*
<input type="checkbox"/>	Defibrillator simulator	\$500*
<input type="checkbox"/>	IV Pumps (3) 2 Plum - \$1,350; 1 Alaris - \$2,949	\$ 4,299*
<input type="checkbox"/>	Obesity suit	\$1,066*
<input type="checkbox"/>	Medication Cart w/ trellis and bins	\$1,583*
<input type="checkbox"/>	Sequential Compression Device-1	\$1,309*
	PREVIOUSLY PURCHASED BY BUTLER - TOTAL	\$112, 599
<input type="checkbox"/>	Supplies	\$2,000 annually

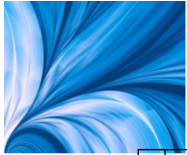


Exhibit B

<input type="checkbox"/>	Control and Lab room Audio/visual licenses	\$3600 annually
ANNUAL SOFTWARE FEE AND CONSUMABLE SUPPLIES - TOTAL		\$5,600

Simulation lab (Cowley)

\$90,059.00

<input type="checkbox"/>	Gaumard High fidelity patient care simulator with patient monitor/ S&H included- Maternal (Victoria)	\$87,605
<input type="checkbox"/>	Fetal Monitor	TBD
<input type="checkbox"/>	Crash Cart	\$2,454
<input type="checkbox"/>		
<input type="checkbox"/>		

Simulation lab (William Newton Hospital)

\$64,396.00 annually

<input type="checkbox"/>	Physical Space- 3 simulation rooms, debriefing area, simulation medication and supply stations, student gathering space (based on \$18/ sq. ft as office space)	\$57,000 annually
<input type="checkbox"/>	Ongoing utilities and maintenance of space- heat/cooling, IT access, electrical (Based on \$533/month)	\$6,396 annually
<input type="checkbox"/>	Salary for Coordinator/ Scheduler for space	\$1,000 annually
<input type="checkbox"/>		

RATIFICATION OF AGREEMENTS & CONTRACTS

TOPIC for ACTION

Strategic Higher Education Proposal for Consulting

REPORT:

In February 2024, the Board approved the partnership with Strategic Higher Education (SHE). The consulting engagement consisted of the implementation of a sales relationship model. Results to date, have proven to be successful with a headcount increase of 4.3% overall and a 22% headcount increase in the programs/majors with an Enrollment Coach assigned. The current contract is set to expire in January 2025. A contract extension would build upon current success, expedite the training process for newly hired enrollment coaches, and provide the opportunity to experience a full academic year enrollment cycle.

RECOMMENDED ACTION:

The Board approves the College to extend the contract for services with Strategic Higher Education for 7 additional months.

RECOMMENDED FUNDING SOURCE:

The Student Success fund will support the expenses of this proposal not to exceed \$70,000.

Submitted by: Dr. Jessica Ohman, AVP of Student Services

Supervisor: Dr. Kim Krull, President

Date: October 23, 2024



Project Overview

As a follow up to the successful Relationship Sales Training and Consulting contract, this proposal extends that work for **7 months** to train and develop Butler Enrollment staff in a relational sales model that can impact Butler recruitment systems and numbers for **Fall 2025**.

SHE will provide training and consulting on the process development for lead relationships in the recruitment funnel in a custom designed *concierge approach*. The concierge model establishes a sales technique that facilitates a personalized goal-driven relationship with each candidate from the point of initial inquiry until matriculation. This approach has proven to yield significant improvement in enrollment funnel conversions, matriculation numbers, and facilitates processes that create efficiencies among departments serving newly enrolled students.



Project Schedule & Investment

Project Services	Project Term	Investment
Sales Relationship Training and Consulting: <ul style="list-style-type: none">● Relationship Sales Staff Training● Relationship Sales Management & Implementation Consulting● Relationship Sales Technology & System Consulting	February 2025 - August 2025 <i>*month-to month continuation available in September 2025</i>	\$10,000 Monthly

**In September 2025 this project can be extended for up to one year on a month-to-month basis. The primary services can be continued as a whole package or any of the individual services may be extended individually at a reduced amount (to be negotiated). This option allows Butler the flexibility to access the seamless support needed to enable this transformation.*



Proposal Acceptance

The terms of this proposal are valid through October 31, 2024. We look forward to continuing our work with Butler Community College as a strategic partner and critical colleague.

Butler Community College

Authorized Signatory	
Printed Name	
Title	
Date	

Strategic Higher Ed (SHE)

Authorized Signatory	<i>Heather Sayre</i>
Printed Name	Heather Sayre
Title	Founder & Co-president
Date	October 11, 2024

TOPIC for ACTION
Contract Renewal – Radio Broadcaster-Grizzlybacker Fundraiser

REPORT:

The contract for Dennis Higgins, Radio Broadcaster-Grizzlybacker Fundraiser will run from July 1, 2024 through June 30, 2025. Dennis is Butler's radio announcer that calls all football broadcast and home and away conference basketball games. He is entering his 18th year as the Voice of the Grizzlies. He also assists with fundraising for the Grizzlybackers.

RECOMMENDED ACTION:

Board approval to renew the contract with Dennis Higgins at a salary of \$35,000.

RECOMMENDED FUNDING SOURCE:

Grizzlybackers.

Submitted by: Todd Carter, Athletic Director
Supervisor: Bill Rinkenbaugh, VP of Student Services
Date: November 12, 2024

TOPIC for ACTION
Banking Services Agreement Extension

REPORT:

Due to recent short-staffing in the Accounting Department and Finance it is recommended that the current banking services agreement with Commerce Bank be extended for two years. The extension document is being finalized at this time and will be sent separately.

RECOMMENDED ACTION:

Approve the two-year banking services agreement with Commerce as presented.

RECOMMENDED FUNDING SOURCE:

General Fund Budget

Submitted by: Kent Williams, VP of Finance

Supervisor: Dr. Krull, President

Date: October 30, 2024

PERSONNEL

None

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

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	New Apprenticeships/Internships
Responsible individual	Dr. Heather Rinkenbaugh, Dr Phil Speary, Dr. Barry Robinson
Report for the BOT meeting of	11/12/2024
Strategic Goal: Advance Communities and Partnerships	Priority Number: 1a: Implement new apprenticeships/internships to support workforce development needs in Butler County and surrounding communities

Narrative

Butler Community College continues to collaborate with the Kansas Apprenticeship Council and business and industry to offer apprenticeship and internship opportunities to students.

The timeline for establishing an apprenticeship partnership can take up to a year. To expedite the opportunities for students, Butler has also committed state allocated business and industry funds to train and develop the local workforce.

Current Outcomes

Apprenticeship Partnerships

Over the last year, CWE has worked to build apprenticeship partnerships in Butler County and the surrounding communities. The Shine Bright partnership established the first housekeeping apprenticeship in the state of Kansas. Due to a downturn in the company, they were unable to support the 2000 hours of on-the-job training, but it will be revisited when the company is more stable.

The Wichita Concrete Program is based in Rose Hill, KS and is the newest partner to establish a registered apprenticeship. This program is also participating in the Association of General Contractors. (AGC) concrete program located at the Andover campus. The AGC program began in September and the pilot class has 12 students. The maximum class size is 15. This partnership has been funded collaboratively by the state allocated business and industry funds as well as contributions from the AGC.

Business & Industry Training through Career & Workforce Education (CWE)

Utilizing state allocated business and industry funds, Butler's CWE office has been able to partners with various organizations to offer trainings to enhance the workforce in areas like:

- SHRM (Human Resources)
- Customer Service
- Leadership Development
- Real Estate
- Health Care
- Welding
- Concrete/Construction Technology

CWE served 526 students with the funds that were allocated last year, partnering with 137 businesses, including: BG Products, USD 259, City of Andover, Koch Industries, Fulton Farm, and McCurdy Real Estate & Auction.

Internship Opportunities through Career Services

Butler's Office of Career Services continues to work with employers to provide internship placement in Butler County and the surrounding community.

Career Services hosted a Career and Transfer Fair in March 2024 with 13 employers, 12 four-year institutions, and approximately 70 students in attendance. Notable results from this event were two students offered positions with South Central Mental Health.

Another Career and Transfer Fair was hosted in October 2024 with 15 employers, 11 four-year institutions, and approximately 40 students in attendance.

New opportunities for internship and employment include connections with:

- Soma Wichita
- Newton Medical Center Health
- Newspring Church
- Tandem Cybersecurity Services
- Fidelity Bank
- The Baughman Company
- Heartspring
- Wescon Plastics
- Creekstone Farms
- El Dorado Gazette
- YEEP
- Bagatelle Bakery
- Emprise Bank
- Common Ground Producers and Growers
- ADT
- Wichita Collegiate School
- Golden Circle Gaming Facility
- Wesley Medical Center
- Flint Hills Group
- Susan B. Allen Memorial Hospital
- Don Hattan Group
- Hunter Health
- Retail Data Systems (RDS)
- Reverie Coffee Roasters
- Air Capital Travel

In addition, the department supported four internship cohorts and four Career Readiness courses with tools for employment success and career exploration to prepare for work-based learning opportunities during the spring, summer, and fall semesters of 2024.

Action items for future outcomes

BG Products in El Dorado has committed to a full year of leadership training in AY25 for their staff and the concrete partnership with the Association of General Contractors continues to grow.

Recognizing that the apprenticeship programs take longer to establish, continued focus on enhanced training and industry partnerships will allow students to earn the credentials they need to contribute to workforce development. Registered apprenticeship programs are also utilizing training already provided by CWE and AGC on campus. That partnership is expected to grow, with a second level concrete program and HVAC in discussion now.

The state allocated business and industry funds are also contributing to this initiative through continued collaboration and partnership in the community. CWE is currently working with the Education program to launch a non-credit “Sound Case” training. This training is a partnership with the Fundamental Learning Center to offer training for paraeducators.

Career Services will continue to foster employer and student relationships to lead to more internship opportunities, including the continued addition of credit bearing internships for degree pathways.

Strategic Alignment

Advance Communities and Partnerships

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Usage of SSS by First Gen
Responsible individual	Dr. Jessica Ohman, Dr. Jenna Gannon
Report for the BOT meeting of	11/12/2024
Strategic Goal: Inspire Values of Opportunity	Priority Number: 2a: Increase usage of student support services by first generation students

Narrative

A first-generation student is an individual whose parents/guardians did not complete a baccalaureate degree. Upon application to Butler Community College, students indicate if they are a first-generation student. According to the Center for First-Generation Success, 33% of undergraduate students identify as first-generation.

Current Outcomes

- The First-Generation Taskforce meets regularly to identify and address ways to increase first-generation student success.
- On-going messaging to help students understand what it means to be first-generation.
- Welcomed speaker during IDD in October.
- Inaugural, First-Generation Celebration Week during the first week of November in alignment with national best-practices with campus departments and divisions.

Action items for future outcomes

- Collaborate with groups across campus to provide resources to first-generation learners.
- Establish baseline measurement of SSS use by first-generation students.
- Utilize first-generation faculty and staff to mentor the first-generation students across campus.

Strategic Alignment

These outcomes and action items aligned with Priority 2a: Increase usage of student support services by first generation students, under Strategic Goal *Support Students and Their Success*.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Automate, Improve Workflows
Responsible individual	Christina Byram, VPs
Report for the BOT meeting of	11/12/2024
Strategic Goal: Champion Excellence in Innovation	Priority Number: 1a: Develop Processes and training to automate and improve workflows and communication

Narrative

Butler Community College relies on a manual forms process for most of the institution's forms, leading to inefficiencies, increased workload, paper waste, and potential loss of information during transit. Form automation and workflows can significantly impact business operations by increasing efficiencies and speed of processing by enabling quicker handling of tasks and data. Workflow automation ensures information moves seamlessly from one step to the next, enabling the business to manage larger volumes of requests without the delays of typical manual processes. Digital forms provide better compliance and security by encrypting data, controlling access, providing an audit trail, and protecting sensitive information better than paper forms. Overall, form automation and workflows have proven to reshape how businesses conduct their operations, fostering a more efficient, accurate, and responsive environment. This shift not only enhances internal processes but also improves the experience for customers and stakeholders, positioning Butler for greater success and organizational effectiveness.

Current Outcomes

Information Services (IS) through the approval of the Board of Trustees have engaged with Softdocs for process and form automation and workflows. Ten initial forms have been selected as part of the implementation and training process. Preliminary work has been completed to ensure seamless integration with Butler systems, security features have been enabled and configured, and key team members have been identified for implementation.

Action items for future outcomes

Butler Community College and Softdocs will start the initial set of forms and training in November, aiming for a go-live date in mid-Spring. After completing the first ten forms, Information Services will collaborate with all divisions to transition processes and forms to a digital workflow. Additionally, Information Services will decommission a web server that currently poses a security risk, as outlined in the original Softdocs Topic for Action approved by the Board of Trustees.

Strategic Alignment

Champion Excellence in Innovation

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Revenue Sources
Responsible individual	VPs
Report for the BOT meeting of	11/12/2024
Strategic Goal: Drive Institutional Sustainability and Growth	Priority Number: 3a: Develop other sources of revenue to the College to offset the tax burden of Butler County taxpayers

Narrative

In discussion of the Strategic Goal, "Drive Institutional Sustainability and Growth", the Board requested the addition of a goal focused on finding ways to create outside revenue sources for the college which could offset the tax burden of the county taxpayers. Questions have been asked in the past as to whether any of the other community colleges have revenue sources such as a county-wide sales tax. It was determined in the discussion that it would be helpful first for the Board to understand the outside revenue sources the College currently has beyond student tuition and fees, local tax support and state aid for tiered and non-tiered courses.

Current Outcomes

The November 12, 2024 Board of Trustees meeting will include discussion of revenues the College receives which are not related to student tuition and fees, local tax support and state aid for tiered and non-tiered courses.

Action items for future outcomes

Discussion at the November Board meeting will provide guidance as to next steps in the discussion of developing outside funding resources.

Strategic Alignment

Drive Institutional Sustainability and Growth by developing other sources of revenue to the College to offset the tax burden for Butler County taxpayers.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Access and Usage of SSS
Responsible individual	Dr. Jessica Ohman, Dr. Phil Speary
Report for the BOT meeting of	11/12/2024
Strategic Goal: Support Students and their Success	Priority Number: 1a: Increase access and usage of student support services

Narrative

Tutoring Services, which provides a center for student academic support, at Butler Community College is committed to fostering comprehensive academic support for our students through tutoring services. The team of faculty and peer tutors conducts sessions at designated learning labs across our campuses in Andover, El Dorado, and Rose Hill, as well as in key facilities such as the Gymnasium, Champions Training Center, Agriculture Building, and online platforms. Furthermore, we cultivate a culture of collaborative learning by encouraging and guiding students in leading study groups, fostering peer-to-peer knowledge exchange and academic growth.

The Office of Disability Services strives to provide a student with a “seamless” transition through the Butler experience. Students receive accommodations to access the academic disciplines including, but not limited to, assistance in note taking, alternate formatting of materials, reading of tests, sign language interpreting, and tutoring services from the Office of Disability Services. Students also have access to one-on-one and small group tutoring in the Office of Disability Services. The Disability Services Office serves as a liaison between students with disabilities and other departments on campus when student issues arise.

The Financial Aid Office assists students in obtaining financial resources to achieve their educational goals. The office strives to provide timely, complete, accurate, and student-friendly service while continuing to ensure the integrity of the financial aid programs. The Financial Aid Office serves as a resource to students, colleagues, and the community at large.

With over 30,000 student contacts a year, Academic Advisors help students transition and navigate through post-secondary education by providing clear and consistent communication concerning college policies and procedures. Using pro-active and prescriptive advising models, advisors assist students with career and major exploration, setting short and long-term educational goals, and selecting courses, majors and pathways. They also provide students with timely and accurate transfer information. Advisors also share various academic and personal resources with students and provide support.

Butler College Health exists to provide affordable and accessible healthcare for the Butler community, partnering with internal and external stakeholders in the region, in alignment with Butler’s institutional strategic priorities and goals, to facilitate student retention and enrollment by providing health services. There are two clinic locations on El Dorado and Andover campuses.

Current Outcomes

- Awarded 6 scholarships for books and tuition and employed an additional 25 students as tutors on an hourly basis.
- Continued to employee students who were involved in other campus activities: athletics, music, theatre.
- Continued to streamline website and schedule to be more user friendly.
- Continued to offer evening and weekend tutoring.
- Recertified with the College Reading and Learning Association.
- Production of an information sheet for high school counselors denoting processes for students to get accommodations for concurrent classes.
- Coordination of accommodations with directors of academies.
- Coordination of accommodations with director of EDCF program (NEW).
- Implementation of Zoom intake meetings for students serviced by the Flint Hills site.
- Regular semester meetings with Career and Technical Education concerning accommodations.
- Implementation of Zoom IEP meetings with prospective students and parents.
- As of November 4th, the Financial Aid Office has disbursed the following funds to students for the Fall 2024 semester.
 - \$6,100,090 in Pell Grant funds to 2,315 students
 - \$92,553 in SEOG grant to 309 students
 - \$327,353 in Kansas Promise scholarship to 215 students
 - The office will continue to disburse Fall aid throughout the semester and academic year.
- Update advising website twice a year to make sure students and stakeholders have up-to- date and accurate information.
- Strive to answer all student/stakeholder communication (email, phone, text) within one business day.
- Continue to offer evening advising services in Andover.
- Expanded open advising appointments (4 weeks in advance of current date) for spring 2025 enrollment.
- Opened additional advising appointments as student demand increased (more appointments offered during heavy enrollment periods).
- Increased remote appointments (phone, Zoom) at Butler Service Center.
- Continue to offer walk-in advising, every business day at every advising sight.
- Continue to offer timely advising services to all Academy students, EDCF residents and workforce students.
- Since July 1, 2024, college health served 899 patients between the two clinics. 654 were wellness visits and 245 were for illness.

Action items for future outcomes

- Develop further coordination with tutoring services for athletes. Coordinate the advent of an athletic study skills course.
- Have all Tutor Ambassadors certified under CRLA as level one.
- Director's attendance at CRLA and AVID conferences: potentially send a student.
- Provide AY26 metrics for Disability Services. Currently on pace to exceed AY25 numbers.
- Continue providing financial aid information and assistance to prospective and current students.

- Participate in and conduct FAFSA nights in the community, aiding students and families with completing the FAFSA process.
- Map high school enrollment process, realign process to remove enrollment barriers, and employ new software to streamline enrollment of high school students.
- Develop online update and release to enroll form to better serve online/distance students.
- Check students majors and update at every advising visit to ensure students are in appropriate classes.
- Refine enrollment coach to advising handoff and provide appropriate additional enrollment and advising information to students.

Strategic Alignment

Support Students and their Success

MONTHLY STATEMENT OF REVENUES AND EXPENDITURES

Butler Community College
Statement of Revenue, Expenditures, Other Changes
As of 10/31/2024

FISCAL YEAR 25, PERIOD 04
OPERATING FUNDS

	2025				2024			
	Budget	Actual	Variance (Over)Under	Percent of Budget	Budget	Actual	Variance (Over)Under	Percent of Budget
REVENUES:								
Tuition/Fees	18,222,064	11,395,785	6,826,279	62.54%	18,113,836	10,654,290	7,459,546	58.82%
Local Sources	15,763,367	1,049,698	14,713,669	6.66%	14,250,037	1,042,480	13,207,557	7.32%
State Sources	19,153,994	9,978,486	9,175,508	52.10%	19,727,686	10,256,317	9,471,369	51.99%
Auxiliary Sources	19,600	9,450	10,150	48.21%	19,600	10,100	9,500	51.53%
Other Sources	1,585,806	484,708	1,101,098	30.57%	1,092,375	513,056	579,319	46.97%
Transfers	82,134	0	82,134	0.00%	82,134	0	82,134	0.00%
TOTAL REVENUES:	54,826,965	22,918,127	31,908,838	41.80%	53,285,668	22,476,243	30,809,425	42.18%
EXPENSES:								
Instruction	16,786,449	4,333,965	12,452,484	25.82%	15,972,781	4,113,763	11,859,018	25.75%
Other Expenditures	0	0	0	0.00%	0	0	0	0.00%
Academic Support	3,971,133	1,115,434	2,855,699	28.09%	3,997,504	1,108,299	2,889,205	27.72%
Student Services	7,711,788	2,295,936	5,415,851	29.77%	7,320,601	2,333,038	4,987,563	31.87%
Institutional Support	20,230,779	8,624,612	11,606,167	42.63%	21,901,109	8,942,273	12,958,836	40.83%
Physical Plant Operations	4,075,423	1,175,001	2,900,422	28.83%	3,557,736	1,179,527	2,378,209	33.15%
Student Financial	3,427,004	1,778,517	1,648,487	51.90%	3,427,004	1,724,382	1,702,622	50.32%
Auxiliary Enterprise	0	0	0	0.00%	0	0	0	0.00%
TOTAL EXPENSES:	56,202,575	19,323,465	36,879,110	34.38%	56,176,735	19,401,283	36,775,452	34.54%
TRANSFERS AMONG FUNDS:								
Mandatory Transfers	1,371,908	587,852	784,056	42.85%	1,371,908	876,216	495,692	63.87%
Non-Mandatory Transfers	612,273	0	612,273	0.00%	612,273	0	612,273	0.00%
TOTAL TRANSFERS:	1,984,181	587,852	1,396,329	29.63%	1,984,181	876,216	1,107,965	44.16%
NET INCREASE/DECREASE IN NET ASSETS	(3,359,791)	3,006,810			(4,875,248)	2,198,744		
Fund Balances, Beginning of year	9,131,599	9,131,599			10,555,722	10,555,722		
Fund Balances, End of Period	<u>5,771,808</u>	<u>12,138,408</u>			<u>5,680,474</u>	<u>12,754,466</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

GoldFest 2024 was an overwhelming success; bringing smiles to so many, creating wonderful memories and showing the best of what our community can be.

We wanted to thank you for your incredible help and support in making GoldFest happen. We're lucky to have you as part of the community and the festival. You truly made all the difference.

Thank you again for your time, effort and generosity, and we look forward to working together on next year's event!

Kate & Tabitha
EXPERIENCE
EL DORADO

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
NOVEMBER 2024**

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
December Board Finance Committee	Tuesday, December 10, 2024; 3:30pm President's Conference Room	Dave Sherrer Mary Martha Good
December Board Meeting	Tuesday, December 10, 2024; 4:30pm Dankert Trustee Board Room	ALL TRUSTEES
December Work session	Will not be held – College closed	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		
January Board Finance Committee	Tuesday, January 14, 2025; 3:30pm President's Conference Room	Dave Sherrer Mary Martha Good
January Board Meeting	Tuesday, January 14, 2025; 4:30pm Dankert Trustee Board Room	ALL TRUSTEES
January Work session	Monday, January 27, 2025; 4:30 pm Dankert Trustee Board Room	ALL TRUSTEES
February Board Finance Committee	Tuesday, February 11, 2025; 3:30pm President's Conference Room	TBD – Dependent on Officer Elections
February Board Meeting	Tuesday, February 11, 2025; 4:30pm Dankert Trustee Board Room	ALL TRUSTEES
February Work Session	Monday, February 24, 2025; 4:30pm Dankert Trustee Board Room	ALL TRUSTEES

ACTIVITY CALENDAR

Women's Basketball vs. NE Oklahoma A&M	Friday, November 1	4:00pm
Women's Soccer vs. Seward @ Region VI Quarterfinals	Sunday, November 3	1:00pm
Art Exhibit: Megan Miller	November 4 – December 8	
Volleyball Region VI First Round	Wednesday, November 6	TBA
Women's Soccer Region VI Semifinals	Thursday, November 7	TBA
Volleyball Region VI Semifinals	Saturday, November 9	TBA
NJCAA Division 1 Cross Country Championship	Saturday, November 9	TBA
Football vs. Dodge City	Saturday, November 9	7:00 pm
Celebration of Freedom Concert	Sunday, November 10	7:00 pm
Women's Soccer Region VI Tournament Championship	Sunday, November 10	TBA
Volleyball Region VI Finals	Sunday, November 10	TBA
Celebration of Freedom Concert	Sunday, November 10	7:00pm
Football vs. Iowa Central	Saturday, November 16	1:30pm
Women's Basketball vs. Northern OK-Tonkawa	Wednesday, November 20	5:30pm
Men's Basketball vs. Northern OK – Tonkawa	Wednesday, November 20	7:30pm
No Exit – Theatre Performance Black Box	Thursday, November 21	7:00pm
No Exit – Theatre Performance Black Box	Friday, November 22	7:00pm
Football vs. Coffeyville (rescheduled from 9/21)	Saturday, November 23	11:00am
No Exit – Theatre Performance Black Box	Saturday, November 23	2:00pm
Women's Basketball vs. Pratt	Saturday, November 23	4:00pm
Men's Basketball vs. Pratt	Saturday, November 23	6:00pm
No Exit – Theatre Performance Black Box	Saturday, November 23	7:00pm
Brass & Percussion Chamber Recital	Monday, December 2	7:00pm
Woodwind Chamber Recital	Tuesday, December 3	7:00pm
Women's Basketball vs. Barton	Wednesday, December 4	5:30pm
Orchestra Chamber Recital	Wednesday, December 4	7:00pm
Men's Basketball vs. Barton	Wednesday, December 4	7:30pm
No Exit – Theatre Performance Black Box	Thursday, December 5	7:00pm
Women's Basketball vs. Fort Hays Tech NW	Friday, December 6	5:30pm
No Exit – Theatre Performance Black Box	Friday, December 6	7:00pm
Men's Basketball vs. Fort Hays Tech NW	Friday, December 6	7:30pm
No Exit – Theatre Performance Black Box	Saturday, December 7	2:00pm
No Exit – Theatre Performance Black Box	Saturday, December 7	7:00pm
Women's Basketball vs. Colby	Wednesday, December 11	5:30pm
Men's Basketball vs. Colby	Wednesday, December 11	7:30pm
Dance & Art Showcase	Thursday, December 12	7:00pm

EXECUTIVE SESSION

MOTION: Trustee _____

Madam Chair,

I move the Board recess into executive session for discussion of confidential information related to cybersecurity measures that protect specific systems, facilities or equipment including persons and property and for discussion of personnel matters relating to non-elected personnel which if discussed in open meeting may violate their right to privacy to include the Board, Christina Byram, Dr. Kim Krull, Shelley Stultz and Jennifer Hartman-Vice.

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.**