

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., Tuesday, May 8, 2018 – Dankert Board Room**

STAFF ATTENDANCE

| | |
|------------------|-----------------|
| Susan Bradley | Stacy Cofer |
| Lora Jarvis | Kim Krull |
| Esam Mohammad | Jessica Ohman |
| Bill Rinkenbaugh | Terry Sader |
| Kim Sherwood | Kelly Snedden |
| Shelley Stultz | Mel Whiteside |
| Kent Williams | Lori Winningham |
| Bill Young | Katie Zarchan |
| Phil Speary | Sherry Watkins |
| Chrissy Baker | Jim Buchhorn |
| Aaron May | Ireland Turner |
| Lynn Umholtz | Anita Mills |

BOARD ATTENDANCE

Ken Bohon
JoAnn Craven
Eileen Dreiling
Ron Engelbrecht
Jim Howell
Greg Joyce
Lance Lechtenberg

GUESTS

Vince Haines
David Stewart
Ryan Murry

CALL TO ORDER

Chair Dreiling called the meeting to order at 4:31 p.m.

APPROVAL OF THE AGENDA

Trustee Joyce moved to approve the agenda with the addition of the Executive Session to discuss personnel matters of non-elected personnel. Trustee Craven seconded. The motion passed unanimously.

RECOGNITIONS

- **2018 Kansas Collegiate Media Awards** – Grizzly Magazine was awarded Silver Medal Overall and the Lantern Newspaper was awarded Bronze in the Two-Year Newspaper/All Kansas category.

- Student Awards included Allison Simon, Noah Merrell, Lauren Hugo, Tatum Sturdivant, Madison Pierce, Caelin Bragg, Victoria Lemon, Olivia Vest, Tyler Krenzin, Dominic Brown, Sergio Cisneros, Sophia Allen, Sydney Mossman, Matthew Will
- **Sponsors:** Mike Swan & Amy Chastain
- **DECA Kansas State Competition** – Kimberly Dick, Justin McGinley and Cameo Rector all qualified for International Competition. Kimberly was also named 2018 Accreditation Council of business Schools and Programs BCC Student Leader of the year and Justin placed in the Top 10 National Finalists in Accounting.
 - **Sponsor:** Jared McGinley
- **Livestock Judging Team** – won the National Championship for the 2nd year in a row. Kenzie Kretzmeier, Tanner Barnes and Cade Hibdon were all named All-Americans and other students with awards included Sydnee Gerken, Kaylee Farmer, Ryan Gifford, Miles Stagemeyer, Cooper Carlisle, Daniel Flynn, and Justin Nofziger.
 - **Coach:** Taylor Frank was also named National Coach of the Year
- **Dale P. Parnell Distinguished Faculty Award** – Robert Carlson
- **2018 Class of 40 Under 40** – Lai-L Daugherty
- **Grant Writing Certification** – Jaime Goering
- **Deborah Byers Outstanding Service Award** – Diana VanDyke
- **Great Plains Conference on Acceleration** – Susan Bradley, Kathy McCoskey, Cory Teubner, Troy Nordman, Jon Craig, Sheryl LeSage, Jim Buchhorn, Lana Ryan, Maritza Marquez-Mazariego, Lora Jarvis, Mark Jarvis, Shannon Covert, Bethany Chandler, Laurie Bruce, Cindy Bond, Bonnie Ernst, Amanda Hash, Andrea McCaffree-Wallace, Xavia Dryden, Michael Cissell, Jenny Kidd, Andy Jones, Catherine Menefee, Freda Briggs, John Buaas, Elena Allen, Noreen Templin, Mindy Trenary, John Michael, Alexis Michael, Mel Arnold, Donnie Mercer, Mykalynn Penny, Alice Manette, Jessica Mitchell, Dan Boyd

PUBLIC COMMENT - None

STANDING REPORTS

Student Government Association – None

Operational Staff – President Katie Zarchan shared that 17 employees from Butler attended AKCCOP April 18-20 at Pratt Community College. Next year the event will take place at Hutchinson Community College. She also reported that they have had two OpStaff retirements this month, Linda Gieser and Sue Williams, and will be welcoming their replacements.

They are hosting ReCharge on June 6 at the Museum of World Treasures.

They are getting ready to start advertising their book scholarship available to OpStaff members and their dependents taking classes at Butler.

Professional Employees – Terry Sader reiterated how he is always happy to share about our amazing and dedicated faculty, but today he wanted to focus on the other part of the Professional Employees, the advisors. He said that you will be hard pressed to find a more knowledgeable and dedicated group of people to work as hard as they do to fill the classes. They are also meeting all of the challenges associated with the Pathways direction with spectacular dedication.

Board Finance Committee – Trustee Engelbrecht shared that we are right on track with our expenditures and revenue compared with previous years.

Vice President of Finance Kent Williams shared the financing options we are looking at to take care of the 5000 building remodel needs as discussed in the Board Finance Meeting prior to this meeting. He shared that we are planning to use some of our reserves for the first phase of the project and will be borrowing on our Certificates of Participation and must allow time for Notice of Protest.

The project will use a three phase approach and will be completed by August of 2019. They will have the Board approve the finance decisions at the July 10th meeting allowing them until September for the protest period and the sale of the certificates and have cash on hand in December.

Dr. Krull pointed out that the goal for borrowing money is to stay in the range of our current payments for the 5000 building which will be paid off June 2018 as to not have to raise taxes and remain fiscally responsible. The Capital Projects Team will continue to communicate with the Board as needed.

President's Report – Dr. Krull reported that we have received final responses from both the HLC and OCR visits conducted earlier this year. The HLC visit had very favorable response and will require a December 2020 interim report that will focus on the Pathways Program including Program Definitions, Learning Outcomes, Assessment Means and how the Assessment information is applied. The OCR report had 7 findings that were not facility related, but were very manageable to fix. The Vice President of Academics office is working on a plan for corrections and will document them as they are completed.

There was an article released last week focusing on Representative Williams proposed tax cuts. Butler is working to put out a response soon. We are also in the process of planning a joint meeting with the Board of Trustees and the Butler County Commissioners. Even prior to this article, the Board and members of the Strategic Enrollment Management Team have talked about the differences in tuition prices for in-district vs. out of district students and how the increases will impact enrollment.

The legislative session closed last Friday with a vote to restore a portion of the higher education budget that was cut earlier in the year. They had cut \$24 million dollars and plan to restore \$15 million of that money. Butler took a \$600,000 cut so we can anticipate a portion of that money being returned. They also took the Excel/CTE back to full-funding for FY18 and increased it to \$8.3 million for FY19.

We have seen some positive results with our collaboration with WISS to help mitigate our Student Loan defaults.

Last Sunday was the Early College Academy Graduation. Seventy-seven of the seventy-eight students will complete their associate degree at the same time they receive their high school diploma. These students have received \$1,444,685 in scholarship offerings. They have also saved an average of \$7,000 each by completing their first two years at Butler over a four-year institution when considering everything involved like tuition, fees, room and board. This means the group saved over \$1 million attending Butler Community College.

The annual AACT meeting will be in New York in October. Please let Lora or Dr. Krull know if you would like to attend. We can cancel as we get closer if you have to back out, but we need to get the hotels and reservations made as soon as possible.

Education Facilities Authority Report – The team will meet on Thursday. Currently they are making the final preparations for the National Track Meet to be held there May 17-19. The Administrators meet monthly and will share their minutes. They are also looking at doing a quarterly and then an annual report since the EFABC meets quarterly.

MONITORING REPORTS

Dean Phil Speary and his staff including Sherry Watkins, Chrissy Baker, Jim Buchhorn, and Aaron May, presented the annual report for the Academic Support and Effectiveness Division. Sherry Watkins also had three students from the Adult Education program share their success stories with the Board.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

Vice President of Finance Kent Williams invited Ryan Murry from ICI to discuss changes to our college insurance policy. The only policy move is on the Cyber Policy and the Property information should be available next week. Mr. Murry said he sees the renewal as fair as compared with national averages. (See chart below for the specific numbers.) The policy will be voted on at next month's meeting.

PREMIUM SUMMARY:

| Line of Business | 2017-18 Premium | 2018-19 Premium |
|---|----------------------------|----------------------------|
| Property – Marsh | \$96,741 | Pending |
| Taxes & Fees | \$3,937 | Pending |
| Optional Coverage | \$866 | Pending |
| Broker | \$14,000 | \$14,000 |
| General Liability | \$46,437 | \$46,308 |
| Business Auto | \$47,515 | \$45,686 |
| Inland Marine | \$3,209 | \$3,533 |
| Crime | \$3,598 | \$3,598 |
| Law Enforcement Liability | \$4,453 | \$4,453 |
| Educators Legal Liability | \$15,052 | \$17,531 |
| Employment Practices Liability | \$45,908 | \$46,457 |
| Umbrella | \$26,039 | \$25,382 |
| Workers Compensation | \$138,601 | \$151,178 |
| Museum Floater | \$2,500 | \$2,500 |
| Broadcasters Liability | \$4,725 | \$4,725 |
| Student Professional Errors & Omissions | \$18,606 | \$19,243 |
| Wellness Center Professional Liability | \$5,860 | \$5,860 |
| Ropes Course Liability | \$5,963 | \$5,645 |
| Cyber Liability – Beazley | \$8,979 | N/A |
| Cyber Liability – Evolve | \$8,650 | \$17,119 |
| Total Premium: | \$501,639 | \$413,218 |

SPORTS ACCIDENT PREMIUM SUMMARY:

| Line of Business | 2017-18 Premium | 2018-19 Premium |
|-------------------------|----------------------------|----------------------------|
| Sports Accident | \$129,575 | \$138,859 |
| Sports Catastrophic | \$25,868 | \$25,868 |
| Total Premium | \$155,443 | \$164,727 |

GROUP ACCIDENT PREMIUM SUMMARY:

| Line of Business | 2017-18 Premium | 2018-19 Premium |
|---------------------------------------|----------------------------|----------------------------|
| Non-Medical Internship Group Accident | \$315 | \$315 |
| Student Activities Group Accident | \$1,648 | \$1,648 |
| Fire Science Group Accident | \$3,300 | \$3,300 |
| Total Premium | \$5,263 | \$5,263 |

BOARD ACTION ITEMS

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

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

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

- The benefits of a fresh, new perspective of our policies, procedures, and financial statements. It has been 11 years since we changed audit firms.
- References provided excellent feedback and satisfaction; including professionalism, easy to work with, and thoroughness.
- BKD has extensive experience with higher education institutions, both local and nationwide; including WSU Tech, WSU, Newman University, and Friends University. Other local clients include Susan B Allen Memorial Hospital and BG Products, Inc.
- BKD has a commitment to understanding and advising higher education clients, including webinars, roundtables, seminars, and articles. Their National Higher Education Group also provides the following:
 - Annual Higher Education Industry Outlook – benchmarking for management
 - A Case Study of over 120 institutions regarding Program Cost Analysis to Support Financial Sustainability & Academic Quality.
 - Fraud Risk Assessments
 - Data Analytics Tools, such as Program Cost Analysis

At the April meeting, Trustees requested the Kim find out more information including the increase amount and whether we were locking into a five-year agreement with BKD

before approval. Kim reported that the college would sign an engagement letter each year and not be locked into anything beyond the first. She also said that BKD agreed to cap their increase at 3% each year.

Trustee Howell voiced his concerns and questioned why we needed a new company for \$5000 more when the old company is doing a good job.

Trustee Joyce moved that the Board accept the staff recommendation. Trustee Craven seconded. Trustees Engelbrecht, Craven, Joyce, and Lechtenberg approved the motion. Trustees Howell and Bohon opposed. The motion passed.

Designate Financial Advisor and Bond Counsel for k5000 Building Improvement Project

– Kent Williams shared that Butler has a long and successful relationship with bond counsel Keven Cowan of Gilmore and Bell and financial advisor John Hass of Ranson Financial. They have helped the college on other projects such as the Hubbard Welcome Center and BG Products Stadium. He recommended the Board designate Ranson Financial as Financial advisor and Gilmore and Bell as bond counsel for the 5000 building improvement project. Trustee Engelbrecht moved to accept staff recommendation. Trustee Joyce seconded. The motion passed unanimously.

Authorize Execution of Contract for Architecture Services for 5000 Building Improvement Project – Kent Williams shared the following proposal for architect services from Vince Haines of Gravity::Works Architecture for the 5000 Building Improvement Project.

I propose a standard agreement that would cover the programming through construction in five project phases. Each phase can be started and stopped by BCC depending on the needs of the project timeline.

In general, design fees are established on a percent of the construction costs/budget on the work designed and specified. As an industry standard, remodel projects typically carry a 7.5 to 9% fee depending on scope and complexity. I **proposed 7.5%** for BCC as we should find efficiencies in our past work. The phases are then calculated as a percent of the fee amount. For billing purposes, the project budget is used to calculate fee amount per phase until the projects are bid and construction costs known. Fees per phase are then adjusted accordingly.

Phases

1. Programming and Schematic Design (10%) - First big ideas, planning, construction phases, and preliminary project budget

2. Design Development (20%) - Refine the big ideas, refine project budget, provide detailed inventory of scope of work
3. Construction Documents (50%) - Develop construction detailed drawings and specifications
4. Bid Negotiation (5%) - Solicit bids and develop construction agreements
5. Construction Observation (15%) - Observe construction to conform with design drawings and act as agent for BCC during construction process

The above fees include Architect, structural engineer, mechanical engineer, and electrical engineer. Civil engineering is not included and can be negotiated as a reimbursable expense to our agreement. Any other specialty consultants can be negotiated as necessary. The only specialty consultants that I can see participating in this project would be commercial kitchen design, and furniture design/selection. It is important to note that BCC is not on the hook for a full fee amount, but only the phases that you authorize the design team to complete.

This is the summary of the agreement. If you are agreeable, I will generate a contract for review.

Kent recommended the board authorize Dr. Krull to execute a contract with Gravity::Works Architecture for the 5000 Building Improvement Project based on the proposal submitted by Vince Haines. Trustee Craven moved the Board accept the staff recommendation. Trustee Lechtenberg seconded. The motion passed unanimously.

Authorize Request for Proposals for Construction Manager at Risk for 5000 Building Improvement Project – Vince Haines and David Stewart from Gravity::Works

Architecture presented the board with a schedule for the solicitation and selection of a General Contractor to be the Construction Manager at Risk (CM-r) for the Butler Community College Andover Campus Expansion. The process involves three phases:

Phase one – Request for Qualifications which just asks what the CM-r has done in the past that makes him qualified for this project.

Phase two – Request for Proposal which asks what the CM-r will do for Butler

Phase three – Interview of Firms which will help establish the relationship between Butler and the CM-r

It was agreed that the Capital Projects team will serve as the selection committee and will meet Thursday, May 10 at 1:30 p.m. in the President's Conference Room to begin Phase One.

Trustee Engelbrecht moved to accept their process as written. Trustee Bohon seconded. The motion passed unanimously.

Personnel – Dean Anita Mills submitted the retirement of Donna Adams-Zimmerman from the Nursing Department. Donna has taught at Butler for 31 years and will be greatly missed in the program. Trustee Engelbrecht moved to accept her retirement. Trustee Lechtenberg seconded. The motion passed unanimously.

Dean Mills also submitted the retirement of Denise Lakous as Professor of Nursing. Denise has taught at Butler for 29 years and will be missed as well. Trustee Lechtenberg moved to accept the retirement. Trustee Craven seconded. The motion passed unanimously.

The following resignations were also submitted for approval:

- Brett Trimpe, professor of Engineering Technology
- Virginia Racine, professor of Nursing
- Dera Harvey, professor of Nursing

Trustee Joyce moved to accept the resignations. Trustee Lechtenberg seconded. The motion passed unanimously.

CONSENT AGENDA

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

- Approval of Minutes of the Regular Board Meeting of April 10, 2018
- Approval of Bills and Warrants for April 2018
- Approval of Digital Transformation – Physical Security purchase in the amount of \$1,398,982.00 to be paid with the Capital Mill Levy Fund
- Approval of the 2Ring Unified Communications Agreement in the amount of \$13,618.50 to be paid from the current Information Services Budget
- Ratification of Contract with Morris County EMS
- Ratification of Contract with Morris County Hospital
- Ratification of Contract with South Central Kansas Library System
- Ratification of Articulation Agreement with Wichita State
- Ratification of Articulation Agreement with Sterling College
- Ratification of Summer of Discovery Program Letter of Agreement
- Ratification of MOU with Project SEARCH

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Kacie Lee & Family

Board Calendars

| | | |
|-------------------------------------|--|---|
| May Board Finance Committee | Tuesday, May 8, 3:30 p.m. President's Conference Room | JoAnn Craven Ron Engelbrecht |
| May Board Meeting | Tuesday, May 8, 4:30 p.m. Dankert Board Room | ALL TRUSTEES |
| June Board Finance Committee | Tuesday, June 12, 3:30 p.m. President's Conference Room | JoAnn Craven Ron Engelbrecht |
| June Board Meeting | Tuesday, June 12, 4:30 p.m. Dankert Board Room | ALL TRUSTEES |

2017-2018 Board Meeting Dates

Tuesday, May 8, 2018

Tuesday, June 12, 2018

Tuesday, July 10, 2018

LOOKING AHEAD

| | | |
|----------------------------|---|--|
| Nurses Pinning | Thursday, May 10, 7:00 p.m. Butler Gym | Trustee Welcome Lance Lechtenberg |
| Order of the Purple | Friday, May 11, 7:00 p.m. Butler Gym | Trustee Welcome Ron Engelbrecht |
| Commencement | Saturday, May 12, 9:00 a.m. Butler Gym | Trustee Roles |

RECESS TO EXECUTIVE SESSION – Trustee Joyce motioned the board enter executive session at 6:52 p.m. not to exceed 30 minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and include Kim Krull, Lori Winningham, Kent Williams, Bill Rinkenbaugh, Shelley Stultz and Anita Mills. Trustee Engelbrecht seconded. The motion passed unanimously.

Trustee Joyce moved that the executive session be extended by 30 minutes at 7:22 p.m. Trustee Craven seconded. The motion passed unanimously.

ADJOURNMENT

Trustee Craven moved that the Board meeting be adjourned. Trustee Joyce seconded and the motion passed unanimously. The Board meeting of May 8, 2018 was adjourned at 7:46 p.m.

Dr. Greg Joyce - Secretary