



**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., Tuesday, February 14, 2017 – Dankert Board Room**

STAFF ATTENDANCE

Kim Krull	Lori Winningham
Bill Rinkenbaugh	Kent Williams
Tom Erwin	Stacy Cofer
Kelly Snedden	Gene George
Jessica Ohman	Vicki Long
Shelley Stultz	Terry Sader
Susan Bradley	Bethany Chandler
Ireland Turner	Lynn Umholtz
Edith Waugh	Sharon Rogers
Callie Johnson	Sierra Cargill

BOARD ATTENDANCE

Ken Bohon – Chair
Eileen Dreiling – Vice Chair
JoAnn Craven – Secretary
Ron Engelbrecht
Tom McKibban

ABSENT

Jim Howell
Dr. Greg Joyce

GUESTS

Levi Yager – Butler County Times/Gazette
Jim Wishart – Kansas Committee Employer Support of the Guard & Reserve
Becky Richardson – Kansas Committee Employer Support of the Guard & Reserve

CALL TO ORDER

Chair Bohon called the regular monthly of the Board of Trustees to order at 4:30 p.m.

APPROVAL OF AGENDA

Agenda Item IX. C. 3. Approval of 2017 State Motor Vehicle Contract for Fleet Vehicle Purchase and Item IX. E. 2. Acceptance of the Retirement of Tom Erwin were removed from the consent agenda for individual approval under Board Action Items.

Item IX. D. 10. Ratification of Articulation Agreement with Ottawa University was added to the consent agenda.

Trustee McKibban moved that the Board approve the agenda as amended. Trustee Engelbrecht seconded. The motion passed unanimously.

RECOGNITIONS

- Chief Tim Bryan – Presentation of the Patriot Award

PUBLIC COMMENT – None

STANDING REPORTS

Student Government Association Report – Sierra Cargill reported on several SGA Activities including Pizza night, Bowling, Ice Skating, and Pack the Power Plant.

Operational Staff Report – Callie Johnson reported that Op Staff was currently preparing for the Silence Auction fundraiser. The AKCCOP Conference will be held at Kansas City Kansas Community College this spring and that information will be distributed to staff in the near future.

Professional Employees Report – Terry Sader shared that faculty and students were off to a great start for the spring semester.

Board Finance Committee Report –Ron Engelbrecht noted that the Finance Committee had received a budget summary and everything appears to be on track as expected. The Board will receive a complete preview during the budget work session following the Board Meeting.

President's Report – Kim Krull reported that the joint Board Meeting and dinner with Andover is still in the planning stage. Dr. Krull is meeting with the Superintendent, Assistant Superintendent, Mayor and City Manager next week and they will confirm details at that time.

Ray Connell is reviewing the Campus Carry Gun Policy and should have a rough draft for discussion next week.

Susan Bradley is coordinating the Developmental Education Great Plains Conference on Acceleration hosted at Butler later this week. There are twenty-four colleges that will be in attendance. The Board is invited to join them for dinner on Thursday evening.

Kathy McCoskey and Susan Bradley recently provided testimony to the State Legislature on Developmental Education.

Lynn Umholtz and Kent Williams shared a roofing update and funding of the change orders from the contingency funds.

Tom Erwin provided an update on the Capital Outlay projects.

The Andover Chamber of Commerce annual dinner and celebration will be held on February 23. The El Dorado Chamber of Commerce annual dinner and celebration will be held on March 14. Tables have been reserved for both events and Trustees should rsvp to Sharon if they plan to attend.

Shelley Stultz was introduced as the new Associate Vice President of Human Resources.

Education Facilities Authority Report –Tom McKibban reported on usage and prioritization of capital needs at the stadium. The top four capital needs are concrete repair, security cameras, inside lane track rail and drain repair.

MONITORING REPORTS

Sabbatical Leave Report – Bethany Chandler provided a summary report and PowerPoint presentation on her Sabbatical.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES – None

BOARD ACTION ITEMS

Approval of Revised Travel Policy – The Board reviewed the proposed changes to the Butler Travel Policy during the January Board Meeting. The revised policy was presented for final approval. Trustee Engelbrecht moved that the Board approve the revised policy as presented. Trustee Dreiling seconded. The motion passed unanimously. The approved policy follows:

Travel

Air Travel Procedure

The following options are available for employees to make air travel reservations for business travel and/or student trips:

- The employee may contact a travel agency to purchase airline tickets.
 - If the travel agency accepts purchase orders, the normal purchasing process shall be utilized. ~~i.e., an LPO will be used if the total is less than \$2500.00 or a requisition will be used to obtain a purchase order number from the Accounts Payable office if the total is \$2500.00 or more.~~ **An Electronic Requisition must be completed and a Purchase Order must be obtained from the Accounts Payable department prior to placing an order.**
 - If the travel agency does not accept purchase orders, the employee may purchase airline tickets with a personal credit card. Reimbursement will be issued once the employee has **completed the related travel by turning in a** properly completed and approved expense report and receipt showing proof of payment to the Accounts Payable office.
- The employee may purchase airline tickets through on-line reservation services. Reimbursement will be issued once the employee **has completed the related travel and by turning in** a properly completed and approved expense report and receipt showing proof of payment to the Accounts Payable office. **Reimbursement will be for the most direct route available from the airport nearest the College site to the appropriate conference or meeting destination.**
- **If an employee's schedule or other circumstances require the employee to cancel all or a portion of a transportation ticket, the employee should obtain a written statement of cancellation from the transportation company or the company's agent and forward the cancelled or unused ticket to their supervisor and Accounts Payable with any documentation releasing the employee from the ticket. If the ticket was purchased from personal funds, the traveler should be reimbursed for the ticket as part of the reimbursement for allowable travel expenses incurred.**

Employee Travel Policy

To enhance Butler's recognized leadership role at the local, state and national level, its commitment to excellence and image as a progressive educational institution, travel for the college staff is valued and encouraged within budget constraints. Travel to conferences, seminars and workshops support professional and organizational growth, provides for networking and information gathering, identifies resources for organizational and programmatic development and promotes quality educational opportunities. **All out-of-state** travel must be approved by the appropriate supervisor, dean, vice-president or president. **All travel should be by the most economical or advantageous mode of travel and via the most direct travel route.** See Purchasing/Accounts Payable Procedure manual posted under the Employee tab in Pipeline for procedures related to travel. **All in-state travel will fall under the individual's approval authority.**

Employees may use a college vehicle for travel under the following conditions:

- Employees must be cleared by the insurance company through Facilities Management
- Employee must submit a completed vehicle request signed by the appropriate dean or supervisor.

Site Travel

College employees who are authorized by their supervisors to travel to a site(s) other than their "home site", i.e. where their office is located or where they spend the majority of their working hours, may request reimbursement to and from the other site(s) at the college's current mileage reimbursement rate. (Refer to Travel Payment and Reimbursement section).

Mileage should be calculated from a college site to the appropriate destination **by the most direct route**— at no time should mileage be calculated from an employee's home except when an employee is asked to participate in college activities (i.e., search committees) when he/she is not on contract. Mileage will not be paid if the travel does not exceed the normal commute. Mileage for travel between college buildings in the same city will not be reimbursed.

Travel Payment and Reimbursement

The mode of transportation and costs for lodging and meals should be the most economical and advantageous.

Travel expenses will be reimbursed for the most direct route and mode of travel. For any travel, the place of meeting, conference, or lodging may be used as a point of official duty in determining mileage. Extended stays, additional activities, meals, and expenses unrelated to the primary purpose of the travel will not be reimbursed by the college.

If airline travel is the most advantageous, requests for reservations should be made as early as possible. Only authorized employees' travel accommodations are to be charged to the College. (See Air Travel Procedure in the previous section).

Car rental should only be used when no other means of transportation is available **and when it is the most economical. If car rental is required, the most economical rental should be utilized based on the number of travelers and average luggage capacity. (Full size vehicle for 5-6 persons and 6 pieces of luggage; compact for 4-5 persons with 4 pieces of luggage; economy with 4 persons or less and 3-4 pieces of luggage; mini-van for 7 persons and 8 pieces of luggage.) Vehicle use is for official meeting or conference use only. Personal or recreational use is prohibited and will not be reimbursed.**

Requests for reimbursement for the following expenses related to official college business will be considered for payment:

Lodging

Lodging expenses for overnight trips require original itemized, dated receipts. **Lodging expense reimbursement is limited to the lodging establishment's lowest available rate for normal single occupancy on the day or days the lodging expense was incurred.** Reimbursement will be issued once a properly completed and approved expense report with the required receipts is received in the Accounts Payable Office. **The state standard lodging limitation of \$91 will be reimbursed. This daily lodging limitation may be exceeded by the lesser of either an additional 50% of the applicable lodging expense limitation or the actual lodging expense incurred upon approval by the individual's supervisor. Actual conference lodging may be paid without limit if travel is to an out-of-state high-cost or special high cost area as identified by the State of Kansas and as listed below.**

- Room sharing between Butler faculty/staff and students is prohibited.
- The College shall not incur any additional costs as a result of a family member traveling with the employee.
- **Tips associated with lodging expenses will not be reimbursed.**

Personal vehicle use: If it is necessary for a college employee to use a personal vehicle for professional travel, reimbursement will be made **for the most direct route to and from the college to the conference/meeting site and** at the rate approved in the budget plus turnpike and toll road fees. Any difference between the college’s reimbursement rate and the IRS standard mileage allowance may potentially be a deductible expense on the employee’s own income tax return. ~~(Check with your tax advisor.)~~ If it is necessary for an employee to leave a vehicle at a transportation terminal for the duration of the trip, parking fees will be reimbursed **based on conference or meeting length**. Requests for reimbursement of turnpike fees, toll road fees, and/or parking fees must be supported by original dated receipts.

When a college vehicle is requested and one is not available, the non-availability will be noted on the Vehicle Request Form and the requester is then authorized to use a personal vehicle and be reimbursed through the appropriate departmental budget.

- This provision for reimbursement applies to full-time and part-time employees but does not apply to adjunct faculty for part-time teaching assignments or for full-time faculty and administrators teaching on an overload or supplemental basis.
- Full-time faculty who teach part of their regular load away from their primary site may use a college vehicle (see employee handbook for college fleet vehicle policy), or be paid mileage for the use of a personal vehicle.
- Mileage will not be paid if the distance traveled is less than the employee’s normal commute.
- Mileage will be reimbursed when an employee is asked to participate in college activities (i.e., search committee) when he/she is not on contract even if the travel does not exceed the employee’s normal commute.

Taxicab charges: Taxicab charges will be allowed from bus, rail or plane terminals to the destination for college related business only.

Tips: Reasonable tips (maximum of 18 percent) will be reimbursed where applicable. Exceptions to the 18% maximum will be made when the provider assesses a minimum gratuity that exceeds eighteen percent (18%).

Telephone/Internet: Long distance telephone calls, fax messages and charges for internet use will be reimbursed for only college business.

Meals: When on official business, the cost of meals for college employees, board members, and official guests, plus an 18% (maximum) gratuity will be reimbursed. Exceptions to the 18% maximum will be made when the provider assesses a minimum gratuity that exceeds eighteen percent (18%). For meals attended by guests, the receipts must have the guests’ name(s) written on them. Original itemized, dated receipts are required for reimbursement of the cost of meals.

Meals will not be reimbursed for employees solely on the basis that they have traveled to an outreach location of the college as a normal function of their position. Nor will reimbursement be approved for expenses incurred by the spouses or other relatives of board members or college employees.

Meal allowances for overnight or multi-day travel will be reimbursed as follows:

Meal allowances on the day of departure:

Time of departure:	Meals allowed:
12:01 AM – 6:00 AM	breakfast, lunch and dinner
6:01 AM – 12:00 Noon	lunch and dinner
12:01 PM – 6:00 PM	dinner
6:01 PM – 12:00 Midnight	No meals allowed

Meal allowances on the day of return:

Time of arrival:	Meals allowed:
12:01 AM – 6:00 AM	No meals allowed
6:01 AM – 12:00 Noon	breakfast
12:01 PM – 6:00 PM	breakfast and lunch
6:01 PM – 12:00 Midnight	breakfast, lunch, and dinner

Based on State of Kansas guidelines, meal expense reimbursement, which includes charges for meals, taxes and all fees and tips to waiters, should not exceed a combined total of \$51 per day for breakfast, lunch and dinner. Total cost of daily meal reimbursement may be exceeded in out-of-state high cost and special high cost areas and with approval of employee's direct Vice President.

According to IRS regulations, the value of meal reimbursements made to employees must be included as employee income with a few exceptions. Meals that fall under one of the following categories are non-taxable and will be reimbursed through the Accounts Payable office. Meals that do not fall under one of these categories are taxable to the employee and will be reimbursed through the Human Resources Office. The cost of taxable meals purchased with a Butler purchasing card will be forwarded from the Accounts Payable office to the Human Resources office where the appropriate payroll taxes will be withheld.

1. Travel:

- a. The meal expense is incurred while the employee is traveling on business and
- b. An overnight stay is required. According to IRS regulations, overnight travel must be long enough to require substantial "sleep or rest." Traveling a great distance does not automatically exclude a meal expense from employee taxable income if the employee returns from the trip without spending the night.

2. Travel (overnight stay not required):

- a. Meals are officially scheduled as part of a conference or convention, or
- b. Meal expenses are directly related to attending business meetings of certain exempt organizations. This exemption generally applies only to chambers of commerce or civic clubs such as Kiwanis or Rotary Club, and trade or professional organizations when the meeting is a breakfast, luncheon or dinner meeting.

3. Meals provided for the convenience of the employer:

- a. Meals are furnished on the business premises and
- b. The meals are provided due to a substantial business reason such as peak enrollment times, departmental meetings, etc.

4. Business Entertainment:

- a. The meal expense is incurred during the active conduct of business with someone other than college employees, and
- b. There must be a clear business purpose for incurring the expense and
- c. There is an expectation of getting a specific business benefit at some future time.

5. De Minimis Meals:

- a. De Minimis meals are employer provided meals and meal reimbursements with a value so small that accounting for them is administratively impractical (coffee, doughnuts, soft drinks, pizza, snacks, etc.) if meals are provided on an occasional basis only.
- b. Occasional parties and picnics for employees and their guests are also considered de minimis.

6. Overtime Work:
 - a. Overtime work necessitates an extension of the employee's regular work day, and
 - b. Meals must be consumed during the overtime period, and
 - c. Meals must be provided on an occasional basis only.

~~Alcoholic Beverages: No purchase of alcoholic beverages will be reimbursed.~~

Non-reimbursable Expenses include:

- Alcoholic beverages
- Commuting costs between home and the College
- Dry cleaning
- Office supplies (See Purchasing Policy for centralized purchasing of office supplies.)
- Personal entertainment expenses (movies, games, personal telephone calls, optional conference activities not included in the general conference fee, etc.)
- Personal items (toiletries, magazines, aspirin, etc.)
- Snacks
- Spouse or other family member expenses
- Tobacco products
- Traffic and/or parking violation fines
- Tips to porters, maids, bellhops, etc.

Receipts: All requests for reimbursement must be supported by original itemized, dated receipts. The only expenses that will be considered for reimbursement without a receipt are tips for baggage handling, parking meter fees and meals purchased from concession stands. These exceptions do not include fees for parking garages or parking at a transportation terminal where receipts are given. Expenses must be submitted for reimbursement within the same budget year in which the expense was incurred unless a ~~cash~~ **travel** advance was obtained prior to a trip. In that case, the receipts, expense report and any unused cash must be returned to Accounts Payable within ten (10) days after the last official day of travel. All receipts for allowable meals (See "Meals" section), transportation, lodging and other allowable expenses must be attached to the Expense Report **and it is suggested these be** returned to Accounts Payable within ten (10) days after the last official day of travel.

Prepaid Expense Cards: Employees who frequently travel with student groups may apply for Prepaid Expense Cards to be used by students for the purchase of meals while traveling as part of a College sponsored activity. The student organization sponsor/coach may request the cards by completing a Prepaid Expense Card Request form, which will be submitted to Executive Council for approval. Approval will be determined by considering the number of people traveling and the frequency of travel.

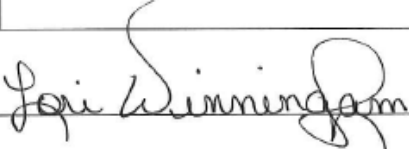
Purchasing Cards for Travel: Employees who frequently travel with student groups may apply for a Butler purchasing card to be used for travel expenses (hotel, employee meals, registration fees, etc.) while traveling as part of a College sponsored activity. The employee may request the card by completing a Purchasing Card Enrollment form which will be submitted to Executive Council for approval. Approval will be determined by considering the number of people traveling and the frequency of travel.

Approval of Web Development Program Update and KBOR Approval – The reason for this submission is to provide KBOR supporting information for the significant course changes made to the Web Development program for 2016-17. Trustee McKibban moved that the Board approve the changes for CA2 and supporting documentation, CA2a AAS and CA2a Certificate for submission to KBOR. Trustee JoAnn Craven seconded. The motion passed unanimously. The updated information follows:

Revised Program Request Form CA2

General Information

Institution Submitting Proposal	Butler Community College
Name and Title of Contact Person	Lori Winningham, Vice President of Academics lwinningham@butlercc.edu 316.321.3110
Current Program Title	Web Development
Current CIP Code	11.1004
Revised Program Title	No changes
Revised Suggested CIP Code	No changes
Degree/Certificate Program Description	Associate of Applied Science (AAS) Certificate (CERTB)
Number of Credits for the Revised degree and/or certificate	63-AAS 33-Cert No changes to either program
Proposed Date of Initiation	Fall 2016
Specialty Accrediting Agency	N/A
Date Institution entered into Program Inventory	12/9/2016

Signature of College Official  Date 2-6-17

Signature of KBOR Official _____ Date _____

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. On reviewing the degree for Web Development, with the guidance of our advisory committee, numerous students, and several industry partners, we found the need to change some of the courses found in the degree path.

The change will allow classes to evolve cross-departmentally, allowing Butler Community Colleges STEM Division, specifically the Interactive 3D Technology Department, to create common core classes that will guide the student on their path to a degree. This better serves the college, the students, and the community in that the students will have a better understanding of their career path, leading to better outcomes and better completion numbers. This further allows the department to meet the demands of Pathways Education, a current initiative at Butler Community College.

Courses have been re-written to better serve the current industry, and with the guidance of that industry, Butler Community College has written new courses as well that better reflect the skillset necessary in the industry today and the future.

- Provide documentation from at least two industries that usually hire graduates and are closely affiliated with the program that indicates support for the revision
- Provide a letter from the Chair or Dean documenting college support and administrative rationale for the revision ENCLOSED.

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 DONE
- Submit a list of program competencies highlighting those competencies that are new because of the revision ENCLOSED
- Submit a course syllabus for each new course

Criterion III: Admission and Graduation Requirements NO CHANGE

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

- **Criterion IV: Facilities NO CHANGE**

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

Criterion V: Resources NO CHANGE

- 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

- **Criterion VI: Faculty NO CHANGE**

- Describe the faculty qualifications for 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

Criterion VII: Outside accreditation NO CHANGE

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

Criterion VIII: Approvals

- Provide minutes that indicate approval of the revision from the following: curriculum committee, program advisory board, Board of Trustees

Submit the completed application and supporting documents to the following:

Director of Technical Programs & Curriculum
Kansas Board of Regents
1000 SW Jackson, Ste. 520
Topeka, KS 66612-1368



January 31, 2017

Dear Kansas Board of Regents:

This letter is in support of the proposed changes to Butler Community College's Web Development program. As one of the fastest growing jobs in the United States and Kansas, we desire to ensure Butler's program changes align curriculum with the latest industry demands and trends. According to Indeed.com, there are approximately 201 developer jobs available in the state of Kansas with an average salary of \$71,752 per year. Furthermore, the Kansas Department of Labor's 2014 – 2024 job growth projections forecasts a 21.6 percent growth rate between 2014 and 2024 with an average mean wage of \$51,950.

As the southcentral part of Kansas continues to struggle with job growth and providing high demand, high wage jobs to our residents, we feel it is our responsibility to continue providing regional employers with high quality, job ready employees in the area of web development.

Should you have any questions and/or concerns, please do not hesitate to contact me. Thank you for your consideration.

Respectfully yours,

Mel L. Whiteside

Mel L. Whiteside
Dean, Science, Technology, Engineering and Mathematics
Butler Community College
715 East 13th Street
Andover, KS. 67002
316.218.6302
mwhiteside@butlercc.edu

New Competencies

IN118

- Create web-based applications
- Create a database driven website
- Convert current HTML based websites to integrate PHP and a database
- De-bug PHP code and fix database problems
- Deploy a local web server and local install of a database

IN162

- Explain storylines and how they make a game successful.
- Understand character development and how a character fits into a storyline.
- Write a complete storyline and develop the characters in it.

IN166

- Apply design processes to graphical development
- Develop basic graphical creation skills
- Understand different graphical elements and their use
- Articulate different file types and their use
- Understand file optimization techniques and when to use them

IN174

- Create storyline and character
- Storyboard a stop-motion production
- Design, build and light a stop-motion set
- Operate cameras and lights for optimal image capture
- Add audio and sound effects to stop-motion productions
- Render and publish movies at industry standards and in the correct format

IN183

- Articulate the pre-production process of digital video production
- Demonstrate specific lighting techniques as needed in interactive productions
- Demonstrate skilled usage of a digital film camera
- Edit digitally captured video
- Articulate unique characteristics of a documentary

IN234

- Identify the organizations involved in implementing CMS standards
- Implement basic and advanced CMS theming
- Incorporate images and image galleries
- Explain custom fields, queries and shortcodes
- Explain, design, and implement responsive theming
- Implement and deploy a test/production website
- Upload and install a CMS

IN243

- Explain current state of web technologies
- Build findable websites
- Implement accessibility and usability best practices
- Implement mobile first responsive layout strategies
- Incorporate alternative layout strategies and production techniques
- Implement CSS preprocessors in workflow
- Incorporate methods for organizing CSS architecture
- Employ front-end performance techniques

IN292

- Develop and/or deploy a game, simulation, website or digital portfolio showcasing individual and group talents.

CA2a-A Program Revision Application Program Comparison Chart

Name of Institution Butler Community College

List all courses in Current Program below. Note the courses to be changed with an * before the course		List all courses in the Revised Program below. Note the NEW courses with ** before the course		
Current Program Title: Web Development		Proposed Program Title: No change		
Current Program Courses	Number of Credits	Proposed Program Courses	Number of Credits	
EG101 English Composition	3	EG101 English Composition	3	
EG112 Technical Writing	3	EG112 Technical Writing	3	
SP100 Public Speaking	3	SP100 Public Speaking	3	
MA114 Technical Mathematics I (or above)	3	MA114 Technical Mathematics I (or above)	3	
AR100 Art Appreciation or BS105 Sociology or BS160 General Psychology	3	AR100 Art Appreciation or BS105 Sociology or BS160 General Psychology	3	
*IN105 Information Technology (IT) Concepts		IN112 HTML		3
IN112 HTML		**IN118 PHP and Databases		3
*IN115 Flash Fundamentals	3	**IN162 Game Storyline & Character Devel	3	
*IN123 Digital Illustration and Layout	3	**IN166 Introduction to Graphics	3	
*IN124 Introduction to Digital Design	3	**IN174 Stop Motion Animation	3	
*IN135 Web Graphics	3	**IN183 Digital Video Production I	3	
IN208 Interactive Digital Signage	3	IN208 Interactive Digital Signage	3	
IN216 Web Scripting	3	IN216 Web Scripting	3	
IN217 2D Animation and Cartooning	3	IN217 2D Animation and Cartooning	3	
IN261 Cross-Platform Mobile Devel	3	**IN234 CMS for Web Development	3	
*IN275 Information Technology Ethics	3	**IN243 Advanced HTML and CSS	3	
*IN2001 Principles of Information Assurance	3	IN261 Cross-Platform Mobile Devel	3	
		**IN292 Interactive, Digital, and 3D Capstone	3	
*Electives	12	**Electives	9	
Total Credits in Current Program	63	Total Credits in Revised Program	63	

Signature of College Official  Date 2-6-17


Signature of KBOR Official _____ Date _____

Submit to the following:
 Director of Technical Programs and Curriculum
 Kansas Board of Regents
 1000 SW Jackson, Ste. 520
 Topeka, KS 66612-1368

CA2a-A Program Revision Application Program Comparison Chart

Name of Institution Butler Community College

List all courses in Current Program below. Note the courses to be changed with an * before the course		List all courses in the Revised Program below. Note the NEW courses with ** before the course	
Current Program Title: Web Development		Proposed Program Title: No change	
Current Program Courses	Number of Credits	Proposed Program Courses	Number of Credits
*IN105 Information Technology (IT) Concepts	3	IN112 HTML	3
IN112 HTML	3	**IN118 PHP and Databases	3
*IN115 Flash Fundamentals	3	IN123 Digital Illustration and Layout	3
IN123 Digital Illustration and Layout	3	IN124 Introduction to Digital Design	3
IN124 Introduction to Digital Design	3	**IN166 Introduction to Graphics	3
*IN135 Web Graphics	3	IN216 Web Scripting	3
IN216 Web Scripting	3	IN217 2D Animation and Cartooning	3
IN217 2D Animation and Cartooning	3	**IN234 CMS for Web Development	3
*IN228 Intro to SQL Language	3	**IN243 Advanced HTML and CSS	3
IN261 Cross-Platform Mobile Devel	3	IN261 Cross-Platform Mobile Devel	3
*IN2001 Principles of Information Assurance	3	**IN292 Interactive, Digital, and 3D Capstone	3
Total Credits in Current Program	33	Total Credits in Revised Program	33

Signature of College Official  Date 2-6-17

Signature of KBOR Official _____ Date _____

Submit to the following:
 Director of Technical Programs and Curriculum
 Kansas Board of Regents
 1000 SW Jackson, Ste. 520
 Topeka, KS 66612-1368

Approval of 2017 State Motor Vehicle Contract for Fleet Vehicle Purchase – Facilities Management requested the replacement of the following vehicles:

- 2006 Ford E350 15 passenger Van appx 134,000 miles
- 2006 Ford E350 15 passenger Van, appx 125,000 miles
- 1995 Ford F150 reg cab truck, appx 70,000 miles

These vehicles were chosen for replacement for different reasons. The cost of maintenance increases as mileage accumulates, the age of the vehicle, and condition of the vehicle. Replacement vehicles would be purchased from the 2017 Kansas Motor Vehicle Contract.

Trustee McKibban moved to table this request until further information can be reviewed. Trustee Craven seconded. The motion passed unanimously. Lynn Umholtz and Ireland Turner will gather the requested data for Board review and make it available for the March Board Meeting.

Acceptance of Retirement for Tom Erwin – Tom Erwin, Chief Information Officer, will retire at the end of May 2017. Tom has been at Butler for 32 years and has worn many hats during his tenure. Tom has been a strong leader of change through his expertise, innovation, communication, and building relationships with his staff and colleagues. He is looking forward to traveling and spending time with his family. Trustee Engelbrecht moved that the Board accept the retirement of Tom Erwin. Trustee Dreiling seconded. The motion passed unanimously.

CONSENT AGENDA

Item IX. D. 10. Ratification of the Articulation Agreement with Ottawa University was added to the consent agenda. Trustee Dreiling moved that the Board approve the consent agenda as amended. Trustee Engelbrecht seconded. The motion passed unanimously. The consent agenda contained the following items:

- Approval of Minutes of the Regular Board Meeting of January 10, 2017
- Approval of Bills and Warrants for January 2017 - \$4,630,550.35 (including expenditure approval list - \$2,645,755.40 and January payroll - \$1,984,794.95.)
- Approval of Cisco Smartnet Maintenance Renewal from ISG in the amount of \$56,455.34 to be paid from the Student Technology Fee Account (\$16,899.07) and Technology Plan Fund (\$39,556.27)
- Approval of Larry Walty Roofing Change Order in the amount of \$68,677.00 to be paid from the Campus Life Funds
- Approval of 2017 LINKS Beautillion Advertising Agreement
- Approval of National Media Preference Survey Contract
- Approval of 2017 Wichita River Festival Advertising Agreement
- Approval of Kansas State Fair Contract
- Approval of Motorcycle Rider Education Agreement
- Approval of Kansas Humanities Council Grant
- Approval of Contract for Affiliated Clinical Site–Salina Regional Health Center, Inc.
- Approval of 2017-2018 High School Articulation Agreements for Career Pathways: Kansas Department of Education, Andale USD 267, Andover USD 385, Augusta USD 402, Bishop Carroll, Bluestem USD 205, Centre USD 397, Chase County USD 284, Circle USD 375, Conway Springs USD 356, Derby USD 260, Dodge City USD 443, Douglass USD 396, El Dorado USD 490, Emporia USD 253, Eureka USD 389, Frederic-Remington USD 206, Flinthills USD 492, Goddard USD 265, Halstead USD 440, Haysville (Campus) USD 261, Hillsboro USD 410, Maize USD 266, Marion USD 408, Newton USD 373, Ottawa USD 209, Parsons USD 503, Peabody-Burns USD 398, Rose Hill USD 394, Valley Center USD 262, and Wichita USD 259,

- Approval of Concurrent Enrollment Partnerships: Bluestem USD 205, Frederic-Remington USD 206, Maize USD 266, Andover Central USD 385, Rose Hill USD 394, Douglass USD 396, Augusta USD 402, Council Grove USD 417, El Dorado USD 490, and Flinthills USD 492,
- Ratification of Articulation Agreement with Ottawa University
- Approval of Laurie Bruce as Developmental Mathematics Program Coordinator at a salary of \$49,635

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Gene George

Monthly Statement of Revenue & Expenditures – Submitted by Edith Waugh

Thank You Notes – Susan Gilliland, Lance Hayes and Alice Mannette

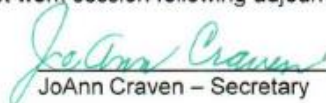
Board Calendars

PTK All-Kansas Scholar Luncheon/KACCT Meeting	Thursday, February 16
Foundation Board of Directors Meeting	Tuesday, February 21
Andover Chamber of Commerce Annual Event	Thursday, February 23
Butler Community College Adult Education Partners 4 Success Graduation	Tuesday, February 28
20 th Annual Butler Foundation Benefit Auction	Friday, March 3
March Board Finance Committee	Tuesday, March 14
March Board Meeting	Tuesday, March 14
El Dorado Chamber of Commerce Annual Event	Tuesday, March 14

ADJOURNMENT

Trustee McKibban moved that the regular meeting of the Butler Community College Board of Trustees be adjourned. Trustee Dreiling seconded. The motion passed unanimously. The meeting of February 14, 2017 was adjourned at 5:55 p.m.

The Trustees met for dinner and a budget work session following adjournment.



 JoAnn Craven – Secretary