

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., Tuesday, December 11, 2018 – Dankert Board Room**

STAFF ATTENDANCE

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
Matt Jansen	Christina Byram
Tiffany Rhodes	Christy Streeter
Beth Eagleton	Lynn Umholtz
Tiffani Price	

BOARD ATTENDANCE

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

GUESTS

Mike Warrington, City of Andover Councilmember, Liaison to Butler
Jennifer McCausland, Assistant City Administrator, Andover

CALL TO ORDER

Chair Dreiling called the regular monthly meeting of the Board of Trustees to order at 4:31 p.m.

APPROVAL OF THE AGENDA

Trustee Engelbrecht moved to approve the agenda. Trustee Joyce seconded. The motion passed unanimously.

RECOGNITIONS

- **Chrissy Baker** – Five Year PTK Sponsorship
- **Chefs John & Lexi Michael (& daughters), Bill & Teri Rinkenbaugh, Christy Streeter, Mark & Alice Mannette, Jason & Jessica Ohman (& daughters), Kim Krull, Mel & Kimberly Whiteside, Ruth Malstead, Andrew Martin, Anna Compton, Megan Eichelberger, Elisa Brainard, Daniel Espinoza, Jayden Thanel, Sidney Vanderhoff, Jordan Sotcks, Sarah Baskins, Vanita Rathod, Audra Bell (and sons), Misty Dolloff, Josh Dye, Howard Goldsmith, Lauren Smith, and Jesse Moore** – Delivering Thanksgiving Dinner to local firestations

- **Audra Toombs, Sherri Conarc, Kathy Conner, Mandy Tetrick, Teresa Mayginnes, Pat Cummings, and Debbie O'Bryan** – 2018 Wellness Fair
- **Donnie Smith** – Collision Repair Education Foundation Grant
- **Janice Akao & Michelle Ruder** – Coordination of the Kansas Council for Workforce Conference
- **Mark Jaye** – Kansas Council for Workforce Education Excellence in Teaching Award
- **Janice Akao** – Kansas Council for Workforce Education Exemplary Service Award
- **Karen Carmichael** – Kansas Council for Workforce Education Leadership Outside the Field Award
- **Lindsey Carter-Fields** – Kansas Council of Instructional Administrators Scholarship Recipient

PUBLIC COMMENT- NONE

STANDING REPORTS

Student Government Association – NONE

Operational Staff – NONE

Professional Employees – Dr. Terry Sader reported that it has been an interesting year so far. They have added some great new faculty, several faculty are retiring, and they've even experienced some unexpected losses. They are also in full implementation of Pathways and feel blessed to have a board to deal with the external factors so that faculty can focus on their jobs.

Board Finance Committee – Trustee Engelbrecht reported the we are right on track for a good budget year.

Foundation Board Report – Chair Dreiling reported that the Foundation Board hosted a worksession for their vision on November 27. One of her big takeaways from that event as well as the Butler for Butler meetings she has been attending is that "Butler needs to toot their horn more".

President's Report – Dr. Krull gave a brief enrollment update. We are currently 63% of the way to our day 1 credit hour goal and 57% towards the headcount goal. Students will continue to enroll through the start of the January semester.

Dean Mel Whiteside shared with her that Joe Leibbrandt and Taylor Frank took some of their students to Leavenworth County to help host a livestock judging clinic and they hope to participate in more events like these this spring.

The KACCT Meetings were held in Independence earlier this month. The president's conversation centered around the funding model and that the Board of Regents has asked for more funding for community colleges and technical schools. They also

discussed service areas and athletic rosters. During the upcoming legislative session, they expect concurrent enrollment and Excel/CTE fees to remain in discussion.

The Seward president sent out a brief survey last month looking at how community colleges could possibly collaborate to save money and share costs. The three highest areas of interest were IT, athletics, and health insurance.

In January the Board will elect new officers, but as a heads up, Dr. Krull told everyone about the Regents Dinner on January 16 for the Chair and President as well as the Legislative Breakfast on January 17 (which will take the place of the Higher Ed Day this year).

Education Facilities Authority Report – Trustee Joyce reported that they did not have a quorum for the December meeting and they would like to look at an alternate from the Trustees (as well as the other entities) to serve in case one of the selected members can't attend. Trustee Lechtenberg agreed to serve as the alternate.

Dr. Krull did provide project updates from the administrative side including the concrete settlement and security upgrades (cameras and lock boxes) as well as the retention pond that is not draining correctly.

MONITOTRING REPORTS - NONE

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITES

Rose Hill Property Reversion – Kent Williams reported that Butler fulfilled it's obligation with the 1994 Educational Facility Agreement between Butler and USD 394 (Rose Hill), for the College's operations at the Rose Hill High School site.

Section 20 of that agreement states, "At the end of twenty years, all right, title and interest in and to the real estate and facility shall revert to USD #394, free of any claims by BCCC; subject, however, to a negotiated agreement between the parties for further usage by BCC."

To fulfill Butler's obligation for the property reversion the attached Corporate Warranty Deed was prepared by Ray Connell, signed by Dr. Krull and sent to USD 394.

Digital Transformation Update – Bill Young gave a report on the funds used through the Capital Mill Levy for the Digital Transformation of Butler Community College. The current outcomes of the project are:

- Storage and Disaster Recovery
 - Nimble Storage array is active with a full disaster recovery plan managed by Veeame data storage solutions is in place and this project is 100% complete.
 - This creates a foundation for data warehousing as well as a virtual hardening of our data center facilities.

- Network Infrastructure
 - Border-to-Border wireless is 88% complete
 - Aruba Switch replacement is 97% complete
- Physical Security
 - Cameras installs have been completed for Resident Life Halls, Student Union, FM, Educare, 600 and 1500 Building
 - Access Controls (Locks) have been completed for the following locations but not yet utilized: Resident Life Halls, Student Union, FM, Educare, 600 and 1500 Building
 - AppArmor Mass notification complete for Faculty and Staff
 - AppArmor app release date is TBA but will be released before Spring Semester
- Campus Security Lighting
 - New LED security lighting has been installed at both the Andover and El Dorado campuses.
 - This portion of the project is 90% complete.
- Digital Signage
 - This is the final piece of the digital transformation project and is in the design phase now.
 - Implementation will occur in 2019.

Capital Outlay Funds 10/31/2018

<u>Capital Outlay Project Fund Summary</u>	
Fund Balance, July 1, 2016	\$0
Bond proceeds	\$6,216,462
Investment Income as of October 31, 2018	<u>\$70,762</u>
Amount available at October 31, 2018	\$6,287,224
Expenditures as of October 31, 2018	<u>\$4,071,430</u>
Fund Balance, October 31, 2018	\$2,215,794

<u>Capital Project Fund - Planned Expenditures</u>			
<u>Capital Project Plan Items</u>	<u>Estimated Cost</u>	<u>Spent to Date</u>	<u>Estimated Cost Remaining</u>
1. Converged Infrastructure Phase One/Two	\$1,277,850	\$1,039,203	\$238,647
2. Network Infrastructure	\$1,586,353	\$2,465,991	(\$879,638)
3. Hardened Data Center	\$330,000	\$0	\$330,000
4. Physical Security	\$2,937,500	\$376,649	\$2,560,851
5. Digital Signage	\$148,000	\$0	\$148,000
6. Campus Wide Security Lighting	\$165,000	\$122,178	\$42,822
7. Contingency	<u>\$100,000</u>	<u>\$0</u>	<u>\$100,000</u>
Total	\$6,544,703	\$4,004,022	\$2,540,681

<u>Capital Outlay Bonds Payment Schedule</u>		
<u>Fiscal Year Ended</u>	<u>Total Debt Service Payments</u>	<u>Estimated Capital Outlay Tax Revenue</u>
June 30, 2017	\$615,562	\$1,274,794
June 30, 2018	\$1,249,393	\$1,303,879
June 30, 2019	\$1,282,343	\$1,343,012
June 30, 2020	\$1,299,818	\$1,343,012
June 30, 2021	\$1,302,068	\$1,343,012
June 30, 2022	\$648,548	\$70,117
June 30, 2023	<u>\$0</u>	<u>\$39,133</u>
	\$6,397,729	\$6,716,958

BOARD ACTION ITEMS

Andover Neighborhood Revitalization Program - On August 28, 2018, City of Andover adopted an Ordinance to renew the current Neighborhood Revitalization Program. This NRP provides opportunities to promote the revitalization and development of certain areas with the City of Andover in order to protect the public health, safety, and welfare of the residents. Residential and commercial properties are eligible within designated areas. In order to be eligible, real property must have a minimum increase of at least \$25,000 based on building permit value for residential property and at least \$50,000 based on building permit value for commercial/industrial. There is a maximum rebate of 5 years. Rebates granted under the plan will be 45% of the property tax corresponding to the increase in appraised value resulting from new construction and 95% of the property tax corresponding to the increase in appraised value resulting from rehabilitation/repair of a structure. The ordinance will expire December 31, 2021.

Trustee Joyce moved to approve the request from the City of Andover to enter into an Interlocal Agreement with the City, Butler County Board of Commissioners, and USD 385. Trustee Lechtenberg seconded. The motion passed unanimously.

Payroll Cash Advance Policy Revision – The Executive Council has reviewed the Payroll Cash Advance policy and is making recommendations for revisions. Our recommendation is to discontinue this practice.

The Payroll Cash Advance policy is provided with bold text indicating new wording or language and strikethroughs indicate language to be deleted.

Section 5 – Employment and Payroll Information

I. Payroll Cash Advances

Payroll Cash Advances

Butler **does not allow payroll cash advances. If an employee has a hardship need they may be eligible for assistance through BEACIN or local agencies.** ~~allows employees to receive two (2) payroll cash advances per calendar year, provided there is a legitimate need. Each advance shall not exceed \$700 and shall be paid back in no more than four (4) payments. Payroll deductions will begin the payday immediately following receipt of the cash advance. New advances will only be considered if there are no outstanding advances. Contact the Payroll Department for assistance. (Rev. 8/03)~~

Trustee Engelbrecht moved that the Board approve the proposed policy revision. Trustee Joyce seconded. The motion passed unanimously.

Direct Deposit Policy – The Executive Council has reviewed the Direct Deposit policy and is making recommendations for revisions. The general change is to move to a paperless system and eliminate the cost of check stock, and the labor cost of check distribution at various sites. The College will offer two options to employees. Direct deposit to a designated bank account or assignment of a reloadable paycard. We currently issue over 280 paper checks per month.

The direct deposit policy is provided with bold text indicating new wording or language and strikethroughs indicate language to be deleted.

Section 5 – Employment and Payroll Information

E. Payroll Information

Direct Deposit

Butler employees have the opportunity to participate in direct deposit **or receive their pay on a paycard. Paper checks will not be issued.** ~~Those interested~~ **You will** need to complete an authorization form, **and received your reloadable paycard.** If you choose direct deposit **into your own bank account** you will need to provide a check stub or voided check to Human Resources. **For bank deposits**, employees have the choice on the depository and may also split the dollar amounts between two (2) banking institutions or accounts. Most direct deposit **elections, including paycards** will receive their pay one (1) day in advance of ~~these not on direct deposit~~ **payday.** Employees may view pay information on line in pipeline. (Rev. 07/09)

Trustee Craven moved that the Board approve the proposed policy revisions. Trustee Joyce seconded. Trustee Howell felt that the employees should have a vote and more knowledge of options before they were forced to give up their paper checks. He said that we should consider a 60-90 period of conversion. Trustee Craven withdrew her motion. Trustee Joyce withdrew his second. It was agreed that Human Resources

would look into the options and solicit opinions from employees before making this revision.

Severe Weather Policy Revision – The Executive Council has reviewed the Severe Weather Policy and is making recommendations for revisions. The full policy is provided with bold text indicating new wording or language and strikethroughs indicate language to be deleted.

Proposed Revisions to Policies:

Section 3 – Policies and Procedures

BB. Severe Weather Policy

Severe Weather Policy

Butler will not close unless extreme weather conditions prevail that affect the safety of students and employees traveling to and from campus locations. In the event the College remains open, students and staff are encouraged to consider their own safety when making travel decisions. Faculty and supervisors are asked to be understanding when people are absent because of weather-related circumstances. **If the College is closed due to the weather, employees will not need to submit personal leave for the time that the College is closed. However, if the College is open and you are not able to travel to your Butler location, you will be required to use personal leave for the weather related absence.** ~~It is the college's expectation that this policy will not be misused, therefore, you will not be required to use any leave for severe weather absences.~~

Notice of Butler facility and class closings will include El Dorado, Andover, Rose Hill, McConnell. Other locations are subject to individual facility closings, with information regarding closings available at each site. Announcement of any college closings is the sole responsibility of the Vice President of Student Services and the Director of College Relations and Marketing.

A class and facility closing message will be recorded on the Butler of El Dorado switchboard if college officials are able to reach the campus. ~~The Butler Emergency Alert Reporting System will be utilized to notify all faculty, staff and students of the closure.~~ **Butler has an automated emergency notification system powered by GrizzlySAFE.** This system provides a method for the College to notify all faculty, staff and students of campus emergencies.

The message will also be posted on Butler Community College's web page. The following list of metro and local media will be notified of closings due to inclement weather:

TV: KWCH (Channel 12) KAKE (Channel 10) KSNW (Channel 3)
Radio: Entercom Broadcasting (KDGS, KEYN, KNSS, KFBZ)
Journal Broadcasting (KDFI, KYQQ, KMXW, KFXJ, KICT, KFTI-AM)
Clear Channel Broadcasting (KKRD, KRZZ, KRBB, KZSN)

~~Butler's E-Alert system will also be utilized. Subscription to E-Alerts is available by logging in via Pipeline.~~

Media will be notified as soon as possible once the decision is made. (Rev. 7/13)

Trustee Joyce moved that the Board approve the proposed policy revisions. Trustee Engelbrecht seconded. Trustees Bohon, Craven, Engelbrecht, Joyce and Lechtenberg voted Yay. Trustee Howell voted Nay. The motion passed.

Butler Early College Culinary Academy – Augusta High School will be a host site at their Central Kitchen located at 2010 N Ohio St., Augusta, KS for a Butler Early College Culinary Academy to begin in the Fall 2019. A Memorandum of Understanding (MOU) has been drafted and reviewed by legal counsel as well as Butler and Augusta representatives. Trustee Engelbrecht moved to approve the Memorandum of Understanding between Butler and USD 402. Trustee Craven seconded. The motion passed unanimously.

Retirements - Grayson Barnes, full-time Arts and Humanities Professor, has submitted his notice of resignation (retirement) effective December 31, 2018. Grayson Barnes has been with the College as a full-time faculty member since August 2003.

Michael Flynn, full-time Test Administrator, has submitted his notice of resignation (retirement) effective December 31, 2018. Michael Flynn has been with the College since September 2013.

Ronda Holt, full-time Systems Librarian, has submitted her notice of resignation (retirement) effective December 31, 2018. Ronda Holt has been with the College as a full-time employee since March 1998.

Kathleen (Kay) Metzinger, full-time Accounts Receivable Lead Cashier, has submitted her notice of resignation (retirement) effective December 31, 2018. Kathleen Metzinger has been with the College as a full-time employee since January 2000.

Trustee Enegelbrect moved to accept all of the retirements. Trustee Lechtenberg seconded. The motion passed unanimously.

CONSENT AGENDA

Trustee Joyce moved to approve the consent agenda as presented. Trustee Engelbrecht seconded. There was no discussion though Trustee Lechtenberg abstained from voting. The motion passed unanimously with Trustee Lechtenberg's abstention.

The consent agenda included the following items:

- Approval of Minutes of the Regular Board Meeting of November 13, 2018
- Approval of Bills and Warrants for November 2018 in the amount of \$3,967,926.77 (includes Expenditure Approval List - \$1,191,392.53 and Payroll - \$2,776,534.24)
- Ratification of MOU with T-Alley
- Ratification of ALLDATA Contract at an annual rate of \$975
- Ratification of DataLynk MOU Renewal
- Ratification of MOU with Crossland Construction
- Contract Renewal of Tim Schaffner, Head Football Coach at an annual salary of \$94,855 (\$80,755 will be paid by the college and \$14,100 will be paid by Grizzlybackers)
- Contract Renewal of Jordan Abbott, Assistant Football Coach at an annual salary of \$43,269
- Contract Renewal of Brice Vignery, Assistant Football Coach at an annual salary of \$42,361
- Contract Renewal of Nate Haremza, Assistant Football Coach at an annual salary of \$40,290
- Contract Renewal of Kyle Woodall, Assistant Football Coach at an annual salary of \$32,689
- Contract Renewal of Hunter Vaughn, Assistant Football Coach at an annual salary of \$37,822
- Contract Renewal of Steve Braet, Assistant Football Coach at an annual salary of \$69,023
- Contract Renewal of Lisa Lechtenberg, Head Volleyball Coach at an annual salary of \$51,000
- Contract Renewal of Tessa Arasmith-Cosby, Asst. Volleyball Coach at an annual salary of \$19,899
- Contract Renewal of Adam Hunter, Head Soccer Coach at an annual salary of \$60,420 (\$57,494 will be paid by the college and \$2,926 will be paid by Grizzlybackers)
- Contract Renewal of Travis Stipp, Assistant Soccer Coach at an annual salary of \$21,012

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Katie Banks, Myah, Linda Swan, Ted Essex (KPTS), Anthony V Mohatt (Kansas Army National Guard)

Board Calendars

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
DECEMBER 2018 – JANUARY 2019**

December Board Finance Committee	Tuesday, December 11, 3:30 p.m. President's Conference Room	JoAnn Craven Ron Engelbrecht
December Board Meeting	Tuesday, December 11, 4:30 p.m. Dankert Board Room	ALL TRUSTEES
Employee Holiday Luncheon	Thursday, December 13 @ 11:00 a.m.	
Nurses Pinning	Thursday, December 13, 7:00 p.m. Gym	Trustee Welcome: Greg Joyce
Winter Break – COLLEGE CLOSED	December 21 – January 1	
January Board Finance Committee	Tuesday, January 8, 3:30 p.m. President's Conference Room	JoAnn Craven Ron Engelbrecht
January Board Meeting	Tuesday, January 8, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

2018-2019 Board Meeting Dates
Tuesday, December 11, 2018
Tuesday, January 8, 2019
Tuesday, February 12, 2019
Tuesday, March 12, 2019
Tuesday, April 9, 2019
Tuesday, May 14, 2019
Tuesday, June 11, 2019
Tuesday, July 9, 2019

LOOKING AHEAD

February Board Finance Committee	Tuesday, February 12, 3:30 p.m. President's Conference Room	JoAnn Craven Ron Engelbrecht
February Board Meeting	Tuesday, February 12, 4:30 p.m. Dankert Board Room	ALL TRUSTEES
March Board Finance Committee	Tuesday, March 12, 3:30 p.m. President's Conference Room	JoAnn Craven Ron Engelbrecht
February Board Meeting	Tuesday, March 12, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

Fall 2018 ACTIVITY CALENDAR

Finals Week	December 10-14
Wichita Symphony Christmas Concert	Tues, December 11 @ 7:30 p.m.
Employee Holiday Luncheon	Thurs, December 13 11:00 a.m. – 1:30 p.m.
Nurses Pinning Ceremony	Thurs, December 13 7:00 p.m.
Fall Semester Ends	Fri, December 14
Winter Break – COLLEGE CLOSED	December 21 – January 1
Spring Intercession Begins	Wed, January 2
New Adjunct Faculty Orientation	Sat, January 12
Professional Development Days (PDD)	January 14-18
PDD Faculty Reception Sponsored by Dr. Krull	Mon, January 14
New Adjunct Faculty Orientation	Sat, January 19
Martin Luther King Day – COLLEGE CLOSED	Mon, January 21
Spring Semester Begins	Tues, January 22
E.B. White Gallery of Art Faculty Art Showing Reception	January 25-February 27 Fri, January 25 @ 6:00 p.m.
Second Saturday Training (BOA 5000)	Sat, February 9
Employee Forums	Thurs, February 14 BOA – 11:30 a.m. BOE – 2:00 p.m.
Spring Census Day (20 th Day)	Mon, February 18
President's Day (No Classes – McConnell Only)	Mon, February 18
BCC Foundation Board of Directors Meeting	Tues, February 19 @ 4:00 p.m.
Children's Theatre	February 19-27 @ 1:30 p.m. Sat, February 23 @ 2:00 p.m.
BCC Foundation Auction	Fri, March 1 @ 6:00 p.m.
E.B. White Gallery of Art Matthew Hilyard Exhibit Reception	March 6-April 7 Fri, March 8 @ 6:00 p.m.
Spring Break – NO CLASSES	March 11 – 15
Fall 2019 Enrollment Begins	Mon, March 18
Vocal Concert	Thurs, March 21 @ 7:30 p.m. Fri, March 22 @ 7:30 p.m. Sat, March 23 @ 2:00 & 7:30 p.m.
Student Forums	Mon, March 25 BOA – 11:30 a.m. BOE – 6:00 p.m.
Student Forums	Wed, April 10 BOA – 11:30 a.m. BOE – 6:00 p.m.

E.B. White Gallery of Art Annual Juried Student Art Exhibit Reception	April 12-May 6 Fri, April 12 @ 6:00 p.m.
Second Saturday (BOA 5000) Theatre	Sat, April 13 Thurs, April 18 @ 7:30 p.m. Fri, April 19 @ 7:30 p.m. Sat, April 20 @ 2:00 & 7:30 p.m.
Institutional Development Day (IDD) – NO CLASSES	Thurs, April 18
Good Friday – COLLEGE CLOSED	Fri, April 19
Instrumental Concert	Thurs, April 25 @ 7:30 p.m. Fri, April 26 @ 7:30 p.m. Sat, April 27 @ 2:00 & 7:30 p.m.
Employee Forums	Tues, April 30 BOA – 11:30 a.m. BOE – 2:00 p.m.
Vocal Concert	Thurs, May 2 @ 7:30 p.m. Fri, May 3 @ 7:30 p.m. Sat, May 4 @ 2:00 & 7:30 p.m.
Finals Week	May 13-17
E.B. White Gallery of Art Student Art Sale	Tues, May 14, 10:00 a.m. – 4:00 p.m.
Nurses Pinning	Thurs, May 16
Order of the Purple	Fri, May 17
Commencement	Sat, May 18
BCC Foundation Board of Directors Meeting	Tues, May 21 @ 4:00 p.m.
Memorial Day – COLLEGE CLOSED	Mon, May 27
Summer Semester Begins	Mon, June 3
Independence Day – COLLEGE CLOSED	Thurs, July 4
Summer Classes End	Fri, July 26

ADJOURNMENT

Trustee Engelbrecht moved that the Board adjourn into work session for an update from the Strategic Enrollment Management Team. Trustee Craven seconded. The motion passed unanimously. The regular meeting of December 11, 2018 was adjourned at 5:56 p.m.

Dr. Greg Joyce – Secretary