
**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., Tuesday, February 12, 2019 – Dankert Board Room**

STAFF ATTENDANCE

Stacy Cofer	Kim Sherwood
Lora Jarvis	Kelly Snedden
Kim Krull	Rodney Dimick
Esam Mohammad	Shelley Stultz
Jessica Ohman	Kent Williams
Bill Rinkenbaugh	Lori Winningham
Terry Sader	Bill Young
Donnie Featherston	Brad Beachy
Ireland Turner	Tiffany Rhodes
Christy Streeter	Beth Eagleton
Mark Jarvis	Christina Byrum
Noreen Templin	Chrissy Baker

BOARD ATTENDANCE

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

GUESTS

Vince Haines, Gravity::Works
John Haas, Ranson Financial Group
Larry Kleeman, Ranson Financial Group
Kevin Cowan, Gilmore & Bell, P.C.

CALL TO ORDER

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

APPROVAL OF THE AGENDA

Chair Joyce made a change to the agenda. Under section VIII, Item C was moved to the top in order to accommodate guests who had previous commitments. Trustee Engelbrecht moved to approve the updated agenda. Trustee Bohon seconded. The motion passed unanimously.

RECOGNITIONS

- **Marty Keenan & Donnie Featherston** – John & Suanne Roueche Excellence Award Winners
- **Noreen Templin** – Master Teacher
- **Brian Dye & Roberta Sheahan** – C2C Digital Magazine Published Article

- **Grant Pitz, Andre Davis, Kenyatta Nyirenda, Ian Kissell, Janice Akao, & Noreen Templin** – First Place in National PBL Stock Market Game
- **Danny Mattern** – NASA/IPAC Teacher Archive Research Program
- **Chrissy Baker** – Five Star PTK Advisor
- **Joe Leibbrandt, Taylor Frank, & Derek Foust** – Best Ag Program Jr College

PUBLIC COMMENT – NONE

STANDING REPORTS

Student Government Association – Christian Leis (president), Gabby Guzman (Vice President) and Paul Persigehl (Secretary/Treasurer) presented to the board. Gabby told the board that with the start of the new semester, they are planning a lot of events. One of these events is Once a Month Free Bowling in partnership with Grizzly Bowl. Their first time was super successful when they partnered with First Year Experience and rented the entire bowling alley and bought food for all of those who participated.

Tomorrow is Pack the Powerplant where they will sale t-shirts to support their cancer scholarship fund. T-shirts will be available to purchase at a cost of \$2 for students and \$5 for faculty and staff.

They are busy doing preparations for Spring Fling and next year's winter clothing drive.

This month they are celebrating Black History Month by decorating their bulletin board and SGA door with a different African American twice a week. Last week they handed out peanut themed products to recognize George Washington Carver.

Their partnership with Grizzly Ambassadors has really helped stock their food pantry and make other events successful.

Operational Staff – NONE

Professional Employees – Terry Sader congratulated Noreen Templin on her Master Teacher award and commented on how the process took a lot of time and reflection to select the right winner.

Dr. Sader also passed out survey results that the BCCEA distributed to faculty regarding the policies passed by the Board last month. The questions were to help determine where people were with the decisions that were made and he requested that the board reverse their decisions to change the policies. The results show that more than two to one against the Payroll Advance change and not quite as pronounced against the inclement weather policy change as well. The survey was distributed through Survey Monkey to ensure anonymity.

Dr. Sader expressed his concerns over the justifications for the changes. He said that making the changes for efficiency would never reduce the budget due to efficiency though it might affect the workload. It was also stated that no other employer offered

these benefits, but that was something that helped make Butler better and something special for employees. He also said that there was concern that a few isolated incidents are being cited as “wide-spread concerns about abuse of the policy” which leads to individuals being disheartened to lose something because of the abuse of a few.

Dr. Sader appealed to the Board that the employees are looking to them to reconsider these policy changes. They haven’t asked often for such changes, but hope they will consider it now. For him, and those he has spoken with, these changes indicate a disturbing trend in policies and practices that seem contrary to the best interest of the employees. Other matters are pushing to the fore as opposed to taking care of each other.

He concluded by saying that he would like to work towards reembracing the Butler family and pursuing policies together that make employees feel important here. If they have a problem, the college has a problem and will work together to solve it.

Board Finance Committee – Trustee Engelbrecht reported that the Finance Committee met before the regular meeting. Two executives from Commerce Bank were present to discuss the contracts that will be up for vote in March. The operating budget as included in the Board Book shows that we are about 2% ahead on revenue and a little behind on spending for this year. They also discussed the audit which is up for approval tonight.

Foundation Board Report – Trustee Dreiling reported that the Foundation Board meets next week and will take action on the finance investment committee’s recommendation for scholarships for the 2019/2020 school year.

President’s Report – Dr. Krull reported that she received a notice in the mail from the City of Andover regarding the annexation of the property at Yorktown and Highway 54 if any of the Trustees would like to see it.

Next Wednesday evening is the KBOR dinner for Board Chairs and college presidents. Dr. Krull, Chair Joyce and Trustee Engelbrecht will all be in attendance.

Today testimony was presented to the Education Committee for House Bill 2144 as presented by Representative Williams. She gave oral testimony and had presented written testimony from others in the community as well. Linda Fund, KACCT Director, also gave oral and written testimony on behalf of the community colleges.

Dr. Krull also told the Board that they will need to approve the MGB letter at the March meeting.

Education Facilities Authority Report – Trustee Joyce shared that due to the school closings and weather the EFABC did not meet last week as scheduled.

MONITORING REPORTS

Dean Christy Streeter and Associate Dean Beth Eagleton presented their annual report for the Health, Education and Public Services Division.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITES

Faculty Development Team – Mark Jarvis shared an update on faculty development at Butler including events they have hosted, plan to host and upcoming visits from Naval Officers to see our AVID strategies in action.

BOARD ACTION ITEMS

Sale of Certificates of Participation – Kent Williams presented Resolution 19-07 to call for the sale of lease purchase agreement certificates of participation, series 2019, of Butler County Community College.

He asked the board to approve a call for sale of COPs under the parameters of Resolution 18-03 that was approved in August. This “call” is in the form of Resolution 19-07, which is attached to this memo along with related legal documents. The amount of the COPs as listed in the resolution is subject to change and will be reviewed.

After the call for sale is approved John Haas, Financial Advisor, will prepare a preliminary official statement for the sale, work with Standard and Poor’s on a bond rating, and distribute bid packages to potential bidders. Kevin Cowan, bond counsel will create a Resolution Authorizing Issuance of Debt.

RESOLUTION NO. 19-07

RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF LEASE PURCHASE AGREEMENT CERTIFICATES OF PARTICIPATION, SERIES 2019, OF BUTLER COUNTY COMMUNITY COLLEGE, BUTLER COUNTY, KANSAS.

BE IT RESOLVED BY THE GOVERNING BODY OF BUTLER COUNTY COMMUNITY COLLEGE, BUTLER COUNTY, KANSAS, AS FOLLOWS:

Section 1. Butler County Community College, Butler County, Kansas (the "College") is hereby authorized to offer at competitive public sale approximately \$8,260,000* principal amount of "Certificates of Participation, Series 2019, Evidencing Proportionate Interests In and Rights to Receive Payments Under a Lease Purchase Agreement" (the "Series 2019 Certificates") as described in the Notice of Sale of Lease Purchase Agreement Certificates of Participation (the "Notice of Certificate Sale") attached hereto as *Exhibit "A"* and the Preliminary Official Statement referenced herein.

Section 2. Ranson Financial Group, L.L.C., Wichita, Kansas ("Financial Advisor") is hereby authorized and directed to receive bids on behalf of the College for the purchase of the Series 2019 Certificates on April 9, 2019, upon the terms and conditions set forth in said Notice of Certificate Sale, and to deliver all bids so received to the governing body at its meeting to be held on such date at said time and place, at which meeting the governing body shall review such bids and shall approve a bid or reject all bids.

Section 3. The Notice of Certificate Sale is hereby approved in substantially the form attached hereto as *Exhibit A*, with such changes and additions thereto as the Vice President of Finance and Operations shall deem necessary or appropriate, and to use such document in connection with the public sale of the Series 2019 Certificates.

Section 4. The Preliminary Official Statement is hereby approved in substantially the form presented to the governing body this date, with such changes or additions as the Chair and Vice President of Finance and Operations shall deem necessary and appropriate, and such officials and other representatives of the College are hereby authorized to use such document in connection with the public sale of the Series 2019 Certificates.

Section 5. The Vice President of Finance and Operations, in conjunction with the Financial Advisor and Gilmore & Bell, P.C., Wichita, Kansas (the College's "Bond Counsel"), is hereby authorized and directed to give notice of said sale by transmitting copies of the Notice of Certificate Sale and Preliminary Official Statement to prospective purchasers of the Series 2019 Certificates.

Section 6. For the purpose of enabling the purchaser of the Series 2019 Certificates (the "Purchaser") to comply with the requirements of Rule 15c2-12 of the Securities Exchange Commission (the "Rule"), the appropriate officers of the College are hereby authorized: (a) to provide the Purchaser a letter or certification to the effect that the College deems the information contained in the Preliminary Official Statement to be "final" as of its date, except for the omission of such information as is permitted by the Rule; (b) covenant to provide continuous secondary market disclosure by annually transmitting certain financial information and operating data and other information necessary to comply with the Rule to certain national repositories and the Municipal Securities Rulemaking Board, as applicable; and

(c) take such other actions or execute such other documents as such officers in their reasonable judgment deem necessary; to enable the Purchaser to comply with the requirement of the Rule.

Section 7. The College agrees to provide to the Purchaser within seven business days of the date of the sale of Series 2019 Certificates or within sufficient time to accompany any confirmation that requests payment from any customer of the Purchaser, whichever is earlier, sufficient copies of the final Official Statement to enable the Purchaser to comply with the requirements of Rule 15c2-12(3) and (4) of the Securities and Exchange Commission and with the requirements of Rule G-32 of the Municipal Securities Rulemaking Board.

Section 8. The Chair, President, Secretary, Vice President of Finance and the other officers and representatives of the College, the Financial Advisor and Bond Counsel are hereby authorized and directed to take such other action as may be necessary to carry out the public sale of the Series 2019 Certificates.

Section 9. This Resolution shall be in full force and effect from and after its adoption.

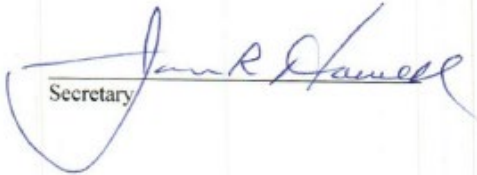
[BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK]

ADOPTED by the governing body on February 12, 2019.

(SEAL)

ATTEST:


Chair


Secretary



Trustee Engelbrecht moved to approve the adoption of Resolution 19-07 authorizing the offering for sale of lease purchase agreement certificates of participation, series 2019, of Butler County Community College, Butler County, Kansas. Trustee Dreiling seconded. The motion passed unanimously.

Approval of Audit – Kim Sherwood asked the Board to approve the June 30, 2018 audit report as prepared by BDK, LLP that was mailed and presented to the Finance Committee in January. Trustee Engelbrecht moved to accept the college’s audit report for the period ending June 30, 2018. Trustee Lechtenberg seconded. The motion passed unanimously.

2020 Room and Meal Plan Rates – Bill Rinkenbaugh presented the Board with the proposed rates for room and meal plans for the 2020 school year. The Residence Hall Committee analyzed the room and meal rates and is recommending the following rate structure for FY 2020:

Proposal – All Room Rates and Meal Plan Rates			
	West Hall	Cummins & East	BCC Apart.
Meal Plan Charge (19 Meals per Week)	\$2,130.00	\$2,130.00	\$2,130.00
Residence Hall Charge	\$3,020.00	\$4,120.00	\$4,420.00
Total Annual Charge	\$5,150.00	\$6,250.00	\$6,650.00

This option passes through an estimated 2.4% meal plan increase from our food service provider (Great Western Campus Dining), raises the room rates by 1.2% and caps the overall increase to the student residents at 1.7%.

Fire Science Residence Hall:

It is also recommended to increase the Fire Science Residence Hall rate by 1.2% for FY2020.

Current Rates:

- Spring and Fall \$900
- Summer \$650

Recommended Rate Proposal:

- Spring and Fall \$910
- Summer \$660

Trustee Dreiling moved to approve the proposed room and meal plan rates as presented. Trustee Craven seconded. The motion passed unanimously.

Personnel – Retirements – Shelley Stultz presented the retirement letter for Wava Craft who serves as the Administrative Assistant for Facilities Managements in El Dorado. Wava has worked for Butler since July 1987. Her last day will be February 28, 2019. Trustee Engelbrecht moved to accept her retirement. Trustee Bohon seconded. The motion passed unanimously.

Shelley also presented the retirement letter for Judy Ireland who serves as lead custodian for the Hubbard Welcome Center. Judy started with Butler in August 2000. Her last day will also be February 28, 2019. Trustee Craven moved to accept her retirement. Trustee Lechtenberg seconded. The motion passed unanimously.

CONSENT AGENDA

Trustee Engelbrecht moved to accept the consent agenda as presented. Trustee Dreiling seconded. The motion passed unanimously. The consent agenda included the following items:

- Approval of Minutes of the Regular Board Meeting of January 2019
- Approval of Bills and Warrants for January 2019 - \$4,230,806.23 (includes Expenditure Approval List - \$2,162,364.60 and Payroll - \$2,068,441.63)
- Approval of Purchase of Wardrobe/Drawer Replacements at a cost of \$70,000.00
- Approval of Purchase of Softball Field Media/Storage Shed at a cost of \$8,226.00
- Ratification of Contract with TCV Publishing at a cost of \$2,395
- Ratification of Contract with Never Settle Studio at a cost of \$10,605.53
- Ratification of Contract with Juan Johnson Consulting & Facilitation, LLC at a cost of \$30,000.00
- Approval of 2019-2020 High School Articulation Agreements with Andale (USD 267), Andover (USD 385), Bishop Carroll, Bluestem (USD 205), Campus (USD 261), 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), Flinthills (USD 492), Frederic-Remington (USD 206), Goddard (USD 265), Halstead (USD 440), Hillsboro (USD 410), Maize (USD 266), Marion (USD 408), Newton (USD 373), Ottawa (USD 290), Parsons (USD 503), Peabody-Burns (USD 398), Rose Hill (USD 394), Valley Center (USD 262), and Wichita (USD 259)
- Ratification of Renewal of Cisco Smart Net Maintenance at a total cost of \$67,217.40
- Approval of Bank Account Resolutions due to changes in officers (see end of minutes for copies of resolutions)
- Approval of Eric Whetmore as Temporary Full-Time Chemistry Instructor at a salary of \$20,429.50 plus full benefits

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Ann Collins, Connie & Tom Finger, Agnes Linaweaver, Jordan Buxton

Board Calendars

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
FEBRUARY – MARCH**

February Board Finance Committee	Tuesday, February 12, 3:30 p.m. President's Conference Room	Ron Engelbrecht Lance Lechtenberg
February Board Meeting	Tuesday, February 12, 4:30 p.m. Dankert Board Room	ALL TRUSTEES
El Dorado Chamber of Commerce Annual Dinner	Friday, February 15, 6:00 p.m.	
Kansas Board of Regents Dinner	Wednesday, February 20, 6:00 p.m. Topeka Country Club	Greg Joyce
PTK Luncheon	Thursday, March 7, 12:00 p.m. Ramada Inn Ballroom, Topeka	Ron Engelbrecht JoAnn Craven
Andover Site Plan Review Committee Meeting	Tuesday, March 5, 6:00 p.m. Andover City Hall, Conf. Room 1	
March Board Finance Committee	Tuesday, March 12, 3:30 p.m. President's Conference Room	Ron Engelbrecht Lance Lechtenberg
March Board Meeting	Tuesday, March 12, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

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

<u>LOOKING AHEAD</u>		
April Board Finance Committee	Tuesday, April 9, 3:30 p.m. President's Conference Room	Ron Engelbrecht Lance Lechtenberg
April Board Meeting	Tuesday, April 9, 4:30 p.m. Dankert Board Room	ALL TRUSTEES
May Board Finance Committee	Tuesday, May 14, 3:30 p.m. President's Conference Room	Ron Engelbrecht Lance Lechtenberg
May Board Meeting	Tuesday, May 14, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

Nurses Pinning	Thursday, May 16, 7:00 p.m. Gym	Trustee Welcome TBD
Order of the Purple	Friday, May 17, TBD Gym	Trustee Welcome TBD
Commencement	Friday, May 17, 7:00 p.m. BG Products Veterans Sports Complex	Trustee Roles TBD

SPRING 2019 ACTIVITY CALENDAR

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.
Board of Regents Dinner with Presidents and Board Chairs (Topeka)	Wednesday, February 20
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)	Sat, April 13
Theatre	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	Fri, May 17 <i>(Severe Weather Date, Sat. May 18)</i>
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 Lechtenberg moved that the Board meeting be adjourned. Trustee Craven seconded. The motion passed unanimously. The regular meeting of February 12, 2019 was adjourned at 6:14 p.m.

Jim Howell – Secretary