

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., Tuesday, July 9, 2019 – Dankert Board Room**

STAFF ATTENDANCE

Lora Jarvis	Kim Krull
Amy Kerschner	Kim Sherwood
Kelly Snedden	Shelley Stultz
Mel Whiteside	Kent Williams
Lori Winningham	Tom Borrego
Connie Belden	Teressa Eastman
Mark Jarvis	Tiffani Price
Megan Chambers	Beth Eagleton
Christy Streeter	

BOARD ATTENDANCE

Eileen Dreiling
Ron Engelbrecht
Jim Howell
Greg Joyce
Doug Law
Lance Lechtenberg

Not Present
Ken Bohon

GUESTS

Ray Connell
Vince Haines
Josh Vogel
Mary Martha Good

CALL TO ORDER

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

APPROVAL OF THE AGENDA

Chair Joyce added an item to the agenda for the sealing, treatment, and repainting of the BG Products Stadium parking lot. It will be added under Board Action Items VIII as item C moving Personnel to item D. Trustee Engelbrecht moved to approve the amended agenda. Trustee Lechtenberg seconded. The motion passed unanimously.

RECOGNITIONS

- **Emily Wagner & Kenyatta Nyirenda** – Placing at the National PBL Conference
- **Aletra Chaney-Profit** – Being Named one of Ingram's "50 Kansans You Should Know"
- **Christy Streeter** – One of the Wichita Business Journal's Women in Business for 2019

PUBLIC COMMENT – NONE

STANDING REPORTS

Student Government Association – NONE

Operational Staff – Amy Kerschner reported that OpStaff had an amazing time for ReCharge on June 28 at Rock Creek Lodge in Towanda. They did team building exercises and breakouts for networking opportunities.

They are now in the process of deciding on book scholarships for members of OpStaff or immediate family members. They reward two book scholarships a year at a value of \$300.

She also told the Board that Butler will be hosting AKCCOP in April of 2020. AKCCOP (Association of Kansas Community College Organizational Professions) has 16 community college members and at last year's conference in Hutchinson, they had 75 attendees which Butler is hoping to at least match. They have decided to go with the theme of "Roaring 20s".

They are also gearing up for the fall semester and the Welcome Back tables that they host at Butler of Andover, El Dorado, and Rose Hill on the first two days of the semester to welcome students and give them a chance to ask questions and feel a little more at ease in their first day at school. They had out snacks, cookies, water and informational flyers from different departments and divisions on campus.

Professional Employees – NONE

Board Finance Committee – Trustee Engelbrecht reported that they had met prior to the meeting and talked about the wrapping up of last year's budget and would have good news to discuss later in the budget work session.

Foundation Board Report – Trustee Dreiling reported that they will have a finance meeting in July and a Board meeting in August. President Krull also introduced Tom Borrego to the Board as the new Executive Director of the Foundation.

President's Report – Dr. Krull told the Board about the news story on KSN regarding two of Butler's softball players – Jordan Carlson and Megan Gutierrez. Jordan donated a kidney to Megan's dad just last month after learning that he needed one. Dr. Krull thought it was a great story and wanted to use it as a reminder of the great students we have that sometimes go unnoticed for their kind actions and care about others.

Dr. Krull also reported that the Legislative Coordinating Council decided not to do a separate committee to review the community and technical colleges. They have decided to let the Legislative Budget Committee review the information. This committee is made up of members from the House Appropriations Committee and the Senate Ways and Means Committee. The legislature will be looking at how the institutions are funded and how the funding is distributed, the mission of the colleges, transfer of credits to the

universities, efficiencies and effectiveness of the colleges and whether the colleges are meeting the needs of Kansas residents.

Education Facilities Authority Report – Chair Joyce reminded the Board that the EFABC has been looking at a lot of the deferred maintenance items and has asked each participating Board to approve parking lot maintenance this month because if they don't coat it now, it will need to be completely repaved in two years.

The next big event at the stadium is Drums Across Kansas which is Monday, July 15th.

MONITORING REPORTS- NONE

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITES

Accessibility Task Force Update – Two Academic Years ago, a Task Force was created to develop an action plan to work through the new rules surrounding accessibility. Teresa Eastman and Connie Belden co-chair this task force and have worked with a group of faculty and staff to develop an action plan. The Task Force has identified a number of areas that the college needs to work on to work toward compliance with federal accessibility requirements. Lori Winningham introduced Connie and Teresa to present a brief update to the Board.

Accessibility Action Plan Updates

1. Technology

- a. Library
 - i. Collected VPAT Statements and is done with ¾'s on databases.
 - ii. Accessibility stickers have been put on all DVD's for those that are closed captioned. Catalog records have been updated for accessibility and this can be seen online.
- b. Videos
 - i. Chairs/Leads have submitted a list of all hard copy vides that are being used in face to face classes. We have a list of those that are not closed captioned for future replacement (about 140, and then an additional 288 that belong to Criminology program).
 - ii. Looking at replacement process for those that are not closed captioned (including procurement procedure for purchase and budgeting funds).
- c. Accessibility Training
 - i. 150 faculty members have completed the required Accessibility workshop. We want all to complete by December 2020.

Course Accessibility	
Enrolled	38
Total Faculty (Full-Time and Adjunct)	676

Division	Total Faculty	Course Accessibility Completed	Course Accessibility Completed % per Division
STEM	207	61	29.47%

Completed	150
Completed %	22.19%
Not Complete	526
Not Completed %	77.81%
Full-Time Faculty	152
Completed	61
	40.13%

FAC	68	6	8.82%
HSS	195	28	14.36%
HEP	157	41	26.11%
ASE	15	2	13.33%
Other	27	11	40.74%

- ii. This training is being offered online to faculty and administration at other schools.
- d. Accessibility within the learning management system
 - i. The LMS focus group prepared the “Accessibility Recommendations” which was approved by Dean Council in December 2018. Included is:
 - 1. Established accessibility standards for LMS.
 - 2. Identified roles and responsibility for accessibility.
 - 3. Created a policy on software use/purchase.
 - 4. Identified training needs within LMS.
 - ii. Currently 77 courses have gone through Quality Assurance which checks extensively for accessibility.

2. Employee Experience

- a. Banner Accessibility – Banner 9 is in the process of implementation. More to come.
- b. Additional handicapped parking – additional places have been added at 6000 building and 5000 building.

3. Student Experience

- a. Web, Calendar, email, and events – Web Services is meeting with vendor to review features.
- b. Close captioning at events and posted videos – Media Resources, Athletics and Web Services are researching best practices for close captioning public events. (sports, graduation, etc.)
- c. Signage on campus – Signage is part of the Digital Transformation project.
- d. Additional handicapped parking – additional places have been added at 6000 building and 5000 building.
- e. Resident life
 - i. Low decidable and strobing fire alarms have been installed in dorms.
 - ii. Dorm room pictures are in progress and will include ADA rooms drawing so students can do room layout.

- f. Envision Summer Camp – Maps were created in Braille for students.

4. Facilities (Compliance/Review falls under ADA)

- a. Everything has been completed from last OCR visit with exception of 6000 building (we will be moving out) and Boston Rec Center. We do not own the Boston Rec Center but are in talks to get facilities in ADA compliance.
- b. Council Grove building needs an automatic door opener. It was recently sold, but it appears we will remain in the building. Facilities is scheduling a meeting with the new owner and hope to have the door opener installed this summer.
- c. GrizzlySAFE app is now available to make emergency calls on campus and has compatibility with assistive technology software.

BOARD ACTION ITEMS

Approval of Board Conflict of Interest Policy for 2019-2020 – The following Conflict of Interest Policy was presented to the Board for approval and signing. Trustee Dreiling moved to accept the policy. Trustee Engelbrecht seconded. The motion passed unanimously.

Conflict of Interest Policy Code of Ethics for the Board of Trustees and Certain Institutional Officers

The Board of Trustees believes that it should exercise a leadership role with respect to governmental ethics. The Board has accordingly adopted a Code of Ethics which goes beyond statutory requirements. Board members believe that it is important to avoid even the appearance of a conflict of interest. A potential conflict of interest is a situation that involves a personal, familial or business relationship between a trustee or certain institutional officers and the college or between a trustee or certain institutional officers and organizations that do business with the college that can cause the college or the Board to be legally or otherwise vulnerable to criticism, embarrassment, or litigation in the opinion of the public. It is with these thoughts in mind that the Board of Trustees has adopted this Code of Ethics.

1. Conflict of Interest

a. Scope

This statement of policy with respect to conflict of interest applies to each member of the Board of Trustees and to designated officers of Butler Community College. It is intended to serve as guidance for members of the Board of Trustees and for the following college officers: President, Vice-President for Academics, Vice President for Student Services, Vice-President for Finance, Vice President of Information Technology /CIO, Vice President of Institutional Advancement, and Internal Auditor.

b. Fiduciary Responsibilities

Members of the Board and designated college officers serve the public trust and have a clear obligation to fulfill their responsibilities in a manner consistent with this fact. All decisions of the Board and recommendations made by these designated officers are to be made solely on the basis of a desire to promote the best interest of the institution and the public good. The college's integrity must be protected and advanced at all times.

Men and women of substance inevitably are involved in the affairs of other institutions and organizations. An effective Board, administration, and faculty cannot consist of individuals entirely free from at least perceived conflicts of interest. Although most such potential conflicts are and will be deemed inconsequential, it is everyone's responsibility to insure that the Board is made aware of situations that involve personal, familial or business relationships that could be troublesome for the college.

Thus, the Board requires that each trustee and the designated officers annually (1) review this policy; (2) disclose any possible personal, familial or business relationships that reasonably could give rise to a conflict involving the college; and (3) acknowledge by his or her signature on the Disclosure Form for Trustees and Institutional Officers that he or she is in compliance with the letter and spirit of this policy. Thereby, it is the declared policy of the Board that trustees will not participate in Board discussions or votes on items or transactions where trustees have a conflict of interest or have developed a potential conflict of interest since the time of the filing of the required disclosure form. Similarly, the designated officers with a conflict of interest shall not participate in making a recommendation to the Board concerning a matter in which a conflict of interest exists.

c. Disclosure

All trustees and the designated officers are required to list on the attached form only those substantive relationships that he or she maintains or members of his or her family maintain with the college or with organizations that do business with the college or otherwise could be construed to potentially affect their independent, unbiased judgment in light of his or her decision-making authority or responsibility.

In the event that a trustee or designated officer is uncertain as to the appropriateness of listing a particular relationship, the chairman of the Board of Trustees, the college president or college counsel should be consulted. Trustees and the designated officers shall file this disclosure form on an annual basis after July 1 of each year and before July 31 of each year, with the chairman and the secretary of the Board of Trustees. These disclosure forms will be subject to public disclosure. New Board members or new designated officers shall be provided the disclosure forms immediately upon taking office and shall fill out, sign and file the same within 30 days of taking office.

d. Restraint on Participation

Trustees or designated officers who have declared a potential conflict of interest, been found to have a conflict of interest, or who have developed a potential conflict of interest since the date on which they last filed a disclosure form, shall refrain from participating in consideration of proposed recommendations or transactions, unless for special reasons, the Board or administration requests information or interpretation. Trustees who fall into one of these categories shall not vote, participate in discussion or be present at the time of the vote on any such recommendations or proposed transactions.

e. Definitions

The following definitions are provided to help Trustees or designated officers decide whether a relationship should be listed on the disclosure form or should prevent a Trustee or designated officer from participating in consideration of recommendations or proposed transactions:

- (i) Potential conflict of interest or conflict of interest: substantive relationships maintained by Trustees and designated officers, or members of their family, with the college or with organizations that do business with the college or that otherwise could be construed to potentially affect their independent, unbiased judgment in light of his or her decision-making authority or responsibility.
- (ii) Business relationship: one in which a Trustee, designated officer, or a member of his or her family as defined below, serves as an officer, director, employee, partner, Trustee or controlling stockholder of an organization that does substantial business with the college.
- (iii) Family member: A spouse, parents, siblings, children, or any other relative if the latter resides in the same household as the Trustee or officer.
- (iv) Substantive relationships: When a Trustee, designated officer, or member of his or family, (a) are the actual or beneficial owner of more than 5% of the voting stock or controlling interest of an organization that does substantial business with the college; (b) has other direct or indirect dealings with such an organization from which the Trustee, designated officer, or member of his or her family benefits directly, indirectly or potentially from cash or property receipts totaling \$10,000 or more annually; or (c) is employed by the college or receives fees, benefits or other compensation from the college.
- (v) Substantial business: An organization that does substantial business with the college is one that received more than \$10,000 from the college in the previous fiscal year.

2. Ineligibility for Employment

In accordance with Kansas Statute 71-1403(d), no member of the Board of Trustees of a community college shall be an employee of the community college.

Disclosure Form for Trustees and Institutional Officers

Please complete this disclosure form and return to the Chairman of the Board no later than **July 31, 2019**.

1. Are you aware of any relationships with the college between yourself or a member of your family as defined by the letter or spirit of the Board of Trustees Code of Ethics that may represent a conflict of interest or might be perceived as a conflict of interest?

Yes _____ No _____

If yes, please list each such relationship and the details of annual or potential financial benefit, if any, as you can best estimate them.

- a.
- b.
- c.
- d.

2. Did you or a member of your family receive any gifts during the past 12 months from any source from which the college buys goods or services or with which the college otherwise transacts substantial business, as defined in the Code of Ethics?

Yes _____ No _____

If yes, please list such fees, loans or goods/services, their source, and their approximate value.

- a.
- b.
- c.
- d.

3. Do you have a business relationship with an organization that does substantial business with the college, as defined by the Board of Trustees Code of Ethics?

Yes _____ No _____

If yes, please list each such business relationship.

- a.
- b.
- c.
- d.

I certify that the foregoing information is true and complete to the best of my knowledge.

Name _____

Date _____

Affirmation of ACCT Standards of Good Practice – Each year member Boards of the Association of Community College Trustees receive a copy of the “Standards of Good Practice.” Since the development of the standards, the Butler Board of Trustees has re-affirmed those standards each fall. Trustee Engelbrecht moved to accept the “Standards of Good Practice.” Trustee Lechtenberg seconded. The motion passed unanimously.

ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

Standards of Good Practice

In support of effective community college governance, the Board¹ believes:

- ◆ That it derives its authority from the community and that it must always act as an advocate on behalf of the entire community;
- ◆ That it must clearly define and articulate its role;
- ◆ That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO;
- ◆ That it always strives to differentiate between external and internal processes in the exercise of its authority;
- ◆ That its trustee members should engage in a regular and ongoing process of in-service training and continuous improvement;
- ◆ That its trustee members come to each meeting prepared and ready to debate issues fully and openly;
- ◆ That its trustee members vote their conscience and support the decision or policy made;
- ◆ That its behavior, and that of its members, exemplify ethical behavior and conduct that is above reproach;
- ◆ That it endeavors to remain always accountable to the community;
- ◆ That it honestly debates the issues affecting its community and speaks with one voice once a decision or policy is made.

¹The term “board” refers to a community college board of trustees or appropriate governing authority.

BG Products Stadium Parking Lot Maintenance – The by-laws of the EFABC require that each entity's Board approve the expenditure of long term funds. The bid received by SPS to seal and paint the parking lot was \$35,288.13. Trustee Dreiling moved to approve the expenditure. Trustee Law seconded. The motion passed unanimously.

Personnel

Retirement of Sheryl Currie – Sherrie, full-time Nursing Instructor, has been with the college for 37 years. Trustee Engelbrecht moved to accept her retirement. Trustee Lechtenberg seconded. The motion passed unanimously.

CONSENT AGENDA

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

- Approval of the Minutes of the Regular Board Meeting of June 11, 2019
- Approval of Bills and Warrants for June 2019 - \$4,674,549.66 (includes Expenditure Approval List - \$2,463,487.64 and Payroll - \$2,211,062.02)
- Affirmation of Connell & Connell as designated legal counsel for the college
- Affirmation of Butler County Times-Gazette as the official publication of college notices
- Approval of purchase of Fire Science Self Contained Breathing Apparatus in the amount of \$32,189
- Approval of Digital Signage in the amount of \$101,291.96
- Ratification of Advanced Practice Registered Nurse/Collaborating Physicians Agreement
- Ratification of WIOA Youth Element Contract Amendment
- Approval of Amanda Hash as temporary full time English instructor at a salary of \$22,130.00
- Approval of Diana Morton as temporary full time English instructor \$21,930.00
- Approval of Taylor Frank as full time Agriculture instructor/coach \$39,059.00
- Approval of Monica Dobbins as full time Nursing instructor \$42,359.00
- Acceptance of resignation of Jeanna Short as full time nursing instructor
- Acceptance of resignation of Calisa Marljar as full time Spanish instructor

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Jackie Vietti and El Dorado Main Street

Board Calendars

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
JULY – AUGUST**

July Board Finance Committee	Tuesday, July 9, 3:30 p.m. President's Conference Room	Ron Engelbrecht Lance Lechtenberg
July Board Meeting	Tuesday, July 9, 4:30 p.m. Dankert Board Room	ALL TRUSTEES
Special Board Meeting – Approval of Notice of Public Hearing	Tuesday, July 23, 5:00 p.m. Dankert Board Room	ALL TRUSTEES
August Board Finance Committee	Tuesday, August 13, 3:30 p.m. President's Conference Room	Ron Engelbrecht Lance Lechtenberg
August Board Meeting	Tuesday, August 13, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

2019-2020 Board Meeting Dates
Tuesday, July 9, 2019
Tuesday, August 13, 2019
Tuesday, September 10, 2019
Tuesday, October 8, 2019
Tuesday, November 12, 2019
Tuesday, December 10, 2019
Tuesday, January 14, 2020
Tuesday, February 11, 2020
Tuesday, March 10, 2020
Tuesday, April 14, 2020
Tuesday, May 12, 2020
Tuesday, June 9, 2020
Tuesday, July 14, 2020

<u>LOOKING AHEAD</u>		
September Board Finance Committee	Tuesday, September 10, 3:30 p.m. President's Conference Room	Ron Engelbrecht Lance Lechtenberg
September Board Meeting	Tuesday, September 10, 4:30 p.m. Dankert Board Room	ALL TRUSTEES
October Board Finance Committee	Tuesday, October 8, 3:30 p.m. President's Conference Room	Ron Engelbrecht Lance Lechtenberg
October Board Meeting	Tuesday, October 8, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

Summer 2019 ACTIVITY CALENDAR

Independence Day – COLLEGE CLOSED	Thurs, July 4
Summer Classes End	Fri, July 26
New Faculty Orientation	August 7-9
New Adjunct Faculty Orientation	Sat, August 10
Professional Development Days (PDD)	August 12-16
PDD Happy Hour	Mon, August 12 @ 4:00 p.m. Hubbard Welcome Center Lobby
New Adjunct Faculty Orientation	Sat, August 17
Fall Semester Begins	Mon, August 19
Labor Day – COLLEGE CLOSED	Mon, September 2
Foundation Scholarship Dinner	Tues, September 24
President’s Donor Dinner	Thurs, October 3

EXECUTIVE SESSION

Trustee Dreiling moved that the Board recess into executive session for consultation with legal counsel and discuss acquisition of real property to include the Board, Vince Haines, Ray Connell, Josh Vogel, Lori Winningham, Mel Whiteside, Tiffani Price and Dr. Kim Krull with action to follow as appropriate. The open meeting will resume here in the Dankert Board Room in 60 minutes. Trustee Lechtenberg seconded.

The Board entered executive session at 5:17 p.m.

The Board returned to open session at 6:15 p.m.

Trustee Engelbrecht moved to re-enter executive session for no more than 15 minutes. Trustee Lechtenberg seconded. The motion passed unanimously.

The Board re-entered executive session at 6:15 p.m.

The Board returned to open session at 6:30 p.m.

WORK SESSION

The Board was in work session from 6:41 p.m. to 7:05 p.m.

EXEUCTIVE SESSION

Trustee Dreiling moved that the Board recess into executive session for discussion of non-elected personnel to include the Board and Dr. Kim Krull with action to follow as appropriate. The open meeting will resume here in the Dankert Board Room in 15 minutes. Trustee Lechtenberg seconded. The motion passed unanimously.

The Board entered executive session at 7:07 p.m.

The Board returned to open session at 7:19 p.m.

Trustee Howell moved to approve a two-year contract for President Krull as discussed. Trustee Lechtenberg seconded. The motion passed unanimously.

ADJOURNMENT

Trustee Lechtenberg moved that the Board meeting be adjourned. Trustee Dreiling seconded. The motion passed unanimously. The regular meeting of July 9, 2019 was adjourned at 7:20 p.m.

Jim Howell – Secretary