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

**STAFF ATTENDANCE**

Kim Krull	Lori Winningham
Bill Rinkenbaugh	Kent Williams
Stacy Cofer	Jessica Ohman
Shelley Stultz	Gene George
Jay Moorman	Julie Kobbe
John Jenkinson	Randy Bush
Kelly Snedden	Anita Mills
Tim Bryan	Lynn Umholtz
Callie Johnson	Tiffany Rhodes
Sharon Rogers	

**BOARD ATTENDANCE**

Ken Bohon – Chair  
Eileen Dreiling – Vice Chair  
JoAnn Craven – Secretary  
Ron Engelbrecht  
Dr. Greg Joyce

**ABSENT**

Jim Howell  
Tom McKibban

**GUEST ATTENDANCE**

Levi Yager – Butler County Times/Gazette  
Ray Connell – Connell & Connell – via conference call

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

The following changes were made to the agenda:

- Discussion Item VII. B. Proposed Concealed Carry Policy was moved to immediately follow Board Recognitions so that attorney Ray Connell could connect via conference call
- Item IX. C. Approval of 2017-2018 Notice-Up Letter was added to Action Items
- Items IX. E. 2. & 3. Retirements of Nita Jackson and Ruth Wallace were moved to Action Items VIII. D. & E. for individual recognition and approval
- Item IX. D. 11. Approval of Canvas Learning Management System Contract was added to the consent agenda
- Item IX. E. 2. Acceptance of Resignation of Kelly Price was added to the consent agenda.

**RECOGNITIONS**

- President Obama's Kansas Heritage – Special Presentation
- Alpha Phi Alpha – 2017 Phi Theta Kappa Reach Chapter
- Mike Helmer – 200<sup>th</sup> Win
- Developmental Education & Accelerated Learning Program Testimony to the Kansas Senate Education Committee – Susan Bradley & Kathy McCoskey
- Great Plains Conference on Acceleration – Susan Bradley, Jim Buchhorn, Lora Jarvis, Mark Jarvis, Sheryl LeSage, Andrea McCaffree-Wallace, Kathy McCoskey, Diana Morton, Troy Nordman, Lana Ryan, and Cory Teubner
- Trustee Birthday – Eileen Dreiling

**Proposed Concealed Carry Policy**

On June 30, 2017, the exemption currently in place which prevents concealed handguns from being carried on our campuses will expire. Beginning July 1, 2017, the Personal and Family Protection Act (PFPA), K.S.A. 75-7c01 *et seq.*, will allow the carrying of concealed handguns on Kansas community college campuses, including all buildings and public areas owned or leased by the College without adequate security measures, except in specific restricted access areas within buildings. Individuals who are 21 years of age or older and who are not prohibited or disqualified by law, will be able to lawfully carry a concealed handgun. Open carry of firearms and possession of weapons other than concealed handguns will be prohibited on all campuses.

A draft policy has been developed that is currently being shared and discussed college-wide. The draft policy identifies our high school locations, McConnell Air Force Base, and EduCare as being exempt from the policy. The policy includes sections on relevant definitions, required safety measures, legal restrictions pursuant to federal and state restrictions, location restrictions, storage guidelines, enforcement, and reporting information.

Discussions to date with employees and students have raised a number of questions about application of the state law requirements related to classroom/lab situations, residence halls, travel in college vehicles, athletic practices and games, and disciplinary processes among others. These must be reasonably resolved within the state law guidelines prior to presenting a final policy for Board approval in April. Between February 20<sup>th</sup> and March 7<sup>th</sup>, ten meetings have been held for discussion of this policy and 9 more meetings are scheduled between March 8<sup>th</sup> and March 30<sup>th</sup>.

Ray Connell joined the Board Meeting by conference call to discuss the policy and answer questions. The Board will be asked to approve the final policy at the April 2017 Board Meeting. The draft policy follows:

**March 1, 2017**

**DRAFT BUTLER COMMUNITY COLLEGE  
WEAPONS POLICY**

**Policy #** \_\_\_\_\_

**A. Purpose:**

The purpose of this Policy Statement is to adopt and implement the Board of Trustee’s Policy on weapons possession and to direct the creation and implementation of campus specific procedures at Butler Community College campuses.

**B. Applies to:**

All faculty, staff, students, visitors of the Butler Community College.

**C. Campuses:**

- 901 South Haverhill Road, El Dorado, Kansas
- 2600 West 6<sup>th</sup> Street, El Dorado, Kansas
- 701 East Main, Hill Building, Marion, Kansas
- 715 East 13<sup>th</sup> Street, Andover, Kansas
- 1810 North Andover Road, Andover, Kansas
- 110 East 21<sup>st</sup> Street, Andover, Kansas
- 131 West Main, Council Grove, Kansas
- 53474 Lawrence Court Building #412, McConnell AFB, Wichita, Kansas
- 712 Rose Hill Road, Rose Hill, Kansas

2626 South Rock Road, Suite 116, Wichita, Kansas  
6655 East Zimmerly, Wichita, Kansas 67207

#### **D. Policy Statement:**

As required by Kansas Law, Personal and Family Protection Act (PFPA), K.S.A. 75-7c01 *et seq.*, Concealed Carry of Handgun shall be permitted on Community College Campuses, including all buildings and public areas owned or leased by College without adequate security measures, except in specific restricted access areas within buildings. Open carry of firearms and possessions of weapons<sup>1</sup> other than concealed handguns<sup>2</sup> shall be prohibited on all campuses. Nothing in this Policy shall read to prohibit College Public Safety Officers or other Law Enforcement Officers as defined by K.S.A. 75-7c22 from carrying weapons. The College campuses shall develop specific procedures for safe possession, use and storage of such weapons.

High School campuses: Andover, Rose Hill, Council Grove, and Marion are specifically and expressly exempt from this Policy.

Federal Facility: McConnell Air Force Base is also exempt from this policy.

“EduCare” on El Dorado campus and anywhere the EduCare students go on campus is specifically and expressly exempt from this Policy.

<sup>1</sup> “Weapon” means a weapon described in K.S.A. 21-6301, as further defined under K.S.A. 75-7c20; however, for purposes of this Policy included knives more than 4 inches in length.

<sup>2</sup> “Handgun” is defined as a “firearm”, pursuant to K.S.A. 75-7c02, with cross-reference to K.S.A. 75-7b01.

Specifically, under K.S.A. 75-7b01, it is (1) a pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or (2) any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.

In accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01 *et seq.*, as amended (the “Act”) and other applicable federal/state laws, it is permissible and will not be a violation of this Policy for the:

- i) carrying of one concealed Handgun<sup>2</sup> on Campus by legally qualified individuals, pursuant to Kansas law, and also in accordance with the Concealed Carry Restrictions set forth below,
- ii) lawful carrying of a concealed Handgun by an employee performing College duties at an off-Campus Activity, when in accordance with applicable laws/policies for such location,
- iii) lawful possession of a Handgun within a personal/non-College vehicle,
- iv) lawful possession of Weapons:
  - a. by Department or other law enforcement officers while acting within the scope of their employment, by authorized armored car personnel, or by others authorized in writing by the Butler College Head of Security or designee, or
  - b. as necessary for the conduct of College approved programs.

## **E. Concealed Carry:**

Beginning July 1, 2017, any individual who is twenty-one (21) years of age or older and who is not prohibited or disqualified by law and who is lawfully eligible to carry one concealed handgun in Kansas shall not be precluded from doing so on Butler campuses, including all facilities owned or leased by Butler Community College, except (1) in buildings and public areas of buildings for which adequate security measures are provided, (2) high school campus or EduCare, or (3) in a specified restricted access area of a building. Within such restricted access areas, concealed carry will be banned. Individuals who are not employees of the College may be authorized access through a restricted access entrance only pursuant to a College screening process that is compliant with the provisions of the PFPA. The College may temporarily designate specific locations as prohibiting concealed handguns and use temporarily.

## **F. Concealed Carry Required Safety Measures:**

Each individual who lawfully possesses a Handgun on Campus shall be wholly and solely responsible for carrying, storing and using that Handgun in a safe manner and in accordance with the law and this Policy. Individuals who carry a Handgun on Campus must carry it concealed on or about their person at all times. "Concealed" means completely hidden from view and does not reveal the Handgun in any way, shape or form. "About" the person means that an individual may carry a Handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag or other personal carrier designed and intended for the carrying of an individual's personal items. Moreover, the carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier or setting the carrier next to or within the immediate reach/control of the individual. It shall be a violation of this Policy to openly display any possessed Handgun while on Campus. Handguns with an external safety must be carried with safety in "on" position. Semi-automatic Handguns must be carried without a chambered round of ammunition. Revolvers must be carried with the hammer resting on an empty cylinder.

## **G. Legal Restrictions Pursuant to Federal and State Restrictions on Firearms:**

The following state and federal laws apply to possession and use of firearms, including the carry of concealed handguns.

- Kansas law states that the only type of firearm that an individual can carry while concealed is a handgun (K.S.A. 21-6301 et. seq.);
- An individual in possession of a concealed handgun must be at least 21 years of age (K.S.A. 21-6302(a)(4));
- A firearm cannot be carried by an individual under the influence of alcohol or drugs, or both, to such a degree as to render the individual incapable of safely operating the firearm (K.S.A. 21-6332);
- A firearm cannot be carried by an individual who is an unlawful user of and addicted to any controlled substance (as defined in section 102 of the Controlled Substances Act, codified at 21 U.S.C. § 802) (K.S.A. 21-6301(a)(10));
- A firearm cannot be carried by an individual who is or has been a mentally ill person subject or has been subjected to involuntary commitment (K.S.A. 21-6301(a)(13));
- A firearm cannot be carried by an individual with an alcohol or substance abuse problem subject to involuntary commitment (K.S.A. 21-6301(a)(13));

- A firearm cannot be carried by an individual who has been convicted of a felony crime (K.S.A. 21-6304(a)) or convicted in any court of a crime punishable by imprisonment for a term exceeding one year (18 U.S.C. 922(g)(1)) (parole and conditions of probation apply);
- Automatic firearms and sawed off shotguns cannot be carried (K.S.A. 21-6301(a)(5));
- A cartridge which can be fired by a handgun and which has as plastic-coated bullet with a core of less than 60% lead by weight is illegal (K.S.A. 21-6301(a)(6));
- Suppressors and silencers cannot be used with a firearm (K.S.A. 21-6301(a)(4));
- Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense (K.S.A. 21-6308a and K.S.A. 21-6308(a)(1)(A));
- A firearm cannot be carried by a person who is a fugitive from justice (18 U.S.C. § 922(g)(2));
- A firearm cannot be carried by an individual who is an illegal alien (18 U.S.C. § 922(g)(5)(A));
- A firearm cannot be carried by an individual who has been discharged from the Armed Forces under dishonorable conditions (18 U.S.C. § 922(g)(6));
- A firearm cannot be carried by an individual who has renounced his or her United States citizenship (18 U.S.C. § 922(g)(7));
- A firearm cannot be carried by an individual who is subject to a court order restraining the person from harassing, stalking, or threatening an intimate partner or child of the intimate partner (18 U.S.C. § 922(g)(8)); and
- A firearm cannot be carried by an individual who has been convicted of a misdemeanor crime of domestic violence (18 U.S.C. § 922(g)(9)).

#### **H. Location Restrictions:**

Campus locations leased by Butler Community College or used for Off-Campus Activity, and owned by an entity that may lawfully exclude or permit firearms at their premises (concealed or otherwise), may choose at their sole discretion to exclude or permit Handguns from their premises, notwithstanding a lease or use arrangement with Butler Community College. This Policy shall honor landlord restrictions.

#### **I. Additional Safety Measures:**

Butler Community College and its employees, staff, administration and trustees who do not provide adequate security measures in College buildings and by this Policy allows the carrying of a concealed handgun as authorized by the Personal and Family Protection Act (K.S.A. 75-7c01 *et seq.*) shall not be liable for any wrongful act or omission relating to actions of persons carrying a concealed handgun concerning acts or omissions regarding such handguns (K.S.A. 75-7c20(f)).

Nothing in this Policy shall be interpreted to require individuals who lawfully possess a handgun to use it in defense of others.

No person shall use the fact or possibility that he or she is carrying a concealed weapon with the intent to intimidate another person except in defense of self or others.

The implementing procedures of the Butler Community College campuses shall include detailed provisions regarding how and where to report suspected violations of this Policy, how faculty, staff

and students shall be notified of the laws and Policies pertaining to concealed carry on campus, and shall also provide interested students, faculty and staff with information about any known locally or regionally available firearm safety instruction.

**J. Storage:**

Handgun storage is not provided by Butler Community College. Individuals may store a Handgun in the individual's vehicle when the vehicle is locked and the Handgun is secured in a location within the vehicle that is not visible from outside the vehicle; Handgun storage by any other means is prohibited, except in locked secure box in resident's dorm room. Specifically, it is prohibited for any individual to store a Handgun: i) in a vehicle that is unlocked or when the Handgun is visible from outside the vehicle, ii) in an individual's office, unless in locked secure box, iii) in an unattended backpack/carrier, iv) in any type of locker or v) in any other location and under any circumstances except as specifically permitted by this Policy and by state and federal law.

A voluntary registration opportunity with the Department of Public Safety shall be available, so in the event the weapons are stolen, the serial numbers are in a national database.

**K. Training:**

Even the lawful carrying of a concealed Handgun has its own risks. Any report of Weapons on a Butler Community College Campus will be addressed by Butler Community College Public Safety and/or local police departments in coordination with Butler Community College Public Safety. The lawful carrying of a concealed Handgun should not create concerns on Campus; however, anything other than the lawful carrying of a concealed Handgun has the potential to create confusion and additional risk during police responses.

Additional information related to: where this Policy applies, how to report a suspected violation and other topics relevant to this Policy is available via the Concealed Carry on Campus webpage.

**L. Enforcement:**

Any individual violating this Policy or accidentally or irresponsibly discharging a weapon will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, termination of employment, immediate removal/trespass from the premises and/or arrest. Enforcement of this Policy will be administered by Butler Community College Public Safety or College Administration and shall form a Student Code of Conduct violation. Those residing on campus shall honor these Policy provisions plus any and all conditions of housing written agreement.

These Policies may be modified from time to time by action of the Board of Trustees.

**M. Reporting:**

1. Suspected violations of this Policy should be reported to Butler Community College Security Department:

- Call: 911
- Walk-in: Public Safety Office – West Hall  
Public Safety Office – 5000 Building
- Text via: El Dorado 316-321-7657  
Andover 316-218-6112

2. Emergency reports concerning threats or violence on campus:

- Call: 911

## **N. Definitions:**

The term “**weapons**” includes, but it not limited to:

- (1) Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant;
- (2) Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including those that are concealed or openly carried;
- (3) All BB guns, pellet guns, air/CO2 guns, or any device, such as a Taser, which is designed to discharge electric darts or other similar projectiles; however, a personal self-defense stun gun that does not fit within the preceding definition shall not be considered a weapon for the purposes of this policy;
- (4) Any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than ¼ ounce;
- (5) Any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
- (6) Any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
- (7) Any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- (8) Any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and use solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy;
- (9) Any martial arts weapon such as nunchucks or throwing stars;
- (10) Any longbow, crossbow and arrows or other projectile that could cause serious harm to any person; or
- (11) Any other dangerous or deadly weapon or instrument of like character.

The term “**handgun**” means:

- (1) A pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or
- (2) Any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.

The term “**firearm**” includes any handgun, rifle, shotgun, and any other weapon which will or is designed to expel a projectile by the action of an explosive.

The term “**adequate security measures**” means the use of electronic equipment and armed personnel at public entrances to detect and restrict the carrying of any weapons into a College building or public area of a College building, including but not limited to, metal detectors, metal

detector wands or any other equipment used for similar purposes to ensure that weapons are not permitted to be carried into such building or public area of the building by members of the public.

The term “**building**” means a College building owned or leased.

The term “**campus**” means any building or grounds owned or leased by Butler Community College for College use.

The term “**restricted access entrance**” means a restricted access entrance to a building or area of a building that requires a key, keycard, code or similar device to allow entry to authorized personnel through the restricted access entrance.

The term “**open carry**” means carrying a firearm visible to others.

The term “**public area**” means any portion of the College building that is open to and accessible by the public or which is otherwise designated as a public area.

The term “**secured area**” shall mean those areas of the College Security facilities that are not open or accessible to the public without approval or escort from College Security departmental personnel.

**PUBLIC COMMENT** – None

### **STANDING REPORTS**

Student Government Association Report – Sierra Cargill reported on the Student Forums with President Krull, Free Movie Tickets, and Safe Spring Break activities.

Operational Staff Report – Callie Johnson reported that 14 Operational Staff members were attending the AKKCCOP Conference this week. They are also preparing for the Silent Auction to be held in conjunction with IDD.

Professional Employees Report – Randy Bush reported on attendance at the League of Innovation. One application has been received for sabbatical and the Irish Heritage Study Tour leaves next month.

Board Finance Committee Report – Eileen Dreiling and Ron Engelbrecht presented a budget summary which reflects that things are on track for the year. A spring update will be provided in April. The college is waiting to hear whether there will be a funding rescission order from the State.

President’s Report – Dr. Krull attended a recent Meet & Greet for Representative Mary Martha Good and Senator Bruce Givens. The college will host a Legislative Luncheon & Discussion on April 28<sup>th</sup> with Representative Good and Senator Givens. Our local County, City, and USD Officials will be invited to join the Board of Trustees. There is an opportunity to partner with the Workforce Alliance and other community entities for a Summer Youth Employment Program. The Trustees will be asked to review and discuss their recent self-evaluation in April. Dr. Krull will be attending the KBOR meeting in Topeka tomorrow.

Education Facilities Authority Report – None

### **MONITORING REPORTS**

Sabbatical Leave Report – John Jenkinson shared a report reflecting on his Sabbatical Leave during the 2016 Spring Semester.

Division Report – Dr. Jay Moorman and Julie Kobbe presented the Fine Arts & Communication Division Report.



## **BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES**

Master Site & Facilities Plan – The foundation for the blueprint of the College’s future was set when the most recent strategic plan was adopted in 2013. The plan provides a broad outline of institutional change and creates a context for the future. While maintaining a focus on the three functions which drive the college – academics, enrollment, and finance – the core objective of the strategic plan surrounds improving student success and specifically how to retain increasing numbers of students as well as the number completing a Butler credential. Implementation of “Guided Pathways” will address this core objective of the strategic plan and transform our learning environments, student support services and business processes all with a laser focus on student success.

Butler’s last college master planning process was completed in 2003. With the initiation of a physical facilities strategic planning process by the Andover school district early in 2016, and potential that their longer term plan might include the eventual non-renewal of the 6000 Building lease, discussions surrounding the need for a comprehensive master site and facilities plan for Butler were elevated. These discussions took place in a multitude of venues during the spring, summer and early fall months. As reorganization was initiated in the academic areas and the decision was made to transform the College and our students’ experiences through the implementation of “Guided Pathways”, it was apparent that a relevant and comprehensive master plan was needed to help provide a holistic vision for Butler’s future.

Development of the RFP began in earnest in late October 2016 with reviews by Exec Council between November and January 2017. During this same timeframe, the Andover School District plans specifically related to new construction at Andover High School and the eventual nonrenewal of our lease were becoming more formalized. Butler’s RFP was released January 23, 2017 and mailed to 18 different architectural/planning firms in Andover, Augusta, El Dorado, Kansas City, Lawrence, Omaha, St. Louis, Topeka, and Wichita. Ten letters of interest were received by February 8<sup>th</sup>, and 11 different firms were represented at the mandatory pre-proposal meeting on February 13, 2017. Those in attendance at the pre-proposal meeting were told that our Andover facilities would be the first priority resulting from the Master Site and Facilities Plan. March 7, 2017 was the deadline for submission of proposals, and 7 were received.

The Capital Projects Team, which include Trustees Bohon and Engelbrecht will review and score the proposals ultimately determining a select number of architectural/planning firms to be invited to campus for presentations regarding their plans the last week of March. Board members will be welcome to attend the presentations. It is anticipated that a recommendation for an architectural/planning firm will be presented to the Board in April for approval. Funding for the planning process was approved within the College’s FY17 budget.

Human Resources Consulting Services – Butler Community College is seeking the assistance of a consulting company to provide recommendations and development in the areas of compensation, job classifications, professional development through Career Ladders, performance management design, and early retirement policies.

Butler Community College currently utilizes the Hay Classification system. This system was implemented in 2000. In 2005 another market study was conducted and pay ranges were implemented in two phases in July 2005 and July 2006. An additional study was conducted in 2012 specifically targeting the pay ranges for the IT department.

The work and outcomes of the project support the strategic priorities of the College in the following manner:

**Ensuring Student Success:**

- Aligning our organizational structures, staffing, policies, and procedures to support student success.

**Contribute to Our Communities:**

- We create an intentional agenda that provides focus for our efforts and resources towards workforce development.

**Invest in Our Employees' Success:**

- We hire the best.
- We provide access to professional development, training, and support that are integral to achievement of individual and organizational goals.

**Advance Institutional Effectiveness:**

- We have the systems and tools in place to understand our operations.
- We develop long-term plans that address staffing for growing the college and sustaining operations.

The scope of the project is designed to assess the extent to which we remain competitive in the job market, address issues of pay compression and equity, identify performance measurement, competencies and professional development, and career progression.

A Request for Proposal was released in January 2017 resulting in four proposals submitted for consideration. Funds have been identified in the Human Resources budget for this consulting service project.

**BOARD ACTION ITEMS**

**Approval of YE 2018 Tuition and Fee Rates –**

The administration recommended that tuition and fee rates for YE 2018 be set as follows:

Tuition & Fee Rates per Credit Hour	Butler County	In-State	Out-State	International
YE 2018 Recommended Rates	\$98.00	\$109.00	\$169.00	\$214.00
YE 2017 Actual Rates	\$91.00	\$102.00	\$162.00	\$214.00
Amount of Increase	\$7.00	\$7.00	\$7.00	0.00

Based on our current enrollment estimates this increase in the tuition and fee rate will increase revenue in the Operating Funds by \$1,035,546.

Trustee Craven moved that the Board approve the recommended tuition and fee rates for YE 2018 for Butler County \$98.00, Other In-State \$109.00, Out-State \$162.00, International \$214.00. Trustee Joyce seconded. The motion passed unanimously.

Approval of YE 2018 Room and Board Rates – The Residence Hall Committee analyzed the room and meal rates and recommended the following rate structure for FY 2018. This option passes through an estimated 3.0% meal plan increase from our food service provider (Great Western Campus Dining) and caps the overall increase to the student residents at 3.3%.

<b>Proposal – All Room Rates and Meal Plan Rates</b>			
	West Hall	Cummins & East	BCC Apart.
Meal Plan Charge (19 Meals per Week)	\$1,980.00	\$1,980.00	\$1,980.00
Residence Hall Charge	\$2,920.00	\$4,020.00	\$4,320.00
<b>Total Annual Charge</b>	<b>\$4,900.00</b>	<b>\$6,000.00</b>	<b>\$6,300.00</b>

Trustee Joyce moved that the Administration approve the recommended rate structure. Trustee Dreiling seconded. The motion passed unanimously.

Approval of 2017-2018 Notice-Up Letter – The professional employees and administrative representatives on the Mutual Gains Bargaining Team discussed and agreed upon the Notice-Up Letter for 2017-2018 Mutual Gains Bargaining.

Trustee Engelbrecht moved that the Board approve the 2017-2018 Notice-Up Letter for Mutual Gains Bargaining. Trustee Craven seconded. The motion passed unanimously. The letter follows:

3/13/17

Butler Community College  
Education Association

Butler Community College  
Board of Trustees  
901 S. Haverhill Road  
El Dorado, KS 67042

The Interest Based Bargaining Team hereby notifies you of the items that have been selected for consideration during the mutual gains bargaining process:

1. Article VIII – Compensation, Section A, Part 7 – Advancement  
Issue: Pay for creating new classes  
Purpose: To work towards a mutually acceptable resolution to this issue.
2. Article VIII – Compensation, Section A – Salary, Part 7 – Advancement  
Issue: REAP compensation for digital media  
Purpose: To work towards a mutually acceptable resolution to this issue.
3. Article VIII – Compensation, Section A – Salary, Part 7, #4 – Advancement  
Issue: Clarification needed on wording regarding awarding clock hour/credit hours for presenting at a conference, attending a conference and point accumulation formula.  
Purpose: To work towards a mutually acceptable resolution to this issue.
4. Article VIII – Compensation, Section A – Salary, Part 2 – Base Salary – Professional Employees  
Issue: Step Raises schedule  
Purpose: To work towards a mutually acceptable resolution to this issue.
5. Article I – Rights of the Association, Part C  
Issue: Update language  
Purpose: To work towards a mutually acceptable resolution to this issue.

6. Article VIII – Compensation, Section A – Salary, Part 2 – Base Salary – Professional Employees  
 Issue: Budget equivalency for salary increase as per increases for other parts of the budget  
 Purpose: To work towards a mutually acceptable resolution to this issue.
7. New Article – Academic Freedom/Social Media  
 Issue: Define Academic Freedom in contemporary settings (based on task force recommendations)  
 Purpose: To work towards a mutually acceptable resolution to this issue
8. Article VII – Lead Instructor-Release Time/Overload Time and Attachment B (Lead Instructor Core Responsibilities)  
 Issue: Determine appropriateness of title and duties (based on task force recommendations)  
 Purpose: To work towards a mutually acceptable resolution to this issue.
9. Article XV – Specialty Attire  
 Issue: Provision for bulletproof vests  
 Purpose: To work towards a mutually acceptable resolution to this issue.
10. Article X – Leaves of Professional Employees, Section A – Health Leaves, Part 1 – Sick Leave  
 Issue: Cash buy out of excess sick leave  
 Purpose: To work towards a mutually acceptable resolution to this issue.
11. Attachment A – Major Responsibilities of Full-time Faculty  
 Issue: Review and update  
 Purpose: To work towards a mutually acceptable resolution to this issue.
12. Article V – Professional Workload, Section B – Normal Professional Workload, Part 1 – Instructors and Section E – Work Week, Part 1 – Instructors  
 Issue: Clarify office hour expectations for Instructors  
 Purpose: To work towards a mutually acceptable resolution to this issue.
13. Language and format/numbering Clean-up  
 Issue: Titles, department names need to be current, formatting/numbering needed updated for consistency  
 Purpose: To work towards a mutually acceptable resolution to this issue.
14. Introduction  
 Issue: Change the dates of the agreement to be reflective of the agreed upon duration  
 Purpose: To work towards a mutually acceptable resolution to this issue.
15. Article VIII – Compensation, Section A – Salary, Part 3 – Placement of New Professional Employees  
 Issue: Hiring Schedule  
 Purpose: To work towards a mutually acceptable resolution to this issue.
16. Article VIII – Compensation, Section A – Salary, Part 8 – Salary Increase for Existing Professional Employees  
 Issue: Salary for Existing Professional Employees  
 Purpose: To work towards a mutually acceptable resolution to this issue.

17. Article VIII – Compensation, Section A – Salary, Part 10 – Overload  
Issue: Overload Rate of Pay  
Purpose: To work towards a mutually acceptable resolution to this issue.
18. Article VIII – Compensation, Section A – Salary, Part 12 – Summer School Pay  
Issue: Summer School rate of pay  
Purpose: To work towards a mutually acceptable resolution to this issue.
19. Article VIII – Compensation, Section B – Group Insurance  
Issue: Group health insurance benefits – family and single coverage  
Purpose: To work towards a mutually acceptable resolution to this issue.
20. Article XXII – Tuition Assistance Benefit  
Issue: Tuition waiver for retirees  
Purpose: To work towards a mutually acceptable resolution to this issue.
21. New Attachment – Lead Advisor/Counselor Core Responsibilities  
Issue: Develop language outlining lead advisor/counselor duties and compensation  
Purpose: To work towards a mutually acceptable resolution to this issue.

In accordance with KSA 72-5423 we acknowledge and accept items within this letter as Notification of Intent to open the Master Agreement for negotiations.

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Ken Bohon  
Chairperson, Board of Trustees

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Terry Sader  
President, BCCEA

Acceptance of Retirement of Nita Jackson – Nita Jackson, Professor of Behavioral Science is retiring with 27 years of service to Butler. Nita is very student oriented and was instrumental in beginning both the Criminal Justice and Addictions Counseling Programs. Nita will be greatly missed by students and colleagues at Butler.

Trustee Joyce moved that the Board accept the retirement of Nita Jackson. Trustee Craven seconded. The motion passed unanimously.

Acceptance of Retirement of Ruth Wallace – Ruth Wallace, Professor of Behavior Science is retiring with nearly 21 years of service to Butler Ruth has a diverse teaching background and taught at the High School level before coming to Butler. Her classroom presence and knowledge will be greatly missed by us all.

Trustee Joyce moved that the Board accept the retirement of Ruth Wallace. Trustee Craven seconded. The motion passed unanimously.

**CONSENT AGENDA**

Trustee Engelbrecht moved that the Board approve the consent agenda as amended. Trustee Dreiling seconded. The motion passed unanimously. The consent agenda contained the following items:

- Approval of Minutes of the Regular Board Meeting of February 14, 2017
- Approval of Bills and Warrants for February 2017 - \$7,557,714.29 (including expenditure approval list - \$4,976,336.62 and February payroll - \$2,581,377.67)
- Approval of Bid from Lowen Color Graphics in the total amount of \$5,333.57 for the Bus wrap and installation, to be paid from the Student Life Fund
- Approval of Canvas Learning Management System 5-year Contract in the amount of \$585,261.00, to be paid from the Educational Technology budget

- Ratification of Rose Hill Neighborhood Revitalization Program
- Ratification of Thorn Recruiting Agreement for Vice President of IT/Chief Information Officer
- Ratification of Mississippi State University Intercollegiate Athletic Contract for participation
- Ratification of KOVUS Agreement for enrollment
- Ratification of Design Conductor Contract for online template design
- Ratification of National Baseball Congress Sponsorship for advertising
- Ratification of Sedgwick County Zoo Cinco de Mayo Booth Sponsorship
- Ratification of Contract for Affiliated Clinical Site – Susan B Allen Memorial Hospital
- Ratification of Contract for Affiliated Clinical Site – Chase County
- Ratification of Amended Cisco Smart Net Maintenance Renewal in the amount of \$79,004.85, to be paid from Student Technology Fees and Technology Plan Funds
- Approval of Tracy Bray as IS Project Manager/Contract Administrator at an annual salary of \$72,000
- Acceptance of Resignation of Kelly Price as Administrative Assistant to the Vice President of Academics

**SUPPLEMENTAL INFORMATION**

Key Performance Indicators Update – Submitted by Dr. Gene George

Monthly Statement of Revenue & Expenditures – Submitted by Edith Waugh

Thank You Notes – None

Board Calendar –

El Dorado Chamber of Commerce Annual Event	March 14 @ 5:30 p.m.
GrizzlyBacker Mountain Oyster Feed	March 31
April Board Finance Committee	April 11, 3:30 p.m.
April Board Meeting	April 11, 4:30 p.m.
PTK Induction	April 23 @ 2:00 p.m.
Distinguished Alumni Reception – Honoring Dr. Greg Joyce	May 11, 5:30 p.m.
Nurses Pinning	May 11, 7:00 p.m.
Order of the Purple	May 12, 7:00 p.m.
Commencement	May 13, 9:00 a.m.
Foundation Board of Directors Meeting	May 16, 4:00 p.m.

**ADJOURNMENT**

Trustee Craven moved that the regular meeting of the Butler Community college Board of Trustees be adjourned. Trustee Engelbrecht seconded. The motion passed unanimously. The meeting of March 14, 2017 was adjourned at 6:30 p.m.

  
 JoAnn Craven, Secretary