

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., Tuesday, October 8, 2019 – Grizzly Den**

STAFF ATTENDANCE

Tom Borrego	Lora Jarvis
Kim Krull	Esam Mohammad
Jessica Ohman	Bill Rinkenbaugh
Terry Sader	Shelley Stultz
Kent Williams	Lori Winningham
Bill young	Susan Bradley
Christina Byram	Loni Jensen
Lori Moshier	Kris Estes
Kerry Potter	

BOARD ATTENDANCE

Ken Bohon
Eileen Dreiling
Ron Engelbrecht
Greg Joyce
Doug Law
Lance Lechtenberg

Not Present
Jim Howell

GUESTS

Ed Keeley

CALL TO ORDER

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

EXECUTIVE SESSION

Trustee Dreiling moved that the Board recess into executive session for consultation with legal counsel regarding confidential employee matters to include the Board, Dr. Kim Krull, Shelley Stultz, Ed Keeley, and via conference call Ray Connell with action to follow as appropriate.

The open meeting will resume here in the Grizzly Den in 45 minutes. Trustee Lechtenberg seconded. The motion passed unanimously.

The Board entered executive session at 4:31 p.m.

The Board returned to open session at 5:15 p.m.

APPROVAL OF THE AGENDA

Trustee Engelbrecht moved to approve the agenda as presented. Trustee Bohon seconded. The motion passed unanimously.

RECOGNITIONS

- **Chris Franklin** – Outside the Field of Leadership Award from the Kansas Council for Workforce Education
- **Miles Erpelding** – Kansas Council for Workforce Education Excellence in Teaching Award
- **Apryl Nenortas & Lindsey Fields** – Published Editorial in the Journal of College Science Teaching
- **Kathy Gifford** – Five Star PTK Advisor
- **Kevin Lann-Teubner** – Completion of Masters Degree from Fort Hays State University
- **Mark Jaye** – Wichita Business Journal Innovation Award
- **Mark Jaye & Mel Whiteside** – ASE Program Standards
- **Kathy McCoskey & Susan Bradley** – Blog posted on Center for Analysis of Postsecondary Readiness Website
- **Sherry Watkins** – Adult Education & Family Literacy Act Fiscal Review
- **Michelle Ruder** – Chair, Kansas Consortium for Correctional Higher Education
- **Chair Greg Joyce** – October Birthday

PUBLIC COMMENT

None

STANDING REPORTS

Student Government Association – Gaby Guzman and other SGA officers were present and told the Board about their last Fun Friday with Butler IS where SGA paid for the students to bowl and IS gave away door prizes (gift cards and a pair of airpods). SGA has also set a goal to do more surveys and get a better idea of what students want and to get them more excited about activities. They have already completed 3 surveys including one on homecoming that had over 700 responses. For homecoming this year, they are doing a crowning of King & Queen as well as a pre-game party with games and activities.

They also surveyed students about a gaming system for BOA and purchased a new PS4 that will be installed tomorrow.

On October 19th they are also hosting a Parent/Family weekend and will have a pre-game dinner catered by Jimmy Johns with a t-shirt design chosen by students.

They just completed Mental Health Awareness week with PBL last week and had a variety of activities including puppies on campus and Nancy Hamm presenting about mental health strategies and a walk around campus to raise awareness.

Operational Staff – Dr. Krull read their report since no one was available to attend the meeting. The next Operational Staff meeting is October 17th in Andover. They are excited to have Esam from Research talk to us about how to access data.

“Where it is, how to get it, and what it means” – Accessing the most commonly needed institutional level data for filling forms, responding to questions, and planning things!

Their annual Thanksgiving day pie sale will begin November 1st – November 19th. They have Apple, Cherry, Pumpkin, Pecan Pies and Pumpkin Roll for sale. Apple, Cherry, Pumpkin are \$12 and Pumpkin Roll and Pecan Pie are \$15.

The Annual Christmas Craft show will be December 9th and 10th in the Art Gallery. Craft show features employees and their immediate family members.

All proceeds from fundraising events go towards book scholarship fund, cost of the welcome back tables, and hosting families in need for Christmas and charitable giving.

Professional Employees – Terry Sader reported that the professional employees are working diligently to matriculate the students along. He also reported that the association has had its strongest enrollment periods this fall. With recent retirements the association numbers were down, but they are past that now and the association is doing well.

Board Finance Committee – Did not meet this month

Foundation Board Report – Trustee Dreiling reported that she was very pleased with the Scholarship and Donor's Dinners recently and wanted to personally thank the faculty and staff who helped serve those dinners.

President's Report – President Krull reported that we had a great visit with the Kansas Supreme Court Justices the last two days. Yesterday (Monday, October 7th) the bar association hosted lunch on campus and then Justice Beier and Judge Satterfield visited with students and staff in the Clifford/Stone room. In the evening, about 400 people attended the evening session at El Dorado High School. This morning they hosted a breakfast with locally elected officials and then the Justices met briefly in the Dankert Board Room to review their cases.

President Krull also said that the KBOR data requests were coming along. The adult education information was submitted on September 30th and they have just wrapped up the Excel in CTE information and emailed it on Sunday. They will be finalizing the athletic information tomorrow as well. KACCT is putting all of the information together and once she has that she will share it with the Trustees.

IDD is Tuesday of next week with a full day of meetings and opportunities for breakout sessions put together mostly by the Faculty Development Team with some help from others.

This morning in Exec Council, there was discussion of bringing information to the Board next month about creating and implementing a Military Leave Policy. Under federal law, we are required to leave their positions open while they are away, but we do not currently have a policy in place for deployment or when they might be called up to serve. While the government does pay them for their time, it does not always match up

to what they were earning as a salary. We are looking at creating a policy that would pay the differential pay between what the military pays and what their potential salary would be.

Dr. Krull also shared sign examples with the Board about the Cherokee Trail Designation that will be put up around campus. They know that the Cherokee Trail crossed campus in two places – just to the North side of the Hubbard Welcome Center and a foot path that went almost directly through the center of the Ag building.

Education Facilities Authority Report – Chair Joyce mentioned the Authority met last week and that there were two things of significance for the Board. First, they are nearing the end of the original 10 year agreement for the sign and leases on the suites. They have developed a committee to study what they can bring which Trustee Howell has agreed to sit on.

Secondly, they are looking at reorganization because two of the long-time members will be leaving the Board after elections this year and will no longer be able to sit on the Board.

MONITORING REPORTS

Advancement Division – Executive Director of the Foundation, Tom Borrego, presented the annual report for the Advancement Division.

Sabbatical Leave Report – Kris Estes provided a summary report of her Sabbatical from Spring 2019.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

Review of Policy & Procedure Revision Project – Shelley Stultz reported on the work being done to revise the current Employee Handbook which currently contains over 230 pages of policies, procedures, and general information about the College and the work environment. The current system of manually updating, managing, and disseminating these documents is inconsistent and labor intensive.

Research was conducted on approaches to policy creation, dissemination and support structures to streamline revision, communication and distribution of College policies and procedures.

BOARD ACTION ITEMS – None

CONSENT AGENDA

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

- Approval of Minutes of the Regular Board Meeting of September 10, 2019

- Approval of Bills and Warrants for September 2019 in the amount of \$6,146,838.01 (includes Expenditure Approval List - \$3,376,517.48 and Payroll - \$2,770,320.53)
- Approval of payment of AACC Dues in the amount of \$11,738.00
- Approval of Converged Infrastructure, Data Warehousing, and Data Analytics in the amount of \$ 215,000.00
- Approval of the Consulting Agreement with Ellucian Company to configure and implement the NZPPAUL Integration Component in the Amount of \$18,360.00
- Approval of the 5000 Building Renovations for Classroom Technology in the Amount of \$100,342.59
- Approval of the Secretarial Center Production Printing Equipment Lease Rental in the amount of \$44,008.44
- Approval of the Renewal of Neopost DS75 Equipment Lease in the amount of \$22,229.40
- Approval of the Comprehensive Economic Impact Study in the amount of \$21,500.00
- Ratification of the Clinical Affiliation Agreement with Catholic Care Center
- Ratification of Concurrent Enrollment Partnership Agreements with USD 385 (Andover), USD 402 (Augusta), USD 205 (Bluestem), USD 397 (Centre), UD 284 (Chase County), USD 375 (Circle), USD 417 (Council Grove), USD 296 (Douglass), USD 490 (El Dorado), USD 389 (Eureka), USD 206 (Frederic-Remington), USD 266 (Maize/Maize South), USD 408 (Marion), USD 398 (Peabody-Burns), USD 394 (Rose Hill), and USD 481 (Rural Vista - White City)
- Ratification of the Kansas Consortium for Correctional Higher Education agreement
- Ratification of the Agreement for Services with IMA, Inc in the amount of \$80,000.00
- Ratification of Bridge Agreement with KBOR

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Butler Financial Aid Office, Patty McFadden, and Department of the Navy

Board Calendars

<p>BOARD OF TRUSTEES CALENDAR OF ACTIVITIES October 2019 – November 2019</p>

October Board Finance Committee Tour of 5000 Building Remodel	Tuesday, October 8, 3:30 p.m. Andover 5000 Building, Grizzly Den	ALL TRUSTEES
October Board Meeting	Tuesday, October 8, 4:30 p.m. Grizzly Den, Andover 5000 Building	ALL TRUSTEES

PTK Induction – Welcome	Sunday, October 27, 2:00 p.m. Gym	Eileen Dreiling
November Board Finance Committee	Tuesday, November 12, 3:30 p.m. President’s Conference Room	Ron Engelbrecht Lance Lechtenberg
November Board Meeting	Tuesday, November 12, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

2019-2020 Board Meeting Dates
Tuesday, October 8, 2019 Grizzly Den, BOA 5000
Tuesday, November 12, 2019
Tuesday, December 10, 2019
Tuesday, January 14, 2020
Tuesday, February 11, 2020 Grizzly Den, BOA 5000
Tuesday, March 10, 2020
Tuesday, April 14, 2020
Tuesday, May 12, 2020
Tuesday, June 9, 2020 Grizzly Den, BOA 5000
Tuesday, July 14, 2020

<u>LOOKING AHEAD</u>		
Dr. Krull Holiday Reception	Monday, December 9, 5:00 p.m. Dankert Board Room	ALL TRUSTEES
December Board Finance Committee	Tuesday, December 10, 3:30 p.m. President’s Conference Room	Ron Engelbrecht Lance Lechtenberg
December Board Meeting	Tuesday, December 10, 4:30 p.m. Dankert Board Room	ALL TRUSTEES
Employee Holiday Luncheon	Thursday, December 12, 11:00 a.m. – 1:30 p.m. Clifford/Stone Room	
January Board Finance Committee	Tuesday, January 14, 3:30 p.m. President’s Conference Room	Ron Engelbrecht Lance Lechtenberg
January Board Meeting	Tuesday, January 14, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

Fall 2019 ACTIVITY CALENDAR

Student Forums	Wed, October 9 BOA – 11:30 a.m. BOE – 6:00 p.m.
Volleyball v Dodge City (home)	Wed, October 9 @ 6:30 p.m.
Soccer v Coffeyville (away)	Wed, October 9 @ 7:00 p.m.
Fall Vocal Concert	Thur, October 10 @ 7:30 p.m.

<i>I've Got Rhythm</i>	Fri, October 11 @ 7:30 p.m. Sat, October 12 @ 2:00 & 7:30 p.m.
Volleyball v Garden City (home)	Fri, October 11 @ 6:30 p.m.
Second Saturday Training (BOA 5000)	Sat, October 12
Cross Country – Chili Pepper XC Festival Fayetteville, AR	Sat, October 12 @ 9:30 a.m.
Football v Air Force Prep (home)	Sat, October 12 @ 7:00 p.m.
Soccer v Neosho County (home)	Sun, October 13 @ 2:00 p.m.
Fall Break – COLLEGE CLOSED	Mon, October 14
Institutional Development Day (IDD) – NO CLASSES	Tue, October 15
Volleyball v Independence (away)	Wed, October 16 @ 6:30 p.m.
Cross Country – Ollie Isom Invitational El Dorado, KS (Wartick Ranch)	Fri, October 18 @ 4:00 p.m.
Volleyball v Pratt (home)	Fri, October 18 @ 6:30 p.m.
Soccer v Allen County (home)	Sat, October 19 @ 2:00 p.m.
Football v Fort Scott (home)	Sat, October 19 @ 7:00 p.m.
Employee Forums	Mon, October 21 BOA – 11:30 a.m. BOE – 2:00 p.m.
Volleyball v Barton (away)	Mon, October 21 @ 6:30 p.m.
Volleyball v Hutchinson (away)	Wed, October 23 @ 6:30 p.m.
Soccer Region VI Quarterfinals	Thur, October 24 - TBA
Cross Country – Region VI Championships Iola, KS	Sat, October 26 @ 10:00 a.m.
Football v Ellsworth (Iowa) (away)	Sat, October 26 @ 7:00 p.m.
Spring Enrollment Begins	Mon, October 28
Volleyball v Neosho County (home)	Mon, October 28 @ 6:30 p.m.
Volleyball v Cowley County (home)	Fri, November 1 @ 6:30 p.m.
Women's Bball v Kirkwood Comm College (State Fair Classic – Sedalia, MO)	Fri, November 1 - TBA
Women's Bball v State Fair Comm College (State Fair Classic – Sedalia, MO)	Sat, November 2 - TBA
Football v Iowa Western (away)	Sat, November 2 @ 1:00 p.m.
Women's Bball v Bethany College JV (home)	Sat, November 2 @ 5:30 p.m.
Men's Bball v Kansas Wesleyan JV (home)	Sat, November 2 @ 7:00 p.m.
Men's Bball v Iowa Western (away)	Tues, November 5 @ 7:30 p.m.
Women's Bball v Jacksonville College (Midland Classic – Midland, TX)	Thur, November 7 - TBA
E.B. White Gallery of Art Kamela Eaton Exhibit Reception	November 8 – December 6 Thur, December 5 @ 6:00 p.m.
Men's Bball v Nationwide Prep (Hesston Classic @ Hesston, KS)	Fri, November 8 - TBA
Women's Bball v Midland College (Midland Classic – Midland, TX)	Fri, November 8 - TBA

Second Saturday Training	Sat, November 9
Celebration of Freedom Parade Downtown El Dorado	Sat, November 9 @ 11:00 a.m.
Cross Country – NJCAA Championships Albuquerque, NM	Sat, November 9 @ 11:00 a.m.
Football v Garden City (home)	Sat, November 9 @ 7:00 p.m.
Women’s Bball v Air Force Prep (Midland Classic – Midland, TX)	Sat, November 9 - TBA
Men’s Bball v Louisiana Prep (Hesston Classic @ Hesston, KS)	Sat, November 9 - TBA
Celebration of Freedom Concert USD 490 Performing Arts Center	Sun, November 10 @ 7:00 p.m.
Student Forums	Mon, November 11 BOA – 11:30 a.m. BOE – 6:00 p.m.
Women’s Bball v Bethel College JV (home)	Tue, November 12 @ 5:30 p.m.
Men’s Bball v McPherson College JV (home)	Tue, November 12 @ 7:00 p.m.
Employee Forums	Thur, November 14 BOA – 11:30 a.m. BOE – 2:00 p.m.
Women’s Bball v Tabor College JV (home)	Thur, November 14 @ 5:30 p.m.
Men’s Bball v Moberly Area Comm College (State Fair Classic @ Sedalia, MO)	Fri, November 15 - TBA
Men’s Bball v State Fair Comm College (State Fair Classic @ Sedalia, MO)	Sat, November 16 - TBA
Foundation Board of Dir. Meeting	Tue, November 19 @ 4:00 p.m.
Women’s Bball v Northern OK College – Enid (home)	Tue, November 19 @ 5:30 p.m.
Men’s Bball v Iowa Western (home)	Tue, November 19 @ 7:00 p.m.
Theatre <i>The Tragical History of Doctor Faustus</i>	Thur, November 21 @ 7:30 p.m. Fri, November 22 @ 7:30 p.m. Sat, November 23 @ 2:00 & 7:30 p.m.
Women’s Bball v Northern OK College – Enid (away)	Fri, November 22 - TBA
Men’s Bball v Bethany College JV (away)	Fri, November 22 @ 7:00 p.m.
High School Show Choir Festival Performance	Mon, November 25 @ 7:00 p.m.
Thanksgiving Break – COLLEGE CLOSED	November 27-29
Basketball v Seward County (away)	Wed, November 27 Women – TBA Men @ 7:30 p.m.
Women’s Bball v Colby (away)	Sat, November 30 - TBA
Men’s Bball v Colby (away)	Sat, November 30 @ 5:00 p.m.
Summer Enrollment Begins	Mon, December 2
Woodwind Recital E.B. White Gallery of Art	Mon, December 2 @ 7:30 p.m.
Brass & Percussion Recital Hubbard Welcome Center	Tues, December 3 @ 7:30 p.m.

Basketball v Dodge City (home)	Wed, December 4 Women @ 5:30 p.m. Men @ 7:30 p.m.
Dance Showcase	Thur, December 5 @ 7:30 p.m.
KACCT Quarterly Meeting Johnson County Community College	Fri & Sat, December 6 & 7
Basketball v Hutchinson (home)	Sat, December 7 Women @ 1:00 p.m. Men @ 3:00 p.m.
Dr. Krull Holiday Reception	Mon, December 9 @ 5:00 p.m.
Finals Week	December 9-13
Spirit of the Season Free Holiday Concert Century II	Tues, December 10 @ 7:30 p.m.
Basketball v NW Ks Technical College (away)	Wed, December 11 Women – TBA Men @ 7:30 p.m.
Employee Holiday Luncheon	Thur, December 12
Nurses Pinning	Thur, December 12 @ 7:00 p.m.
Fall Semester Ends	Fri, December 13
Winter Break – COLLEGE CLOSED	December 23-January 1
Basketball v Barton (home)	Sat, January 4 Women @ 1:00 p.m. Men @ 3:00 p.m.
Spring Intersession Begins	Mon, January 6
Basketball v Pratt (home)	Wed, January 8 Women @ 5:30 Men @ 7:30 p.m.
New Adjunct Orientation (BOA 5000)	Sat, January 11
Basketball v Garden City (away)	Sat, January 11 Women - TBA Men @ 4:00 p.m.
Professional Development Days (PDD)	January 13-17
Basketball v Cloud County (away)	Mon, January 13 Women @ 6:00 p.m. Men @ 8:00 p.m.
Basketball v Allen County (home)	Wed, January 15 Women @ 5:30 p.m. Men @ 7:30 p.m.
Spring Intersession Ends	Fri, January 17
New Adjunct Orientation (BOA 5000)	Sat, January 18
Basketball v Independence (away)	Sat, January 18 - TBA
Martin Luther King, Jr. Holiday – COLLEGE CLOSED	Mon, January 20
Spring Semester Begins	Tue, January 21

Basketball v Neosho County (away)	Wed, January 22 Women @ 5:30 p.m. Men @ 7:30 p.m.
E.B. White Gallery of Art Anthony Marshall Exhibit Reception	January 24 – February 27 Thur, January 30 @ 6:00 p.m.
Music Theatre Choral Festival	Wed, January 29 9:00 a.m. – 3:30 p.m.
Basketball v Cowley County (away)	Wed, January 29 Women – TBA Men @ 7:30 p.m.
Basketball v Coffeyville (home)	Sat, February 1 Women @ 1:00 p.m. Men @ 3:00 p.m.
Student Forums	Wed, February 5 BOA – 11:30 a.m. BOE – 6:00 p.m.
Basketball v Cloud County (home)	Wed, February 5 Women @ 5:30 p.m. Men @ 7:30 p.m.
Second Saturday Training (BOA 5000)	Sat, February 8
Basketball v Allen County (away)	Sat, February 8 Women – TBA Men @ 4:00 p.m.
Basketball v Independence (away)	Mon, February 10 Women @ 5:30 p.m. Men @ 7:30 p.m.
Basketball v Neosho County (away)	Wed, February 12 Women – TBA Men @ 7:30 p.m.
Employee Forums	Thur, February 13 BOA – 11:30 a.m. BOE – 2:00 p.m.
Spring Census Day (20 th Day)	Mon, February 17
Foundation Board of Dir. Meeting	Tue, February 18 @ 4:00 p.m.
Basketball v Cowley County (away)	Wed, February 19 Women @ 5:30 p.m. Men @ 7:30 p.m.
Basketball v Coffeyville (away)	Sat, February 22 Women – TBA Men @ 7:00 p.m.
Children's Theatre <i>Uniquely Frank: An Alvin the Alligator Story</i>	Sat, February 22 @ 2:00 p.m.
Butler Kids' Show Choir Spectacular	Sat, February 22 @ 6:30 p.m.
Men's Basketball Region VI First Round	Wed, February 26 - TBA

Student Forums	Mon, March 2 BOA – 11:30 a.m. BOE – 6:00 p.m.
Vocal Concert <i>I've Got Music!</i>	Thur, March 5 @ 7:30 p.m. Fri, March 6 @ 7:30 p.m. Sat, March 7 @ 2:00 & 7:30 p.m.
E.B. White Gallery of Art Kevin Kelly Exhibit Reception	March 5 – April 8 Thur, March 26 @ 6:00 p.m.
Butler Benefit Auction	Fri, March 6 @ 6:00 p.m.
PTK Luncheon & KACCT Quarterly Meeting Ramada Topeka Downtown	Thur, March 12
Spring Break – NO CLASSES	March 16-20
Employee Forums	Wed, March 25 BOA – 11:30 a.m. BOE – 2:00 p.m.
Institutional Development Day (IDD) – NO CLASSES	Thur, April 9
Good Friday – COLLEGE CLOSED	Fri, April 10
Student Forums	Thur, April 16 BOA – 11:30 a.m. BOE – 6:00 p.m.
Theatre <i>The Servant of Two Masters</i>	Thur, April 16 @ 7:30 p.m. Fri, April 17 @ 7:30 p.m. Sat, April 17 @ 2:00 & 7:30 p.m.
E.B. White Gallery of Art Student Art Show Awards & Reception	April 17 – May 2 Fri, April 17 @ 6:00 p.m.
Employee Forums	Mon, April 20 BOA – 11:30 a.m. BOE – 2:00 p.m.
Spring Instrumental Concert	Fri, April 24 @ 7:30 p.m. Sat, April 25 @ 7:30 p.m.
Spring Vocal Concert <i>I've Got My Friends!</i>	Thur, April 30 @ 7:30 p.m. Fri, May 1 @ 7:30 p.m. Sat, May 2 @ 2:00 & 7:30 p.m.
Woodwind Recital	Mon, May 4 @ 7:30 p.m.
Brass Recital	Tues, May 5 @ 7:30 p.m.
Percussion Recital	Wed, May 6 @ 7:30 p.m.
Dance Showcase	Thur, May 7 @ 7:30 p.m.
Finals Week	May 11-15
E.B. White Gallery of Art Student Art Sale	Tues, May 12, 10:00 a.m. – 4:00 p.m.
Nurses Pinning	Thur, May 14 @ 7:00 p.m.
Fall Semester Ends	Fri, May 15
Order of the Purple	Fri, May 15 TBD
Commencement	Fri, May 15 TBD

Summer Semester Begins	Mon, May 18
Foundation Board of Dir. Meeting	Tue, May 19 @ 4:00 p.m.
Commencement Thank You Picnic Lunch	Wed, May 20 @ 11:30 a.m.
Memorial Day – COLLEGE CLOSED	Mon, May 25
Circle of Gold Society Luncheon	Fri, June 19 @ 11:30 a.m.
Independence Day (Observed) – COLLEGE CLOSED	Fri, July 3
Summer Classes End	Fri, July 24

ADJOURNMENT

Trustee Lechtenberg moved that the Board meeting be adjourned. Trustee Dreiling seconded. The motion passed unanimously. The regular meeting of October 8, 2019 was adjourned at 6:05 p.m.

Jim Howell – Secretary