



BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING
4:30 p.m., Tuesday, October 8, 2019 – Butler of Andover 5000, Grizzly Den

3:30 p.m.	Tour of 5000 Building Construction
4:30 p.m.	Executive Session – Not to exceed 45 minutes for consultation with legal counsel to discuss confidential employee matters
	Regular Board Meeting – Dankert Board Room, Upper Level of the Hubbard Welcome Center, 901 S. Haverhill Road, El Dorado, Kansas.
	Work Session

- I. **CALL TO ORDER**
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 - B. Operational Staff Report – Amy Kerschner
 - C. Professional Employees Report – Terry Sader
 - D. Board Finance Committee Report – Ron Engelbrecht and Lance Lechtenberg
 - E. Foundation Board Report – Eileen Dreiling, Kim Krull
 - F. President’s Report – Kim Krull
 - G. Education Facilities Authority Report – Greg Joyce, Jim Howell, Kim Krull
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EXECUTIVE SESSION

TRUSTEE MOTION: By _____

Mister Chair I move 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, and via conference call Ray Connell and Ed Keeley with action to follow as appropriate.

The open meeting will resume here in the Dankert Board Room in 45 minutes.

CALL FOR A SECOND: Trustee _____

CALL FOR A VOTE

ENTER EXECUTIVE SESSION @ _____ P.M.

RETURN TO OPEN SESSION @ _____ P.M.

ANY ACTION REQUIRES A MOTION, SECOND, and VOTE

OCTOBER BOARD 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 Advisor (PTK)
- **Keven 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** – Birthday, October 24

MONITORING REPORTS

Advancement Division

Presented by: Tom Borrego, Executive Director of the Foundation

College Relations and Marketing (College)

Staffed by: Kelly Snedden, director, Kellee Kruse, associate director, James Schisler, digital media specialist, Rodney Dimick, communications specialist, and Adrian Beiting, multimedia communications specialist.

Just recently the department was able to fill the position of the multimedia communications specialist. This position will have the task of capturing and producing promotional video for advertising needs across the college. The position will also work closely with the Media Resource Center and BCTV to supplement content needs in that area. In addition, the department can now focus on building its YouTube channel with powerful Butler content as YouTube continues to be the second largest search engine.

Staff has been spending a lot of time on the development of the recruiting communication flow for the recruitment cycle. This work comes from the Clarus Corp report from April 2019. In the coming weeks, digital ad audits and campaigns will be built and launched with the intent of building solid leads for various programs.

With the hiring of a digital communications specialist, the department was able to bring the majority of online digital advertising efforts in-house which resulted in the ability to shift budget from professional services to direct advertising.

Staff are also working to build metamajor folders (roughly 20 of them) to cover all academic areas at the college. These new recruiting publications should prove helpful to both program leads as well as admissions recruiters.

Major projects for the department for this year include: Admissions Communication flow for prospects, metamajor folder production, website strengthening for critical performance enhancements, implementation of critical tasks from the Clarus Report, the production of critical program specific videos for advertising campaigns, and implement marketing automation technologies. These projects will be done with the intent to grow leads, inquiries and applications for admissions.

New TV commercials and new promotional videos can be seen at <https://www.youtube.com/user/butlerccVideo/videos>.

Fundraising (Foundation)

Staffed by Tom Borrego, Executive Director of the Foundation, Chelsey Barnhart, Office Specialist, Angie Friesen, Accounting Officer, Hayley Hobbs, Assistant Director of Donor Relations, Mary Moon, Executive Director of Community Advancement and Averie Nelson, Assistant Director of Development & Scholarship.

Tom Borrego was hired after Stacy Cofer retired in June 2019. Tom has extensive experience in fundraising, specifically in higher education, health care and capital projects.

The Foundation has welcomed new staff members, Chelsey Barnhart and Angie Friesen to the team. Chelsey is serving as an Office Specialist and Angie is replacing Debbie Sharp as our Accounting Officer. The Foundation held a staff retreat in August to review the current structure and how best to achieve the goals of the Board. It was determined that re-structuring of duties may need to occur, a more formalized process for donor development, marketing of deferred gift opportunities, dedication to prospect research, engaging new alumni and reviewing the needs of the college in the short and long-term. The Foundation staff will be sharing the details of these plans with the Foundation Board at our upcoming November meeting.

The Foundation Board of Directors authorized \$667,000 for scholarships from the \$12 million endowment and another \$100,000 in annual scholarships and program funds. Combined with the transfer scholarships that are given around the time of commencement, the Foundation is awarding nearly \$1 million annually to students.

2019-2020 Board of Directors

President **Forrest Rhodes** – Partner, Foulston Siefkin LLP

President-Elect **Rod Young** – President, Professional Engineering Consultants

Treasurer **Mike Clifton** – Owner, Clifton CPA

Past President **Alan Jaax** – Retired, American AgCredit

Suzanne Coin '90 – Retired, Westar Energy

Carolyn Connell – Community Volunteer

Pam Cross – Community Volunteer

Dr. Tom Estep – Cardiothoracic Surgeon, Wichita Surgical Specialist

Vicki Forbes – Community Volunteer

Evan Funk – Fidelity Bank

Janice Jones – Retired Butler nursing faculty

***Chase Locke** – iHeart Radio Media

***Teri Monteferrante** – Community Volunteer

Ryan Murry – President, ICI

Dr. Jessica Ohman – Butler Associate VP of Student Services

Jeremy Sundgren '02 - Partner, Sundgren Realty

Dr. Kim Krull – President, Butler Community College, Ex-Officio

Eileen Dreiling – Board of Trustees Liaison, Ex-Officio

*beginning new 3-year term

This June we inducted six individuals/couples into the Circle of Gold Society (for planned gifts): Will and Sherri Conard, Dan and Anita Mills, Pat Riffel, Teresa Riffel, an Anonymous Donor, and Rod and Terry Young. Legacy gifts are essential to the health of any foundation and the needs of the organization. We are grateful for these donors and their commitment to the Foundation and the students we serve.

BUTLER BENEFIT AUCTION

The **Butler Benefit Auction** remains a popular and successful fundraising event. Betsy and Scott Redler served as honorary chairs in 2019. Scott is COO and co-founder of Freddy's Frozen Custard & Steakhburgers, and a long-time champion of Butler's culinary arts and hospitality management programs. Each year, the event is attended by generous guests from throughout Butler County and the Wichita area. 57% of this year's 30 top auction night donors live outside Butler County. Strategic changes in 2019 included shortening the live auction, and heightening student engagement with donors as guests enjoyed hors d'oeuvres prepared and served by culinary arts' classes. Our 2020 event is set for Friday, March 6.

Butler Benefit Auction Results	2017	2018	2019
Event Revenue	\$ 222,976	\$ 247,603	\$ 237,946
Number of Guests	330	346	310
Percent Guests who Gave in Event	63%	70%	70%

CORPORATE SPONSORS

Corporate sponsors partially offset the expense of Foundation events and create visibility for sponsors as leaders committed to student, community and workforce success.

Corporate Sponsors	2016/2017	2017/2018	2018/2019
Auction Sponsors (<i>Excludes in-kind</i>)	\$ 48,500	\$ 56,589	\$ 57,239
Other Foundation Event Sponsors	\$ 6,600 *	\$ 6,300	\$ 7,500

* Four events were held in 2016/2017 and three in 2017/2018 and 2018/2109.

HAROLD SMITH CULTURAL SERIES

In October 2018, approximately 450 people from the college and the community attended the sixth installment of the Harold Smith Cultural Series. The Foundation hosted author Jeanette Walls who is best known for her #1 New York Times best-selling memoir, *The Glass Castle*. The Harold Smith Cultural Series was established through an estate gift from Harold Smith, an El Dorado native who spent most his life in Chicago and felt it would be nice "to give local people the opportunity to hear speakers they wouldn't otherwise get to hear." In his will, he left a generous gift to Butler, to bring celebrated speakers to the college for area residents to enjoy.

COMMUNITY ADVANCEMENT

Staffed by Mary Moon, Executive Director and Trisha Walls, Coordinator.

Facilitates constituent-specific activities aligned with the strategic priority, contribute to our communities.

Advance Kansas

Butler **builds community inside and out** as host of the Advance Kansas diversity initiative. Each year, leaders of business, education, government and non-profit organizations participate in the program which is designed and facilitated by diversity and leadership consultant, Juan Johnson of Atlanta, GA. Participants learn to better understand and appreciate the diversity that exists around them. They acquire tools for examining diversity dynamics, diagnosing underlying tension, and making effective decisions. Butler leaders benefit from the opportunity to build new and deeper relationships across multiple diversity dimensions, while gaining skills for addressing diversity challenges and opportunities within the college and community. This **investment in our employees' success** helps **ensure student success** as college personnel become better equipped to facilitate the diverse educational experience essential to helping all students attain their academic goals. Spirit AeroSystems, Meritrust Credit Union, and Westar Energy provide funding for Advance Kansas.

Excellence in Diversity Awards Breakfast

Butler's annual Excellence in Diversity Awards Breakfast creates visibility for the college in the greater Wichita area while recognizing excellence in diversity and inclusion; increasing awareness of the value of supporting efforts to address diversity challenges and opportunities in workplaces and the community; and raising awareness of, and funds to benefit, Advance Kansas. This event is attended by approximately 150 – 175 guests who are mid-level and upper-level leaders in business, education, government and non-profit organizations.

In 2018, we presented two awards.

- Community Diversity Award, Envision
- Diversity Leadership Award, Patty Koehler, JR Custom Metal Products

At our November 6, 2019 awards breakfast, we will present three awards.

- Corporate Diversity Award, Cargill
- Community Diversity Award, Wichita Regional Chamber of Commerce
- Diversity Leadership Award, Yolanda Camarena

Life Enrichment

Life Enrichment is an educational, entertaining, and cultural program designed to engage community members in the life of the college. Meetings take place monthly during the academic year and are open to everyone. Programs feature speakers and performers tailored to the interests of active older adults. The most popular programming includes speakers on local or Kansas history and singers. Changes made

in the program (as well as programming) over the last few years are paying dividends by increasing membership.

Life enrichment builds awareness of the college and in the community. Members visit the college, attend our athletic and fine arts events, and get involved in the community.

Life Enrichment Performance	2016/2017	2017/2018	2018/2019
Membership	72	96	118
Average meeting attendance	39	46	58
% Membership age 75 and under	37%	45%	53%

Butler County Spelling Bee

Community Advancement contributes to our communities by coordinating the Butler County Spelling Bee which is produced by college librarians for elementary and middle school students. This activity is valued by Butler County school districts and brings some of the brightest students in the county to our campus along with their teachers, parents and grandparents. The Butler County Spelling Bee takes place in February on the El Dorado campus. The 2019 county bee featured spellers from 28 schools and the winner from Andover Middle School went on to place fifth in the state spelling bee.

TOPIC for DISCUSSION
Sabbatical Report

REPORT:

Kris Estes will give the Board a presentation on her Sabbatical from Spring 2019.

RECOMMENDED ACTION:

This topic is for discussion purposes.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by:	Kim Krull
Supervisor:	Board of Trustees
Date:	October 8, 2019

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES
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TOPIC for DISCUSSION
Policy and Procedure Revision Project

REPORT:

Butler has a comprehensive Employee Handbook containing 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. The attached report outlines the findings of the research and recommended actions for improvements.

RECOMMENDED ACTION:

No action at this time.

RECOMMENDED FUNDING SOURCE:

Submitted by:	Shelley Stultz
Supervisor:	Dr. Kim Krull
Date:	October 8, 2019

Butler Community College Policies & Procedures Revision Project

Current State

Butler Community College displays policies and procedures in a variety of locations including a 233 page employee handbook, the online course catalog, and the student handbook. All policies and procedures are documented and maintained in Microsoft Word documents and converted to PDF and/or printed handbooks. In the fall of 2018, the course catalog was made electronic using Acalog software, allowing for regular updates to curriculum and course catalog information and ensuring that policies and procedures outlined in the catalog are archived adequately.

Regular review and update of policies is consistent for the student handbook and course catalog, while the employee handbook adds and updates policy on an as needed basis. In addition, the employee handbook lists both policy and procedure, creating a handbook that is difficult to read and navigate. These handbooks are maintained by individual offices with no central location for the storage, revision, and update of all policy. This method of maintenance has caused a disconnect and is time and labor intensive.

Desired State

Aligning all Butler policies and procedures with standard best practices for review, maintenance, display, and dissemination is the desired outcome of this project. In alignment with best practices, Butler's various handbooks should be stored and archived in one location, policies and procedures separated to enhance readability and display, and external display of policies should be available on the institution's website for regular dissemination. Purchasing software to host, maintain, and display policies and procedures will provide a template for consistency and will dramatically reduce the resources required to currently maintain each handbook.

Best Practices Review

Various college and universities in the state have the following practices in policy display/upkeep

- Policy listed separate from procedure
- Policy categorized by department or target audience
- Policy reviewed regularly
- A database or other technological resource to maintain and disseminate information
- Clear documentation of policy adoption and revision dates
- A central location for policy with access to archives

The institution most similar to Butler to use as a reference is Johnson County Community College. Policies are housed on the institution's website by category. Policy purpose statements are listed along with definitions and other key information. Each policy also notes when it was adopted and each revision date.

[Johnson County Community College Policies Page](#)

Technology Opportunities

Zavanta is a policy management software that allows businesses of all sizes to create a variety of documents including employee handbooks. The system uses templates that give step-by-step instruction to assist in the development and display of policies and procedures. Once created, the documents can be compiled into a handbook, used individually for various purposes, and accessed through the Zavanta portal.

Overview of Zavanta

The cost of Zavanta is based on the number of desired authors, defined by Zavanta as the size of the organization. Along with authorship, Zavanta offers a variety of services that are optional, including, kick-start training and personal coaching. These services assist in the startup process. Cost information can be found in the attached documents.

Jadu is Butler's CMS and will be beneficial in hosting the policies and procedures, as well as organizing the content in a categorical fashion. Creating a homepage for policies and procedures where all policy can be categorized and maintained will make Butler policy more forward facing and easily searchable through the website search feature. Using the accordion widget, policy can be listed in a way that is easy to read, with the option of clicking to drop down more detailed information about the listed policy.

Example of Jadu page

Desired Outcomes

It is the desire of the Human Resources office to create a streamlined policy revision and update process that will allow for the dissemination and display of policies and procedures for all faculty, staff, and stakeholders. While labor intensive on the front end, this revision will save time and allow for the dedication of that time and the resources involved to focus on other areas of need. Streamlining the adoption, revision, and display of all policies and procedures will make them easier to read, find, and will assist in the compliance of policy dissemination annually. The end result will be one location for college-wide storage and maintenance of policy and an adequate archive system for reference.

Recommendations

In order to achieve the desired outcomes, it is the recommendation of the Human Resources office to establish a clear list of stakeholders to be involved in the process, establish a committee to review current policy and determine proper revisions, and to explore additional authors that may benefit from the technology used to complete this project.

Stakeholders:

- Board of Trustees
- All Butler faculty, staff, and administrators
- Students
- Community members

Potential additional authors:

- Editors/publishers of the course catalog
- Editors/publishers of the student handbook
- Editors/publishers of policy within Information Services
- Editors/publishers of policy within Facilities Management
- Editors/publishers of Banner training materials

BOARD ACTION ITEMS

NONE

CONSENT AGENDA



- Let's Take Tomorrow -

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., Tuesday, September 10, 2019 – Dankert Board Room**

STAFF ATTENDANCE

Lora Jarvis	Kim Krull
Jessica Ohman	Bill Rinkenbaugh
Terry Sader	Kelly Snedden
Shelley Stultz	Mel Whiteside
Kent Williams	Lori Winningham
Mark Jarvis	Lori Mosier
Tyler Nordman	Andrea Eidman
Oliva Kuhns	Christy Streeter
Lynn Umholtz	Jaime Goering
Derek Foust	Kateri Grillot
Cheree Encapera	Jordhn Cogan
John Craig	

BOARD ATTENDANCE

Ken Bohon
Eileen Dreiling
Ron Engelbrecht
Jim Howell
Greg Joyce
Doug Law

Not Present
Lance Lechtenberg

GUESTS

David Dillner, City of EL Dorado
Vince Haines, Gravity::Works
Josh Vogel, Simpson Construction
Ray Connell, Legal Counsel

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

There were no additions or deletions from the agenda, but the time was set at 5:00 p.m. for the Exec Session in order for Legal Counsel to be present. Trustee Engelbrecht moved to approve the agenda as presented. Trustee Bohon seconded. The motion passed unanimously.

RECOGNITIONS

- **Kristen Crane** – Featured article in Kansas State Board of Nursing Newsletter
- **Connie Belden** – Educator of the Year at Two Year Colleges at the American Accounting Association Conference

- **Kevin Lann-Teubner** – National Center of Academic Excellence in Cyber Defense Education Designation
- **Cheree Anthony-Encapera, Jordnn Cogan, Beth Cunningham, Caroline El Chaar, Donnie Featherston, Bruce Fiscus, Sarah Flora, Kateri Grillot, Valerie Haring, Kimberly Hubble, Sheryl LeSage, Catherine Menefee, Apryl Nenortas, Andrea Scharenberg, Nathan Swink, and Mindy Trenary** – Summer Jam 2019 Graduates
- **Christy Streeter** – 2019 Wichita Business Journal Women in Business Honoree
- **Greg Cole** – Appearance on “Where’s Shane?” on KWCH
- **Kim Krull** – 2019 Wichita Business Journal Women Who Lead in Education
- **Ron Engelbrecht** – Trustee Birthday

PUBLIC COMMENT – NONE

STANDING REPORTS

Student Government Association – The SGA officers all introduced themselves and gave a brief update on their August Activities. The officers this year are President Gaby Guzman, Vice President Christian Leis, Secretary/Treasurer Paul Persigehl, Coordinators Chloe Cope, Andre Davis, Kiersten Kamholz, and Catherine Bergkamp.

In August, the held Grizz Fest which was well attended and went super. They had paint wars, water balloons and t-shirt giveaways. They also held a block party with residence life on the basketball court and had free bowling and provided free snacks to the students at Grizzly Bowl.

One of their objectives is to increase attendance at sporting events so they have had pizza at volleyball and football games as well as throwing out t-shirts.

They are also getting more involved in the community and this week, along with Grizzly Ambassadors, they are making care packages for first responders in remembrance of 9/11.

Operational Staff – Olivia Kuhns, secretary of OpStaff, gave the report this month and said their Welcome Back Tables were a big success. The book scholarship committee also selected five individuals to receive scholarships this semester: Kristin Skaer, Brian Bolin, Brice Helton, Jacob Jordan, and Lisa Bolin for a total of \$1,300. At the next meeting, Matt Sanders will teach the attendees about CPR and the AED boxes in the buildings. OpStaff is also gearing up for their fundraisers this fall.

Professional Employees – Terry Sader said that he saw on the agenda tonight the Negotiated Agreement and informed the Board that the professional employees almost unanimously approved the terms and they got very good remarks back. He thanked the administration for their support and help in coming to the agreement.

He also reported that the scholarship committee had selected their fall recipient: Jacob Bedell. Jacob is an agriculture major who plans to teach agriculture in the future. Jacob

graduated from El Reno High School in El Reno, OK in 2018. He is also a member of the livestock judging team.

Board Finance Committee – Trustee Engelbrecht reported that the accounting department was looking into some anomalies from last month's report and the solution is likely to put another column in the report with the baseline end of year spending.

They also received an audit update and they hope to have it finalized by the end of October for approval at the November Board meeting.

The finances for the 5000 building remodeling project have a pretty good cushion right now related to expenses versus the funding that has been set aside for the project.

Foundation Board Report – Trustee Dreiling reported that the Foundation Board met on August 20th. The Board received word that 814 students awarded \$672,000 in scholarships for the 2019-2020 school year.

The Foundation Board also has a new Board member. Chase Locke is an El Dorado native who now lives in Nashville, but will be coming home often enough that he would like to serve on the Board. He was approved.

Two important dinners are coming up. The Scholarship Dinner is September 24th and the President's Dinner is October 3rd. Both dinners start at 6:00 p.m. in the Clifford/Stone room in the Hubbard Welcome Center.

President's Report – Dr. Krull reported that Butler is lucky to have students who are actively engaged in the community. Last week the men's basketball team greeted the welcome home flight for Kansas Honor Flight number 74.

We are planning to host three of this year's board meetings in Andover as a way for the Trustees to be able to see the progress of the remodel. The first meeting will be next month in October. We will also meet there in February and June.

Several special guests have been on campus or will visit campus soon. Today, Command Master Chief Greg Prichard was joined by Lieutenant John Stevens for Navy Week. Prichard is a Butler alumnus who has spent 20 years in the Navy and wanted to make sure Butler was a part of the first Navy Week in the Wichita area.

Congressman Marshall visited last Friday and we had a light breakfast, reviewed the Andover project and toured campus.

Monday, Congressman Estes will visit campus and though we are currently finalizing his scheduled, he is interested in seeing the tech programs like nursing and auto body.

KACCT is this Friday and Saturday at Neosho. Trustee Engelbrecht and Dr. Krull will be attending and provide an update at next month's meeting.

Education Facilities Authority Report – Chair Joyce reported that there was no meeting last month, but the Annual Report has been finished and will be distributed soon.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITES

TIF Presentation – David Dillner from the City of El Dorado gave a short presentation on the Tax Incremental Financing policies as outlined by the state.

EXECUTIVE SESSION

Trustee Dreiling moved that the Board recess into executive session for consultation with legal counsel to include the Board, Vince Haines, Ray Connell, Josh Vogel, and Dr. Kim Krull with action to follow as appropriate. The open meeting will resume here in the Dankert Board Room in 30 minutes. Trustee Engelbrecht seconded. The motion passed unanimously.

The Board entered Executive Session at 5:09 p.m.

The Board Returned to open session at 5:39 p.m.

MONITOTRING REPORTS

Athletics Division – Tyler Nordman presented the Athletics Division annual report to the Board.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITES

Faculty Development – Mark Jarvis introduced the new Faculty Development Specialist, Lori Moshier, as well as a few of the Summer Jam graduates. They provide the Board with an update on their current activities.

BOARD ACTION ITEMS

Mutual Gains Bargaining Outcome - The Mutual Gains Bargaining Team reached a final package and was presented to the professional employees for ratification.

The following is a summary of the outcomes of the Mutual Gains Bargaining process. The table below shows a summary of the options selected. This package was accepted and ratified by the faculty as of August 23, 2019.

<u>ISSUE</u>	<u>OPTION (S)</u>
<p>Article V. Professional Workload, Section G. – Class Size and Assignment Issue: Availability and distribution of classes and clock hours beyond the normal professional workload</p>	<p>Agreed to modify language to Article V – G. Class Size and Assignment to include the following: When an overload class does not make, the Dean will attempt to reassign the instructor to another class if one is unassigned and appropriate. All course assignments and sizes will be based on consistent guidelines regardless of modality (on campus, blended or online).</p>

	Returning fulltime faculty assignments will be made prior to adjunct faculty assignments.
Article V – Professional Workload, Section L – Mandatory College-Wide Activity Days Issue: Commencement-Hours associated with leave time requirement	Modified the hours associated with commencement leave time due to the change in format to one commencement exercise. Participation in commencement counts as part of the 35-hour work week. Hours associated with leave time will be calculated as 3 hours .
Article VIII – Compensation, Section A- Salary, Part 2 – Base Salary – Professional Employees Issue: Implement Step Raise Schedule	Status Quo (no change)
Article VIII – Compensation, Section A – Salary, Part 3 – Placement of New Professional Employees Issue: Hiring Schedule	Increase starting rate of hiring schedule by the amount of negotiated pay raise = 2.5% for 2019-20. Starting rate to \$39,010 .
Article VIII – Compensation, Section A, Part 8 – Salary increase for existing professional employees Issue: Salary for Existing Professional Employees	2.5% salary increase to base salary for professional employees
Article VIII – Compensation, Section A – Salary, part 10 – Overload Issue: Overload Rate of Pay	Overload pay rate increased 2.5% to \$665 per credit hour
Article VIII – Compensation, Section A – Salary, Part 12 – Summer School Pay Issue: Summer School rate of pay	Summer School pay rate increased 2.5% to \$665 per credit hour
Article VIII – Compensation, Section B – Group Insurance Issue: Group health insurance benefit – family and single coverage	Maintain College Contribution to Health/Dental insurance premiums for 2019-20 plan year as Status Quo (no change) Single coverage from \$574 to \$574 Employee + 1 coverage from \$1348 to \$1348 Family coverage from \$1391 to \$1391
Article VIII Compensation, Section A – Salary	Article VIII, Compensation – Section A - Salary Letter of understanding added to the Master Agreement regarding student accessibility needs as identified to meet accessibility requirements.

Issue: Pay for updating online content for accessibility requirements	Regarding the request to add Pay for updating online content for accessibility requirements. Faculty will facilitate addressing student accessibility needs as identified to meet accessibility requirements but will not be required to complete accessibility required changes on their own until the 2021 contract has been ratified.
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Trustee Engelbrecht moved to ratify the final package as outlined and ratified by the Professional Employees. Trustee Howell seconded. The motion passed unanimously.

Compensation Increases for Staff and Part-Time Faculty - The administration recommends the compensation increases for FY 2020 for the following employee categories: Operational Staff, Institutional Support Staff, Coaches, and Administrative Staff.

- Recommendation for staff salary increase:
The administration recommends a 2.5% salary increase for each full-time and part-time staff member: Operational Staff, Institutional Support Staff, Coaches, and Administrative Staff, except for the President whose contract is considered separately.
- Recommendation for part-time faculty:
The administration recommends an increase in the per-credit-hour salary rate for part-time faculty from \$649 to \$665. This is a 2.5% increase rounded to the nearest dollar.
- Recommendation for staff health insurance contribution increase:
The administration recommends that the college contribution to staff health insurance premiums remain.

	Actual FY 2019	Recommended FY 2020
	College contribution per each staff member per month – for staff members participating in Butler’s group health insurance plan	College contribution per each staff member per month – for staff members participating in Butler’s group health insurance plan
Single Plan	\$574.32	\$574.32
Single + One Plan	\$1,348.87	\$1,348.87
Family Plan	\$1,391.17	\$1,391.17

Note: All contributions by the college for employee group health insurance premiums are limited to the actual amount of the premium. Therefore, some contribution amounts in the preceding table may be reduced to the actual premium amount.

Trustee Howell moved to approve the salary and health insurance increases for staff employees and part-time faculty for the fiscal year ending June 30, 2020 as presented. Trustee Dreiling seconded. The motion passed unanimously.

CONSENT AGENDA

Trustee Bohon moved to approve 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 August 13, 2019
- Approval of the Bills and Warrants for August 2019
- Approval of the Purchase of ADA Door Openers in the amount of \$4,100
- Approval of Replacement of Dorm Desks in the amount of \$22,424.50
- Approval of Purchase of the Hoop House for Agriculture Program at the approximate cost of \$11,515
- Ratification of Clinical Affiliation Agreement with University of Missouri, Kansas City, School of Nursing and Health Studies
- Approval of Shellie Dettweiler as Full Time Nursing Faculty at an annual salary of \$44,859.00

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Mark Jarvis & Lori Moshier, Cassie Zeiner, Karly Little, Caitlin Miller

Board Calendars

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
SEPTEMBER – OCTOBER**

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
KACCT Quarterly Meeting @ Neosho	Friday & Saturday, Sept 13 & 14	Ron Engelbrecht
President’s Donor Dinner	Thursday, October 3, 6:00 p.m. Hubbard Welcome Center Clifford/Stone Room	

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

2019-2020 Board Meeting Dates
Tuesday, September 10, 2019
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>		
PTK Induction	Sunday, October 27, 2:00 p.m. Gym	TBD
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
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 TRUTSEES

Fall 2019 ACTIVITY CALENDAR

Volleyball v Ottawa University JV (home)	Tue, September 10 @ 6:30 p.m.
Soccer v Johnson County (away)	Wed, September 11 @ 7:00 p.m.
KACCT Quarterly Meeting Neosho County Community College	Fri & Sat, September 13 & 14
Second Saturday Training (BOA 5000)	Sat, September 14
Volleyball v Dodge City (away)	Sat, September 14 @ 2:00 p.m.
Soccer v Coffeyville (home)	Sat, September 14 @ 7:00 p.m.
Football v Coffeyville (away)	Sat, September 14 @ 7:00 p.m.
Fall Census Day (20 th Day)	Mon, September 16
Soccer v Neosho County (away)	Tue, September 17 @ 7:00 p.m.
Volleyball v Independence (home)	Wed, September 18 @ 6:30 p.m.
Cross Country – Missouri Southern Stampede Joplin, MO	Sat, September 21 - TBA
Volleyball v Pratt (away)	Sat, September 21 @ 2:00 p.m.
Football v Dodge City (home)	Sat, September 21 @ 7:00 p.m.
Volleyball v Hutchinson (home)	Mon, September 23 @ 6:30 p.m.
Soccer v Allen County (away)	Tue, September 24 @ 2:00 p.m.
Foundation Scholarship Dinner	Tue, September 24 @ 5:30 p.m.
Student Forums	Wed, September 25 BOA – 11:30 a.m. BOE – 6:00 p.m.
Volleyball v Barton (home)	Wed, September 25 @ 6:30 p.m.
Theatre <i>The Man Who Came to Dinner</i>	Thurs, September 26 @ 7:30 p.m. Fri, September 27 @ 7:30 p.m. Sat, September 28 @ 2:00 & 7:30 p.m.
Football v Hutchinson (away)	Sat, September 28 @ 12:00 p.m.
Volleyball v Seward County (away)	Sat, September 28 @ 2:00 p.m.
Soccer v Kansas City Kansas (home)	Sat, September 28 @ 7:00 p.m.
Volleyball v Colby (home)	Wed, October 2 @ 6:30 p.m.
Soccer v Cowley County (away)	Wed, October 2 – TBA
President's Donor Dinner	Thur, October 3 @ 6:00 p.m.
E.B. White Gallery of Art Amy Schmierbach Exhibit Reception	October 4 – November 1 Thur, October 10 @ 6:00 p.m.
Volleyball v NE Comm College (Central Comm College Tourn, Columbus, NE)	Fri, October 4 @ 1:00 p.m.
Volleyball v North Platte (Neb.) (Ramada Inn Classic, Columbus, NE)	Fri, October 4 @ 5:00 p.m.
Fall Instrumental Concert	Fri, October 4 @ 7:30 p.m. Sat, October 5 @ 7:30 p.m.
Volleyball v Fort Scott (Ramada Inn Classic, Columbus, NE)	Sat, October 5 @ 9:00 a.m.
Volleyball v Central Nebraska (Central Comm College Tourn, Columbus, NE)	Sat, October 5 @ 11:00 a.m.

Cross Country – Oklahoma State Jamboree Stillwater, OK	Sat, October 5 - TBA
Soccer v Johnson County (home)	Sat, October 5 @ 7:00 p.m.
Football v Independence (away)	Sat, October 5 @ 7:00 p.m.
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 <i>I've Got Rhythm</i>	Thur, October 10 @ 7:30 p.m. 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.
PTK Induction	Sun, October 27 @ 2:00 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 Engelbrecht moved to adjourn the meeting. Trustee Bohon seconded. The regular board meeting of September 10, 2019 was adjourned at 6:11 p.m.

Jim Howell – Secretary

BILLS AND WARRENTS

TOPIC for ACTION

REPORT:

Bills and Warrants for September 2019 - \$6,146,838.01 (includes Expenditure Approval List - \$3,376,517.48 and Payroll - \$2,770,320.53).

RECOMMENDED ACTION:

Approval of September 2019 bills and warrants.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by:	Sariah Wilson
Supervisor:	Yolanda Hackler
Date:	October, 1, 2019

BIDS AND PURCHASES

**TOPIC for ACTION
2019-2020 AACC Dues**

REPORT:

Annual American Association of Community Colleges (AACC) dues for 2019-2020 are as follows:

AACC/Institutional Membership	\$11,663.00
President's Academy	\$75.00
 Total	 \$11,738.00

The 2018-2019 AACC Dues increased \$340 for this year.

RECOMMENDED ACTION:

Board approval of payment of AACC dues in the amount of \$11,738.00.

RECOMMENDED FUNDING:

General Fund

Submitted by:	Lora Jarvis
Supervisor:	Kim Krull
Date:	October 8, 2019



American Association of Community Colleges
 One Dupont Circle, NW, Suite 700, Washington, DC, 20036, USA
 Phone: (202) 728-0200 Fax: (202) 833-2467

ANNUAL DUES NOTICE

Date: 18-Sep-2019
 Ship-To: 00000000730-0

Order Number: 1000170897
 Order Date: 17-Sep-2019
 Invoice Number :

Butler Community College
 Attn: Kimberly Krull
 President
 901 S Haverhill Rd
 El Dorado, KS 67042

Product	Fulfill Status	Status	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
AACC/INST_MBR-AACC - Institutional Member 01-Jan-2020 to 31-Dec-2020	Active	Proforma	1	11,663.00	0.00	0.00	0.00	11,663.00
AACC/PRES_ACADEMY-AACC - Presidents Academy Fee 01-Jan-2020 to 31-Dec-2020	Active	Proforma	1	75.00	0.00	0.00	0.00	75.00
Shipping:								0.00
Total :								11,738.00
Paid To Date								0.00
Current Amount Due :								11,738.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 00000000730-0	Butler Community College	Balance Due(USD):	11,738.00
Order No.: 1000170897	Invoice No:	Amount:	_____
Federal Tax ID: 53 0196569			

Send payments to: American Association of Community Colleges
 PO Box 75263
 Baltimore, MD 21275



September 19, 2019

Thank you for your membership in the American Association of Community Colleges (AACCC). For a century, AACCC has been proud to represent you, the leaders of the nation's community colleges. We know that the strength of our organization lies with our members and we are happy to be a part of the work you do to ensure the success of the nation's 12.2 million community college students.

We are grateful for your continued participation in AACCC. Lending your voice to our advocacy efforts in Washington, DC has proven invaluable in securing access to the people and policies that effect our colleges. We have built strong relationships in the Nation's Capital and will continue to work across the aisle and across sectors to ensure that your voice is included in legislative and policy discussions. Advocacy has always been, and will continue to be, a major focus for AACCC, but I encourage you to take advantage of all we have to offer.

- **AACCC Events** are the best way to connect with colleagues. Whether attending one of our issue-specific convenings, Advocates in Action, Workforce Development Institute, or AACCC's Annual Convention, we welcome your participation.
- **AACCC's Leadership Suite** is designed to provide talent development for you and your team. With a variety of programs that focus on critical skills and timely topics, leaders are better prepared to take on the opportunities and challenges of our complex institutions.
- AACCC's award winning communications provide you with the news that you need to lead.
 - o The **Community College Daily** is a great way to start your day with the news that impacts community colleges. (www.ccdaily.com)
 - o The **Community College Journal** provides a deeper dive into the topics that are important to you.
 - o **CC Voice** podcast is the only podcast about the power of the nation's community colleges. Designed to bring you up to speed on the issues that matter.
 - o Participate in a national conversation on the topics that are important to you at the **AACCC 21st Century Center** (www.aacc21stcenturycenter.org).
- **Voluntary Framework of Accountability (VFA)** is the data collection system designed by community colleges, for community colleges. Existing accountability measures in higher education do not adequately measure the unique mission of community colleges. VFA data, however, provides you with an improved ability to assess student and institutional performance and create pathways to student success. Best of all, participation in VFA is included as a part of your AACCC membership.

If you have any questions, please contact our Membership Services team at membership@aacc.nche.edu or by calling (202) 728-0200.

Thank you, again for your membership. Your continued engagement with AACCC helps to ensure that our collective voice remains strong on Capitol Hill and throughout the nation.

Sincerely,

Membership Services Department

One Dupont Circle, NW | Suite 700 | Washington, DC 20036 | T: 202.728.0200 | www.aacc.nche.edu

TOPIC for Action
Digital Transformation Recommendation
Converged Infrastructure, Data Warehousing, Data Analytics

REPORT:

Through a Capital Mill Levy the Butler Community College Board of Trustees has provided the college with the ability to take the next steps forward to create a digital infrastructure to meet the current and future teaching and learning and digital safety and security needs of our students, faculty and staff. Butler is implementing a series of integrated information technology projects that will result in a **Digital Transformation** for the college.

When designing the roadmap for digital transformation at Butler Community College, the path has to begin with how we handle institutional data. This institution, has been paying our Ellucian Banner licensing in arrears rather than in advance. This model was put in place for many institutions in the late 1990's in order to create an affordable model for both initial implementation and licensing. In order to secure licensing for the implementation and use of additional tools in the Ellucian Banner catalog, Ellucian is requiring that we move to a modernized and industry standard approach to licensing. This move will require us to pay for our Ellucian licensing in advance, just like we do for all of our institutionally licensed enterprise software. This move to the Ellucian Modernization licensing model opens up advanced data warehousing and advances analytics capabilities, which are necessary in continuing Butler's path through digital transformation.

In continued conversation and negotiations with Ellucian, our team was able to secure some needed guarantees and conditions for our investment.

1. By moving Ellucian Banner maintenance from arrears to advance, Butler Community College will be compliant with best and standardized accounting practices with software maintenance
2. The license modernization positions Ellucian Banner and connected modules on a clear path to cloud implementation
3. Ellucian is including additional as part of the license modernization program
 - a. Ellucian Advanced Analytics
 - b. Ellucian ILP (Canvas to Banner)
 - c. Recruit Database Backup (for ODS reporting out of Recruit)
 - d. DegreeWorks Transfer Equivalency
4. Butler Community College has locked in a low 3% license escalation rate on the Banner maintenance for 5 years (previously 7%)
5. Butler Community College has secured a 32% discount on Luminus maintenance this year with plans to completely discontinue our utilization of Luminus maintenance at the end of this fiscal year.

RECOMMENDED ACTION:

Board Approval of \$215,000.00 of the capital mill levy project to move the Ellucian Banner licensing to the modernization model and continue the path of digital transformation with increased access to data warehousing and advanced data analytics.

RECOMMENDED FUNDING SOURCE:

Capital Mill Levy funds (Data warehouse, Converged Infrastructure, Data Analytics)

Submitted by: Bill Young, Vice President of Digital Transformation / CIO

Supervisor: Dr. Kim Krull, President

Date: 26 September 2019



BUTLER COMMUNITY COLLEGE
("Client")

As of the latest signing date below, **ELLUCIAN COMPANY L.P.** ("Ellucian") and Client agree that the most recent underlying agreement between the parties related to licensing software, providing professional services and/or providing software support services or maintenance ("Agreement"), as applicable, will apply to the attached Order Form(s), each of which will constitute a separate and independent contract between the parties to the Order Form. "Ellucian" means, in each instance, the Ellucian entity that enters into an Order Form with Client. **By the execution below, each party represents and warrants that it is bound by the signature of its respective signatory for each of the attached non-cancelable Order Form(s). Except as amended by the Order Form(s), the terms of the Agreement remain unchanged and in full force and effect; any fees due under the Order Form(s) are in addition to and not in lieu of fees already due or scheduled to come due under the Agreement. Client has not relied on the availability of either any future version of any software or any future software product or service.**

The pricing contained in the attached Order Form(s) is valid only if the Execution Date occurs on or before September 30, 2019.

Ellucian	Client
By: _____ <i>Authorized Signature</i>	By: <u>Kimberly W Krull</u> <i>Authorized Signature</i>
Name: _____ <i>Printed</i>	Name: <u>KIMBERLY W KRULL</u> <i>Printed</i>
Title: _____	Title: <u>President</u>
Date: _____	Date: <u>9/26/19</u>

The later date of signature above is the "Execution Date" for each of the attached Order Forms.
Client's Billing Contact Information appears below.

Client
Billing Contact Information

Name: _____

Address: _____

City, State, Zip: _____



CUSTOM SERVICES ORDER FORM

ELLUCIAN COMPANY L.P.

Client Information

Client Name: BUTLER COMMUNITY COLLEGE

Underlying Agreement: This Custom Services Order Form ("Order Form") amends the Agreement.

Ellucian agrees to provide software development and related services (the "Software Development Services") to Client in accordance with the Custom Services Table below and the functional scope attached hereto as Attachment 1, all in furtherance of delivering a custom solution as described herein. The Software Development Services identified herein may be referred to as the "Project." An Ellucian manager will be responsible for coordinating the resources and schedules for the Project. In performing the Software Development Services, Ellucian may use a combination of remote services, centralized services, and onsite services, using personnel worldwide. Ellucian will charge Client for the Software Development Services on a time and materials basis as set out in the Custom Services Table below. For the avoidance of doubt, these are not "fixed fee" or "not to exceed" services, but rather time and materials services for which Client will pay Ellucian for services rendered at the hourly rate provided for in the Custom Services Table. Ellucian will charge Client for the Software Development Services on a Fixed Fee basis as identified in the Custom Services Table below.

CUSTOM SERVICES TABLE:¹

Description ²	Estimated Hours	Hourly Rate ^{3,4}	Fee ⁵
Customization Development and Support	40	\$190	\$7,600
Project Management Services	4	\$190	\$760
TOTAL HOURLY SERVICES FEE:			\$8,360

Notes to Hourly Services Table:

¹ For a more detailed description of these Software Development Services, see the Software Development Services Statement of Work attached as Attachment A. The Software Development Services shall be performed under the following general standards and guidelines:

- The Project work will be executed following the development standards used in the Baseline application to which the custom solution relates.
- As part of the overall effort to perform the Project work, Ellucian will define functional specifications describing the Project work to be developed and complete a Software Development Functional Specification ("Functional Specification Document").
- Ellucian will review the Functional Specification Document with Client's Project team and validate that the Functional Specification Document meets the stated business need and confirm the level of effort to complete. Client and Ellucian will jointly approve and Client will sign-off on the Functional Specification Document.
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- Client will execute the installation and user acceptance testing to verify the custom solution meets the criteria defined in the Functional Specification Document.
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- 3 Hourly rates specified in this table will be held in place for services rendered on this implementation project for a period beginning on the Execution Date and ending eighteen (18) months later. Requests for any additional services beyond the eighteen (18) month period will need to be negotiated under separate Work Order and signed by both parties.
- 4 Client is advised that, without limitation, Ellucian personnel rendering services bill for travel time, preparation time, and follow-up time.
- 5 Where a number of hours is specified in the table with an associated hourly rate, the "Fee" is a good faith estimate based on the information available to Ellucian at the time of execution of this Agreement. The total amount that Client will pay for these services (i.e., the TOTAL HOURLY SERVICES FEE) will vary based on the actual number of hours of services required to complete the services and the rate that is applicable during that year in which the services are rendered.

Payment Terms – Time and Materials Services: Ellucian will invoice Client monthly for all time and materials services on an as-incurred basis in arrears, and payments will be due within thirty (30) days from invoice date.

Payment Terms – Expenses and Other Charges: Travel expenses and living expenses are additional. Ellucian will invoice Client monthly for such reimbursable expenses and other applicable charges on an as-incurred basis in arrears, and payments will be due within thirty (30) days from invoice date.

FIXED FEE SERVICES TABLE:¹

Description	Fee
Complete Customization Development and Support	\$10,000
TOTAL FIXED FEE SERVICES FEE:	\$10,000

Notes to Fixed Fee Services Table:

¹ For a more detailed description of these services, see the Scope of Services attached as Attachment A.

Payment Terms – Fixed Fee Services: Ellucian will invoice Client upon delivery of the fixed fee services listed in the Fixed Fee Services Table (above), and Client's payment shall be due within thirty (30) days from the date of such invoice(s). These fixed fee services specifically exclude any responsibility on the part of Ellucian for providing any services other than those services specifically set forth above. Travel and living expenses are in addition to the Total Fixed Fee Services Fee and will be invoiced on a monthly, as provided/as incurred basis.

Cancellation of Scheduled Professional Services. The parties agree that once Client and Ellucian have scheduled a specific time during which Ellucian will provide Professional Services, Ellucian will be obligated to perform and Client will be obligated to obtain and pay Ellucian for such scheduled Professional Services, in accordance with the agreed upon schedule. If Client desires to cancel or postpone scheduled Professional Services, Client must provide Ellucian with notice of such cancellation or postponement (a "Services Cancellation Notice"). For the purposes of this Section, Services Cancellation Notices must be provided by sending an email to: services@ellucian.com. When cancelling scheduled Professional Services, Client will be subject to the following cancellation fees as liquidated damages and not as penalties:

- (a) If Ellucian receives the Services Cancellation Notice more than thirty (30) calendar days prior to the date on which Professional Services are scheduled to commence, Client will not be assessed a services cancellation fee;
- (b) If Ellucian receives the Services Cancellation Notice less than thirty-one (31) calendar days, but more than fourteen (14) calendar days, prior to the date on which Professional Services are

scheduled to commence, Client will be assessed a services cancellation fee in an amount equal to fifty percent (50%) of the total anticipated fee for the scheduled Professional Services; and

- (c) If Ellucian receives the Services Cancellation Notice less than fifteen (15) calendar days prior to the date on which Professional Services are scheduled to commence, Client will be assessed a services cancellation fee in an amount equal to one hundred percent (100%) of the total anticipated fee for the scheduled Professional Services.

In addition to cancellation fees due under this Section, Client will be assessed the full amount of any airline- or hotel-imposed cancellation charges associated with previously purchased non-refundable fares or reservations (as applicable) incurred by Ellucian as a result of the cancellation.

PROJECT DEPENDENCIES:

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- Client will test all delivered functionality/configurations/set-up in a mutually agreed upon timeline.
- Client will document processes, decisions, and end user training materials.
- All work associated with this project will be developed for latest releases.
- All services will be provided remotely unless explicitly stated as onsite.
- Client will have all necessary hardware onsite and operational. Client will have all required software installed, other than software to be installed by Ellucian, as specifically scoped herein.
- Client will provide Ellucian with access to appropriate software and functionality in compliance with Client's security and access policies and provide Ellucian access to their servers via a Virtual Private Network (VPN) connection that is supplied by SecureLink. Client will notify Ellucian of any firewall/connection issues that could cause a delay in the delivery of the service.
- Client will ensure that the software release on the Client system is up-to-date and all updates released by Ellucian have been loaded into the appropriate environments as specified. No major upgrades will be introduced into the environment during the course of the implementation except as agreed during project planning activities.

ADDITIONAL TERMS APPLICABLE TO THE PROJECT:

- Ellucian retains all rights, including without limitation, ownership, of the Software Development Services and all work product developed under the Project. Client will have a license to use the Software Development Services subject at all times to the rights, terms, and obligations specified in the Agreement (meaning that if Client's license to use the underlying Baseline application should terminate for any reason, Ellucian shall have no further obligation to support Client's use of the Software Development Services).
- Once Client and Ellucian have scheduled a specific date during which Ellucian will provide the Software Development Services under the terms of this Order Form, Client will be obligated to pay Ellucian for such scheduled services, unless Client has notified Ellucian that Client would like to reschedule or cancel the provision of such services at least thirty (30) days prior to the date which Ellucian is scheduled to perform such services. Cancellation of individual line item(s) for Software Development Service as identified in the Table above will not reduce the overall cost of that Software Development Service unless specifically agreed to by Ellucian at the time of the cancellation.
- This Order Form specifically excludes any responsibility for providing any services other than the Software Development Services set forth herein. Any services outside the scope of the Statement of Work attached as Attachment A can be provided, subject to written agreement by Client and Ellucian and based on the

then-current availability and expertise of Ellucian personnel, on a time and materials basis (only) at Ellucian's then-current rates.

- **Client Obligations.** Client will provide:
 - Project Leader – Client will provide a Project Leader that will work directly with the Ellucian Development Leader to assist and coordinate activities related to this Project, such as meetings, approval requirements and Client testing and acceptance.
 - User Acceptance Test Plan – Client will provide a thorough and fully documented User Acceptance Test Plan to Ellucian. This User Acceptance Test Plan will provide a roadmap for Client testing after delivery and will allow the Client to determine whether the Software Development meets the requirements outlined in the functional specification. The Acceptance Test Plan is to be devised to show that the system software development(s) meet the user requirements. This User Acceptance Test Plan is to be exhaustive of any/all situations or business cases identified as requirements and subject to the delivered Software Development Services. Test scenarios presented subsequent to the Software Development Services delivery will be excluded from the Project absent the parties' execution of an additional agreement or amendment to an existing agreement in the form of a Change Request to include such additional work effort and pertinent funding for such changes to be accommodated.
 - User Acceptance Testing – Client will conduct user acceptance testing. Client will have thirty (30) days from delivery by Ellucian of the Software Development Services to test such Software Development(s) (the "Acceptance Period") to verify that the Software Development Services conforms in all material respects with the Software Development Functional Specification. Client shall notify Ellucian in writing, within the Acceptance Period of Software Development Defects and document such Software Development Defects in reasonable detail (the "Failure Notice"). If Client fails to provide a Failure Notice to Ellucian prior to the expiration of the Acceptance Period, or implements the delivered Service or Software Development into the Client's production environment, the Software Development will be deemed accepted ("Accepted" or "Acceptance") by Client. If Client so documents a Software Development Defect, Ellucian will use commercially reasonable efforts to correct the Software Development Defect and re-deliver the corrected Software Development. Client shall then have an additional fifteen (15) days from Ellucian's re-delivery to perform Acceptance Testing in accordance with the procedure described above. Acceptance of the Software Development will be deemed to have occurred if and when Client does not so advise Ellucian of the existence of such material non-conformance within the new fifteen (15) day testing period. If Client discontinues the Project prior to completed delivery of the Software Developments, for reasons other than for Ellucian's failure to provide services in accordance with this Work Order, or if Client's failure to meet its material obligations identified in this Work Order cause Ellucian to be unable to achieve completed delivery of the Software Developments, then, upon the occurrence of one or more of the foregoing, Acceptance shall be deemed to have occurred.
 - Access to Client's Hardware and Software – Client will provide accessibility to all necessary hardware and software as noted requirements indicated in the Attachment 1. Primary contact will work directly with the Ellucian personnel to assist and coordinate the access to the Client's system for installation and configuration of the Software Development if so included in the estimate or scope.
 - Cooperation and Assistance – Client will cooperate with and assist Ellucian as necessary to enable Ellucian to provide the Software Development Services specified.
- **Limited Warranty for Software Development Services.** Ellucian warrants to Client that, from the date of delivery of the custom solution and continuing for a period of thirty (30) days thereafter, the Software Development Services constructed hereunder in accordance with the Functional Specifications Document,

will operate without Software Development Defects. **Remedies:** In the event of any breach of the foregoing limited warranty, Ellucian, at its own expense, will exert commercially reasonable efforts to provide a correction or avoidance procedure which would enable the Software Development Services at issue to operate in material compliance with the applicable Functional Specifications Document. If Ellucian is unable to provide a correction or an avoidance procedure for a Software Development Defect, Client may recover from Ellucian the fee paid to Ellucian to provide the custom solution (i.e., a maximum amount equal to the total paid for Software Development Services at issue). These remedies are exclusive and are in lieu of all other remedies, and Ellucian's sole obligations in the event of any breach of warranty will be as stated above. Except as expressly set forth in this section, Ellucian disclaims all warranties of any kind, including but not limited to, any express warranties not incorporated into this Order Form and any implied warranties of merchantability or fitness for a particular purpose imposed by law or which could otherwise arise in connection with Ellucian's performance hereunder. Client waives any claim that the limited warranty set forth in this section or the remedy for breach of such limited warranty fails of its essential purpose.

- **Definitions.** Unless specifically re-defined herein, all terms defined in the Agreement shall have the same meaning when used in this Work Order. In addition, the following terms shall have the following meanings:
 - **"Customization"** means any Ellucian-developed changes to and/or creations of Source Code and/or Object Code and/or Data in compliance with a Software Development Functional Specification therefore, but without any other change whatsoever. Without limiting the foregoing, for purposes of this Order Form, "Customization" means, in each instance only the custom solution, as herein described which is developed pursuant to the Software Development Services set forth in this Order Form.
 - **"Customization Defect"** means, in each instance, a material deviation between a Software Development and its Software Development Functional Specification, for which Software Development Defect Client has given Ellucian enough information for Ellucian to replicate the deviation on a computer configuration which is both comparable to the computer configuration for which Ellucian created the Software Development and which computer configuration is under Ellucian's control.
 - **"Customization Specification"** means that detailed specification that Client and Ellucian will agree upon in each instance for the Software Development, and from which Software Development Functional Specification Ellucian will generate the Source Code and/or Object Code and/or Data for such Software Development Services.

**ATTACHMENT A
SOFTWARE DEVELOPMENT SERVICES - SCOPE OF SERVICES**

Third Party Applicant Tracking System to Banner Batch Interface and Advisory Services - Description of Services

Overview

The Third Party Applicant Tracking System to Banner Batch Interface is custom software designed by Ellucian to provide an interface of new hire data from a Third Party Applicant Tracking System into Banner Human Resources. Advisory Services are provided on a time and materials basis to support the Client's implementation.

High-level Tasks and Deliverables for Third Party Applicant Tracking System to Banner Batch Interface and Advisory Services

Engagement	High Level Tasks	Deliverables
Preparation and Kick Off	Ellucian will facilitate the pre-work, project initiation, kickoff, and mapping overview.	<ul style="list-style-type: none"> • Training materials • Custom Software Specification • Mapping document
Custom Interface Code Delivery	Ellucian will distribute and post the custom interface source code.	<ul style="list-style-type: none"> • Custom Software • Custom Software Installation Instructions
Implementation Support	Ellucian will provide Banner HR Functional configuration and testing support.	<ul style="list-style-type: none"> • Sample User Acceptance Test Cases
Documentation and Follow-up	Ellucian will facilitate post work validation, knowledge sharing and engagement close-out.	
Interface Implementation Project Governance	Ellucian will conduct Project Governance.	<ul style="list-style-type: none"> • Sample Project Task List

Service Assumptions for Third Party Applicant Tracking System to Banner Batch Interface and Advisory Services

- Client is familiar with the Electronic Approval ("EPAF") functionality in Banner containing the use of Common Matching.
- Ellucian has developed a standard set of fields for receiving data from a Third Party Applicant Tracking System. This custom Software assumes the use of this standard set of fields.

Client Responsibilities for Third Party Applicant Tracking System to Banner Batch Interface and Advisory Services

- Client is responsible for securing Third Party Applicant Tracking System Software, as well as implementation/integration and data extract services from the Third Party Applicant Tracking System vendor.
- Client is responsible for the process to receive files from the Third Party Applicant Tracking System SFTP server and moving them to the Banner environment and any decryption processes needed.
- Client is responsible for data set up required by the custom software.

Out of Scope for Third Party Applicant Tracking System to Banner Batch Interface and Advisory Services

Includes but is not limited to:

- This interface does not contain a feed of positions from Banner to a Third Party Applicant Tracking System.
- This interface does not contain any accommodation for employee benefit or deduction information.
- This interface does not contain any accommodation for labor distribution information. Job Labor Distributions will default based on the position with Banner Human Resources.
- The interface does not include either the ability to terminate existing jobs or terminate the jobs being loaded.

- Maintenance services for the Third Party Applicant Tracking System to Banner Batch Interface are not included in the effort provided for in this scope.

Fixed Fee Components

Components	Description
Interface Components	Ellucian developed interface components

PROJECT MANAGEMENT SCOPE OF SERVICE

Service Overview

Ellucian will provide project management services to Client using Ellucian’s Implementation Methodology. Ellucian’s implementation methodology is executed in four phases: Initiation Phase, Planning Phase, Execution Phase, and Transition & Close Phase. The four phases of Ellucian’s implementation methodology, combined with monitor and control procedures, provide the structure for the overall project, helping the project management team monitor and control expectations, budget, communication, and quality.

Service Description

The following activities, artifacts, and outcomes are considered in scope for project management services:

- Project initiation; Introduction of delivery management team
- Project planning and resource management
- Initial Development of Project Charter or Scope Statement
- Project internal repository for project artifacts
- Ellucian internal project initiation meeting; Client project planning session
- Work with client project management team to manage:
 - Project execution; Project team
 - Communications (status meetings, status reports); Stakeholder expectations
 - Quality assurance activities
 - Issue tracking; Project risk response plans
 - Changes to scope, schedule, resources, and costs
 - Project financials (budgets, project reconciliation)
 - Knowledge resources; Delivery of solution artifacts
 - Delivery to contract and project scope with client acceptance
 - Transition planning; Project closure

Client Responsibilities:

- Client will provide a full-time project leader or functional leader who will work directly with the Ellucian project manager and provide the required input and work product to support project activities, artifacts, and outcomes.
- Client will assign Client resources to complete Client tasks required as part of the project’s schedule.
- Client will provide information to Ellucian project team that will contribute to project activities and development of artifacts.
- Client will provide approval on all project activities, artifacts, and outcomes based on the agreed sign-off criteria and client acceptance period for approval.
- Client will attend and participate in project status meetings as defined by the Ellucian project manager and Client project leader.
- Client will provide timely approval of project change requests prior to the start of the project change.
- Client will support and otherwise cooperate with Ellucian throughout all project activities, development of artifacts, and project outcomes.

TOPIC for ACTION

Consulting Services from Strata Informaiton Group
Implementing of CPOS in Ellucian Banner

REPORT:

Information services is requesting review and ratification of a consulting engagement with Ellucian Company to configure and implement the NZPPAUL Integration Component in Ellucian Banner and PeopleAdmin Human Resources System. NZPPAUL is an Ellucian Banner customizable process that loads integration data and employee data from Banner into the PeopleAdmin modules. Additionally, NZPPAUL is the customized interface that creates bi-directional communication between Butler's integrated enterpprise systems. This implementation requires understanding of Human Resources requirements and expertise in several different components of both Banner and PeopleAdmin and would be difficult and time consuming to complete using only internal Butler resources, so it's prosed to employ consulting resources from Ellucian Company to assist with this implementation.

The consulting engagement quote received from Ellucian (attached) concludes that the cost of implementation services, which includes: customization, project management, and development and support, is \$18,360.00. After consultation, Information Services and Human Reources are requesting the highest level of engagement in order to accomplish this implementation in a timely and efficient manner. The cost of this project will be paid from the Information Services current budget for consulting and development services.

RECOMMENDED ACTION:

Board ratification of the Butler Community College NZPPAUL development agreement with Ellucian in the amount of \$18,360.00.

RECOMMENDED FUDNING SOURCE:

Information Services Division

Submitted by: Bill Young, Vice President of Digital Transformation/CIO
Supervisor: Dr. Kim Krull, President
Date: September 26, 2019



BUTLER COMMUNITY COLLEGE
("Client")

As of the latest signing date below, ELLUCIAN COMPANY L.P. ("Ellucian") and Client agree that the most recent underlying agreement between the parties related to licensing software, providing professional services and/or providing software support services or maintenance ("Agreement"), as applicable, will apply to the attached Order Form(s), each of which will constitute a separate and independent contract between the parties to the Order Form. "Ellucian" means, in each instance, the Ellucian entity that enters into an Order Form with Client. By the execution below, each party represents and warrants that it is bound by the signature of its respective signatory for each of the attached non-cancelable Order Form(s). Except as amended by the Order Form(s), the terms of the Agreement remain unchanged and in full force and effect; any fees due under the Order Form(s) are in addition to and not in lieu of fees already due or scheduled to come due under the Agreement. Client has not relied on the availability of either any future version of any software or any future software product or service.

The pricing contained in the attached Order Form(s) is valid only if the Execution Date occurs on or before September 30, 2019.

Ellucian	Client
By: _____ <i>Authorized Signature</i>	By: <u>Kimberly W. Krull</u> <i>Authorized Signature</i>
Name: _____ <i>Printed</i>	Name: <u>KIMBERLY W. KRULL</u> <i>Printed</i>
Title: _____	Title: <u>President</u>
Date: _____	Date: <u>9/26/19</u>

The later date of signature above is the "Execution Date" for each of the attached Order Forms.
Client's Billing Contact Information appears below.

Client
Billing Contact Information

Name: Accounts Payable Butler Community College

Address: 901 S. Heaverhill Rd.

City, State, Zip: El Dorado, KS 67042



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Name: _____ <i>Printed</i>	Name: <u>KIMBERLY W KRULL</u> <i>Printed</i>
Title: _____	Title: <u>President</u>
Date: _____	Date: <u>9/26/19</u>

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Client
Billing Contact Information

Name: _____

Address: _____

City, State, Zip: _____



CUSTOM SERVICES ORDER FORM

ELLUCIAN COMPANY L.P.

Client Information

Client Name: **BUTLER COMMUNITY COLLEGE**
 Underlying Agreement: This Custom Services Order Form ("Order Form") amends the Agreement.

Ellucian agrees to provide software development and related services (the "Software Development Services") to Client in accordance with the Custom Services Table below and the functional scope attached hereto as Attachment 1, all in furtherance of delivering a custom solution as described herein. The Software Development Services identified herein may be referred to as the "Project." An Ellucian manager will be responsible for coordinating the resources and schedules for the Project. In performing the Software Development Services, Ellucian may use a combination of remote services, centralized services, and onsite services, using personnel worldwide. Ellucian will charge Client for the Software Development Services on a time and materials basis as set out in the Custom Services Table below. For the avoidance of doubt, these are not "fixed fee" or "not to exceed" services, but rather time and materials services for which Client will pay Ellucian for services rendered at the hourly rate provided for in the Custom Services Table. Ellucian will charge Client for the Software Development Services on a Fixed Fee basis as identified in the Custom Services Table below.

CUSTOM SERVICES TABLE:¹

Description ²	Estimated Hours	Hourly Rate ^{3,4}	Fee ⁵
Customization Development and Support	40	\$190	\$7,600
Project Management Services	4	\$190	\$760
TOTAL HOURLY SERVICES FEE:			\$8,360

Notes to Hourly Services Table:

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- Client will provide Ellucian with access to appropriate software and functionality in compliance with Client's security and access policies and provide Ellucian access to their servers via a Virtual Private Network (VPN) connection that is supplied by SecureLink. Client will notify Ellucian of any firewall/connection issues that could cause a delay in the delivery of the service.
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ADDITIONAL TERMS APPLICABLE TO THE PROJECT:

- Ellucian retains all rights, including without limitation, ownership, of the Software Development Services and all work product developed under the Project. Client will have a license to use the Software Development Services subject at all times to the rights, terms, and obligations specified in the Agreement (meaning that if Client's license to use the underlying Baseline application should terminate for any reason, Ellucian shall have no further obligation to support Client's use of the Software Development Services).
- Once Client and Ellucian have scheduled a specific date during which Ellucian will provide the Software Development Services under the terms of this Order Form, Client will be obligated to pay Ellucian for such scheduled services, unless Client has notified Ellucian that Client would like to reschedule or cancel the provision of such services at least thirty (30) days prior to the date which Ellucian is scheduled to perform such services. Cancellation of individual line item(s) for Software Development Service as identified in the Table above will not reduce the overall cost of that Software Development Service unless specifically agreed to by Ellucian at the time of the cancellation.
- This Order Form specifically excludes any responsibility for providing any services other than the Software Development Services set forth herein. Any services outside the scope of the Statement of Work attached as Attachment A can be provided, subject to written agreement by Client and Ellucian and based on the

then-current availability and expertise of Ellucian personnel, on a time and materials basis (only) at Ellucian's then-current rates.

- **Client Obligations.** Client will provide:
 - Project Leader – Client will provide a Project Leader that will work directly with the Ellucian Development Leader to assist and coordinate activities related to this Project, such as meetings, approval requirements and Client testing and acceptance.
 - User Acceptance Test Plan – Client will provide a thorough and fully documented User Acceptance Test Plan to Ellucian. This User Acceptance Test Plan will provide a roadmap for Client testing after delivery and will allow the Client to determine whether the Software Development meets the requirements outlined in the functional specification. The Acceptance Test Plan is to be devised to show that the system software development(s) meet the user requirements. This User Acceptance Test Plan is to be exhaustive of any/all situations or business cases identified as requirements and subject to the delivered Software Development Services. Test scenarios presented subsequent to the Software Development Services delivery will be excluded from the Project absent the parties' execution of an additional agreement or amendment to an existing agreement in the form of a Change Request to include such additional work effort and pertinent funding for such changes to be accommodated.
 - User Acceptance Testing – Client will conduct user acceptance testing. Client will have thirty (30) days from delivery by Ellucian of the Software Development Services to test such Software Development(s) (the "Acceptance Period") to verify that the Software Development Services conforms in all material respects with the Software Development Functional Specification. Client shall notify Ellucian in writing, within the Acceptance Period of Software Development Defects and document such Software Development Defects in reasonable detail (the "Failure Notice"). If Client fails to provide a Failure Notice to Ellucian prior to the expiration of the Acceptance Period, or implements the delivered Service or Software Development into the Client's production environment, the Software Development will be deemed accepted ("Accepted" or "Acceptance") by Client. If Client so documents a Software Development Defect, Ellucian will use commercially reasonable efforts to correct the Software Development Defect and re-deliver the corrected Software Development. Client shall then have an additional fifteen (15) days from Ellucian's re-delivery to perform Acceptance Testing in accordance with the procedure described above. Acceptance of the Software Development will be deemed to have occurred if and when Client does not so advise Ellucian of the existence of such material non-conformance within the new fifteen (15) day testing period. If Client discontinues the Project prior to completed delivery of the Software Developments, for reasons other than for Ellucian's failure to provide services in accordance with this Work Order, or if Client's failure to meet its material obligations identified in this Work Order cause Ellucian to be unable to achieve completed delivery of the Software Developments, then, upon the occurrence of one or more of the foregoing, Acceptance shall be deemed to have occurred.
 - Access to Client's Hardware and Software – Client will provide accessibility to all necessary hardware and software as noted requirements indicated in the Attachment 1. Primary contact will work directly with the Ellucian personnel to assist and coordinate the access to the Client's system for installation and configuration of the Software Development if so included in the estimate or scope.
 - Cooperation and Assistance – Client will cooperate with and assist Ellucian as necessary to enable Ellucian to provide the Software Development Services specified.
- **Limited Warranty for Software Development Services.** Ellucian warrants to Client that, from the date of delivery of the custom solution and continuing for a period of thirty (30) days thereafter, the Software Development Services constructed hereunder in accordance with the Functional Specifications Document,

will operate without Software Development Defects. **Remedies:** In the event of any breach of the foregoing limited warranty, Ellucian, at its own expense, will exert commercially reasonable efforts to provide a correction or avoidance procedure which would enable the Software Development Services at issue to operate in material compliance with the applicable Functional Specifications Document. If Ellucian is unable to provide a correction or an avoidance procedure for a Software Development Defect, Client may recover from Ellucian the fee paid to Ellucian to provide the custom solution (i.e., a maximum amount equal to the total paid for Software Development Services at issue). These remedies are exclusive and are in lieu of all other remedies, and Ellucian's sole obligations in the event of any breach of warranty will be as stated above. Except as expressly set forth in this section, Ellucian disclaims all warranties of any kind, including but not limited to, any express warranties not incorporated into this Order Form and any implied warranties of merchantability or fitness for a particular purpose imposed by law or which could otherwise arise in connection with Ellucian's performance hereunder. Client waives any claim that the limited warranty set forth in this section or the remedy for breach of such limited warranty fails of its essential purpose.

- **Definitions.** Unless specifically re-defined herein, all terms defined in the Agreement shall have the same meaning when used in this Work Order. In addition, the following terms shall have the following meanings:
 - **"Customization"** means any Ellucian-developed changes to and/or creations of Source Code and/or Object Code and/or Data in compliance with a Software Development Functional Specification therefore, but without any other change whatsoever. Without limiting the foregoing, for purposes of this Order Form, "Customization" means, in each instance only the custom solution, as herein described which is developed pursuant to the Software Development Services set forth in this Order Form.
 - **"Customization Defect"** means, in each instance, a material deviation between a Software Development and its Software Development Functional Specification, for which Software Development Defect Client has given Ellucian enough information for Ellucian to replicate the deviation on a computer configuration which is both comparable to the computer configuration for which Ellucian created the Software Development and which computer configuration is under Ellucian's control.
 - **"Customization Specification"** means that detailed specification that Client and Ellucian will agree upon in each instance for the Software Development, and from which Software Development Functional Specification Ellucian will generate the Source Code and/or Object Code and/or Data for such Software Development Services.

**ATTACHMENT A
SOFTWARE DEVELOPMENT SERVICES - SCOPE OF SERVICES**

Third Party Applicant Tracking System to Banner Batch Interface and Advisory Services - Description of Services

Overview

The Third Party Applicant Tracking System to Banner Batch Interface is custom software designed by Ellucian to provide an interface of new hire data from a Third Party Applicant Tracking System into Banner Human Resources. Advisory Services are provided on a time and materials basis to support the Client's implementation

High-level Tasks and Deliverables for Third Party Applicant Tracking System to Banner Batch Interface and Advisory Services

Engagement	High Level Tasks	Deliverables
Preparation and Kick Off	Ellucian will facilitate the pre-work, project initiation, kickoff, and mapping overview.	<ul style="list-style-type: none"> • Training materials • Custom Software Specification • Mapping document
Custom Interface Code Delivery	Ellucian will distribute and post the custom interface source code.	<ul style="list-style-type: none"> • Custom Software • Custom Software Installation Instructions
Implementation Support	Ellucian will provide Banner HR Functional configuration and testing support.	<ul style="list-style-type: none"> • Sample User Acceptance Test Cases
Documentation and Follow-up	Ellucian will facilitate post work validation, knowledge sharing and engagement close-out.	
Interface Implementation Project Governance	Ellucian will conduct Project Governance.	<ul style="list-style-type: none"> • Sample Project Task List

Service Assumptions for Third Party Applicant Tracking System to Banner Batch Interface and Advisory Services

- Client is familiar with the Electronic Approval ("EPAF") functionality in Banner containing the use of Common Matching.
- Ellucian has developed a standard set of fields for receiving data from a Third Party Applicant Tracking System. This custom Software assumes the use of this standard set of fields.

Client Responsibilities for Third Party Applicant Tracking System to Banner Batch Interface and Advisory Services

- Client is responsible for securing Third Party Applicant Tracking System Software, as well as implementation/integration and data extract services from the Third Party Applicant Tracking System vendor.
- Client is responsible for the process to receive files from the Third Party Applicant Tracking System SFTP server and moving them to the Banner environment and any decryption processes needed.
- Client is responsible for data set up required by the custom software.

Out of Scope for Third Party Applicant Tracking System to Banner Batch Interface and Advisory Services

Includes but is not limited to:

- This interface does not contain a feed of positions from Banner to a Third Party Applicant Tracking System.
- This interface does not contain any accommodation for employee benefit or deduction information.
- This interface does not contain any accommodation for labor distribution information. Job Labor Distributions will default based on the position with Banner Human Resources.
- The interface does not include either the ability to terminate existing jobs or terminate the jobs being loaded.

- Maintenance services for the Third Party Applicant Tracking System to Banner Batch Interface are not included in the effort provided for in this scope.

Fixed Fee Components

Components	Description
Interface Components	Elucian developed interface components

PROJECT MANAGEMENT SCOPE OF SERVICE

Service Overview

Elucian will provide project management services to Client using Elucian's Implementation Methodology. Elucian's implementation methodology is executed in four phases: Initiation Phase, Planning Phase, Execution Phase, and Transition & Close Phase. The four phases of Elucian's implementation methodology, combined with monitor and control procedures, provide the structure for the overall project, helping the project management team monitor and control expectations, budget, communication, and quality.

Service Description

The following activities, artifacts, and outcomes are considered in scope for project management services:

- Project initiation; Introduction of delivery management team
- Project planning and resource management
- Initial Development of Project Charter or Scope Statement
- Project internal repository for project artifacts
- Elucian internal project initiation meeting; Client project planning session
- Work with client project management team to manage:
 - Project execution; Project team
 - Communications (status meetings, status reports); Stakeholder expectations
 - Quality assurance activities
 - Issue tracking; Project risk response plans
 - Changes to scope, schedule, resources, and costs
 - Project financials (budgets, project reconciliation)
 - Knowledge resources; Delivery of solution artifacts
 - Delivery to contract and project scope with client acceptance
 - Transition planning; Project closure

Client Responsibilities:

- Client will provide a full-time project leader or functional leader who will work directly with the Elucian project manager and provide the required input and work product to support project activities, artifacts, and outcomes.
- Client will assign Client resources to complete Client tasks required as part of the project's schedule.
- Client will provide information to Elucian project team that will contribute to project activities and development of artifacts.
- Client will provide approval on all project activities, artifacts, and outcomes based on the agreed sign-off criteria and client acceptance period for approval.
- Client will attend and participate in project status meetings as defined by the Elucian project manager and Client project leader.
- Client will provide timely approval of project change requests prior to the start of the project change.
- Client will support and otherwise cooperate with Elucian throughout all project activities, development of artifacts, and project outcomes.

TOPIC for Action
5000 Building Renovations – Classroom Technology

REPORT:

Phase 1 of the 5000 Building renovations offers 22 classrooms that will need technology for instructing students in the Spring Semester. The 6000 building classroom technology is outdated and may be needed for Spring classes. In addition, Client Services is standardizing classroom technology for ease of use for the instructor and needed technology support. Client Services has worked extensively with CDW to build the classroom technology requirements that meet the needs of our Faculty and Students. CDW has been Butler's most competitive and trusted partner in meeting Butler's classroom technology needs. Client Services recommends the purchase of classroom technology for the newly renovated classrooms from CDW for the amount of \$100,342.59.

RECOMMENDED ACTION:

Board Approval for purchase of classroom technology from CDW for the amount of \$100,342.59

RECOMMENDED FUNDING SOURCE:

Client Services 1100-145

Submitted by: Bill Young, Vice President of Digital Transformation / CIO

Supervisor: Dr. Kim Krull

Date: 27 September 2019

Old Beta

Qty	Item	CDW#	Cost	Category	Cost Ext.
1	Epson BrightLink 695Wi LCD Projector	4419282	\$ 1,690.00	Projector (Short Throw)	\$ 1,690.00
1	Epson ELPMB46 Short Throw Mount	4439478	\$ 99.19	Projector Mounting Component	\$ 99.19
1	Epson 100" Whiteboard	3911591	\$ 641.65	Projection Surface	\$ 641.65
1	Tripp Lite HDMI over CAT5 Extender Wall	2698659	\$ 120.87	HDMI Cabling/Connection	\$ 120.87
1	StarTech HDMI 2-Port Video Splitter	3447934	\$ 42.23	HDMI Cabling/Connection	\$ 42.23
1	StarTech DisplayPort to HDMI Adapter	2003264	\$ 16.02	HDMI Cabling/Connection	\$ 16.02
1	StarTech 2 Port HDMI Auto Switch	3289766	\$ 56.06	HDMI Cabling/Connection	\$ 56.06
2	C2G 3ft HDMI Cable	3343791	\$ 8.00	HDMI Cabling/Connection	\$ 16.00
1	Belkin 6' HDMI Cable	2381888	\$ 9.46	HDMI Cabling/Connection	\$ 9.46
1	Belkin 10ft HDMI Cable - M/M	1390551	\$ 10.19	HDMI Cabling/Connection	\$ 10.19
1	Tripp Lite 25ft HDMI Cable	1227472	\$ 25.48	HDMI Cabling/Connection	\$ 25.48
1	Vizio 36" 2.1 Sound Bar	5170384	\$ 110.13	Audio Cabling/Connection	\$ 110.13
1	Spectrum Media Director V2 lectern	4208399	\$ 2,397.63	Lectern / Teaching Station	\$ 2,397.63
					\$ 5,234.91

5168

Qty	Item	CDW#	Cost	Category	Cost Ext.
1	Epson BrightLink 695Wi LCD Projector	4419282	\$ 1,690.00	Projector (Short Throw)	\$ 1,690.00
1	Epson ELPMB46 Short Throw Mount	4439478	\$ 99.19	Projector Mounting Component	\$ 99.19
1	Epson 100" Whiteboard	3911591	\$ 641.65	Projection Surface	\$ 641.65
1	Tripp Lite HDMI over CAT5 Extender Wall	2698659	\$ 120.87	HDMI Cabling/Connection	\$ 120.87
1	StarTech HDMI 2-Port Video Splitter	3447934	\$ 42.23	HDMI Cabling/Connection	\$ 42.23
1	StarTech DisplayPort to HDMI Adapter	2003264	\$ 16.02	HDMI Cabling/Connection	\$ 16.02
1	StarTech 2 Port HDMI Auto Switch	3289766	\$ 56.06	HDMI Cabling/Connection	\$ 56.06
2	C2G 3ft HDMI Cable	3343791	\$ 8.00	HDMI Cabling/Connection	\$ 16.00
1	Belkin 6' HDMI Cable	2381888	\$ 9.46	HDMI Cabling/Connection	\$ 9.46
1	Belkin 10ft HDMI Cable - M/M	1390551	\$ 10.19	HDMI Cabling/Connection	\$ 10.19
1	Tripp Lite 25ft HDMI Cable	1227472	\$ 25.48	HDMI Cabling/Connection	\$ 25.48
1	Vizio 36" 2.1 Sound Bar	5170384	\$ 110.13	Audio Cabling/Connection	\$ 110.13
0	Re-Use Lectern from 5130N			Lectern / Teaching Station	\$ -
					\$ 2,837.28

5166

Qty	Item	CDW#	Cost	Category	Cost Ext.
1	Epson BrightLink 695Wi LCD Projector	4419282	\$ 1,690.00	Projector (Short Throw)	\$ 1,690.00
1	Epson ELPMB46 Short Throw Mount	4439478	\$ 99.19	Projector Mounting Component	\$ 99.19
1	Epson 100" Whiteboard	3911591	\$ 641.65	Projection Surface	\$ 641.65
1	Tripp Lite HDMI over CAT5 Extender Wall	2698659	\$ 120.87	HDMI Cabling/Connection	\$ 120.87
1	StarTech HDMI 2-Port Video Splitter	3447934	\$ 42.23	HDMI Cabling/Connection	\$ 42.23
1	StarTech DisplayPort to HDMI Adapter	2003264	\$ 16.02	HDMI Cabling/Connection	\$ 16.02
1	StarTech 2 Port HDMI Auto Switch	3289766	\$ 56.06	HDMI Cabling/Connection	\$ 56.06
2	C2G 3ft HDMI Cable	3343791	\$ 8.00	HDMI Cabling/Connection	\$ 16.00
1	Belkin 6' HDMI Cable	2381888	\$ 9.46	HDMI Cabling/Connection	\$ 9.46
1	Belkin 10ft HDMI Cable - M/M	1390551	\$ 10.19	HDMI Cabling/Connection	\$ 10.19
1	Tripp Lite 25ft HDMI Cable	1227472	\$ 25.48	HDMI Cabling/Connection	\$ 25.48
1	Vizio 36" 2.1 Sound Bar	5170384	\$ 110.13	Audio Cabling/Connection	\$ 110.13
1	Spectrum Media Director V2 lectern	4208399	\$ 2,397.63	Lectern / Teaching Station	\$ 2,397.63
					\$ 5,234.91

5148

Qty	Item	CDW#	Cost	Category	Cost Ext.
1	Epson BrightLink 695Wi LCD Projector	4419282	\$ 1,690.00	Projector (Short Throw)	\$ 1,690.00
1	Epson ELPMB46 Short Throw Mount	4439478	\$ 99.19	Projector Mounting Component	\$ 99.19
1	Epson 100" Whiteboard	3911591	\$ 641.65	Projection Surface	\$ 641.65
1	Tripp Lite HDMI over CAT5 Extender Wall	2698659	\$ 120.87	HDMI Cabling/Connection	\$ 120.87
1	StarTech HDMI 2-Port Video Splitter	3447934	\$ 42.23	HDMI Cabling/Connection	\$ 42.23
1	StarTech DisplayPort to HDMI Adapter	2003264	\$ 16.02	HDMI Cabling/Connection	\$ 16.02
1	StarTech 2 Port HDMI Auto Switch	3289766	\$ 56.06	HDMI Cabling/Connection	\$ 56.06
2	C2G 3ft HDMI Cable	3343791	\$ 8.00	HDMI Cabling/Connection	\$ 16.00
1	Belkin 6' HDMI Cable	2381888	\$ 9.46	HDMI Cabling/Connection	\$ 9.46
1	Belkin 10ft HDMI Cable - M/M	1390551	\$ 10.19	HDMI Cabling/Connection	\$ 10.19
1	Tripp Lite 25ft HDMI Cable	1227472	\$ 25.48	HDMI Cabling/Connection	\$ 25.48
1	Vizio 36" 2.1 Sound Bar	5170384	\$ 110.13	Audio Cabling/Connection	\$ 110.13
0	Re-Use Lectern from 5132N			Lectern / Teaching Station	\$ -

\$ 2,837.28

5113

Qty	Item	CDW#	Cost	Category	Cost Ext.
1	Epson BrightLink 695Wi LCD Projector	4419282	\$ 1,690.00	Projector (Short Throw)	\$ 1,690.00
1	Epson ELPMB46 Short Throw Mount	4439478	\$ 99.19	Projector Mounting Component	\$ 99.19
1	Epson 100" Whiteboard	3911591	\$ 641.65	Projection Surface	\$ 641.65
1	Tripp Lite HDMI over CAT5 Extender Wall	2698659	\$ 120.87	HDMI Cabling/Connection	\$ 120.87
1	StarTech HDMI 2-Port Video Splitter	3447934	\$ 42.23	HDMI Cabling/Connection	\$ 42.23
1	StarTech DisplayPort to HDMI Adapter	2003264	\$ 16.02	HDMI Cabling/Connection	\$ 16.02
1	StarTech 2 Port HDMI Auto Switch	3289766	\$ 56.06	HDMI Cabling/Connection	\$ 56.06
2	C2G 3ft HDMI Cable	3343791	\$ 8.00	HDMI Cabling/Connection	\$ 16.00
1	Belkin 6' HDMI Cable	2381888	\$ 9.46	HDMI Cabling/Connection	\$ 9.46
1	Belkin 10ft HDMI Cable - M/M	1390551	\$ 10.19	HDMI Cabling/Connection	\$ 10.19
1	Tripp Lite 25ft HDMI Cable	1227472	\$ 25.48	HDMI Cabling/Connection	\$ 25.48
1	Vizio 36" 2.1 Sound Bar	5170384	\$ 110.13	Audio Cabling/Connection	\$ 110.13
0	Re-Use Lectern from 5127N			Lectern / Teaching Station	\$ -
					\$ 2,837.28

5146

Qty	Item	CDW#	Cost	Category	Cost Ext.
1	Epson BrightLink 695Wi LCD Projector	4419282	\$ 1,690.00	Projector (Short Throw)	\$ 1,690.00
1	Epson ELPMB46 Short Throw Mount	4439478	\$ 99.19	Projector Mounting Component	\$ 99.19
1	Epson 100" Whiteboard	3911591	\$ 641.65	Projection Surface	\$ 641.65
1	Tripp Lite HDMI over CAT5 Extender Wall	2698659	\$ 120.87	HDMI Cabling/Connection	\$ 120.87
1	StarTech HDMI 2-Port Video Splitter	3447934	\$ 42.23	HDMI Cabling/Connection	\$ 42.23
1	StarTech DisplayPort to HDMI Adapter	2003264	\$ 16.02	HDMI Cabling/Connection	\$ 16.02
1	StarTech 2 Port HDMI Auto Switch	3289766	\$ 56.06	HDMI Cabling/Connection	\$ 56.06
2	C2G 3ft HDMI Cable	3343791	\$ 8.00	HDMI Cabling/Connection	\$ 16.00
1	Belkin 6' HDMI Cable	2381888	\$ 9.46	HDMI Cabling/Connection	\$ 9.46
1	Belkin 10ft HDMI Cable - M/M	1390551	\$ 10.19	HDMI Cabling/Connection	\$ 10.19

1	Tripp Lite 25ft HDMI Cable	1227472	\$ 25.48	HDMI Cabling/Connection	\$	25.48
1	Vizio 36" 2.1 Sound Bar	5170384	\$ 110.13	Audio Cabling/Connection	\$	110.13
1	Spectrum Media Director V2 lectern	4208399	\$ 2,397.63	Lectern / Teaching Station	\$	2,397.63
					\$	5,234.91

5144

Qty	Item	CDW#	Cost	Category		Cost Ext.
1	Epson BrightLink 695Wi LCD Projector	4419282	\$ 1,690.00	Projector (Short Throw)	\$	1,690.00
1	Epson ELPMB46 Short Throw Mount	4439478	\$ 99.19	Projector Mounting Component	\$	99.19
1	Epson 100" Whiteboard	3911591	\$ 641.65	Projection Surface	\$	641.65
1	Tripp Lite HDMI over CAT5 Extender Wall	2698659	\$ 120.87	HDMI Cabling/Connection	\$	120.87
1	StarTech HDMI 2-Port Video Splitter	3447934	\$ 42.23	HDMI Cabling/Connection	\$	42.23
1	StarTech DisplayPort to HDMI Adapter	2003264	\$ 16.02	HDMI Cabling/Connection	\$	16.02
1	StarTech 2 Port HDMI Auto Switch	3289766	\$ 56.06	HDMI Cabling/Connection	\$	56.06
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1	Belkin 6' HDMI Cable	2381888	\$ 9.46	HDMI Cabling/Connection	\$	9.46
1	Belkin 10ft HDMI Cable - M/M	1390551	\$ 10.19	HDMI Cabling/Connection	\$	10.19
1	Tripp Lite 25ft HDMI Cable	1227472	\$ 25.48	HDMI Cabling/Connection	\$	25.48
1	Vizio 36" 2.1 Sound Bar	5170384	\$ 110.13	Audio Cabling/Connection	\$	110.13
1	Spectrum Media Director V2 lectern	4208399	\$ 2,397.63	Lectern / Teaching Station	\$	2,397.63
					\$	5,234.91

5121

Qty	Item	CDW#	Cost	Category		Cost Ext.
1	Epson BrightLink 695Wi LCD Projector	4419282	\$ 1,690.00	Projector (Short Throw)	\$	1,690.00
1	Epson ELPMB46 Short Throw Mount	4439478	\$ 99.19	Projector Mounting Component	\$	99.19
1	Epson 100" Whiteboard	3911591	\$ 641.65	Projection Surface	\$	641.65
1	Tripp Lite HDMI over CAT5 Extender Wall	2698659	\$ 120.87	HDMI Cabling/Connection	\$	120.87
1	StarTech HDMI 2-Port Video Splitter	3447934	\$ 42.23	HDMI Cabling/Connection	\$	42.23
1	StarTech DisplayPort to HDMI Adapter	2003264	\$ 16.02	HDMI Cabling/Connection	\$	16.02
1	StarTech 2 Port HDMI Auto Switch	3289766	\$ 56.06	HDMI Cabling/Connection	\$	56.06
2	C2G 3ft HDMI Cable	3343791	\$ 8.00	HDMI Cabling/Connection	\$	16.00
1	Belkin 6' HDMI Cable	2381888	\$ 9.46	HDMI Cabling/Connection	\$	9.46

1	Belkin 10ft HDMI Cable - M/M	1390551	\$ 10.19	HDMI Cabling/Connection	\$ 10.19
1	Tripp Lite 25ft HDMI Cable	1227472	\$ 25.48	HDMI Cabling/Connection	\$ 25.48
1	Vizio 36" 2.1 Sound Bar	5170384	\$ 110.13	Audio Cabling/Connection	\$ 110.13
1	Spectrum Media Director V2 lectern	4208399	\$ 2,397.63	Lectern / Teaching Station	\$ 2,397.63
					\$ 5,234.91

5128

Qty	Item	CDW#	Cost	Category	Cost Ext.
1	Epson BrightLink 695Wi LCD Projector	4419282	\$ 1,690.00	Projector (Short Throw)	\$ 1,690.00
1	Epson ELPMB46 Short Throw Mount	4439478	\$ 99.19	Projector Mounting Component	\$ 99.19
1	Epson 100" Whiteboard	3911591	\$ 641.65	Projection Surface	\$ 641.65
1	Tripp Lite HDMI over CAT5 Extender Wall	2698659	\$ 120.87	HDMI Cabling/Connection	\$ 120.87
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1	StarTech 2 Port HDMI Auto Switch	3289766	\$ 56.06	HDMI Cabling/Connection	\$ 56.06
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1	Tripp Lite 25ft HDMI Cable	1227472	\$ 25.48	HDMI Cabling/Connection	\$ 25.48
1	Vizio 36" 2.1 Sound Bar	5170384	\$ 110.13	Audio Cabling/Connection	\$ 110.13
1	Spectrum Media Director V2 lectern	4208399	\$ 2,397.63	Lectern / Teaching Station	\$ 2,397.63
					\$ 5,234.91

5126

Qty	Item	CDW#	Cost	Category	Cost Ext.
1	Epson BrightLink 695Wi LCD Projector	4419282	\$ 1,690.00	Projector (Short Throw)	\$ 1,690.00
1	Epson ELPMB46 Short Throw Mount	4439478	\$ 99.19	Projector Mounting Component	\$ 99.19
1	Epson 100" Whiteboard	3911591	\$ 641.65	Projection Surface	\$ 641.65
1	Tripp Lite HDMI over CAT5 Extender Wall	2698659	\$ 120.87	HDMI Cabling/Connection	\$ 120.87
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1	StarTech 2 Port HDMI Auto Switch	3289766	\$ 56.06	HDMI Cabling/Connection	\$ 56.06
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1	Belkin 10ft HDMI Cable - M/M	1390551	\$ 10.19	HDMI Cabling/Connection	\$ 10.19
1	Tripp Lite 25ft HDMI Cable	1227472	\$ 25.48	HDMI Cabling/Connection	\$ 25.48
1	Vizio 36" 2.1 Sound Bar	5170384	\$ 110.13	Audio Cabling/Connection	\$ 110.13
1	Spectrum Media Director V2 lectern	4208399	\$ 2,397.63	Lectern / Teaching Station	\$ 2,397.63
					\$ 5,234.91

5124

Qty	Item	CDW#	Cost	Category	Cost Ext.
1	Epson BrightLink 695Wi LCD Projector	4419282	\$ 1,690.00	Projector (Short Throw)	\$ 1,690.00
1	Epson ELPMB46 Short Throw Mount	4439478	\$ 99.19	Projector Mounting Component	\$ 99.19
1	Epson 100" Whiteboard	3911591	\$ 641.65	Projection Surface	\$ 641.65
1	Tripp Lite HDMI over CAT5 Extender Wall	2698659	\$ 120.87	HDMI Cabling/Connection	\$ 120.87
1	StarTech HDMI 2-Port Video Splitter	3447934	\$ 42.23	HDMI Cabling/Connection	\$ 42.23
1	StarTech DisplayPort to HDMI Adapter	2003264	\$ 16.02	HDMI Cabling/Connection	\$ 16.02
1	StarTech 2 Port HDMI Auto Switch	3289766	\$ 56.06	HDMI Cabling/Connection	\$ 56.06
2	C2G 3ft HDMI Cable	3343791	\$ 8.00	HDMI Cabling/Connection	\$ 16.00
1	Belkin 6' HDMI Cable	2381888	\$ 9.46	HDMI Cabling/Connection	\$ 9.46
1	Belkin 10ft HDMI Cable - M/M	1390551	\$ 10.19	HDMI Cabling/Connection	\$ 10.19
1	Tripp Lite 25ft HDMI Cable	1227472	\$ 25.48	HDMI Cabling/Connection	\$ 25.48
1	Vizio 36" 2.1 Sound Bar	5170384	\$ 110.13	Audio Cabling/Connection	\$ 110.13
1	Spectrum Media Director V2 lectern	4208399	\$ 2,397.63	Lectern / Teaching Station	\$ 2,397.63
					\$ 5,234.91

5122

Qty	Item	CDW#	Cost	Category	Cost Ext.
1	Epson BrightLink 695Wi LCD Projector	4419282	\$ 1,690.00	Projector (Short Throw)	\$ 1,690.00
1	Epson ELPMB46 Short Throw Mount	4439478	\$ 99.19	Projector Mounting Component	\$ 99.19
1	Epson 100" Whiteboard	3911591	\$ 641.65	Projection Surface	\$ 641.65
1	Tripp Lite HDMI over CAT5 Extender Wall	2698659	\$ 120.87	HDMI Cabling/Connection	\$ 120.87
1	StarTech HDMI 2-Port Video Splitter	3447934	\$ 42.23	HDMI Cabling/Connection	\$ 42.23
1	StarTech DisplayPort to HDMI Adapter	2003264	\$ 16.02	HDMI Cabling/Connection	\$ 16.02
1	StarTech 2 Port HDMI Auto Switch	3289766	\$ 56.06	HDMI Cabling/Connection	\$ 56.06

2	C2G 3ft HDMI Cable	3343791	\$ 8.00	HDMI Cabling/Connection	\$ 16.00
1	Belkin 6' HDMI Cable	2381888	\$ 9.46	HDMI Cabling/Connection	\$ 9.46
1	Belkin 10ft HDMI Cable - M/M	1390551	\$ 10.19	HDMI Cabling/Connection	\$ 10.19
1	Tripp Lite 25ft HDMI Cable	1227472	\$ 25.48	HDMI Cabling/Connection	\$ 25.48
1	Vizio 36" 2.1 Sound Bar	5170384	\$ 110.13	Audio Cabling/Connection	\$ 110.13
1	Spectrum Media Director V2 lectern	4208399	\$ 2,397.63	Lectern / Teaching Station	\$ 2,397.63
					\$ 5,234.91

5120

Qty	Item	CDW#	Cost	Category	Cost Ext.
1	Epson BrightLink 695Wi LCD Projector	4419282	\$ 1,690.00	Projector (Short Throw)	\$ 1,690.00
1	Epson ELPMB46 Short Throw Mount	4439478	\$ 99.19	Projector Mounting Component	\$ 99.19
1	Epson 100" Whiteboard	3911591	\$ 641.65	Projection Surface	\$ 641.65
1	Tripp Lite HDMI over CAT5 Extender Wall	2698659	\$ 120.87	HDMI Cabling/Connection	\$ 120.87
1	StarTech HDMI 2-Port Video Splitter	3447934	\$ 42.23	HDMI Cabling/Connection	\$ 42.23
1	StarTech DisplayPort to HDMI Adapter	2003264	\$ 16.02	HDMI Cabling/Connection	\$ 16.02
1	StarTech 2 Port HDMI Auto Switch	3289766	\$ 56.06	HDMI Cabling/Connection	\$ 56.06
2	C2G 3ft HDMI Cable	3343791	\$ 8.00	HDMI Cabling/Connection	\$ 16.00
1	Belkin 6' HDMI Cable	2381888	\$ 9.46	HDMI Cabling/Connection	\$ 9.46
1	Belkin 10ft HDMI Cable - M/M	1390551	\$ 10.19	HDMI Cabling/Connection	\$ 10.19
1	Tripp Lite 25ft HDMI Cable	1227472	\$ 25.48	HDMI Cabling/Connection	\$ 25.48
1	Vizio 36" 2.1 Sound Bar	5170384	\$ 110.13	Audio Cabling/Connection	\$ 110.13
1	Spectrum Media Director V2 lectern	4208399	\$ 2,397.63	Lectern / Teaching Station	\$ 2,397.63
					\$ 5,234.91

5356

Qty	Item	CDW#	Cost	Category	Cost Ext.
1	Epson BrightLink 695Wi LCD Projector	4419282	\$ 1,690.00	Projector (Short Throw)	\$ 1,690.00
1	Epson ELPMB46 Short Throw Mount	4439478	\$ 99.19	Projector Mounting Component	\$ 99.19
1	Epson 100" Whiteboard	3911591	\$ 641.65	Projection Surface	\$ 641.65
1	Tripp Lite HDMI over CAT5 Extender Wall	2698659	\$ 120.87	HDMI Cabling/Connection	\$ 120.87
1	StarTech HDMI 2-Port Video Splitter	3447934	\$ 42.23	HDMI Cabling/Connection	\$ 42.23
1	StarTech DisplayPort to HDMI Adapter	2003264	\$ 16.02	HDMI Cabling/Connection	\$ 16.02

1	StarTech 2 Port HDMI Auto Switch	3289766	\$ 56.06	HDMI Cabling/Connection	\$ 56.06
2	C2G 3ft HDMI Cable	3343791	\$ 8.00	HDMI Cabling/Connection	\$ 16.00
1	Belkin 6' HDMI Cable	2381888	\$ 9.46	HDMI Cabling/Connection	\$ 9.46
1	Belkin 10ft HDMI Cable - M/M	1390551	\$ 10.19	HDMI Cabling/Connection	\$ 10.19
1	Tripp Lite 25ft HDMI Cable	1227472	\$ 25.48	HDMI Cabling/Connection	\$ 25.48
1	Vizio 36" 2.1 Sound Bar	5170384	\$ 110.13	Audio Cabling/Connection	\$ 110.13
1	Spectrum Media Director V2 lectern	4208399	\$ 2,397.63	Lectern / Teaching Station	\$ 2,397.63
					\$ 5,234.91

5341

Qty	Item	CDW#	Cost	Category	Cost Ext.
1	Epson BrightLink 695Wi LCD Projector	4419282	\$ 1,690.00	Projector (Short Throw)	\$ 1,690.00
1	Epson ELPMB46 Short Throw Mount	4439478	\$ 99.19	Projector Mounting Component	\$ 99.19
1	Epson 100" Whiteboard	3911591	\$ 641.65	Projection Surface	\$ 641.65
1	Tripp Lite HDMI over CAT5 Extender Wall	2698659	\$ 120.87	HDMI Cabling/Connection	\$ 120.87
1	StarTech HDMI 2-Port Video Splitter	3447934	\$ 42.23	HDMI Cabling/Connection	\$ 42.23
1	StarTech DisplayPort to HDMI Adapter	2003264	\$ 16.02	HDMI Cabling/Connection	\$ 16.02
1	StarTech 2 Port HDMI Auto Switch	3289766	\$ 56.06	HDMI Cabling/Connection	\$ 56.06
2	C2G 3ft HDMI Cable	3343791	\$ 8.00	HDMI Cabling/Connection	\$ 16.00
1	Belkin 6' HDMI Cable	2381888	\$ 9.46	HDMI Cabling/Connection	\$ 9.46
1	Belkin 10ft HDMI Cable - M/M	1390551	\$ 10.19	HDMI Cabling/Connection	\$ 10.19
1	Tripp Lite 25ft HDMI Cable	1227472	\$ 25.48	HDMI Cabling/Connection	\$ 25.48
1	Vizio 36" 2.1 Sound Bar	5170384	\$ 110.13	Audio Cabling/Connection	\$ 110.13
1	Spectrum Media Director V2 lectern	4208399	\$ 2,397.63	Lectern / Teaching Station	\$ 2,397.63
					\$ 5,234.91

5348

Qty	Item	CDW#	Cost	Category	Cost Ext.
1	Epson BrightLink 695Wi LCD Projector	4419282	\$ 1,690.00	Projector (Short Throw)	\$ 1,690.00
1	Epson ELPMB46 Short Throw Mount	4439478	\$ 99.19	Projector Mounting Component	\$ 99.19
1	Epson 100" Whiteboard	3911591	\$ 641.65	Projection Surface	\$ 641.65
1	Tripp Lite HDMI over CAT5 Extender Wall	2698659	\$ 120.87	HDMI Cabling/Connection	\$ 120.87
1	StarTech HDMI 2-Port Video Splitter	3447934	\$ 42.23	HDMI Cabling/Connection	\$ 42.23

1	StarTech DisplayPort to HDMI Adapter	2003264	\$ 16.02	HDMI Cabling/Connection	\$	16.02
1	StarTech 2 Port HDMI Auto Switch	3289766	\$ 56.06	HDMI Cabling/Connection	\$	56.06
2	C2G 3ft HDMI Cable	3343791	\$ 8.00	HDMI Cabling/Connection	\$	16.00
1	Belkin 6' HDMI Cable	2381888	\$ 9.46	HDMI Cabling/Connection	\$	9.46
1	Belkin 10ft HDMI Cable - M/M	1390551	\$ 10.19	HDMI Cabling/Connection	\$	10.19
1	Tripp Lite 25ft HDMI Cable	1227472	\$ 25.48	HDMI Cabling/Connection	\$	25.48
1	Vizio 36" 2.1 Sound Bar	5170384	\$ 110.13	Audio Cabling/Connection	\$	110.13
0	Re-Use Lectern from 6441			Lectern / Teaching Station	\$	-
					\$	2,837.28

5346

Qty	Item	CDW#	Cost	Category		Cost Ext.
1	Epson BrightLink 695Wi LCD Projector	4419282	\$ 1,690.00	Projector (Short Throw)	\$	1,690.00
1	Epson ELPMB46 Short Throw Mount	4439478	\$ 99.19	Projector Mounting Component	\$	99.19
1	Epson 100" Whiteboard	3911591	\$ 641.65	Projection Surface	\$	641.65
1	Tripp Lite HDMI over CAT5 Extender Wall	2698659	\$ 120.87	HDMI Cabling/Connection	\$	120.87
1	StarTech HDMI 2-Port Video Splitter	3447934	\$ 42.23	HDMI Cabling/Connection	\$	42.23
1	StarTech DisplayPort to HDMI Adapter	2003264	\$ 16.02	HDMI Cabling/Connection	\$	16.02
1	StarTech 2 Port HDMI Auto Switch	3289766	\$ 56.06	HDMI Cabling/Connection	\$	56.06
2	C2G 3ft HDMI Cable	3343791	\$ 8.00	HDMI Cabling/Connection	\$	16.00
1	Belkin 6' HDMI Cable	2381888	\$ 9.46	HDMI Cabling/Connection	\$	9.46
1	Belkin 10ft HDMI Cable - M/M	1390551	\$ 10.19	HDMI Cabling/Connection	\$	10.19
1	Tripp Lite 25ft HDMI Cable	1227472	\$ 25.48	HDMI Cabling/Connection	\$	25.48
1	Vizio 36" 2.1 Sound Bar	5170384	\$ 110.13	Audio Cabling/Connection	\$	110.13
0	Re-Use Lectern from 5190N			Lectern / Teaching Station	\$	-
					\$	2,837.28

5345

Qty	Item	CDW#	Cost	Category		Cost Ext.
1	Epson BrightLink 695Wi LCD Projector	4419282	\$ 1,690.00	Projector (Short Throw)	\$	1,690.00
1	Epson ELPMB46 Short Throw Mount	4439478	\$ 99.19	Projector Mounting Component	\$	99.19
1	Epson 100" Whiteboard	3911591	\$ 641.65	Projection Surface	\$	641.65
1	Tripp Lite HDMI over CAT5 Extender Wall	2698659	\$ 120.87	HDMI Cabling/Connection	\$	120.87

1	StarTech HDMI 2-Port Video Splitter	3447934	\$ 42.23	HDMI Cabling/Connection	\$	42.23
1	StarTech DisplayPort to HDMI Adapter	2003264	\$ 16.02	HDMI Cabling/Connection	\$	16.02
1	StarTech 2 Port HDMI Auto Switch	3289766	\$ 56.06	HDMI Cabling/Connection	\$	56.06
2	C2G 3ft HDMI Cable	3343791	\$ 8.00	HDMI Cabling/Connection	\$	16.00
1	Belkin 6' HDMI Cable	2381888	\$ 9.46	HDMI Cabling/Connection	\$	9.46
1	Belkin 10ft HDMI Cable - M/M	1390551	\$ 10.19	HDMI Cabling/Connection	\$	10.19
1	Tripp Lite 25ft HDMI Cable	1227472	\$ 25.48	HDMI Cabling/Connection	\$	25.48
1	Vizio 36" 2.1 Sound Bar	5170384	\$ 110.13	Audio Cabling/Connection	\$	110.13
1	Spectrum Media Director V2 lectern	4208399	\$ 2,397.63	Lectern / Teaching Station	\$	2,397.63
					\$	5,234.91

5347

Qty	Item	CDW#	Cost	Category		Cost Ext.
1	Epson BrightLink 695Wi LCD Projector	4419282	\$ 1,690.00	Projector (Short Throw)	\$	1,690.00
1	Epson ELPMB46 Short Throw Mount	4439478	\$ 99.19	Projector Mounting Component	\$	99.19
1	Epson 100" Whiteboard	3911591	\$ 641.65	Projection Surface	\$	641.65
1	Tripp Lite HDMI over CAT5 Extender Wall	2698659	\$ 120.87	HDMI Cabling/Connection	\$	120.87
1	StarTech HDMI 2-Port Video Splitter	3447934	\$ 42.23	HDMI Cabling/Connection	\$	42.23
1	StarTech DisplayPort to HDMI Adapter	2003264	\$ 16.02	HDMI Cabling/Connection	\$	16.02
1	StarTech 2 Port HDMI Auto Switch	3289766	\$ 56.06	HDMI Cabling/Connection	\$	56.06
2	C2G 3ft HDMI Cable	3343791	\$ 8.00	HDMI Cabling/Connection	\$	16.00
1	Belkin 6' HDMI Cable	2381888	\$ 9.46	HDMI Cabling/Connection	\$	9.46
1	Belkin 10ft HDMI Cable - M/M	1390551	\$ 10.19	HDMI Cabling/Connection	\$	10.19
1	Tripp Lite 25ft HDMI Cable	1227472	\$ 25.48	HDMI Cabling/Connection	\$	25.48
1	Vizio 36" 2.1 Sound Bar	5170384	\$ 110.13	Audio Cabling/Connection	\$	110.13
1	Spectrum Media Director V2 lectern	4208399	\$ 2,397.63	Lectern / Teaching Station	\$	2,397.63
					\$	5,234.91

5355

Qty	Item	CDW#	Cost	Category		Cost Ext.
1	Epson BrightLink 695Wi LCD Projector	4419282	\$ 1,690.00	Projector (Short Throw)	\$	1,690.00
1	Epson ELPMB46 Short Throw Mount	4439478	\$ 99.19	Projector Mounting Component	\$	99.19
1	Epson 100" Whiteboard	3911591	\$ 641.65	Projection Surface	\$	641.65

1	Tripp Lite HDMI over CAT5 Extender Wall	2698659	\$ 120.87	HDMI Cabling/Connection	\$	120.87
1	StarTech HDMI 2-Port Video Splitter	3447934	\$ 42.23	HDMI Cabling/Connection	\$	42.23
1	StarTech DisplayPort to HDMI Adapter	2003264	\$ 16.02	HDMI Cabling/Connection	\$	16.02
1	StarTech 2 Port HDMI Auto Switch	3289766	\$ 56.06	HDMI Cabling/Connection	\$	56.06
2	C2G 3ft HDMI Cable	3343791	\$ 8.00	HDMI Cabling/Connection	\$	16.00
1	Belkin 6' HDMI Cable	2381888	\$ 9.46	HDMI Cabling/Connection	\$	9.46
1	Belkin 10ft HDMI Cable - M/M	1390551	\$ 10.19	HDMI Cabling/Connection	\$	10.19
1	Tripp Lite 25ft HDMI Cable	1227472	\$ 25.48	HDMI Cabling/Connection	\$	25.48
1	Vizio 36" 2.1 Sound Bar	5170384	\$ 110.13	Audio Cabling/Connection	\$	110.13
1	Spectrum Media Director V2 lectern	4208399	\$ 2,397.63	Lectern / Teaching Station	\$	2,397.63
					\$	5,234.91

5357

Qty	Item	CDW#	Cost	Category		Cost Ext.
1	Epson BrightLink 695Wi LCD Projector	4419282	\$ 1,690.00	Projector (Short Throw)	\$	1,690.00
1	Epson ELPMB46 Short Throw Mount	4439478	\$ 99.19	Projector Mounting Component	\$	99.19
1	Epson 100" Whiteboard	3911591	\$ 641.65	Projection Surface	\$	641.65
1	Tripp Lite HDMI over CAT5 Extender Wall	2698659	\$ 120.87	HDMI Cabling/Connection	\$	120.87
1	StarTech HDMI 2-Port Video Splitter	3447934	\$ 42.23	HDMI Cabling/Connection	\$	42.23
1	StarTech DisplayPort to HDMI Adapter	2003264	\$ 16.02	HDMI Cabling/Connection	\$	16.02
1	StarTech 2 Port HDMI Auto Switch	3289766	\$ 56.06	HDMI Cabling/Connection	\$	56.06
2	C2G 3ft HDMI Cable	3343791	\$ 8.00	HDMI Cabling/Connection	\$	16.00
1	Belkin 6' HDMI Cable	2381888	\$ 9.46	HDMI Cabling/Connection	\$	9.46
1	Belkin 10ft HDMI Cable - M/M	1390551	\$ 10.19	HDMI Cabling/Connection	\$	10.19
1	Tripp Lite 25ft HDMI Cable	1227472	\$ 25.48	HDMI Cabling/Connection	\$	25.48
1	Vizio 36" 2.1 Sound Bar	5170384	\$ 110.13	Audio Cabling/Connection	\$	110.13
1	Spectrum Media Director V2 lectern	4208399	\$ 2,397.63	Lectern / Teaching Station	\$	2,397.63
					\$	5,234.91

5359

Qty	Item	CDW#	Cost	Category		Cost Ext.
1	Epson BrightLink 695Wi LCD Projector	4419282	\$ 1,690.00	Projector (Short Throw)	\$	1,690.00
1	Epson ELPMB46 Short Throw Mount	4439478	\$ 99.19	Projector Mounting Component	\$	99.19

1	Epson 100" Whiteboard	3911591	\$ 641.65	Projection Surface	\$	641.65
1	Tripp Lite HDMI over CAT5 Extender Wall	2698659	\$ 120.87	HDMI Cabling/Connection	\$	120.87
1	StarTech HDMI 2-Port Video Splitter	3447934	\$ 42.23	HDMI Cabling/Connection	\$	42.23
1	StarTech DisplayPort to HDMI Adapter	2003264	\$ 16.02	HDMI Cabling/Connection	\$	16.02
1	StarTech 2 Port HDMI Auto Switch	3289766	\$ 56.06	HDMI Cabling/Connection	\$	56.06
2	C2G 3ft HDMI Cable	3343791	\$ 8.00	HDMI Cabling/Connection	\$	16.00
1	Belkin 6' HDMI Cable	2381888	\$ 9.46	HDMI Cabling/Connection	\$	9.46
1	Belkin 10ft HDMI Cable - M/M	1390551	\$ 10.19	HDMI Cabling/Connection	\$	10.19
1	Tripp Lite 25ft HDMI Cable	1227472	\$ 25.48	HDMI Cabling/Connection	\$	25.48
1	Vizio 36" 2.1 Sound Bar	5170384	\$ 110.13	Audio Cabling/Connection	\$	110.13
1	Spectrum Media Director V2 lectern	4208399	\$ 2,397.63	Lectern / Teaching Station	\$	2,397.63
					\$	5,234.91

Total Cost: \$ 100,342.59

TOPIC for Action
Secretarial Center Production Printing Equipment Lease Renewal

REPORT:

The current leases for the black and white production copy machines at El Dorado Secretarial Center and Andover as well as the production color copy machine in the Secretarial Center are soon due for renewal and upgrades. Listed below is the lease bid (includes maintenance) for a black and white production copy machine at BOE, BOA 5000, and a color production copy machine for the Secretarial Center, BOE.

The leases for these machines will expire in December and in June. Digital Office systems has approached us with an early renewal option in order to mitigate the coming price increases due to the trade tariffs. In negotiating the new lease options, Digital Office Systems is offering new and more efficient equipment at a significantly lower monthly cost. The proposed lease agreement will lower monthly expense by \$575.91 per month, thus saving the college \$6,910.92 per year.

As Konica Minolta is the preferred system for high volume production printing, there are no other Konica Minolta dealers in the area that can bid this contract.

This agreement replaces current agreement and no remaining payments are owed on existing equipment.

Digital Office Systems

63 Month Flex Rental/Service Agreement

Includes 200,000 black and white images on the Konica Minolta 1250 / overages @ .0039

Konica Minolta C3070 print charges @ .009 B&W and .049 Color

Konica Minolta 1110 print charges @ .005

Konica Minolta 951 (backup printer) print charges @ .0054

Overages billed quarterly

KM6120 / KMC3070I Black and White production/Color machines BOE

KM 1100 Black and White production BOA 5000

KM 951 remains as a backup printer

Total: \$3,667.37 monthly for the agreement (\$44,008.44 annually)

RECOMMENDED ACTION:

Board Approval of proposed lease from Digital Office Systems. DOS has amazing customer service, quick service times, and great quality equipment.

Upgrading with a new lease will save \$575.91 per month

RECOMMENDED FUNDING SOURCE:

The funding for the lease payments is available in Secretarial Center budget.

Submitted by: Bill Young, Vice President of Digital Transformation / CIO

Supervisor: Dr. Kim Krull, President

Date: 2 October 2019



Bryan Staats
 Digital Office Systems
 530 S. Hydraulic
 Wichita, Kansas 67211
 (316) 262-7700 ext. 224

Butler County Community College/Secretarial Center and Andover Copy Center

Current equipment and lease agreements:

Type/Make-Model/location	Monthly payment	Notes
KMC1070 / KM 1250 Eldorado	\$2803.82	Includes 200,000 monthly on KM 1250 No base allowance on KM C1070 Overages @ .0039 on KM 1250 Overages @ .009 for B&W on KM C1070 Overages @ .049 for color on KM C1070
KM 951 5000 Bldg. / KM 951 6000 Bldg.	\$1,439.46	No base allowance/ overages @ .0054
Total	\$4,243.28	

Proposed replacement equipment :

1-Konica Minolta C3070- configured the same as Konica Minolta C1070
 *KMC3070 runs at rated speed on 80lb cover. Existing machine reduces output speed by 30%
 1-Konica Minolta 6120- configured the same with the exception of vacuum feed paper system.
 1-Konica Minolta 1100- configured the same except includes by-pass tray.
 BCC will keep one KM 951 from Andover. DOS will set it up as a back up in Eldorado
 ** DOS will also include 2 new Ricoh C307's for student printing in the new addition to the Andover 5000 bldg. These will be included under the printer service agreement covering the other equipment on campus.

New Agreement

63 month Flex Rental/Service Payment \$3,667.37
 Upgrade to C3080/ 80 ppm + \$437.22 monthly increases output speed 10 pages per minute
 Upgrade to KM6136/136ppm +\$94.97 monthly increases output speed 16 pages per minute
 Includes 200,000 black and white images on the Konica Minolta 1250 / overages @ .0039
 Konica Minolta C3070 print charges @ .009 B&W and .049 color
 Konica Minolta 1110 print charges @.005
 Konica Minolta 951/backup print charges @.0054
 Overage billed quarterly.

Notes:

- Maintenance includes delivery, set up, ongoing training for all BCCC and student staff, local IT help desk, all parts, labor, service calls, and toner.
- Replaces current agreement and no remaining payments are owed on existing equipment.
- Pricing based on September 2019 price catalog. Pricing is subject to change. Pricing increases are forecasted over the next 30-60 days due to U.S tariffs on imports.

TOPIC for ACTION
Renew Neopost DS75 equipment lease

REPORT:

Client Services is recommending the renewal of the Neopost DS75 equipment lease utilized in the El Dorado Secretarial Center. The existing equipment has reached end of life and the current lease has expired and must be renewed. The new lease now includes monthly maintenance and will save Butler additional dollars in service calls. This lease will continue for 60 months.

Midwest Single Source – \$470.49 monthly/60 months
Total Payment \$28,229.40

RECOMMENDED ACTION:

Renew lease with Midwest Single Source

RECOMMENDED FUNDING SOURCE:

Current Secretarial Budget

Submitted by: Matt Jansen, Director of Client Services
Supervisor: Bill Young, Vice President of Digital Transformation / CIO
Date: 30 September 2019

Customer

Organization	Butler County Community College		
Address	901 S HAVERHILL RD		
City State Zip	EL DORADO	KS	67042-3225
Phone	(316) 322-6122	Fax	

Purchase Order - Lease

NASPO/ValuePoint Contract #: ADSP0 16-169901
 and / or
 State Participating Addendum (PA) #:
 43218 Neopost/43221 MailFinance (KS)

Vendor

Company Name	MailFinance, Inc.	FEDERAL ID#	94-2984524
Attention	Government Sales	DUNS#	150836872
Address	478 Wheelers Farms Rd		
City State Zip	Milford	CT	06461
Phone	(866) 448-0045	Fax	(203) 301-2500

Ship To

Organization	Butler County Community College		
Attention	Matt Jansen		
Address	901 South Haverhill Road		
City State Zip	Eldorado	KS	67042-3225
Phone	(316) 322-6122	Email	mjansen@bcc.edu

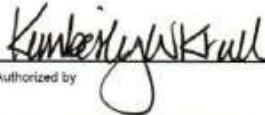
P.O. Number	P.O. Date	Requisitioner	Shipped Via	F.O.B. Point	Terms
			Ground	Destination	Quarterly Invoicing
QTY	Unit	Description	Unit Price	Total	
60	Months	Lease Payment	\$470.49	\$28,229.40	

Lease payment specified above for products listed below includes, as applicable, reduced price equipment maintenance to reflect first year free, meter rental, meter resets, postal rate changes, software license/support/subscription fees, delivery, installation, and operator training.

Products

QTY	Product ID	Description
1	DS75I-INTE3	3 Station Expert: 3 Auto Fdr + CIS Scanner + Multi License and OMS-500 Trial

- Order is governed under the terms and conditions of the NASPO/ValuePoint Master Price Agreement Contract Number ADSP016-169901. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
- Payments will be sent to:
 MailFinance Inc.
 Dept 3682
 PO Box 123682
 Dallas TX 75312-3682
- Send all correspondence to:
 MailFinance Inc.
 478 Wheelers Farms Rd
 Milford CT 06461


 Authorized by _____ Date 9/10/19

 Print Name Title

SERVICE AGREEMENT

AGREEMENT, made and entered into this commencement date September 9, 2019 by and between
 MIDWEST SINGLE SOURCE, INC. herein called ("Company") and:

Butler County Community College, (01 South Haverhill Road, Eldorado, KS 67042

herein called ("Customer").

EQUIPMENT TO BE COVERED BY THIS SERVICE AGREEMENT

MODEL	SERIAL NUMBER	SHIFT USAGE	COMMENCEMENT DATE	ANNUAL RENEWAL INVOICING DATE	ANNUAL AMOUNT	1ST YEAR AMOUNT
DS-75						
Taxable Sub Total						
Tax						
TOTAL						

If tax exempt, please attach tax exempt certificate or tax will be calculated. Thank you!

Is tax exempt certificate attached? Yes No

Is prepayment check attached?

Yes Make Checks Payable to MIDWEST SINGLE SOURCE, INC.

No UPON RECEIPT OF THIS SIGNED SERVICE AGREEMENT, WE WILL INVOICE YOU.

Check No. _____ Date _____ Amount _____ INSTALLATION DATE _____

Customer Purchase Order Number _____

I do not wish to have a service agreement at this time. I understand that upon expiration of my warranty, I will be charged for service calls on this machine. I also understand that if I decide in the future to place the machine under a Service Agreement, charges may apply to return the machine to Midwest Single Source, Inc. specifications before any agreements will be accepted.

Equipment location name / address _____ Bill to customer name / address (if same, write same) _____

Firm Name Butler County Community Colleg Firm Name Same

Address 901 South Haverhill Road Address _____

City Eldorado, State KS Zip 67042 City _____ State _____ Zip _____

CUSTOMER AND MIDWEST SINGLE SOURCE, INC. UNDERSTAND AND AGREE THAT THIS SERVICE AGREEMENT INCLUDES THE TERMS AND CONDITIONS SET FORTH ON THE REVERSE SIDE OF THIS PAGE.

Authorized Customer Signature Kimberly W Krull Title President Date 9/10/19

Customer Name (Type or Print) KIMBERLY W KRULL

ACCEPTED BY: MIDWEST SINGLE SOURCE, INC.
 Address _____
 City _____ State _____ Zip _____

Representative: _____

TERMS AND CONDITIONS

The parties hereto covenant and agree as follows:

- 1. This agreement shall commence on the date first above appearing ("commencement date") and shall continue for an original term of one year and shall renew thereafter for successive annual renewal periods unless terminated by either party by giving written notice to the other party not less than thirty (30) days prior to the expiration of the then current term (original or renewal). The terms and conditions set forth herein shall remain in full force and effect during any renewal term, except that the rates set forth above shall be adjusted during any renewal term to Company's then current rates.
2. During the term hereof, as extended or renewed, the Company shall provide Customer, pursuant to the terms and conditions set forth herein, certain Out-of-Warranty Service (as herein defined) with respect to the unit(s) (herein collectively called "Equipment") unless Service with respect to a particular Machine is scheduled to begin as herein indicated on a date other than the commencement date as shown on reverse side.
3. Company's obligations hereunder (herein called "Service") shall be limited to providing (i) periodic inspections and diagnostic checks of the equipment and (ii) repair or replacement of defective or worn parts of the equipment but not including shop reconditioning or replacement of Equipment.
4. Company's obligations hereunder shall NOT include (i) Service required due to accident, negligence, misuse, specification changes or causes other than normal use, or (ii) any Service in connection with attachments to or alteration of the Equipment, or (iii) furnishing supplies and other consumables or additional operator instruction after initial installation of the Equipment.
5. Any In-Warranty parts or labor provided by the Service Agreement provider under a Warranty made by Company to customer shall be provided pursuant to the terms and conditions of said Warranty and not pursuant to this Agreement.
6. Customer shall, at customer's expense, keep the Equipment in good repair, condition and working order, except for ordinary wear and tear. All replacement parts shall become property of Company and shall not be subject to any liens or encumbrances other than those of Company. Customer shall permit Company to inspect the Equipment and any maintenance records relating to the Equipment during Customer's normal business hours.
7. Company agrees to provide Customer with maintenance and repair on the Equipment as required due to normal wear and tear. Depending on the nature of the Equipment, Company may, at Company's sole discretion, service the Equipment by replacing it with loaner Equipment of equal or better quality. Maintenance or repairs made necessary due to negligence, misuse, external force, loss of electrical power, power fluctuation, power surges, or the use of supplies not meeting Company specifications are not covered by this agreement. Customer is responsible for routine and preventative maintenance such as cleaning. Customer may call for maintenance or emergency repair service during Company's normal business hours at the telephone number provided. There will be no hourly charge unless Company performs Service outside Company's normal business hours. Company will charge \$225 per hour for any work performed before or after normal business hours. Lubricants and other materials needed to service the Equipment (except consumable supplies and rate program software for electronic sales) will be provided without additional charge.
8. Service shall be performed during the Company's normal business hours; however, Service, when and if available after Company's normal business hours including Saturdays, Sundays and holidays, shall be charged at 1-1/2 times Company's then current hourly rate for labor, travel, and expenses in addition to any charge paid by Customer hereunder. Overtime service will be rendered only when Service technicians are available for overtime duty.
9. If the Equipment is regularly used by more than one (1) shift of personnel, the charges set forth herein shall be increased by fifty percent (50%) for each additional shift regularly using the Equipment increasing the charges set forth on front page. If machine exceeds manufacturer's recommended monthly specification and/or annual cycle usage counts, the charge set forth shall be increased by a percentage equivalent to the excess usage based off initial charge. Any attempt to change, erase or otherwise alter or tamper with cycle counters by Customer or employees, agents, or representatives of Customer, may terminate or void Service Agreement and no service will be continued.
10. If, in the Company's sole opinion, the Equipment needs to be removed for a shop reconditioning because on-site repair and/or replacement of parts cannot keep the Equipment in satisfactory operating condition, Company will submit a cost estimate to Customer for reconditioning and, if authorized by Customer, Company will recondition the Equipment at the sole expense of Customer which will be in addition to any other charge paid by Customer hereunder. Loaner Equipment may be provided by Company contingent upon availability.
11. Company warrants that any parts supplied hereunder shall be free from manufacturing defects in material and workmanship under normal use for a period of thirty (30) days after parts have been installed. This agreement does not apply to any part which has been tampered with or repaired by persons other than persons authorized by Company to perform Service on the Equipment or if the parts have been subjected to misuse or abuse or unapproved high usage volume, in which case, additional charges may apply.

THE FOREGOING WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR ANY PARTICULAR PURPOSE.

IN CASE OF ANY BREACH OF THIS AGREEMENT, COMPANY'S OBLIGATION SHALL BE LIMITED TO THE REPAIR OR REPLACEMENT OF ANY DEFECTIVE PART WITHOUT CHARGE.

COMPANY SHALL NOT BE LIABLE, IN ANY EVENT, FOR ANY INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES IN CONNECTION WITH SERVICE, PARTS AND LABOR PROVIDED HEREUNDER OR RESULTING FROM ANY USE OR FAILURE OF EQUIPMENT INCLUDING WITHOUT LIMITATION, LIABILITY FOR CUSTOMER'S EXPENSE OR LOSS OF INCOME WHILE EQUIPMENT IS OUT OF OPERATION.

- 12. In the event that Company provides Service hereunder for any of the following units, the parts listed next to said units are hereby expressly excluded from the Company's obligations hereunder:

Table with 2 columns: Excluded parts for various units and Electronic components required for updating U.S.P.S. rate increase/changes. Items include Folding Equipment/inserters, Postage Meter Mailing Equipment, Shipping Systems, Letter Openers, Burners, Shredders, Computer Systems, All Models - Consumable Supplies, Supplies, Ad plates, ink rollers, tape, etc.

- 13. This Agreement constitutes the entire Agreement between the parties hereto, and supersedes all previous negotiations, commitments and agreements with respect to its subject matter. This Agreement may not be modified except in writing and signed by both parties. The terms of this Agreement shall prevail over any inconsistent terms appearing on any purchase orders or acknowledgments submitted by customer.

- 14. This Agreement shall become null and void if a recommended surge protector is not used on Equipment under contract.

I have read the above conditions and they are acceptable to me.

X Kimberly W Krell Customer's Signature
X 9/10/19 Date

TOPIC for ACTION

Comprehensive Economic Impact Study

REPORT:

Butler has not conducted a comprehensive and customized economic impact study (EIS) since 2013, measuring the full scale of its contributions to the community it serves. With multi-dimensional changes in the enrollment pool, regional economic dynamics, and labor market demand, it is crucial get a newer customized EIS completed through our long standing vendor, Economic Modeling Specialists Inc. (EMSI) of Moscow, Idaho. It should be noted that the Kansas Board of Regents and the technical colleges in the state are also using EMSI services for several of their strategic goals.

The customized EIS with the add-on for Alumni Outcomes Placement and Wage Insight will powerfully demonstrate the return on investment that Butler provides students, taxpayers, business and industry partners, and the regional economy. Additionally, in terms of strategic planning, the Office of Institutional Research and Effectiveness and other institutional partners have used this study to analyze and report such outcomes as –

- The impact of a Butler education on the future potential earnings of our students
- The contributions our students make to expanding the regional tax base after they become employed
- The impact Butler has on reducing the costs of crime, alcohol use, and controlled substance abuse
- The contributions to the local retail economy made by institutional spending on goods and services.
- The synchronization of current or future academic programs with evolving market needs and industry dynamics with special emphasis on aligning programs outcomes with high wage, high demand occupations in growth industries.

The current price for the EIS with the Alumni Outcomes Placement and Wage Insight is \$24,500; as long time Kansas customers of EMSI, Butler can avail this package for \$ 21,500.

RECOMMENDED ACTION:

The board approve the EMSI economic impact study and alumni outcomes package for \$21,500.

RECOMMENDED FUNDING SOURCE:

Institutional Research and Effectiveness Budget

Submitted by:	Dr. Esam Sohail Mohammad, AVP, IR/E
Supervisor:	Dr. Kim Krull, President
Date:	October 8, 2019



409 S. Jackson Street Moscow, ID 83843
Tel: 208-882-3500
Fax: 208-882-3317
www.economicmodeling.com

Emsi Representative: Lucas Rae

Contract: Economic Impact Study (EIS) with Alumni Outcomes

This EIS with Alumni Outcomes work agreement between Economic Modeling, LLC of Moscow, Idaho ("Emsi") and Butler Community College of El Dorado, Kansas ("Client") sets forth the terms and conditions for the provision by Emsi of an economic impact study (EIS) with an Alumni Outcomes study.

I. Fee

The fee for the EIS with Alumni Outcomes study is \$21,500.00, payable as follows:

- \$10,750.00, invoiced upon contact signature
- \$10,750.00, invoiced upon completion of final report

Invoices are due 30 days from receipt. Sales tax will be added for non-tax-exempt institutions where applicable.

II. EIS Timeline and Scope of Work

The study period is 12-20 weeks from receipt of contract signature.

An Emsi EIS team member will contact Client's authorized representative to determine a schedule. Emsi will work with Client's authorized representative to adhere to the following overall timeline:

- Data collection and review phase: Six to ten weeks
- Draft phase: Four to six weeks
- Final phase: Two to four weeks

Emsi will deliver the following reports to Client:

- Main Report
- Executive Summary
- Fact Sheet
- PowerPoint Presentation
- Infographic

In the event that the Client fails to submit data or feedback to Emsi within the agreed upon schedule, Emsi will no longer be bound to deliver the final reports by the original deadline. Emsi may then deliver the draft reports as finals, and no further revisions will be made if Client does not respond within 60 days. Emsi will not make revisions that in the opinion of the economist preparing the study are not reasonably supported by the data.

For an additional fee Client may have an Emsi consultant travel to the Client's offices to make a presentation of the EIS results. Please inquire for details.

Client will make available point persons to act as authorized representatives to work with Emsi on data collection, feedback on reports, submission of information to Emsi, and invoicing within the time frame above. Client's authorized contacts are: (please complete the following before contract signature)

	Invoice Contact	Product Contact
Name:		
Title:		
Mailing Address:		
Email:		

III. Alumni Outcomes Data

A. Scope of Work

The timeframe for this project will be approximately 10 weeks.

Individual alumni profile records will be matched to Licensee student records. The Alumni Employment Outcome Data will be delivered according to the following schedule, however, all phases require timely feedback from the Licensee to remain within the stated timeline.

Data collection and review phase: Within five business days of contract signature Licensee will attend a project kickoff call with Emsi's project manager. Within five weeks of the kickoff call, Licensee will provide Emsi with past student records to match against with the following variables: First name, Middle name, Last name, Birth year, Gender, Email(s), Phone(s), Mailing address(es), Zip code (s), Program name (if any), Degree (Associate, certificate, etc.), academic unit (college or school), sub-academic unit (department), Graduation year, Last year enrolled in program, Campus name (if Licensee includes multiple institutions), and Classification of Instructional Program (CIP) Code.

Data delivery phase : Within fifteen business days of Emsi's satisfactory receipt of past student records, Emsi will deliver the matched records file and an analysis file to Licensee.

Web delivery phase: Within five business days of Emsi delivering the data and analysis files, Emsi will deliver the non-personally identifiable portion of the matched records to Licensee via the Alumni Outcomes web portal, where it will remain for one (1) year from the delivery date. Emsi will destroy the student information shared by Licensee within 60 days of Licensee's confirmation of satisfactory delivery of the matched record file.

B. Deliverables

1. **Personal Data File:** Emsi will deliver the Licensee's matched employment records via a Microsoft Excel file. For each matched record, Emsi will provide any available data including, but not limited to: Current and previous employers, Current and previous job titles, Current O*NET job title, Educational history, Skills, Email address(es), Mailing address, and Phone number(s). Emsi will also provide analysis of whether each former student matched resides in Licensee's region of interest (counties to be provided by Licensee) and is employed in field of study (based on CIP-O*NET mapping). Any wage estimates will be based on labor market information for the county of residence of the former student.
2. **Non-Personal Data File:** Emsi will deliver the non-personally identifiable analysis data via Microsoft Excel file and via the Alumni Outcomes web portal, where it will remain for one (1) year from the delivery date.

C. Data Use Agreement

All student records provided to Emsi are subject to the Family Educational Rights and Privacy Act ("FERPA") and may be used only for the purposes authorized in this agreement and may not be re-disclosed to other persons or parties, without specific written authorization from the Licensee.

FERPA Compliance:

For purposes of carrying out this Work Agreement, Emsi will perform an institutional service or function for which the Licensee would otherwise use employees, and is hereby designated by Licensee as a school official having a legitimate educational interest in accessing, using, and tracking student education records, as permitted by the Family Educational Rights and Privacy Act, (FERPA) (34 CFR Part 99.3)

Emsi understands and agrees to comply with FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) in that the storage and use of student education records by Emsi will comply with all FERPA requirements.

Emsi understands and agrees that that it remains under direct control of Licensee with respect to the use and maintenance of the education records. Emsi understands that the use of educational records is limited in scope and purpose. To access education records there must be a legitimate educational interest and must be essential to complete a function or task under this agreement.

Emsi understands and agrees that it is prohibited from re-disclosing any personally identifiable information from the education records at any time or for any purpose whatsoever.

Any failure to comply with applicable FERPA requirements by Emsi or any of its employees will be immediately reported to Licensee by Emsi.

D. Alumni Outcomes Web Portal

Users

Emsi will provide Licensee with access to the Alumni Outcomes web portal for up to 25 authorized user(s). Authorized users(s) must be employed by Licensee. Emsi will issue each authorized user a unique login credential (username and password). Login credentials may not be generic (e.g., email aliases) or shared.

IV. License Terms and Disclaimers

Emsi Terms of Service Economic Modeling, LLC dba Emsi ("Emsi") provides online SaaS applications that use labor market data to connect and inform people, education, and business. Emsi's applications include Analyst, Developer, Career Coach, Workforce Insight, Alumni Insight, Alumni Outcomes web portal, Talent, Staffing, and College Analyst. These Emsi Terms of Service ("ToS") apply to all Emsi's current applications, as well as any applications Emsi develops in the future whether or not they are named here (collectively "Emsi Apps").

License

Licensees of Emsi Apps are granted a non-exclusive, nontransferable, non-assignable limited license to access data (the "Licensed Dataset") through Emsi Apps as follows:

- a) Unless otherwise stated in a written agreement, login credentials (a username and password) will be issued only to employees of a Licensee ("authorized users"). Login credentials may not be shared. Licensee will not allow access to Emsi Apps by anyone who has not been assigned login credentials by Emsi.
- b) Licensee and Licensee's authorized users may (i) download elements of the Licensed Dataset using the download tools in Emsi Apps for Licensee's internal use, and may (ii) publish static elements (e.g., tables, charts, graphs) of the Licensed Dataset in work products created by Licensee in the normal course of Licensee's business, either for Licensee or for a third party, provided that Emsi is cited as the source of the data. The citation shall be substantially in the form described in the Knowledge Base article, "How Do I Cite Emsi Data?"
- c) Licensee may not distribute any part of the Licensed Dataset to a third party in any manner that allows it to be further manipulated for that third party's independent use.
- d) Neither Licensee nor Licensee's authorized users will attempt to replicate Emsi Apps or the Licensed Dataset in design, content, or functionality.
- e) If an Emsi App or Licensed Dataset includes access to individual profiles or personally identifiable information ("PII"), Licensee may only publish aggregated data that cannot be used to identify individual persons, and may not under any circumstance publish PII or data that may be manipulated or reverse engineered to create PII.
- f) Any Licensed Dataset that includes profile data or PII is to be used for research purposes only. No Licensed Dataset may be used to identify or evaluate a person in a way that violates applicable employment, privacy, or other laws.

Paragraphs b)(ii) and c) through f) of this License section also apply to the file delivered under Section III(B)(2) of this agreement.

Licensees may contact Emsi for permission to use the Licensed Dataset in a use case not covered by these ToS.

Disclaimers

The reports and forecasts in Emsi Apps and Licensed Datasets are created using proprietary analytical processes applied to data from public, proprietary, and government data sources. Emsi uses estimates when there are suppressed or missing data points, and such estimates are subject to error. Data, reports, and forecasts included in Emsi Apps and Licensed Datasets may differ significantly from actual circumstances or outcomes. In addition, Emsi cannot make any representation of the completeness of data aggregated from any source.

Emsi Apps use global professional profiles built with data posted online by individuals about themselves. Such data

comes from over 100 sources including popular sites such as GitHub, Google+, and Stack Exchange, as well as other professional networking sites, talent hubs, blogs, publications, journals, and social networks. Any information obtained from such sources cannot be guaranteed or verified to be accurate or up to date.

Emsi Apps and the Licensed Datasets are provided "as is," without warranty for a particular purpose or project. Emsi is not liable for their misuse, or for the results of any planning errors based thereon. Licensee is fully responsible for the decisions that are made based on Emsi Apps and the Licensed Datasets and the outcomes of those decisions, including any economic loss.

Licensee is responsible for providing computer equipment that meets the minimum technical requirements for accessing Emsi Apps described at http://www.economicmodeling.com/docs/analyst_technical_requirements.pdf.

Emsi updates and upgrades products and services periodically. Emsi is not obligated to continue to support legacy versions of any product or service or make legacy versions of products or services available to Licensee. Emsi may update these ToS at any time without prior notice. Substantial changes to these ToS will be presented to authorized users at their next login after the changes are posted. Authorized users are required to read and agree to these ToS as a condition of using Emsi Apps and Licensed Datasets.

For answers to questions about Emsi Apps, Licensed Datasets, or these ToS, go to Emsi's online Knowledge Base, use Emsi's online Get In Touch contact form, or contact your Emsi customer service representative by email or at 208-883-3500.

V. Responsibility for Outcomes

Emsi's products and services use data, reports, and forecasts which are generated using data from the open web, government data sources and proprietary analytical processes. Emsi uses estimates when there are suppressed or missing data points, and such estimates are subject to error. Data, reports, and forecasts included in Emsi's products and services may differ significantly from actual circumstances or outcomes. In addition, Emsi does not make any representation of the completeness of data aggregated from the open web. Emsi's products and services are provided "as is," without warranty for a particular purpose or project. Emsi is not liable for their misuse, or for the results of any planning errors based thereon. Licensee is fully responsible for the decisions that are made based on Emsi's products or services and the outcomes of those decisions. By purchasing Emsi's products or services, Licensee shall not hold Emsi liable for economic loss arising from their use.

Emsi's liability for damages to Licensee shall not exceed the amount Licensee paid to Emsi for the product or service in question.

VI. Work Samples

Unless instructed otherwise by Client, Emsi may share the deliverables with a third party as samples of work previously completed.

VII. Use of Client Data

Client grants Emsi a limited, irrevocable, non-exclusive, worldwide, royalty-free, right and license to use the data Client submits to Emsi for Emsi's internal purposes, and within works prepared by Emsi for third parties, provided that any Client data provided to third parties shall solely be in aggregated and anonymized form.

VIII. Compliance with Laws

Emsi warrants that its performance under this agreement complies with all applicable laws. If at any time during the term of this agreement it becomes unlawful for Emsi to continue performance, Emsi may immediately terminate its performance under this agreement without penalty. If Emsi terminates under this section, Emsi will refund the unused portion of any prepaid fees.

IX. Applicable Law

Any litigation regarding interpretation or enforcement of this agreement shall be brought in the state of Kansas, and this agreement shall be interpreted according to the laws of the state of Kansas without regard to any conflict of law provisions.

For Emsi:

Authorized Signature Date

Printed Name

Economic Modeling, LLC
409 South Jackson Street
Moscow, ID 83843

For Client:

Kimberly W Krull 9/26/19
Authorized Signature Date

KIMBERLY W KRULL
Printed Name

Butler Community College
901 S Haverhill Rd
El Dorado, Kansas 67042-3280

RATIFICATION OF AGREEMENTS AND CONTRACTS

TOPIC for ACTION Clinical Affiliation Site Agreement- Catholic Care Center And HIPAA Business Associate Addendum

REPORT:

The Butler Community College Nursing Department needs additional Clinical Affiliation sites for first semester nursing students in the new Concept Based Curriculum that began this Fall 2019.

RECOMMENDED ACTION:

Approval of the Catholic Care Center HIPAA Business Associate Addendum.

FUNDING SOURCE:

There is no funding needed for this Clinical Affiliation Agreement.

Submitted by: Beth B. Eagleton, PhD, MN, RN
Associate Dean of Nursing and Allied Health
Supervisor: Christy Streeter, Dean of Health, Education & Public Services
Date: September 4, 2019



"TO KNOW, TO LOVE, TO SERVE"

LETTER OF AGREEMENT

This will serve as a memorandum of understanding between **Butler Community College** ("College") and Catholic Care Center, Inc. to provide facilities for clinical experience for nursing students enrolled in the College nursing program.

Catholic Care Center, Inc. assumes no responsibilities for the teaching function of the students. However, access to resident records and direct contact with the resident will be allowed.

The College will retain direct responsibility for the control, supervision and evaluation of its students.

The College and students will adhere to the HIPAA security policies and guidelines and will indicate such by signing the attached HIPAA Business Associate Addendum.

The College will carry \$1,000,000 (one million dollars) professional liability insurance coverage for each of its students.

This Letter of Agreement will remain in effect until terminated by either party upon thirty (30) days written notice to the other. Termination shall not become effective until the end of the academic year in which students are currently enrolled.

BUTLER COMMUNITY COLLEGE

CATHOLIC CARE CENTER, INC.

Kimberly W Krull
Print Name

Print Name

Kimberly W Krull
Signature

Signature

President
Title

Title

9/6/19
Date

Date

HIPAA Business Associate Addendum

THIS HIPAA BUSINESS ASSOCIATE ADDENDUM (the "Addendum") is entered into effective as of the date of the underlying Agreement (the "Agreement"), by and between Butler Community College ("Business Associate") and **Catholic Care Center, Inc.**, on behalf itself and its affiliates, if any (individual and collectively, the "Covered Entity") and adds to the underlying Nursing Home/Assisted Living Letter of Agreement dated.

Pursuant to the Agreement, Business Associate may perform functions of activities on behalf of Covered Entity involving the use, disclosure, transmission, or maintenance of Protected Health Information ("PHI") created or received by the Business Associate on behalf of the Covered Entity, Business Associate agrees to the following terms and conditions set forth in the HIPAA Business Associate Addendum.

1. **Definitions.** For purposes of this addendum, the terms used herein, unless otherwise defined, shall have the same meanings as used in the Health Insurance Portability and Accounting Act of 1996 ("HIPAA"), or the Health Information Technology for the Economic and Clinical Health Act ("HITECH"), and any amendments or implementing regulations, (collectively "HIPAA Rules").
2. **Compliance with Applicable Law.** The parties acknowledge and agree that, beginning with the relevant effective dates, Business Associate shall comply with the obligations under this Addendum and with all obligations of a business associate under HIPAA, HITECH, the HIPAA Rules, and other applicable laws and regulations as they exist at the time this Addendum is executed and as they are amended, for so long as this Addendum is in place.
3. **Permissible Use and Disclosure of PHI** Business Associate may use and disclose PHI as necessary to carry out its duties to Covered Entries pursuant to the term of the agreement and as required by law. Business Associate may also use and disclose PHI (i) for its own proper management and administration, and (ii) to carry out its legal responsibilities. If any such disclosure, Business Associate must obtain (i) reasonable assurances from the receiving party such as PHI will be held confidential and be only disclosed only as required by law for the purposes for which it was disclosed to such party; and (ii) an agreement from such party to immediately notify Business Associate of any known breaches of the confidentiality of the PHI.
4. **Limitations on Use and Disclosure of PHI** Business Associate shall not, and shall ensure that its directors, officers, employees, subcontractors and agents do not, use or disclose PHI in and manner that is not permitted by Addendum or that would violate Subpart E of 45CFR 164 ("Privacy Rule") if done by covered entity. Business Associate is not authorized to create de-identified information from PHI. All uses and disclosures of, and requested by, Business Associate for PHI are subject to the minimum necessary rule of the Privacy Rule and consistent with Covered Entity's minimum necessary policies and procedures.

5. **Sale of PHI Prohibited.** Business Associate shall not sell PHI under any circumstances in exchange for directly or indirectly receiving remuneration.
6. **Required Safeguards To Protect PHI.** Business Associate shall use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 ("Security Rule") with respect to electronic PHI, to prevent the use or disclosure of PHI other than pursuant to the terms and conditions of this Addendum.
7. **Reporting to Covered Entity.** Business Associate shall immediately report within five (5) business days to Covered Entity: (a) any use or disclosure of PHI not provided for by this Addendum of which it becomes aware; (b) any breach of the unsecured PHI in accordance with 45 CFR Subpart D of 45 CFR 164 ("Breach of Notification"); and (c) and Security Incident (defined) of which it becomes aware. Business Associate shall cooperate with Covered Entity's investigation, analysis, notification and mitigation activities, and shall be responsible for all costs incurred by Covered Entity for those activities.
8. **Mitigation of Harmful Effects.** Business Associate agrees to mitigate, to the extent practicable, any harmful effect of a use or disclosure of PHI by Business Associate in violation of the requirements of this Addendum, including, but not limited to, compliance with any stated law of contractual data breach requirements.
9. **Agreement by Third Parties.** Business Associate shall enter into an agreement with and subcontractor of Business Associate that creates, receives, maintains or transmits PHI on behalf of Business Associate. Pursuant to such agreement, the subcontractor shall agree to be bound by the same restrictions, conditions, and requirements that apply to Associate under the Addendum with respect to such PHI.
10. **Access to PHI.** Within five (5) business days of a request Covered Entity for access to PHI about an individual contained in a Designated Record Set, Business Associate shall make available to Covered Entity such PHI for so long as such information is maintained by Business Associate in the Designated Record Set, as required by 45 CFR 164.524. In the event any individual delivers directly to Business Associate a request for access to PHI, Business Associate shall within two (2) business days forward such request to Covered Entity.
11. **Amendment or PHI.** Within five (5) business days of a request from Covered Entity for the amendment of an individual's PHI or a record regarding an individual contained in a Designated Record Set (for so long as the PHI is maintained in the Designated record set), Business Associate shall provide such information to Covered Entity for amendment and incorporate any such amendments in the PHI as required by 45 CFR 164.526. In the event

any individual delivers directly to Business Associate a request for amendment to PHI, Business Associate shall within two (2) business days forward such request to Covered Entity.

12. **Documentation of Disclosures.** Business Associate agrees to document disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR 164.528 and HITECH.
13. **Accounting of Disclosures.** Within five (5) business days of notice by Covered Entity to Business Associate that it has received a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity information to permit Covered Entity to respond to the request for an accounting of disclosures of PHI, as required by 45 CFR 164.528 and HITECH.
14. **Other Obligations.** To the extent that Business Associate is to carry out one or more of Covered Entity's obligations under the Privacy Rule, Business Associate shall comply with such requirements that apply to Covered Entity in the performance of such obligations.
15. **Judicial and Administrative Proceedings.** In the event Business Associate receives a subpoena, court or administrative order or other discovery request or mandate for release of PHI, Covered Entity shall have the right to control Business Associate's response to such request. Business Associate shall notify Covered Entity of the request as soon as reasonably practicable, but in any event within two (2) business days of receipt of such request.
16. **Availability of Books and Records.** Business Associate hereby agrees to make its internal practices, books, and records available to the Secretary of the Department of Health and Human Services for purposes of determining compliance with the HIPAA Rules.
17. **Amendment.** Any amendment to this agreement must be in writing and signed by each party. The parties agree to amend the Agreement when necessary to comply with the requirements of federal and applicable state law regulations.
18. **Breach of Contract by Business Associate.** In addition to any other rights Covered Entity may have in the Agreement, this Addendum or by operation of law or in equity, Covered Entity may: (i) immediately terminate the Agreement if Covered Entity determines that Business Associate has violated a material term of this Addendum; or (ii) at Covered Entity's option, permit Business Associate to cure or end any such violation within the time specified by Covered Entity. Covered Entity's option to have cured a breach of this

Addendum shall not be construed as a waiver of any other rights Covered Entity has in the Agreement, this Addendum or by operation of the law or in equality.

19. **Effect of Termination of Agreement.** Upon the termination of the Agreement or this Addendum for any reason, Business Associate shall return to Covered Entity or, at Covered Entity's direction, destroy all PHI received from Covered Entity that Business Associate maintains in any form, recorded on any medium, or stored in any storage system. This provision shall apply to PHI that is in the possession of Business Associate, subcontractors, and agents of Business Associate. Business Associate shall retain no copies of the PHI. Business Associate shall remain bound by the provisions of this Addendum, even after termination of the Agreement, or Addendum, until such time as all PHI has been returned or otherwise destroyed as provided in this section.
20. **Injunctive Relief.** Business Associate stipulates that its unauthorized use or disclosure of PHI while performing services pursuant to this Addendum would cause irreparable harm to Covered Entity, and in such event, Covered Entity shall be entitled to institute proceedings in any court of competent jurisdiction to obtain damages and injunctive relief.
21. **Indemnification.** Business Associate shall indemnify and hold harmless Covered Entity and its officers, trustees, employees, and agents from any and all claims, penalties, fines, costs, liabilities or damages, including but not limited to reasonable attorney fees, incurred by Covered Entity arising from Business Associate's breach of its obligations under this Addendum, the HIPAA Rules, or relating to its use, disclosure, or safeguarding of PHI.
22. **Exclusion from Limitation of Liability.** To the extent that Business Associate has limited its liability under the terms of the Agreement, whether with a maximum recovery for direct damages or a disclaimer against any consequential, indirect or punitive damages, or other such limitations, all limitations shall exclude any damages to Covered Entity arising from Business Associate's breach of its obligations under this Addendum, the HIPAA Rules, or relating to its use, disclosure, or safeguarding of PHI.
23. **Owner of PHI.** Under no circumstances shall Business Associate be deemed in any respect to be the owner of any PHI created or received by Business Associate on behalf of Covered Entity.
24. **Third Party Rights.** The terms of this Addendum do not grant any rights to any parties other than Business Associate and Covered Entity.

25. **Independent Contractor Status.** For the purposes of this Addendum, Business Associate is an independent contractor of Covered Entity, and shall not be considered an agent of Covered Entity.
26. **Changes in the Law.** The parties shall amend this Addendum to conform to any new or revised legislation, rules and regulations to which Covered Entity is subject to now or in the future including, without limitations, HIPAA, HITECH, and the HIPAA Rules.
27. **Conflicts.** If there is any direct conflict between the Agreement and this Addendum, the terms and conditions of this Addendum shall control.

Catholic Care Center, Inc.

Signature: *Cynthia S. LaFleur*
 Printed Name: Cynthia S. LaFleur
 Title: Executive Director/ Chief Executive Officer

Butler Community College Contact Information:
 Beth B. Eagleton, Ph.D., M.N., R.N.
 Associate Dean, Nursing and Allied Health
 Beth B. Eagleton

 Signature: *Kimberly W Krull*
 Printed Name: KIMBERLY W KRULL
 Title: President
 9/6/19

TOPIC for ACTION
Concurrent Enrollment Partnerships

REPORT:

In accordance with KBOR procedures for concurrent enrollment, Butler Community College has reviewed and revised the Concurrent Enrollment Partnership (CEP) agreement appendices identifying designated CEP program administrators, liaisons, and CEP instructors for the 2019-2020 academic year.

The school districts included are:

USD 385	Andover/Andover Central
USD 402	Augusta
USD 205	Bluestem
USD 397	Centre
USD284	Chase County
USD 375	Circle
USD 417	Council Grove
USD 396	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
USD 481	Rural Vista (White City)

RECOMMENDED ACTION:

Board of Trustees approval of revised CEP agreement appendices for the 2019-2020 academic year.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Loni M.M. Jensen
Supervisor: Heather Rinkenbaugh
Date: 25 September 2019



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Andover High School and
Butler Community College

*Originally dated April, 2006
(Revised August, 2017)*

**CEP classes to be offered at
Andover High School:**

Calculus w/ Analytic Geo

**Non-CEP classes to be offered at
Andover High School**

General Psychology
English Composition I
English Composition II
College Algebra
American Federal Government
Public Speaking
Applied Statistics

Designated CEP program administrators and liaisons:

Andover High School
Shelli Swan
Counselor
Work Phone: 316-218-4600
E-mail: swans@usd385.org
Work Address:
1744 N Andover Rd
Andover, KS 67002

Butler Community College
Loni M.M. Jensen
Director of High School Academic Partnerships
Work Phone: 316-322-3254
E-mail: ljensen3@butlercc.edu
Work Address:
901 S. Haverhill Road
El Dorado, KS 67042

Acknowledgement:

Andover High School

Butler Community College

Shelli Swan, Registrar

Loni M.M. Jensen
Director of High School Academic Partnerships

Date

Date

Kristen Kuhlman, Principal

Lori Winningham, Vice President of Academics

Date

Date

POSITION DESCRIPTION
ADJUNCT COMMUNITY COORDINATOR

Position Title:		Date:
Adjunct Community Coordinator		6/8/95
Organization Unit:	Reports to:	Rev. No & Date
High School Academic Partnerships	Director, High School Academic Partnerships	#1, 9/13

I. **Narrative General Description:**

Coordinator serves as a liaison between Butler Community College, the community and the local school district. Emphasis is on promoting a positive image of Butler Community College through a responsibility for college programs on the local level. This position reports directly to the Director of High School Academic Partnerships.

II. **Functional Responsibilities:**

- A. Establish and maintain positive relations with local Unified School District to assist in determining the educational needs of the community.
 - 1. Coordinate with USD administrators on use of facilities
 - 2. Plan semester class schedules with high school and Director
- B. Promote college programs and activities.
 - 1. Distribute brochures, flyers and other promotional materials
 - 2. Administer surveys
 - 3. Coordinate special events, presentations and advertising
- C. Act as resource in the recruitment and orientation of teaching staff
 - 1. Ensure syllabi, certification and grade rosters are submitted by due date
 - 2. Distribute teaching and lab supplies to instructors as needed
- D. Aid in recruitment, orientation and retention of students.
 - 1. Distribute schedules
 - 2. Promote classes
 - 3. Disseminate enrollment information
 - 4. Coordinate placement testing
 - 5. Publicize Articulation Agreements and articulated credit opportunities.
- E. Facilitate enrollment of students and other transactions concerning BCC policies
 - 1. Expedite enrollment process
 - 2. Collection of student tuition and fees as necessary.
 - 3. Assist students in accessing Pipeline account (user name, password, Help Desk).
 - 4. Be responsible for coordination and/or distribution of text books as needed.

- 5. Encourage and support student completion and submission of articulated credit applications.
- F. Be familiar with programs and services available at Butler Community College.
- G. Attend in-service/development sessions each semester
- H. Other duties and responsibilities as assigned.

III. Consulting Tasks:

- A. Supervise on-site programs in accordance with the expressed needs of Director, local USD and high school.
- B. Consult with adjunct faculty to insure student needs are met.

IV. Supervise the following staff:

None

V. Required Knowledge, skills and personal qualifications:

- A. Must be able to interact professionally and effectively with community personnel, faculty, staff and students.
- B. Will have good communication skills, both oral and written, and interpersonal and human relation skills.
- C. Will be dependable and prompt.
- D. Must be able to think and operate independently to carry out the functions of the college in relation to the setting.

VI. Required experience:

- A. A minimum of two to three years education experience, preferred.

VII. Required education background:

- A. Bachelor's degree preferred.

VIII. Status regarding Fair Labor Standards Act

Exempt

Loni M.M. Jensen, Director Date
High School Academic Partnerships

Shelli Swan, Registrar Date
Andover High School



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Andover High School
and
Butler Community College
Originally dated April, 2006
(Revised August 2017)

CEP Instructor Agreement
Fall 2019 and Spring 2020

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #385, Andover, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies for Calculus I w/Analytic Geometry, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students at the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using SALSA based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development opportunities provided by the college. Such opportunities would include programs

offered by the Office of Faculty Development (Super Saturdays, Connection meetings, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Andover High School

Butler Community College

Cathy McGuire, CEP Instructor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Kristen Kuhlmann, Principal

Lori Winningham
Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Andover Central High School and
Butler Community College
*Originally dated April, 2006
(Revised August, 2017)*

**CEP classes to be offered at
Andover Central High School:**

English Composition I
English Composition II
College Algebra
Applied Statistics
American Federal Government

**Non-CEP classes to be offered at
Andover Central High School**

Public Speaking

Designated CEP program administrators and liaisons:

Andover Central High School
Laura Scaglione
Counselor
Work Phone: 316-218-4700
E-mail: scagliol@usd385.org
Work Address:
603 E Central
Andover, KS 67002

Butler Community College
Loni M.M. Jensen
Director of High School Academic Partnerships
Work Phone: 316-322-3254
E-mail: ljensen3@butlercc.edu
Work Address:
901 S. Haverhill Road
El Dorado, KS 67042

Acknowledgement:

Andover Central High School

Butler Community College

Erin Eilert, Counselor

Loni M.M. Jensen
Director of High School Academic Partnerships

Date

Date

Cheryl Hochhalter, Principal

Lori Winningham, Vice President of Academics

Date

Date



2019-2020

**ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Andover Central High School
and
Butler Community College
*Originally dated April, 2006
(Revised August 2017)***

**CEP Instructor Agreement
Fall 2019 and Spring 2020**

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #385, Andover, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies for American Federal Government, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students at the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using SALSA based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development opportunities provided by the college. Such opportunities would include programs

offered by the Office of Faculty Development (Super Saturdays, Connection meetings, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Andover Central High School

Butler Community College

Kara Belew, CEP Instructor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Cheryl Hochhalter, Principal

Lori Winningham
Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Andover Central High School
and
Butler Community College
Originally dated April, 2006
(Revised August 2017)

CEP Instructor Agreement
Fall 2019 and Spring 2020

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #385, Andover, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies for English Composition I and English Composition II, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students at the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using SALSA based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development opportunities provided by the college. Such opportunities would include programs

offered by the Office of Faculty Development (Super Saturdays, Connection meetings, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Andover Central High School

Butler Community College

Adrienne Stenholm, CEP Instructor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Cheryl Hochhalter, Principal

Lori Winningham
Vice President of Academics

Date

Date



2019-2020

**ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Andover Central High School**

and
Butler Community College
*Originally dated April, 2006
(Revised August 2017)*

**CEP Instructor Agreement
Fall 2019 and Spring 2020**

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #385, Andover, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies for College Algebra and Applied Statistics screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students at the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using SALSA based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development opportunities provided by the college. Such opportunities would include programs

offered by the Office of Faculty Development (Super Saturdays, Connection meetings, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Andover Central High School

Butler Community College

Brett Randolph, CEP Instructor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Cheryl Hochhalter, Principal

Lori Winningham
Vice President of Academics

Date

Date



MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP)
(Revised February 2019)

In order to provide additional academic challenges to secondary pupils, qualified high school students may enroll and participate in Butler Community College courses. These classes, known as Concurrent Enrollment Partnership (CEP) classes, will be made available at the high school facility, during the high school day, and will be taught by a college approved high school teacher. Additional courses will be made available at the high school facility, during the high school day, and will be taught by a Butler faculty member when a credentialed high school teacher is not available. To ensure academic quality and integrity in the awarding of college credit, this Memorandum of Agreement establishes the procedures for offering college-level learning through Butler Community College CEP courses.

General Provisions:

- The college and the unified school district will have a cooperative agreement to allow such enrollment.
- Academic credit will be granted by the college for course work successfully completed by students and may qualify as high school credit.
- Butler CEP course work will qualify as credit applicable toward the following Butler Community College degrees and certificates: Associate in Arts, Associate in Science, Associate in Applied Science, Associate in General Studies, and Career and Technical Education Certificate.
- Remedial/developmental courses will not be offered through the Butler CEP program.
- Course schedules will be determined through a collaborative effort between the high school and Butler Community College and will consider high school activities when scheduling. Courses will meet on time as scheduled for a minimum of 750 minutes per credit hour as determined by the state. Courses taught by a Butler faculty member will follow the published Butler Learning Calendar.
- Course offerings will be determined utilizing the course listing of approved concurrent enrollment classes (Appendix A). Additional classes will be considered for implementation in response to requests from unified school districts.
- Butler CEP classes may include students enrolled for secondary and/or postsecondary credit. A class may include students enrolled for secondary credit, only provided those students meet the college placement/prerequisite requirements and do not comprise a majority of the class. Students enrolled for secondary credit only will sign a "Waiver of College Credit" (Appendix B).
- The school district or high school will annually designate one representative as the site coordinator who will serve as the liaison between the high school and Butler Community College (Appendix C).
- The college will pay the instructional fee as outlined by college policy to the school district for CEP classes. Classes must have a minimum of 10 students enrolled. Classes with fewer than 10 students enrolled must be approved by the appropriate Dean and payment will be prorated. Maximum seat capacity will follow Butler policy as determined by each division. Payment will be made at the end of the course. In addition, the instructor must have filed the required college syllabus, attended required training, division faculty meetings, and signed the CEP Instructor Memorandum of Agreement (Appendix D).
- Both parties will advise students of their responsibilities in the learning experience provided by CEP classes and how courses may be transferred in the Regents system.

- The high school and the college will keep each other apprised of changes in the CEP student's status.

Curriculum/Content:

- Courses offered at CEP high schools have been approved through the Butler curriculum approval process, approved by the Kansas Board of Regents, and apply toward a Butler degree/certificate program.
- The course must be taught with the requirements and rigor expected in a college level course. The learning objectives/outcomes identified on the Butler course outline must be followed, and the approved college textbook for the course must be utilized.
- The appropriate academic division dean and/or designated faculty member in the discipline will review the class syllabus and may request copies of teaching materials, including handouts, examinations, and written assignments from the high school instructor to assure CEP courses meet or exceed grading standards, course management, instructional delivery, and content of regular on-campus sections. Butler academic division deans or departmental lead faculty may be consulted on academic matters.
- Courses offered as part of the Early College Culinary Arts Academy will follow the course schedule as outlined in Appendix C2 and students are admitted and enrolled according to Early College Academies policy and procedures.

Butler CEP Faculty:

- High school instructors participating in the program must first be recommended by their districts. Potential instructors will be provided orientation and training in course curriculum, assessment criteria, course philosophy, and CEP administrative requirements.
- Butler administration and/or academic division deans will interview and approve the instructor for concurrent college courses based on Butler's required criteria, and in compliance with the Higher Learning Commission*.
 - *Faculty teaching transfer courses must hold an approved graduate degree from an institution which has been accredited by an agency approved by the Council for Higher Education Accreditation. Faculty must have thirty (30) hours of relevant substantial study, including at least eighteen (18) semester hours in the teaching academic discipline. Faculty teaching courses in career and technical education programs must hold a graduate degree and/or possess equivalent occupational technical experience appropriate to the courses they are teaching.*
- Instructor evaluations will be administered according to Butler Community College policy and will include, but is not limited to, administrative, student, and self-evaluations. College personnel will notify the high school principal which semester the administrative evaluation will be conducted and provide, at the principal's request, copies of the college evaluation policy and the instrument which will be used. The college reserves the right to dismiss the instructor if evaluation of the instructors is not satisfactory to college standards.
- Instructors will develop a class syllabus in Canvas using SALSA based on the department's learning objectives and utilizing the college syllabus template. A copy of the syllabus will be electronically submitted to the college and the instructor will distribute a copy to each student on the first day of class.
- Instructors will adhere to standard Butler reporting guidelines (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar.
- Instructors will follow FERPA guidelines regarding the release of any student information.
- Instructors will be required to attend orientations and departmental meetings, communicate as needed with Butler departmental lead faculty and are encouraged to participate in professional development opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Super Saturdays, Connection meetings, etc.).

Student Eligibility & Responsibilities:

- High school sophomores, juniors, and seniors (10th, 11th, & 12th grades) may apply for enrollment in a CEP class with the written approval of the high school principal (Appendix E).
- Students who are enrolled in grades less than tenth (10th) and are classified by a school district as "gifted" according to Kansas Statutes Annotated may apply for CEP enrollment. A copy of each "gifted" student IEP must be submitted to Butler Community College with the signed approval of the high school principal prior to CEP class participation.
- Student will meet all Butler enrollment eligibility requirements, pre-requisite and placement standards prior to enrollment (Appendix A).
- Students enrolled in CEP classes are responsible for tuition, fee, textbook, and supply costs.
- Students will pay or establish payment plans (available for a fee) by the payment due date.
- Students will be responsible for following college policies and procedures as outlined in the college catalog (available online at <http://butlercatalog.butlercc.edu/>) and the class syllabus.

Accountability/Assessment Standards

- All required Butler course assessment activities must be administered and results sent to the appropriate office according to established timelines.
- The college will report the following as part of the Kansas Postsecondary Database: directory information for each high school student enrolled, credit hours generated by each high school student, credentials of faculty teaching CEP courses, CEP credit hours generated by each high school student.
- This agreement will be reviewed annually to assure quality course delivery and compliance with applicable Kansas Board of Regents concurrent enrollment policy.
- Either party may terminate this agreement upon 90 days written notice. If a course(s) is in progress, the effective date of termination shall be upon completion of the course(s).

AUGUSTA HIGH SCHOOL USD #402
Augusta, Kansas

BUTLER COMMUNITY COLLEGE
El Dorado, Kansas

By _____
USD #402 - Superintendent

By _____
College President

Date _____

Date _____



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between

Augusta High School and

Butler Community College

Originally dated April, 2006

(Revised August, 2017)

CEP classes to be offered at Augusta High School:

College Algebra
Beginning Spanish II
English Composition I
English Composition II
U.S. History I
U.S. History II

Non-CEP classes to be offered at Augusta High School:

Nurse Aide
General Psychology
Sociology
Public Speaking

Designated CEP program administrators and liaisons:

Augusta High School
Harmony Davis
Counselor
Work Phone: 316-775-5461
E-mail: hdavis@usd402.com
Work Address:
2020 Ohio St
Augusta, KS 67010

Butler Community College
Loni M.M. Jensen
Director of High School Academic Partnerships
Work Phone: 316-322-3254
E-mail: ljensen3@butlercc.edu
Work Address:
901 S. Haverhill Road
El Dorado, KS 67042

Acknowledgement:

Augusta High School

Butler Community College

Harmony Davis, Counselor

Loni M.M. Jensen
Director of High School Academic Partnerships

Date

Date

Donna Zerr, Principal

Lori Winningham, Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Augusta High School
and
Butler Community College
Originally dated April, 2006
(Revised August 2017)

CEP Instructor Agreement
Fall 2019 and Spring 2020

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #402, Augusta, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies for College Algebra and Applied Statistics, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students at the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using SALSA based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development opportunities provided by the college. Such opportunities would include programs

offered by the Office of Faculty Development (Super Saturdays, Connection meetings, etc.).

7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
8. The district and the college will keep each other apprised of changes in the CEP student's status.
9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Augusta High School

Butler Community College

Jonathan Morgan, CEP Instructor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Donna Zerr, Principal

Lori Winningham
Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Augusta High School
and
Butler Community College
Originally dated April, 2006
(Revised August 2017)

CEP Instructor Agreement
Fall 2019 and Spring 2020

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #402, Augusta, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies for U.S. History I and U.S. History II, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students at the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using SALSA based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development opportunities provided by the college. Such opportunities would include programs

offered by the Office of Faculty Development (Super Saturdays, Connection meetings, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Augusta High School

Butler Community College

Joan Reichardt, CEP Instructor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Donna Zerr, Principal

Lori Winningham
Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Augusta High School
and
Butler Community College
Originally dated April, 2006
(Revised August 2017)

CEP Instructor Agreement
Fall 2019 and Spring 2020

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #402, Augusta, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies for Beginning Spanish II, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students at the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using SALSA based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development opportunities provided by the college. Such opportunities would include programs

offered by the Office of Faculty Development (Super Saturdays, Connection meetings, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Augusta High School

Butler Community College

Mandy Walker, CEP Instructor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Donna Zerr, Principal

Lori Winningham
Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT
 Concurrent Enrollment Partnership (CEP) between
 Augusta High School
 and
 Butler Community College
Originally dated April, 2006
(Revised August 2017)

CEP Instructor Agreement
Fall 2019 and Spring 2020

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #402, Augusta, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies for English Composition I and English Composition II, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students at the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using SALSA based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Super Saturdays, Connection meetings, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Augusta High School

Butler Community College

Rebecca Timberlake, CEP Instructor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Donna Zerr, Principal

Lori Winningham
Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Bluestem High School and
Butler Community College
*Originally dated April, 2006
(Revised August, 2017)*

**CEP classes to be offered at
Bluestem High School:**

English Composition I
English Composition II

**Non-CEP classes to be offered at
Bluestem High School:**

Public Speaking

Designated CEP program administrators and liaisons:

Bluestem High School
Mark Womacks
Counselor
Work Phone: 316-742-3281
E-mail: mwomacks@usd205.com
Work Address:
500 Bluestem Dr
Leon, KS 67074

Butler Community College
Loni M.M. Jensen
Director of High School Academic Partnerships
Work Phone: 316-322-3254
E-mail: ljensen3@butlercc.edu
Work Address:
901 S. Haverhill Road
El Dorado, KS 67042

Acknowledgement:

Bluestem High School

Butler Community College

Mark Womacks, Counselor

Loni M.M. Jensen
Director of High School Academic Partnerships

Date

Date

Brett Mohr, Principal

Lori Winningham, Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Bluestem High School
and
Butler Community College
Originally dated April, 2006
(Revised August 2017)

CEP Instructor Agreement
Fall 2019 and Spring 2020

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #205, Leon, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies for English Composition I and English Composition II, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students at the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using SALSA based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Super Saturdays, Connection meetings, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Bluestem High School

Butler Community College

Melissa Winter, CEP Instructor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Orville Brown, Principal

Lori Winningham
Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment between
Centre High School
and
Butler Community College
*Originally dated April, 2006
(Revised August 2016)*

CEP classes to be offered at
Centre High School:

Non-CEP classes to be offered at
Centre High School
English Composition 1 & 2, EG101 & EG102, BL,
K Studer
College Algebra, MA135,
G Stuchlik or L Sawyer BL
Applied Statistics, MA210 IDL,
G Stuchlik
General Psychology, BS160 IDL,
G Francis
US History 1 &/or 2, HS131 & 132, D Carter
Public Speaking, SP100 IDL, D Rucker
Sociology, BS105 G Francis

Designated CEP program administrators and liaisons:

CENTRE HIGH SCHOOL
Max Venable, Counselor

Work Phone: 785-983-4321
E-mail: mvenable@usd397.com
Work Address:
2364 310th St.
Lost Springs, KS 66859

BUTLER COMMUNITY COLLEGE
Loni M.M. Jensen, Director of High School
Academic Partnerships

Work Phone: 316.322.3254
E-mail: ljensen3@butlercc.edu
Work Address:
901 S. Haverhill Road
El Dorado, KS 67042

ACKNOWLEDGEMENT:

Centre High School

Butler Community College

Max Venable, Counselor

Loni M.M. Jensen, Director of
High School Academic Partnerships

Date

Date

Donald Raymer, Principal

Lori Winningham, Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment between
Chase County Jr/Sr High School
and
Butler Community College
*Originally dated April, 2006
(Revised August 2016)*

CEP classes to be offered at
Chase County High School:
N/A

Non-CEP classes to be offered at
Chase County High School:
EG101, English Composition 1, Fall,
K. Studer
EG102, English Composition 2, Spring,
K. Studer
BS160, General Psychology, Fall or Spring,
G. Francis
MA135, College Algebra, Spring, L. Sawyer
HS131 or HS132, US History 1 or 2, D Carter

Designated CEP program administrators and liaisons:

Chase County Jr/Sr HIGH SCHOOL
Stacia Barrett, Registrar

Work Phone: 620-273-6354
E-mail: barretts@usd248.org
Work Address:
600 Main St, PO Box 400
Cottonwood Falls, KS 66845

BUTLER COMMUNITY COLLEGE
Loni M.M. Jensen, Director of High School
Academic Partnerships

Work Phone: 316.322.3254
E-mail: ljensen3@butlercc.edu
Work Address:
901 S. Haverhill Road
El Dorado, KS 67042

ACKNOWLEDGEMENT:

Chase County High School

Butler Community College

Stacia Barrett, Registrar

Loni M.M. Jensen, Director of
High School Academic Partnerships

Date

Date

Travis Githens, Principal

Lori Winningham, Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Circle High School and
Butler Community College
*Originally dated April, 2006
(Revised August, 2017)*

**CEP classes to be offered at
Circle High School:**

**Non-CEP classes to be offered at
Circle High School**

General Psychology
English Composition I
English Composition II
College Algebra
Public Speaking
Sociology

Designated CEP program administrators and liaisons:

Circle High School
Melissa Fleeker
Counselor
Work Phone: 316-541-2277
E-mail: mfleeker@usd375.org
Work Address:
P.O. Box 159
Towanda, KS 67144

Butler Community College
Loni M.M. Jensen
Director of High School Academic Partnerships
Work Phone: 316-322-3254
E-mail: ljensen3@butlercc.edu
Work Address:
901 S. Haverhill Road
El Dorado, KS 67042

Acknowledgement:

Circle High School

Butler Community College

Melissa Fleeker, Counselor

Loni M.M. Jensen
Director of High School Academic Partnerships

Date

Date

Matthew Carroll, Principal

Lori Winningham, Vice President of Academics

Date

Date

POSITION DESCRIPTION
ADJUNCT COMMUNITY COORDINATOR

Position Title:		Date:
Adjunct Community Coordinator		6/8/95
Organization Unit:	Reports to:	Rev. No & Date
High School Academic Partnerships	Director, High School Academic Partnerships	#1, 9/13

I. **Narrative General Description:**

Coordinator serves as a liaison between Butler Community College, the community and the local school district. Emphasis is on promoting a positive image of Butler Community College through a responsibility for college programs on the local level. This position reports directly to the Director of High School Academic Partnerships.

II. **Functional Responsibilities:**

- A. Establish and maintain positive relations with local Unified School District to assist in determining the educational needs of the community.
 1. Coordinate with USD administrators on use of facilities
 2. Plan semester class schedules with high school and Director
- B. Promote college programs and activities.
 1. Distribute brochures, flyers and other promotional materials
 2. Administer surveys
 3. Coordinate special events, presentations and advertising
- C. Act as resource in the recruitment and orientation of teaching staff
 1. Ensure syllabi, certification and grade rosters are submitted by due date
 2. Distribute teaching and lab supplies to instructors as needed
- D. Aid in recruitment, orientation and retention of students.
 1. Distribute schedules
 2. Promote classes
 3. Disseminate enrollment information
 4. Coordinate placement testing
 5. Publicize Articulation Agreements and articulated credit opportunities.
- E. Facilitate enrollment of students and other transactions concerning BCC policies
 1. Expedite enrollment process
 2. Collection of student tuition and fees as necessary.
 3. Assist students in accessing Pipeline account (user name, password, Help Desk).
 4. Be responsible for coordination and/or distribution of text books as needed.
 5. Encourage and support student completion and submission of articulated credit applications.

- F. Be familiar with programs and services available at Butler Community College.
- G. Attend in-service/development sessions each semester
- H. Other duties and responsibilities as assigned.

III. Consulting Tasks:

- A. Supervise on-site programs in accordance with the expressed needs of Director, local USD and high school.
- B. Consult with adjunct faculty to insure student needs are met.

IV. Supervise the following staff:

None

V. Required Knowledge, skills and personal qualifications:

- A. Must be able to interact professionally and effectively with community personnel, faculty, staff and students.
- B. Will have good communication skills, both oral and written, and interpersonal and human relation skills.
- C. Will be dependable and prompt.
- D. Must be able to think and operate independently to carry out the functions of the college in relation to the setting.

VI. Required experience:

- A. A minimum of two to three years education experience, preferred.

VII. Required education background:

- A. Bachelor's degree preferred.

VIII. Status regarding Fair Labor Standards Act

Exempt

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Amanda Dorey, Secretary
Circle High School

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Council Grove High School
and

Butler Community College
*Originally dated April, 2006
(Revised August, 2016)*

**CEP classes to be offered at
Council Grove High School:**

**Non-CEP classes to be offered at
Council Grove High School:**

- EG101, English Composition 1, 1st & 2nd Tri
Rena Rodriguez, Instructor
- EG102 English Composition 2, 2nd & 3rd Tri
Rena Rodriguez, Instructor
- MA135, College Algebra, 1st & 3rd Tri
Tim Thompson, Instructor
- BS160, Psychology, 1st & 2nd Tri
Ryan Kirton, Instructor

Designated CEP program administrators and liaisons:

COUNCIL GROVE HIGH SCHOOL
Jill Day, Counselor
Work Phone: 620-767-5149

E-mail: jday@cgrove417.org
Address:
129 Hockaday.
Council Grove, KS 66846

BUTLER COMMUNITY COLLEGE
Loni M.M. Jensen
Director of High School Academic Partnerships
Work Phone:316-322-3254
E-mail:ljensen3@butlercc.edu
Address:
901 S. Haverhill Road
El Dorado, KS 67042

Acknowledgement:

Council Grove High School

Butler Community College

Jill Day, Counselor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Kelly McDiffett, Principal

Lori Winningham, Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Douglass High School and
Butler Community College
*Originally dated April, 2006
(Revised August, 2016)*

**CEP classes to be offered at
Douglass High School:**

Applied Statistics

**Non-CEP classes to be offered at
Douglass High School**

Public Speaking

Designated CEP program administrators and liaisons:

Douglass High School
Dana Houser
Counselor
Work Phone: 316-747-3310
E-mail: dhouser@usd396.net
Work Address:
P.O. Box 158
Douglass, KS 67039

Butler Community College
Loni M.M. Jensen
Director of High School Academic Partnerships
Work Phone: 316-322-3254
E-mail: ljensen3@butlercc.edu
Work Address:
901 S. Haverhill Road
El Dorado, KS 67042

Acknowledgement:

Douglass High School

Butler Community College

Dana Houser, Counselor

Loni M.M. Jensen
Director of High School Academic Partnerships

Date

Date

Scott Dunham, Principal

Lori Winningham, Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
El Dorado High School and
Butler Community College

*Originally dated April, 2006
(Revised August, 2017)*

**CEP classes to be offered at
El Dorado High School:**

English Composition I
English Composition II
College Algebra
Calculus I w/Analytic Geo
Applied Statistics

**Non-CEP classes to be offered at
El Dorado High School**

General Psychology
U.S. History I
U.S. History II
Public Speaking
Nurse Aide

Designated CEP program administrators and liaisons:

El Dorado High School
Chelsea Sampoll
Counselor
Work Phone: 316-322-4810
E-mail: cmsampoll@eldoradoschools.org
Work Address:
401 McCollum Rd
El Dorado, KS 67042

Butler Community College
Loni M.M. Jensen
Director of High School Academic Partnerships
Work Phone: 316-322-3254
E-mail: ljensen3@butlercc.edu
Work Address:
901 S. Haverhill Road
El Dorado, KS 67042

Acknowledgement:

El Dorado High School

Butler Community College

Chelsea Sampoll, Counselor

Loni M.M. Jensen
Director of High School Academic Partnerships

Date

Date

Bruce Lolling, Principal

Lori Winningham, Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT
 Concurrent Enrollment Partnership (CEP) between
 El Dorado High School
 and
 Butler Community College
Originally dated April, 2006
(Revised August 2017)

CEP Instructor Agreement
Fall 2019 and Spring 2020

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #490, El Dorado, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies for English Composition I and English Composition II, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students at the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using SALSA based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Super Saturdays, Connection meetings, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

El Dorado High School

Butler Community College

Roger Briggs, CEP Instructor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Kevin House, Principal

Lori Winningham
Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT
 Concurrent Enrollment Partnership (CEP) between
 El Dorado High School
 and
 Butler Community College
Originally dated April, 2006
(Revised August 2017)

CEP Instructor Agreement
Fall 2019 and Spring 2020

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #490, El Dorado, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies for College Algebra, Applied Statistics, and Calculus I with Analytic Geometry, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students at the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using SALSA based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Super Saturdays, Connection meetings, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

El Dorado High School

Butler Community College

David Herrs, CEP Instructor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Kevin House, Principal

Lori Winningham
Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Eureka Jr/Sr High School and
Butler Community College

*Originally dated April, 2006
(Revised August, 2017)*

**CEP classes to be offered at
Eureka Jr/Sr High School:**

Beginning Spanish II

**Non-CEP classes to be offered at
Eureka Jr/Sr High School**

Designated CEP program administrators and liaisons:

Eureka JR/SR High School
Steve Schlup
Counselor
Work Phone: 620-583-7428
E-mail: sschulp@eurekausd389.net
Work Address:
815 N Jefferson
Eureka, KS 67045

Butler Community College
Loni M.M. Jensen
Director of High School Academic Partnerships
Work Phone: 316-322-3254
E-mail: ljensen3@butlercc.edu
Work Address:
901 S. Haverhill Road
El Dorado, KS 67042

Acknowledgement:

Eureka Jr/Sr High School

Butler Community College

Steve Schlup, Counselor

Loni M.M. Jensen
Director of High School Academic Partnerships

Date

Date

Sean Spoons, Principal

Lori Winningham, Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Eureka High School
and
Butler Community College
Originally dated April, 2006
(Revised August 2017)

CEP Instructor Agreement
Fall 2019 and Spring 2020

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #389, Eureka, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies for Beginning Spanish II, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students at the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using SALSA based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development opportunities provided by the college. Such opportunities would include programs

offered by the Office of Faculty Development (Super Saturdays, Connection meetings, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Eureka High School

Butler Community College

Carlisa Marlar, CEP Instructor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Sean Spoons, Principal

Lori Winningham
Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Frederic Remington High School and
Butler Community College

*Originally dated April, 2006
(Revised August, 2017)*

**CEP classes to be offered at
Frederic Remington High School:**

English Composition I
English Composition II

**Non-CEP classes to be offered at
Frederic Remington High School**

Designated CEP program administrators and liaisons:

Frederic Remington High School
Desha Ayers
Counselor
Work Phone: 316-799-2123
E-mail: ddayers@usd206.org
Work Address:
8850 NW Meadowlark Rd
Whitewater, KS 67154

Butler Community College
Loni M.M. Jensen
Director of High School Academic Partnerships
Work Phone: 316-322-3254
E-mail: ljensen3@butlercc.edu
Work Address:
901 S. Haverhill Road
El Dorado, KS 67042

Acknowledgement:

Frederic Remington High School

Butler Community College

Desha Ayers, Counselor

Loni M.M. Jensen
Director of High School Academic Partnerships

Date

Date

Tim Bumgarner, Principal

Lori Winningham, Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Frederic Remington High School
and
Butler Community College
Originally dated April, 2006
(Revised August 2017)

CEP Instructor Agreement
Fall 2019 and Spring 2020

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #206, Whitewater, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies for English Composition I and English Composition II, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students at the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using SALSA based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Super Saturdays, Connection meetings, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Frederic Remington High School

Butler Community College

John Bumm, CEP Instructor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Tim Bumgarner, Principal

Lori Winningham
Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Maize & Maize South High Schools and
Butler Community College

*Originally dated April, 2006
(Revised August, 2017)*

**CEP classes to be offered at
Maize South High School:**

Intro to Early Childhood Education

**Non-CEP classes to be offered at
Maize South High School:**

Introduction to Teaching
Introduction to Special Education

Designated CEP program administrators and liaisons:

Maize South High School
Shelia Rathbun
Executive Director, Maize Career Academy
Work Phone: 316-350-2111
E-mail: srathbun@usd266.com
Work Address:
11700 W. 45th St. N.
Maize, KS 67101

Butler Community College
Loni M.M. Jensen
Director of High School Academic Partnerships
Work Phone: 316-322-3254
E-mail: ljensen3@butlercc.edu
Work Address:
901 S. Haverhill Road
El Dorado, KS 67042

Acknowledgement:

Maize South High School

Butler Community College

Shelia Rathbun, Executive Director

Loni M.M. Jensen
Director of High School Academic Partnerships

Date

Date

Lori Winningham, Vice President of Academics

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT
 Concurrent Enrollment Partnership (CEP) between
 Maize High School
 and
 Butler Community College
Originally dated April, 2006
(Revised August 2017)

CEP Instructor Agreement
Fall 2019 and Spring 2020

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #266, Maize, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies for Principles of Early Childhood Education I, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students at the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using SALSA based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Super Saturdays, Connection meetings, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Maize High School

Butler Community College

Megan Sauer, CEP Instructor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Dr. Chris Botts, Principal

Lori Winningham
Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment between
Marion High School
and
Butler Community College
*Originally dated April, 2006
(Revised August 2016)*

CEP classes to be offered at
Marion High School:

Fall 2019:
College Algebra, MA 135, G. Stuchlik
English Composition 1, EG101, C. Rome
US History 1, HS131, G. Thierolf

Year Long:
Calculus w/ Analytic Geometry, MA151
G. Stuchlik

Spring 2020:
Applied Statistics, MA210, G. Stuchlik
English Composition 2, EG102, C. Rome
US History 2, HS132, G. Thierolf

Non-CEP classes to be offered at
Marion High School

Fall & Spring 2019-2019:
Public Speaking, SP100, D. Rucker
General Psychology, BS160, G. Francis
Intro to Sociology, BS105, G. Francis
Certified Nurse Aide, AH122, K James
Certified Medication Aide, AH120, K James

Designated CEP program administrators and liaisons:

MARION HIGH SCHOOL
Danielle Medina, Counselor

Work Phone: 620-382-2168
E-mail: medindan@usd408.com
Work Address:
701 E. Main
Marion, KS 66861

BUTLER COMMUNITY COLLEGE
Loni M.M. Jensen, Director of High School
Academic Partnerships
Work Phone: 316.233.3254
Email: ljensen3@butlercc.edu
Work Address:
901 S. Haverhill Road
El Dorado, KS 67042

ACKNOWLEDGEMENT:
Marion High School

Butler Community College

Danielle Medina, Counselor

Loni M.M. Jensen, Director of
High School Academic Partnerships

Date

Date

Travis Rogers, Principal

Lori Winningham, Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT
 Concurrent Enrollment Partnership (CEP) between
 Marion High School
 and
 Butler Community College
Originally dated April, 2006
(Revised August 2016)

CEP Instructor Agreement
 Gary Stuchlik
Fall 2019 & Spring 2020

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #408, Marion, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies for College Algebra MA135, Applied Statistics MA210, and Calculus with Analytical Geometry MA151, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students at the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using SALSA based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development

opportunities provided by the college. Such opportunities would include programs offered by the Office of Faculty Development (Super Saturdays, Connection meetings, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Marion High School

Butler Community College

Gary Stuchlik, CEP Instructor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Travis Rogers, Principal

Lori Winningham
Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Marion High School
and
Butler Community College
*Originally dated April, 2006
(Revised August 2016)*

CEP Instructor Agreement
Christopher Rome
Fall 2019 & Spring 2020

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #408, Marion, Kansas, hereinafter referred to as "the district", party of the second part:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies for English Composition 1 & 2 EG101 & 102, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students at the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using SALSA based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development opportunities provided by the college. Such opportunities would include programs

offered by the Office of Faculty Development (Super Saturdays, Connection meetings, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Marion High School

Butler Community College

Christopher Rome, CEP Instructor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Travis Rogers, Principal

Lori Winningham
Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
Marion High School
and
Butler Community College
*Originally dated April, 2006
(Revised August 2016)*

CEP Instructor Agreement
Judson Grant Thierolf
Fall 2019 & Spring 2020

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #408, Marion, Kansas, hereinafter referred to as "the district", party of the second part:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies for US History 1 & 2, HS 131 & HS132, screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students at the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using SALSA based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development opportunities provided by the college. Such opportunities would include programs

offered by the Office of Faculty Development (Super Saturdays, Connection meetings, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

Marion High School

Butler Community College

J. Grant Thierolf, CEP Instructor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Travis Roger, Principal

Lori Winningham
Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment between
PEABODY-BURNS High School
and
Butler Community College
*Originally dated April, 2006
(Revised August 2016)*

CEP classes to be offered at
Peabody-Burns High School:

N/A

Non-CEP classes to be offered at
Peabody-Burns High School:

EG101, English Composition 1, Fall 2019,
K. Studer
EG102, English Composition 2, Spring 2020,
K. Studer
BS160, General Psychology, Fall or Spring,
G. Francis
MA135, College Algebra, Spring 2020, L. Sawyer
BS105, Sociology, Fall or Spring, G. Francis
SP100, Public Speaking, Fall, D Rucker

Designated CEP program administrators and liaisons:

PEABODY-BURNS HIGH SCHOOL
Haley Vivone, Counselor

Work Phone: 620-398-2196
E-mail: hvivone@usd398.com
Work Address:
506 Elm St
Peabody, KS 66866

BUTLER COMMUNITY COLLEGE
Loni M.M. Jensen, Director of High School
Academic Partnerships

Work Phone: 316.233.3254
E-mail: ljensen3@butlercc.edu
Work Address:
901 S. Haverhill Road
El Dorado, KS 67042

ACKNOWLEDGEMENT:

Peabody-Burns High School

Butler Community College

Haley Vivone, Counselor

Loni M.M. Jensen, Director of
High School Academic Partnerships

Date

Date

Scott Kimble, Principal

Lori Winningham, Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT

Concurrent Enrollment between
Rose Hill High School and
Butler Community College

*Originally dated April, 2006
(Revised August, 2017)*

**CEP classes to be offered at
Rose Hill High School:**

Public Speaking

**Non-CEP classes to be offered at
Rose Hill High School**

College Algebra
Sociology
General Psychology
English Composition I
English Composition II
American Federal Government

Designated CEP program administrators and liaisons:

Rose Hill High School
Cassandra Tarrant
Counselor
Work Phone: 316-776-3360
E-mail: ctarrant@usd394.com
Work Address:
710 S Rose Hill Rd
Rose Hill, KS 67133

Butler Community College
Loni M.M. Jensen
Director of High School Academic Partnerships
Work Phone: 316-322-3254
E-mail: ljensen3@butlercc.edu
Work Address:
901 S. Haverhill Road
El Dorado, KS 67042

ACKNOWLEDGEMENT:

Rose Hill High School

Butler Community College

Cassandra Tarrant, Counselor

Loni M.M. Jensen
Director of High School Academic Partnerships

Date

Date

Shannon Haydock, Principal

Lori Winningham, Vice President of Academics

Date

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment between
White City High School, USD 481
and
Butler Community College
*Originally dated April, 2006
(Revised August 2016)*

CEP classes to be offered at
White City, USD #481 High School:

English Comp 1, EG101, Melissa Schrader
English Comp 2, EG102. Melissa Schrader

Non-CEP classes to be offered at
USD #481

Public Speaking, SP100, K. Haun
Psychology, BS160, G Francis
College Algebra, MA135, L. Sawyer
US History 1 and/or 2, HS131, HS132, TBA

Designated CEP program administrators and liaisons:

USD #481 White City & Hope HIGH SCHOOL
Lorri Kasten, SW & Brooke Gursky, Couns.

Work Phone: 785-349-2211
E-mail: lkasten@usd481.com;
bgursky@usd481.com
414 E. Goodnow
White City, KS 66872

BUTLER COMMUNITY COLLEGE
Loni M.M. Jensen, Director of High School
Academic Partnerships
Work Phone: 316-322-3254
E-mail: ljensen3@butlercc.edu
Work Address:
901 S. Haverhill Road
El Dorado, KS 67042

ACKNOWLEDGEMENT:

USD#481, White City & Hope High School

Lorri Kasten, SW; Brooke Gursky, Couns.

Date

Joel Kahnt, Principal White City HS

Mike Teeter, Principal Hope HS

Date

Butler Community College

Loni M.M. Jensen, Director of
High School Academic Partnerships

Date

Lori Winningham, Vice President of Academics

Date



2019-2020

ADDENDUM TO MEMORANDUM OF AGREEMENT
Concurrent Enrollment Partnership (CEP) between
White City HS, Rural Vista District #481
and
Butler Community College
*Originally dated April, 2006
(Revised August 2016)*

CEP Instructor Agreement
Melissa Schrader
Fall 2019-Spring 2020

THIS AGREEMENT made and entered into this semester between Butler Community College of El Dorado, Kansas hereinafter referred to as "the college", party of the first part, and Unified School District #481, White City, Kansas, hereinafter referred to as "the district", party of the second part:

WITNESSETH THAT:

In consideration of the covenants and Agreements herein set forth, the parties agree as follows:

1. The college agrees to provide the course outline and instructor desk copies for English Composition 1, EG101 screen potential students according to college-approved means (i.e., evaluative testing) prior to enrollment, enroll students at the start of each course, and evaluate the instructor in accordance with college policy.
2. The instructor agrees to teach the assigned course using the college adopted textbook and meeting the learning objectives/outcomes identified on the Butler course outline. The instructor further agrees to meet the class for all required, scheduled meeting times and administer, grade and submit required Butler course assessment activities.
3. The instructor will develop a course syllabus in Canvas using SALSA based on the department's learning objectives identified on the course outline and utilizing the approved Butler syllabus template. Copies of the syllabus will be electronically submitted to the college and distributed to each student the first day of class.
4. Instructors will adhere to standard Butler reporting guidelines and methodologies (certification rosters, grade reporting, etc.) and submit required data no later than the date specified by the college calendar, unless otherwise communicated.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors will be required to attend orientations and college departmental meetings (typically held during Butler Inservice week), routinely communicate with Butler departmental faculty and are encouraged to participate in professional development opportunities provided by the college. Such opportunities would include programs

offered by the Office of Faculty Development (Super Saturdays, Connection meetings, etc.).

- 7. Regular instructor and student evaluations will be conducted according to college policy. The college reserves the right to dismiss the instructor or not renew said agreement with the district if evaluation of instructor is not satisfactory to college standards.
- 8. The district and the college will keep each other apprised of changes in the CEP student's status.
- 9. The college will pay the district per credit hour taught per the above provisions. The district shall be responsible for the payment procedure and other benefits of the instructor.

Payment to the district will be made at the end of the course, once final grades have been submitted. In addition, the instructor must have filed the required syllabus, have attended the mandatory new faculty orientation and division faculty meeting, and have a signed CEP Instructor Agreement on file.

IN WITNESS WHEREOF, the parties hereto have set their hands:

White City & Hope High School, USD481 Butler Community College

Melissa Schrader, CEP Instructor

Loni M.M. Jensen, Director
High School Academic Partnerships

Date

Date

Joel Kahnt, Principal, WCHS USD#481

Lori Winningham
Vice President of Academics

Mike Teeter, Principal, Hope HS USD#481

Date

Date

TOPIC for ACTION
Kansas Consortium for Correctional Higher Education

REPORT:

Butler joined as a charter member of the Kansas Consortium for Correctional Higher Education (KCCHE). KCCHE is a self-governing body regulating the delivery of higher education in Kansas correctional facilities. The steering committee elected Michelle Ruder to serve as KCCHE Chair.

In May, the U.S. Department of Education notified schools they are accepting Letters of Interest to participate in the Second Chance Pell Experimental Site Initiative. The purpose of this initiative is to study the effects of offering Pell grants to students incarcerated in Federal or State penal institutions. Upon reviewing the submitted Letters of Interest, the U.S. Department of Education will invite a select number of institutions to submit a full application to participate as a Pell experimental site. Butler submitted a Letter of Interest for consideration.

KCCHE membership is not dependent on acceptance as a Second Chance Pell Experimental Site.

RECOMMENDED ACTION:

Ratify constitutional membership to KCCHE

RECOMMENDED FUNDING SOURCE:

Annual KCCHE dues will be determined by the steering committee and used for program support. Annual dues will be paid by the Vice President of Academics from the Academic Development budget.

Submitted by:	Heather Ward
Supervisor:	Dr. Jessica Ohman
Date:	September 18, 2019

Kansas Consortium for Correctional Higher Education
Constitution

Philosophy

The Kansas Consortium for Correctional Higher Education recognizes and supports the rehabilitative power of post-secondary instruction for returning citizens. As such, the Consortium, and its respective members, strive to provide high quality programs and services to this student population. The Consortium partners with the Kansas Department of Corrections and the Kansas Board of Regents as the Steering Committee for higher education in Kansas correctional facilities and serves as a policy advisement board for both agencies. The Consortium is dedicated to the successful reentry of returning citizens in Kansas and the restoration of personal dignity and economic opportunity for these students.

Definition and Purposes

The Kansas Consortium for Correctional Higher Education is a collaborative organization of institutions of higher education, the Kansas Department of Corrections and the Kansas Board of Regents. All colleges and universities offering post-secondary credit programs in Kansas correctional facilities must be approved by the Kansas Department of Corrections, the Consortium Kansas Board of Regents member and serve as active members in the Kansas Consortium for Correctional Higher Education. The Consortium reports to the Kansas Department of Corrections Director of Education and Reentry and the Director shall utilize the Consortium as a policy advisement board to coordinate higher education (accredited college credit) offerings in the state. The Consortium is designed to:

- Ø share information between member colleges;
- Ø increase articulation of students among the member colleges and universities and correctional institutions;
- Ø urge legislators to continue state and federal financial support;
- Ø identify and/or develop funding sources;
- Ø cultivate constituency relations, and;
- Ø develop common procedures for institutionalized offenders.

Participating institutions will maintain the integrity of separate programs and governance structures. All institutions in the Consortium must maintain accreditation by the Higher Learning Commission and be authorized to operate postsecondary educational programs by the Kansas Board of Regents.

Common Goals

Common goals and general program standards relevant to the educational process with impact to correctional and educational institutions will be addressed through conjunctive efforts of the Steering Committee membership as representatives of the general consortium body. Such goals and standards will include the following:

1. Program Guidelines

- a. All incarcerated students enrolled in Consortium colleges and universities must meet the prescribed admission standards of the institution. These standards must be clearly stated in the college/university catalog.
- b. Courses offered within a correctional institution must be consistent with the academic programming approved for the facility. Degrees, majors and certifications must be appropriate for entry to the respective field of employment for the returning citizen.
- c. Incarcerated students must meet the same Satisfactory Academic Progress standards (SAP) for financial aid recipients, in addition to the respective minimum academic standards for students attending the main campus of Consortium colleges and universities.
- d. Program exceptions to these guidelines may be reviewed for approval by the Kansas Consortium for Correctional Higher Education in consultation with the Director of Education of the Kansas Department of Corrections.

2. Faculty and Staff Orientations

All Consortium member colleges and universities will provide a required Faculty/Staff Orientation to teaching in correctional institutions. This orientation will be offered jointly by the Consortium college/university and the respective Kansas DOC institution. Completion of the orientation will be required prior to assignment of teaching or administrative positions in the Kansas DOC.

3. Student Handbooks or Catalogs

Each educational institution will develop a student handbook to include general correctional institution regulations and standards. This handbook will include program requirements, procedures, and policies of the educational institution.

4. *Program Advisement*

Educational advising and guidance will be provided by all the correctional institutions at the initial stages and will include program classification. All entry and academic advisement and counseling will be provided by the college or university and will include program admission, pre-admission counseling, verification of academic status, and curriculum selection. Re-entry counseling, as appropriate to the educational process, will be jointly administered by the educational and correctional institutions.

5. *Educational Resources*

Teaching and educational resources, including classrooms, office space, and study time and space for students, will be provided by the correctional institution (as such space is available).

6. *Security*

In order to meet mandated security requirements and to assure proper student movement and placement, the educational and correctional institutions will advise one another of any and all changes in student status. College student passes will be developed and utilized by each correctional institution to assure timely access by students to meals, commissary, library and other authorized education-related facilities, where applicable.

Kansas Consortium for Correctional Higher Education and Kansas DOC shall work collaboratively to ensure that students enrolled in college instruction shall not be transferred or removed from classes within the semester, unless required by Kansas DOC security emergencies.

7. *Attendance*

The college/university shall submit regular attendance reports to the correctional institution.

Governance and Meetings

1. *Steering Committee*

The Kansas Consortium for Correctional Higher Education is governed by a Steering Committee composed of one (1) representative from each college or university branch campus of higher education offering credit programs in a Kansas DOC institution. The Steering Committee will also include one (1) representative of the Kansas Department of Corrections and one (1) representative of the Kansas Board of Regents.

2. *Meetings*

a. *Steering Committee* The Kansas Consortium for Correctional Higher Education Steering Committee will meet on a bimonthly basis on the third Friday, unless a change is agreed upon by the majority of the Steering Committee. One meeting per

year may be devoted to developing agenda items to be addressed by the Steering Committee in the next year.

b. Special Meetings

Special meetings may be called by any of the following:

Ø the Chair

Ø three (3) Steering Committee members, or

Ø a representative of the Kansas Consortium for Correctional Higher Education or the Kansas Board of Regents, if all Steering Committee members are notified.

c. Meeting Attendance

The Steering Committee member or designee must attend a minimum of four (4) regular meetings per calendar year. Failure to comply will result in a written notification to the Kansas Consortium for Correctional Higher Education member institution and the Kansas DOC and Kansas Board of Regents.

Failure to comply in the following year will result in suspension of membership and notification to the Kansas DOC and Kansas Board of Regents.

Reinstatement of a suspended member may be granted by a majority vote of the Kansas Consortium for Correctional Higher Education Steering Committee.

2. Officers and Elections

a. Officers of the Steering Committee

The following officers of the Steering Committee will be elected on a biennial basis:

Chair. This position is the chief officer of the Kansas Consortium for Correctional Higher Education and the Steering Committee. The Chair is responsible for the development of agenda items and the articulation of Kansas Consortium for Correctional Higher Education concerns and decisions to the Kansas DOC, Kansas Board of Regents and other constituencies. The Chair will be the official contact for persons and agencies dealing with Kansas Consortium for Correctional Higher Education.

Vice-Chair. The Vice-Chair will assume responsibility of Kansas Consortium for Correctional Higher Education meetings in the absence of the chair and will assume the office of the chair for the remainder of the elected term, if the office is vacated.

Secretary. The Secretary will be responsible for composing, duplicating, and mailing Steering Committee minutes.

Treasurer. The Treasurer will maintain financial records and accounts, and collect annual dues or any other assessment voted upon by a majority of the members of the Kansas Consortium for Correctional Higher Education Steering Committee.

b. *Officers' Terms of Service*

Terms of service for all officers listed in 3 (a) will be two (2) years beginning July 1.

c. *Election of Officers*

Nominations for these positions will open in the second regular meeting of the calendar year of the outgoing administration. Election of officers will take place in the third regular meeting of the calendar year, by secret ballot.

Representatives of the Kansas DOC and the Kansas Board of Regents are excluded as candidates for the offices of Chair and Vice-Chair.

d. *Replacement of Officers Within Term*

The Vice-Chair will assume the office of the Chair if it is vacated within an elected term. The offices of Vice-Chair, Secretary, and Treasurer will be filled by appointment by the Chair, if they are vacated within a term.

e. *Executive Council*

The elected officers, along with an immediate past-Chair, shall serve as an Executive Council for the Steering Committee. This Council shall meet as needed to reflect upon the business of the Steering Committee.

4. *Voting*

Each Steering Committee member will be limited to a single vote on an issue, and a majority vote of a quorum of the Steering Committee will be required for passage.

A quorum shall be two-thirds (2/3) of the Steering Committee membership. Designees may vote only by written proxy of a Steering Committee member.

Any Steering Committee member may call for a vote on an issue the member feels is critical and needs to be addressed as a policy decision by the steering committee.

5. *Membership Dues*

Dues for Kansas Consortium for Correctional Higher Education Steering Committee membership will be determined annually by the Steering Committee. Dues will be payable to the Kansas Consortium for Correctional Higher Education Treasurer on or before July 1 of each year.

6. *Kansas Consortium for Correctional Higher Education Program Review Committee*

Programs offered by each Kansas Consortium for Correctional Higher Education member will be approved for inclusion in Kansas DOC facilities by the Program Review



August 23, 2018

Kansas Department of Corrections (DOC)
Margie Phelps
Executive Director, Programs and Risk Reduction
Topeka, KS

Dear Ms. Phelps,

This letter will serve as formal notice of Butler Community College's intent to submit a Letter of Interest for the Pell ESI project on or before September 17, 2019. Butler Community College has committed to joining the Kansas Consortium for Correctional Higher Education Constitution. A signed copy of the Constitution was emailed to you on August 21st, 2019.

Butler Community College will be submitting the Pell ESI letter of interest to serve El Dorado Correctional Facility in El Dorado, KS. The Letter of Interest will designate this correctional facility and include the following academic programs for delivery at the site:

Current Programs Offered

Butler Community College currently offers Associate Degree programs at the El Dorado Correctional Facility. These program credits are transferable toward a Bachelor's Degree. Current programs offered:

Associate of Science in Business Administration
Associate of Science in Marketing
Associate of Science in Liberal Arts
Associate of Arts in Liberal Arts
Associate of General Students in Liberal Arts

Ready to Offer Programs

If financial barriers could be eased for incarcerated students through the 2nd Chance Pell Experiment, Butler Community College is currently prepared to offer the following additional programs at the El Dorado Correctional Facility:

Associate of Applied Science and Certificate in Medical Billing & Coding
Associate of Applied Science and Certificate in Culinary Arts
Associate of Applied Science and Certificate in Hotel Management
Associate of Applied Science and Certificate in Restaurant Management

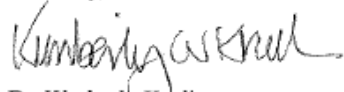
Exploratory Programs

With the support of the Warden, Butler Community College is in the exploratory phase of offering a Welding program at El Dorado Correctional Facility. Butler is currently seeking industry partners to assist with acquiring building, equipment, and job opportunity needs within the facility. As of the writing of this letter, at least one industry partner has expressed interest in moving forward.

Welding- Certificate & Associate Degree

We look forward to working with the Kansas Department of Corrections in developing a comprehensive network of higher education for incarcerated students.

Sincerely,

A handwritten signature in black ink that reads "Kimberly Krull". The signature is written in a cursive style with a large initial "K".

Dr. Kimberly Krull
President
Butler Community College
901 S Haverhill Rd
El Dorado, KS 67042
316.322.3100
kknull@butlercc.edu



Letter of Interest- ESI 2019- Second Chance Pell

September 6th, 2019

Federal Student Aid
United States Department of Education
Experimental Sites Division
Attn: experimentalsites@ed.gov

To Whom It May Concern:

Please accept this letter as Butler Community College's official Letter of Interest to participate as an experimental site in the US Department of Education's initiative to study the effects of offering Pell grants to students incarcerated in a Federal or State penal institution as part of Second Chance Pell.

Butler Community College is a public, two-year, co-educational institution located in El Dorado, Kansas. Established in 1927 as El Dorado Junior College, Butler now stands as the third largest community college in Kansas. That means, annually, approximately 13,000 students ranging in age from sophomores and juniors in high school to grandparents seeking a new career, enjoy and benefit from our small class sizes and nurturing environment. Butler is accredited by the Higher Learning Commission and coordinated by the Kansas Board of Regents. Additionally, we maintain memberships in multiple professional organizations. A complete listing of our accreditation and professional memberships, along with the complete college catalog, can be found on our website at: www.butlercc.edu.

Butler Community College has a history of delivering quality educational services at the correctional facility in El Dorado, KS. Our most recent partnership renewed educational offerings beginning with the Spring 2018 semester. Since that time, we have successfully taught courses in Fundamentals of English, English Composition I, Introduction to Business, Sociology, Entrepreneurship, Business Ethics, Principles of Management, Pre-Algebra, and Trigonometry. Opportunities have been limited for students and program scope due to the need for self-pay tuition by students at the facility.

El Dorado Correctional Facility is designed to house special management, medium-custody, and maximum-custody individuals. The facility has a total of 1,396 beds in its Central Unit, with approximately 756 incarcerated individuals who are not in segregation and could potentially be eligible to enroll in college courses. Additionally, there are 262 individuals at the South East Unit in Oswego, who could be transferred to the El Dorado facility to take courses as part of their individualized correctional plan. El Dorado Correctional Facility's website identifies their philosophy as "offenders are sentenced to incarceration as punishment, not for punishment. During an inmate's incarceration, it is

our responsibility to increase offenders' abilities and motivations to practice responsible, pro-social, crime-free behavior through the provision of programs and services designed to assist with both risk reduction and reentry efforts". Butler Community College has worked closely with El Dorado Correctional Facility staff and re-entry personnel, to identify the needs of this student population.

Butler is committed to the academic success of this student population. As an institution, we have recruited faculty who are comfortable in this unique educational setting and have committed ourselves to the training required for classroom management and success, with long term plans to continue support for this student population. Butler served 31 incarcerated students during the 2018-2019 academic year, with an average Fall 2018 GPA of 3.50 and average Spring 2019 GPA of 3.47. Additional incarcerated individuals have expressed a strong desire to enroll in higher education courses, but the cost of the courses remain a barrier for these potential students.

Butler Community College proposes the following curriculum offerings at El Dorado Correctional Facility, if approved as a Second Chance Pell Experimental Site. The certificates and degrees listed below are designed to allow students to progress from certificate to degree in a planned program that creates a pathway of credentials and academic achievement for the student. This pathway of credentials will also extend to campus enrollment at Butler for students following release.

Current Programs Offered

Butler Community College currently offers Associate Degree programs at the El Dorado Correctional Facility. These program credits are transferable toward a Bachelor's Degree. Current programs offered:

Academic Program	Estimated Number of Participating Students
Associate in Science in Business Administration	30
Associate in Science in Marketing	15
Associate in Science in Liberal Arts	20
Associate in Arts in Liberal Arts	15
Associate in General Studies in Liberal Arts	26

Ready to Offer Programs

If financial barriers could be eased for incarcerated students through the Second Chance Pell Experiment, Butler Community College is currently prepared to offer the following additional programs at the El Dorado Correctional Facility:

Academic Program	Estimated Number of Participating Students
Associate in Applied Science and Certificate in Medical Billing & Coding	7
Associate in Applied Science and Certificate in Culinary Arts	10
Associate in Applied Science and Certificate in Hotel Management	7
Associate in Applied Science and Certificate in Restaurant Management	10

Exploratory Programs

With the support of the Warden, Butler Community College is in the exploratory phase of offering a Welding program at El Dorado Correctional Facility. Butler is currently seeking industry partners to assist with acquiring building, equipment, and job opportunity needs within the facility. As of the writing of this letter, at least one industry partner has expressed interest in moving forward.

Academic Program	Estimated Number of Participating Students
Associate in Applied Science and Certificate in Welding	10

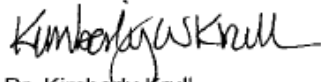
The faculty and leadership of Butler have been preparing for service to the correctional student population. A statewide organization, the Kansas Consortium for Correctional Higher Education (KCCHE), has been formed to coordinate higher education activities in Kansas. As a charter member of KCCHE, Butler has the full support of the Kansas Department of Corrections (KDOC) as well as the Kansas Board of Regents (KBOR). Letters of support from KDOC and KBOR are attached to this Letter of Interest. KCCHE and KDOC are working jointly on the implementation of a statewide technology solution for the delivery of college instruction in Kansas correctional facilities. This technology infrastructure will enable the delivery of instruction on a secure, cloud-based internet learning management system. This technology will also allow for portability of education without disruption, should a student be transferred from one Kansas facility to another. Butler is actively participating in this project and looks forward to the delivery of selected programs and classes on the platform for students at El Dorado Correctional Facility.

Butler Community College looks forward to the opportunity to submit a full application to participate as a Second Chance Pell Experimental Site, and partner with the U.S. Department of Education in a joint initiative we believe will prove to be successful. We are committed to serving the Kansas correctional higher education student with life-changing opportunities, as well as the citizens of the state, who will benefit from the economic opportunity that is created by reducing recidivism and reclaiming human potential.

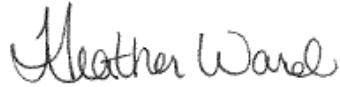
Please feel free to contact Heather Ward, Director of Financial Aid, if you would like any additional information or have any questions. Heather will serve as the primary contact at Butler for the Second Chance Pell ESI:

Heather Ward
Director of Financial Aid
Butler County Community College
OPEID- 00190600
901 S Haverhill Rd
El Dorado, KS 67042
hmward@butlercc.edu
Phone: 316-322-3121
Fax: 316-322-3316

Sincerely,



Dr. Kimberly Krull
President
Butler Community College
901 S Haverhill Rd
El Dorado, KS 67042
kkrull@butlercc.edu
316.322.3100



Heather Ward
Director of Financial Aid
Butler Community College
901 S Haverhill Rd
El Dorado, KS 67042
hmward@butlercc.edu
316.322.3121

attachments:

Kansas Board of Regents Letter
Kansas Department of Corrections Letter



KANSAS BOARD OF REGENTS

September 16, 2019

Federal Student Aid Office
United States Department of Education
Second Chance Pell ESI
Attn: experimentalsites@ed.gov

To Whom It May Concern:

The Kansas Board of Regents (KBOR) is pleased to support a major initiative with the Kansas Department of Corrections (KDOC) in enhancing the delivery of postsecondary instruction for state correctional students. KBOR governs the state's universities, coordinates the community and technical colleges, regulates private postsecondary institutions, and has worked with KDOC to form the Kansas Consortium for Correctional Higher Education (KCCHE). This consortium was formed by KDOC to serve as the coordinating organization for delivery of postsecondary instruction inside Kansas's correctional facilities. KCCHE will be a steering committee, self-governed by the college members, which will advise and deliver accredited higher education programs in Kansas correctional facilities.

The following institutions have committed as KCCHE members:

Butler Community College	Cowley Community College
Barton Community College	Hutchinson Community College
Colby Community College	Kansas City Kansas Community College
Cloud Community College	Washburn University
Donnelly College	Wichita State University Campus of Applied Sciences and Technology

KCCHE will provide state-wide higher education opportunities in Kansas corrections. KBOR highly recommends consideration of the aforementioned institutions for the Ed. Second Chance Pell ESI.

Sincerely,

Blake Flanders, Ph.D.
President and CEO

★ LEADING HIGHER EDUCATION ★

★ 1000 SW Jackson, Suite 520, Topeka, KS 66612-1368 ★ Tel 785.430.4240 ★ Fax 785.430.4233 ★ www.kansasregents.org ★

714 S.W. Jackson St., Suite 300
Topeka, KS 66603



Phone: (785) 296-3317
Fax: (785) 296-0014
kdocpub@ks.gov
www.doc.ks.gov

Jeff Zmuda, Acting Secretary

Laura Kelly, Governor

September 9, 2019

Federal Student Aid Office
United States Department of Education
Second Chance Pell ESI
Attn: experimentalsites@ed.gov

To Whom It May Concern:

Please accept this letter as support for the Butler Community College letter of intent for the United States Department of Education Second Chance Pell ESI. Butler Community College is an important partner with the Kansas Department of Corrections (KDOC) and has joined as a founding member of the Kansas Consortium for Correctional Higher Education (Consortium). This Consortium was formed by the KDOC to serve as the coordinating organization for delivery of college instruction to KDOC correctional facilities. The KDOC clearly recognizes the positive impact, both economic and social, that higher education can provide for our offender population. The Consortium will work with the KDOC to ensure that effective programming and services are offered to our incarcerated student population. It is notable that the Kansas Board of Regents is also a member of the organization and has been highly involved in the formation and selection of colleges which will serve Kansas correctional students.

The State of Kansas is home to over sixty (60) accredited institutions of higher education. Butler Community College stands out from this list of institutions as one of ten colleges that has stepped forward with intent to serve our incarcerated population. As such, I highly recommend that consideration be given to the Butler Community College letter of intent for the Second Chance Pell ESI. I assure your office that the KDOC will support the implementation of college instruction in Kansas correctional facilities to the fullest extent.

Thank you for the opportunity to support this important initiative. Please contact my office if you have questions or need further information.

Sincerely,

Jeff Zmuda
Acting Secretary

TOPIC for ACTION
Agreement for Services with IMA, Inc.

REPORT:

In April 2018, the College selected IMA, Inc. to contract for consulting and/or brokerage services to administer employee health and welfare benefits, including but not limited to: Health Insurance, Dental Insurance and coordination of other related vendor products.

The College submits the renewal of the service agreement with IMA outlining the terms, fees and services for a contract period beginning October 1, 2019 through September 30, 2020. Either party may terminate the Agreement with 30 days written notice of intent.

RECOMMENDED ACTION:

The administration recommends the Board approve the renewal for consulting contract/service agreement with IMA, Inc. for an annual fee of \$80,000.00.

RECOMMENDED FUNDING SOURCE:

Operating Budget

Submitted by:	Shelley Stultz
Supervisor:	Dr. Kim Krull
Date:	October 8, 2019

Agreement for Services

This Agreement for services is made and entered into as of the 1st day of October, 2019 by and among Butler Community College, having offices at 901 South Haverhill Road, El Dorado, KS 67042, for itself and its Named Insureds (hereinafter collectively referred to as "Client"), and IMA, Inc. and its subsidiaries (hereinafter referred to as "IMA"). Named Insureds shall be defined as those entities set forth on policies of insurance covered by this Agreement.

Client has requested IMA to perform certain services (the "Services") described in Schedule A attached hereto. IMA has agreed to render such Services to Client on the terms and conditions set forth below, and IMA and Client agree it would be to their mutual advantage to execute this Agreement and thereby define the terms and conditions which shall control the rendering of Services to Client by IMA. Fees and payment terms for the provided Services are described in Schedule B attached hereto.

Now, therefore, in consideration of the premises and the covenants and agreements herein contained and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, it is hereby agreed as follows:

1. Confidentiality. IMA and the Client agree that all such Proprietary Information exchanged during the performance of Services under this Agreement shall remain the sole and separate property of the party providing the same, subject to the terms and conditions set forth herein. Proprietary Information includes, without limitation, all information concerning the identities, needs, expirations, policies, or purchasing habits of the Client, all business systems, financial data, computer data or processes, forms appraisals, loss experience, other similar data and other business records; provided, however, such Proprietary Information shall not include information that is in the public domain or is readily available or accessible to the public.

IMA and the Client agree that all such Proprietary Information shall not be disclosed, communicated or otherwise transferred or made available to unrelated third parties without the prior written consent of the entity whose Proprietary Information is being shared, except for those employees, agents, representatives and permitted assigns with a reasonable need to know such Proprietary Information to facilitate the performance of services hereunder. Notwithstanding any term or condition herein to the contrary, each party understands and agrees that upon receipt by either party of an order from a court of competent jurisdiction, the restrictions set forth herein shall not prohibit the receiving party of such order from compliance with any such order. The confidentiality provisions set forth herein shall survive the termination of the Agreement.

2. Term and Termination. This Agreement will become effective 12:01 a.m., October 1, 2019 and shall remain in effect unless canceled by either party upon thirty (30) days prior written notice of said cancellation, except in the case of nonpayment. Upon cancellation or expiration of the term of this Agreement, no further Services will be provided by IMA to Client except those Services deemed necessary in the sole discretion of IMA to complete the existing Services provided to Client by IMA during the term of the Agreement.

3. Assignment. This Agreement may not be assigned by the Client without the prior written consent of IMA and shall be binding upon and shall inure to the benefit of the parties hereto and their successors and permitted assigns. Nothing in the Agreement is intended to nor shall confer upon any person or legal entity other than Client or IMA and their respective permitted successors and assigns, any rights or remedies under or by reason of this Agreement.

4. Compensation Disclosure. The IMA Financial Group, Inc. is a national financial services company with numerous affiliates and subsidiaries, including IMA, Inc.; IMA Select; CORnerstone Risk Solutions, LLC; IMA Acumen, LLC; Towerstone, Inc.; IMA Wealth, and Eydent Insurance Services, LLC, (collectively the "IMA Group"). These entities, excluding IMA Acumen, LLC, are insurance producers licensed in accordance with respective state requirements. Insurance producers are authorized by their license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchasers.

The producer may have access to more than one insurance company to place the purchaser's coverage. The producer may have authority to obligate the insurance company on the purchaser's behalf and as a result may be required to act within the scope of contractual agreements with the insurer.

Compensation will be paid to the producer by the insurer or other third parties. Compensation may vary depending on a number of factors, including the insurer and the insurance contract the purchaser selects, the volume of business the producer places with the insurer, and the profitability of that business. In addition to the compensation received by the IMA Group, other parties, such as excess and surplus lines brokers, wholesalers, reinsurance intermediaries, underwriting managers and similar parties (some of which may be owned in whole or in part by the IMA Group), may earn and retain usual and customary commissions or other compensations for providing insurance products to a Client under separate contracts with insurers or reinsurers. Such payments will not be considered as compensation to IMA and will not offset any compensation payable to IMA. In addition, there may be referral compensation shared within the IMA Group. Further, the IMA Group may receive contingent or incentive payments or

allowances from insurers or finance companies based on the size or performance of an overall book of business produced with them by the IMA Group. Additionally, expense reimbursements for travel or technology enhancements, salary offsets or de minimus gifts may be provided. The IMA Group may also receive interest on premium being held prior to disbursement.

Upon written request, the IMA Group will provide to Client additional details and information about any and all compensation arrangements for insurance placed and/or quoted on behalf of the Client.

5. Limitation on Stop Loss Liability. IMA does not make any representations regarding an insurer's or Managing General Underwriter's (MGU) payment or claims denial practices. We do not warrant in any way that all claims submitted to the stop loss carrier will be approved and ultimately reimbursed. The terms and conditions of covered claims for the stop loss insurance policy may not fully correlate with the benefits covered under your benefits program. We will use all information and data supplied by the Client or on the Client's behalf without independently verifying the accuracy, completeness or timeliness of it. IMA will not be responsible for any delays or liability arising from missing, delayed, incomplete, inaccurate or outdated information and data except as provided in Section 6 below.

6. Business Responsibility. All Services hereunder shall be provided by IMA to Client in accordance with applicable industry standards and applicable laws and regulations. In turn, Client acknowledges that IMA has made no representation, warranty, or guaranty concerning either the performance of, or the results to be obtained from, the Services provided hereunder. Additionally, IMA has made no representation, warranty, or guaranty concerning the financial condition of any insurance carrier providing coverage to Client. The Client remains solely responsible for reporting and communicating changes in exposures, loss-related data, ownership and other material changes in writing to IMA; further, the Client remains solely responsible for the conduct and governance of its business operations. Client further agrees that any fines or penalties assessed against Client under any local, state, or federal occupational safety and health law, the Americans with Disabilities Act, any local, state, or federal order, rule or statute pertaining to the protection of the environment, or any other local, state, or federal laws, statutes, orders, or regulations shall be the Client's sole responsibility, and that IMA shall have no responsibility or liability for any portion of any such fines or penalties.

7. Final Agreement and Jurisdiction. This Agreement represents the entire understanding and agreement of the parties hereto with respect to the subject matter hereof, supersedes all prior negotiations between such parties, and cannot be amended, supplemented, or modified except by an agreement in writing signed by the party or parties against whom enforcement is sought and making specific reference to in this Agreement. In the event any one or more of the provisions contained in this Agreement

or any application thereof shall be invalid, illegal, or unenforceable in any respect, the validity, legality, or enforceability of the remaining provisions of the Agreement and any other application thereof shall not in any way be affected or impaired thereby. This Agreement shall be governed by and construed in accordance with the laws of the State of Kansas applicable to contracts made in that state.

8. Execution by Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be one and the same instrument.

9. Notice. Any notice by either party to the other party shall be deemed served effective (i) upon delivery, if personally delivered, (ii) upon delivery to Federal Express or other similar courier service, marked for next day delivery, addressed as set forth below, (iii) upon receipt if sent by registered or certified mail, return receipt requested, addressed as set forth below. The notice addresses of the parties are:

If to Client: Butler Community College
901 South Haverhill Road
El Dorado, KS 67042

If to IMA: IMA, Inc.
8200 E 32nd Street N
Wichita, KS 67226

The customary registered/certified receipt or Federal Express or other courier receipt shall be evidence of such notice. Either party hereto may change the name and address of the designee to whom their notice shall be sent by giving written notice of such change to the other party hereto in the manner above provided, at least ten (10) days prior to the effective date of such notice.

10. Engagement Confirmation. The parties agree that the Services provided herein contemplate services in addition to placement activity. No insurance product sale is required under this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

"IMA"

"Client"

IMA, Inc.

Butler County Community College

By: _____

By: Kimberly W Krull

Printed Name & Title:

Printed Name & Title:

KIMBERLY W KRULL

President

Date: _____

Date: 10/1/19

Schedule A – Description of Services
Benefit Risk Management

For the purposes of this Agreement, Services shall be defined as set forth below, provided, however, the delivery of all such Services is conditioned upon payment of all invoices, fees and premium associated therewith or due hereunder. Some services may be provided by an authorized services provider acting on behalf of IMA. For the purposes of this Agreement, the employee benefits risk management Services provided shall include the following insurance policies and coverages:

Medical

In some instances, risk placements made by IMA on behalf of the Client may require the payment of state surplus lines or other premium taxes, Federal excise taxes, and/or fees in addition to the premium itself. IMA will make every effort to identify any such tax and/or fee in advance, but in all instances the payment of these taxes and/or fees will remain the sole responsibility and liability of Client.

The Client will have the responsibility to report and communicate changes in exposures, loss-related data, ownership and other material changes in writing to IMA who shall communicate such information to the Clients' insurance carrier(s).

Some services listed may be applicable only when third party data is available to your organization. Where the data is applicable and/or available, services defined within this agreement shall include, but are not limited to:

Fee Agreement Schedule A Scope of Services
Health & Welfare Benefit Plan Strategic Consulting
<ul style="list-style-type: none"> • Assist with development of a multi-year strategy for all benefits linking goals/objectives for overall plan performance to Client's business goals
<ul style="list-style-type: none"> • Provide advisory services including, but not limited to: cost containment and funding approaches, plan and process change recommendations
<ul style="list-style-type: none"> • Health and Welfare benefit plan design analysis and recommendations
<ul style="list-style-type: none"> • Benchmark reporting
<ul style="list-style-type: none"> • Meetings with management and/or benefits personnel as requested and at agreed upon regular intervals.

Vendor-Related Services
◆ Assist with management of Request for Information (RFI)/Request for Proposal (RFP) process
◆ Carrier/vendor renewal negotiations
◆ Market health & welfare plans/contracts as needed
◆ Assistance with vendor evaluations
◆ Evaluation and review of plans and coverages
◆ Ensure implementation of policy changes with vendor(s)
◆ Provide support functions for employers/employees with carrier(s) and/or vendor(s) for such matters as billing, enrollment, and claims issues and appeals.
Underwriting and Financial Services
◆ Analysis of renewal information, including, but not limited to: <ul style="list-style-type: none"> ➢ loss ratios ➢ trend ➢ pooling charges ➢ maturation factors and administrative loads ➢ validation of carriers underwriting assumptions ➢ review and evaluation of stop loss levels and pricing
◆ Alternative funding review and modeling
◆ Provide funding information including premium equivalent rates, COBRA rates and IBNR
◆ Plan financial analysis, including but not limited to: <ul style="list-style-type: none"> ➢ Network disruption analysis ➢ program cost projections ➢ employee contribution development ➢ reserve setting ➢ customized monthly financial recap ➢ year-end expense projections and reconciliations

Regulatory Compliance Services
• Provide legislative and regulatory updates
• Health Care Reform general and client-specific analysis and guidance
• Resource for benefit program and compliance-related questions
• Assist with annual Form 5500 filings by collecting Schedule A's for all of Client's benefits plans.
Communications Services
• Development of communication strategy and assistance in drafting Plan related communications materials
• Support employee communication efforts
• Open enrollment support
• Assessment and guidance for enrollment solutions
HR Technology Assessment and Resources
• Assess current technology needs and define goals
• Engage with subject matter experts
• Manage Request for Information (RFI)/Request for Proposal (RFP) process
Wellness
• Perform comprehensive assessment including, but not limited to claims and costs analysis
• Assist in development of employer goals and strategy
• Assist in development of communication and employee engagement strategy and implementation support
• Vendor management and HRM RFP preparation

Benefit Analytics
<ul style="list-style-type: none"> ◆ Comprehensive reporting on data and predictive modeling related to multiple benefit plan components including: <ul style="list-style-type: none"> ➤ Plan Design ➤ Stoploss ➤ Care Management ➤ Population Management ➤ Patient Compliance ➤ Other Customized Reports ➤ Year-over-year comparisons
HR Resources
<ul style="list-style-type: none"> ◆ Access to ThinkHR Hotline
<ul style="list-style-type: none"> ◆ Access to ThinkHR Training courses
<ul style="list-style-type: none"> ◆ Access to ThinkHR Library
<ul style="list-style-type: none"> ◆ Access to ThinkHR Benefits Compliance Suite including plan documents

In addition to the fee for services set forth in Schedule B, IMA will receive and retain usual and customary policy specific commission payable by the carrier for the policies listed below and such commission will not be offset or applied to the annual fee due under the Agreement.

All ancillary and worksite products

Other services which are not listed above may be considered outside our scope of services and additional fees may apply. In the case that a service is outside the scope of services (i.e., excessive travel, meetings, printing costs, etc.) IMA will notify the client and negotiate additional fees prior to providing services.

Schedule B – Compensation of Services

1. Client shall pay to IMA as compensation for the Services provided by IMA to Client for each annual period the sum of \$80,000. Such annual fee shall be due and payable Quarterly commencing October 1, 2019 in equal installments of \$20,000 each. Client and IMA agree to renegotiate fee during the term of the Agreement at the request of either party.

Said annual fee is deemed fully earned upon execution of this Agreement and Client agrees that such fee is for fees in lieu of commissions for the services described in Schedule A. Client further acknowledges and agrees that because such fee is in lieu of any commission Client will be paying a premium amount on the Schedule A insurance policies on a net of commission basis that takes into account that the insurance carrier is not paying a commission to IMA.

All efforts will be made to negotiate placements for the Schedule A insurance policies on a net of commission basis. If IMA is unable to negotiate placements on a net of commission basis, IMA will notify the Client and apply the amount of commission to the fee due hereunder to be set forth on the invoice statement.

2. Payment of all invoices submitted to the Client will be made pursuant to the invoice due date. In the event Client does not remit timely payment, IMA reserves the right to terminate this Agreement. Upon such termination, all further obligations of IMA are terminated automatically, and this Agreement is void and has no further force or effect.
3. It is understood that other benefit management or insurance services may be undertaken by IMA from time to time by mutual agreement of the parties. The parties agree to amend this Agreement as necessary to describe the additional services and compensation payable to IMA for such services.

TOPIC for ACTION
Bridge Performance Agreement

REPORT:

During its August 13, 2019 regular meeting, the Board had ratified the Memorandum of Agreement between the Kansas Board of Regents and Butler Community College to extend the current Performance Agreement (2017-2019) to cover the 'bridge' period between the end of the cycle of the said Performance Agreement and the negotiation of a new Performance Agreement. Upon the recommendation of the staff of the Kansas Board of Regents, the narrative portion of this 'bridge' Performance Agreement has been streamlined and updated to bring contextual clarity to the document.

RECOMMENDED ACTION:

The board accepts the updated narrative accompanying the 'bridge' period Performance Agreement between the end of the cycle of the current Performance Agreement and the negotiation of a new Performance Agreement.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by:	Dr. Esam Sohail Mohammad, AVP, IR/E
Supervisor:	Dr. Kim Krull
Date:	10/8/2019

Butler Community College Bridge Performance Agreement AY 2020 and AY 2021				AY 2018 FTE: 5,855 Date: 8/13/2019		
Contact Person: Lori Winningham Phone: 316-322-3110 email: lwinning@butlercc.edu	Foresight Goal	3 yr. History	Reporting AY 2020 (SU19, FA19, SP20)		Reporting AY 2021 (SU20, FA20, SP21)	
			Institution Result	Baseline Comparison	Institution Result	Baseline Comparison
1 Number of certificates and degrees awarded annually	1 <i>KBOR Data</i>	AY 2013: 1,453 AY 2014: 1,492 AY 2015: 1,445 Baseline: 1,463				
2 First to second year retention of college-ready cohort (fall-to-fall retention of first-time, full-time, degree-seeking students)	1 <i>KBOR Data</i>	Fall 2012 Cohort: 464/731 = 63.5% Fall 2013 Cohort: 450/732 = 61.5% Fall 2014 Cohort: 530/852 = 62.2% Baseline: 1,444/2,315 = 62.4%				
3 Award of third party technical credentials	2	AY 2014: 973 AY 2015: 973 AY 2016: 1,091 Baseline: 1,012				
4 Percentage of Accelerated Learning Program students who pass co-requisite developmental English and college composition courses in the same term	1	AY 2014: 41/63 = 65.1% (spring only) AY 2015: 77/114 = 67.5% AY 2016: 137/227 = 60.4% Baseline: 255/404 = 63.1%				
5 Increase in number of STEM technical certificates and degrees	2	AY 2014: 323 AY 2015: 291 AY 2016: 292 Baseline: 302				
6 Directional Improvement in College Algebra Pass Rates	1	AY 2014: 1,248/1,856 = 67.2% AY 2015: 1,092/1,717 = 63.6% AY 2016: 1,174/1,815 = 64.7% Baseline: 3,514/5,388 = 65.2%				

Butler Community College Bridge Performance Agreement AY 2020 and AY 2021

(Limit each description to 3-4 sentences and one and one-half pages overall. Description will remain the same for AY 2020 and AY 2021 Performance Reports.)

Indicator 1: Number of certificates and degrees awarded annually

Description: Using the Kansas Higher Education Data System, Butler will report the number of certificates\degrees awarded each academic year. Our Student Success strategic priority is the center of our strategic plan, as reflected in the goal to ensure "Students Finish What They Start." Butler has started several initiatives aimed at improving effective teaching and student engagement. Over the next three years the college will maintain that work while putting greater emphasis on setting and achieving retention goals at the course and program levels. This work will contribute to an overall increase in credentials.

Result:

Indicator 2: First to second year retention of college-ready cohort (fall-to-fall retention of first-time, full-time, degree-seeking students)

Description: This indicator tracks the first to second year retention rates for first-time, full-time, degree-seeking students who return to enroll in the fall term of the subsequent year. Butler has developed a more effective, strategic approach to enrollment management. We have the capacity to set and meet short-range enrollment goals and have learned more about what causes student turnover. Implemented retention goals at the course/program level to address specific student needs. This work will contribute to an increase in retention of college-ready students.

Result:

Indicator 3: Award of third party technical credentials

Description: Program faculty facilitate necessary testing and implement a systematic process to track credential attainment. Butler tracks credentials awarded to students in multiple discipline areas including Nursing (LPN Certificate of Completion and national licensure; RN NCLEX certification, IV Therapy Certification), Allied Health (EMT and Advanced EMT certificates, Certified Nurse Assistant and Certified Medical Aide; Home Health Aide), Fire Science (Firefighter 1 and 2 certifications, Hazmat certifications), Automotive Technology (NATEF certificates) Welding (American Society of Welding), Networking Technology (CompTIA A+, Microsoft, TestOut, and other industry credentials), and Culinary Arts (Serve Safe certificate).

Result:

Indicator 4: Percentage of Accelerated Learning Program students who pass co-requisite developmental English and college composition courses in the same term

Description: ALP allows developmental English students to enroll in EG060 (developmental) and EG101 (college composition) as co-requisites in the same term. ALP decreases the attrition

between the two courses in the traditional sequence and increases the number of students who pass EG101 with a C or better. Success is computed by dividing the total number of students who persist to the end of the term and receive a C or better in EG060/101 ALP courses by the total number of students who receive an A, B, C, D, F, or withdraw at the end of the term. The success rate is then compared to a historical pre-ALP baseline success rate of 39% for the same level of students.

Result:

Indicator 5: Increase in the number of STEM technical certificates and degrees

Description: Butler will help students develop applied STEM skills which prepare them to obtain employment in occupations critical in the south-central Kansas economy. This indicator focuses on several core job clusters including Engineering, Information Technology and Healthcare. The college established early college academies for high school students interested in Engineering, Healthcare, Information Technology, and Welding. The programs included in this indicator are Cyber Security, Database Administration, Engineering Technology, Software Development, Interactive Design & 3D, Digital Media, Web Development, Nursing and EMT. (The corresponding program codes are: CEDA, COIS, CPRG, ENGT, ENTC, IADF, IN3D, INTW, MULT, WEDV, EMT and NUR or any codes that may replace these in the program inventory.)

Result:

Indicator 6: Directional Improvement in College Algebra Pass Rates

Description: Successful completion of College Algebra is the most important leading, predictive indicator for completing a college credential. Students who don't pass College Algebra often leave school in their first year. Butler has initiated a redesign of its math curriculum. The project divided four courses (lowest developmental course through College Algebra) into one-credit modules. These modules allow students to develop the skills they need to pass College Algebra. The intent of the new curriculum is to lessen the time students need to complete developmental content while improving the successful completion of College Algebra. The success rate is calculated by dividing the number of College Algebra students who persist to the end of the term and receive a grade of C or better (the numerator) by the number of students who receive an A, B, C, D, F grade or withdraw from the course at the end of the term (the denominator).

Result:

SUPPLEMENTAL INFORMATION

Office of Research and Institutional Effectiveness
 215 BOE
 (316) 322.3338



Butler Community College Key Performance Indicators

<u>KPI</u>	<u>Definition</u>	<u>Goal</u>	<u>CURRENT OUTCOME</u>
Completion (Grad rates) <i>Updated in spring</i>	IPEDS Graduation Rate (First-time, Full-Time, Degree-Seeking; 150%)	Increase graduation of FT/FT, degree-seeking students from 24% to 34% by 2020	26% Transfer = 26% (2017 = 23%; Transfer = 29%)
Completion (Credential awards) <i>Preliminary update – late fall; final update - spring</i>	Annual production of certificates and degrees	Increase the award of degrees and certificates from 1,415 to 1,557 by 2020	1,496 (1,436 in AY 2017)
Retention <i>Updated in spring</i>	IPEDS Fall Enrollment Report; retention of first-time, full-time, degree-seeking students from fall to fall	Increase retention of FT/FT, degree-seeking students to 71% by 2020	60 % (2017 = 60 %)
CTE placement rates <i>Updated in spring</i>	Job placements of completers/leavers of Butler CTE programs	Exceed 79%	77% (2017 = 71%)
Transfer GPA <i>Updated in spring</i>	GPA of Butler transfers to WSU compared to native students	Exceed native GPA	Fall 2017 Term GPAs: Average GPA of new Butler transfers = 2.68 (2.60 in Fall 2016) Average GPA of native students = 2.55 (2.63 in Fall 2016)

KBOR PERFORMANCE AGREEMENT OUTCOMES

GOAL	KBOR Mandated Baseline	OUTCOME Year 2
Increase third party industry credentials	1012	1121
ALP success rates	63.1%	58.3%
Increase STEM credentials	302 AAS and Certificates	294
Improve College Algebra pass rates	65.2%	69.8%
First year retention	62.4%	65.4%

Butler Community College
Statement of Revenue, Expenditures, Other Changes
As of 9/30/2019

FISCAL YEAR 20, PERIOD 03
Operating Funds 1100, 1200, 1500

	2020				2019			
	Budget	Actual	Variance (Over)Under	Percent of Budget	Budget	Actual	Variance (Over)Under	Percent of Budget
REVENUES:								
Tuition/Fees	20,243,112	9,289,787	10,953,325	45.89%	20,655,759	9,683,758	10,972,001	46.88%
Local Sources	14,648,337	1,089,529	13,558,808	7.44%	14,733,876	877,119	13,856,757	5.95%
State Sources	15,870,398	7,635,503	8,234,895	48.11%	15,278,990	7,277,292	8,001,698	47.63%
Auxiliary Sources	17,724	8,190	9,534	46.21%	17,724	8,100	9,624	45.70%
Other Sources	1,042,959	194,370	848,589	18.64%	942,039	240,121	701,918	25.49%
Transfers	375,294	0	375,294	0.00%	422,397	274,540	147,857	65.00%
TOTAL REVENUES:	52,197,824	18,217,379	33,980,445	34.90%	52,050,785	18,360,930	33,689,855	35.28%
EXPENSES:								
Instruction	15,813,513	2,497,118	13,316,395	15.79%	15,713,796	2,370,077	13,343,719	15.08%
Other Expenditures	0	0	0	0.00%	0	0	0	0.00%
Public Service	0	0	0	0.00%	0	0	0	0.00%
Academic Support	3,571,214	797,607	2,773,607	22.33%	3,550,470	796,578	2,753,892	22.44%
Student Services	6,528,459	1,499,392	5,029,067	22.97%	6,085,727	1,542,933	4,542,794	25.35%
Institutional Support	17,812,669	5,597,881	12,214,788	31.43%	17,334,534	5,393,731	11,940,803	31.12%
Physical Plant Operations	3,314,924	686,870	2,628,054	20.72%	3,655,010	690,187	2,964,823	18.88%
Student Financial	3,710,385	1,723,181	1,987,204	46.44%	3,965,385	1,577,174	2,388,211	39.77%
Auxiliary Enterprise	235,000	0	235,000	0.00%	205,000	110	204,890	0.05%
TOTAL EXPENSES:	50,986,164	12,802,051	38,184,113	25.11%	50,509,922	12,370,791	38,139,131	24.49%
TRANSFERS AMONG FUNDS:								
Mandatory Transfers	1,468,174	553,480	914,694	37.70%	1,370,424	818,655	551,769	59.74%
Non-Mandatory Transfers	615,000	0	615,000	0.00%	615,000	0	615,000	0.00%
TOTAL TRANSFERS:	2,083,174	553,480	1,529,694	26.57%	1,985,424	818,655	1,166,769	41.23%
NET INCREASE/DECREASE IN NET ASSETS	(1,448,389)	4,784,821			(577,964)	5,128,205		
Fund Balances, Beginning of year	7,135,350	7,135,350			9,517,439	9,517,439		
Fund Balances, End of Period	<u>5,686,961</u>	<u>11,920,172</u>			<u>8,939,475</u>	<u>14,645,644</u>		

Statement of Revenue, Expenditures, and Other Changes

REVENUES:

Tuition/Fees

In-County, In-State, Out-State, International Tuition, Tuition Waivers, Continuing Ed Fees, Nursing Fees, Auto Tech Uniform Fees, International Student Processing Fees, Online Course Fees, Enrollment Fees, Student Health Fees, and Athletic Scholarship Fees

Local Sources

Ad Valorem Taxes, Taxes-in-Process, Delinquent Taxes, Motor Vehicle Taxes, and other Local Taxes

State Sources

State Operating Grant and SB155 Funding

Auxiliary Sources

Dorm Rental – Fire Science students
Student Life and EduCare Fund Revenue (not applicable to Operating Funds)

Other Sources

Interest Income, Reimbursements, Commissions, Gate Receipts, Deferment Fees, Media Resource Fees, and Prior Year Claims Cancelled

Transfers

Testing Fees Transfer for Administration, Transcript Fees Transfer for Advising, and Residence Hall Debt Transfer

EXPENSES:

Instruction

General, Vocational and Adult Instruction

Other Expenditures

Parking and Agency Funds (not applicable to Operating Funds)

Academic Support

Library, Academic Administration, Curriculum Development

Student Services

Counseling, Financial Aid, Student Records, Admissions, Health Services, Student Activities, and Student Services

Institutional Support

Executive Management, Fiscal Operations, Community/Public Relations, Information Services, and Administrative Services

Physical Plant Operations

Maintenance of Buildings, Equipment, Grounds, Debt Service

Student Financial

Scholarships and Grants

Auxiliary Enterprise

Operating Support of EduCare Center

Transfers

Debt Service Payments, Operating Support to ABE, BETA, and Grizzly Adventures, Annual Transfers to Development, Facilities, and Technology Funds

THANK YOU NOTES

Butler Board of Trustees,

Thank you for your generous approval of raises for faculty and staff. Your continued support is greatly appreciated.

Thanks again,

Butler Financial Aid Office

Alex Zarchan, Chrystal Crank, Callie Johnson, Diana VanDyke, Katie Kern, Heather Ward, Chastity Anderson, Deborah Reiter, Sheryl Hayes, Amanda Drescher, Connie Finger, Krysty Schneweis, and Kelsey Barnett

Thank you so much for all the prayers, well wishes and plants. Dan will be remembered by many as he was great with the students & always had a smile for others. Please share my thanks with the whole college.

Patty McFadden



DEPARTMENT OF THE NAVY

NAVY OFFICE OF COMMUNITY OUTREACH
5722 INTEGRITY DR. (BLDG 456-3)
MILLINGTON, TN 38054

12000
Ser N00/029
September 18, 2019

President Kim Krull
Butler Community College
901 South Haverhill Rd.
El Dorado, KS 67042

Dear President Krull:

On behalf of the United States Navy, I want to thank you for your personal involvement in the Navy's recent outreach efforts in Wichita and Hutchinson. With your help, we were able to give Americans throughout the Wichita and Hutchinson areas a first-hand account of the tremendous investment they have in the Navy the nation needs, a responsibility we take very seriously.

Because the Navy is concentrated on primarily the east and west coasts, communicating our mission and contribution to our nation's security throughout the country is a particular and unique challenge. This is why our outreach efforts in places like Kansas are so important. You and your school rolled out the red carpet for one of your own, Master Chief Greg Prichard, and we are all truly humbled by the time and effort you put into his campus visit. Special thanks to Kelly Snedden, who produced a first-class agenda, what we would consider an ideal "hometown" alma mater visit.

Please accept my most sincere thanks for your help in building on our efforts to increase Americans' understanding of the Navy's mission, capabilities and relevance to national security.

Sincerely,

A handwritten signature in cursive script, appearing to read "J. M. Wallach".

J. M. WALLACH
By direction

BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
October 2019 – November 2019

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
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 <i>I've Got Rhythm</i>	Thur, October 10 @ 7:30 p.m. 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