
**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., Tuesday, May 10, 2017 – Dankert Board Room**

STAFF ATTENDANCE

Kim Krull
Bill Rinkenbaugh
Tom Erwin
Gene George
Jessica Ohman
Mel Whiteside
Anita Mills
Crystal Aluko
Tracy Bray
Sierra Cargill – SGA

Lori Winningham
Kent Williams
Stacy Cofer
Terry Sader
Julie Kobbe
Kelly Snedden
Bill Young
Cory Tuebner
Sharon Rogers

BOARD ATTENDANCE

Eileen Dreiling – Vice Chair
JoAnn Craven – Secretary
Ron Engelbrecht
Dr. Greg Joyce
Tom McKibban

ABSENT

Ken Bohon – Chair
Jim Howell

GUESTS

Ryan Murry - ICI

CALL TO ORDER

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

APPROVAL OF AGENDA

Trustee Craven moved that the Board approve the agenda as presented. Trustee Engelbrecht seconded. The motion passed unanimously.

RECOGNITIONS

- Butler Roofing Project – Larry Walty & Walty Roofing, Ray Connell, Lynn Umholtz, and Ireland Turner
- 2017 Kansas Collegiate Media Conference – Grizzly Magazine Awards
 - Grizzly Magazine – Overall Silver Medal
 - Emily Beckman – First in Copy Editing, Second in Feature Writing, Honorable Mention in Headline Art/Design, Honorable Mention in Mini-Feature/Sidebar Writing
 - Hannah Howe – First in Cover Design, Third in Table of Contents, Honorable Mention in Table of Contents
 - Max McGlaun – First in Caption Writing, First in Mini-Feature/Sidebar Writing, Third in Feature Writing, Honorable Mention in Caption Writing
 - Tatum Sturdivant – Second in Table of Contents, Honorable Mention in Table of Contents, Honorable Mention in Headline Art/Design
 - Allanah Taylor – Honorable Mention in Illustrations
 - Jaycie Wunder – The Society of Professional Journalists Scholarship (“Big Fish in a Small Pond Scholarship”, First in News/Event Writing, Second in Copy Editing
 - Grizzly Magazine Scholarship Students – Nadine Armstrong, Emily Beckman, Max McGlaun, Allison Simon, Tatum Sturdivant, Jaycie Wunder,
 - Mike Swan – Grizzly Magazine Advisor

- 2017 Kansas Collegiate Media Conference – Lantern Newspaper Awards
 - Lantern Newspaper – Two Year Newspaper/All-Kansas Silver Medal
 - Tesla Bethel – First Place in Headline Writing & Design, Second Place in Page Design
 - Dominic Brown – First Place in Feature Photography, Second Place in News Photography, Honorable Mention in Feature Photography, Honorable Mention in Photo Essay
 - Charles Chaney – Honorable Mention in Sports Feature Writing
 - Matt Cooper – First Place in Review Writing, Third Place in Column Writing, Honorable Mention in Column Writing
 - Hunter Fullhart – Third Place in News Photography, Third Place in Infographic, Honorable in Front Page Design, Honorable Mention in Photo Essay
 - Tyler Krenzin – Second Place in Headline Writing & Design
 - Tyson Lawson – Honorable Mention I Sports News Writing
 - Shelby Robertson – Third Place in Illustration
 - Hayley Smith – Honorable Mention in Copy Editing, Honorable Mention in Review Writing
 - Olivia Vest – Second Place in Editorial Writing
 - Hayley Smith & Kristina Chora – Third Place in Page Design,
 - Hayley Smith & Tori Lemon – First Place in Page Design
 - Amy Chastain – Lantern Newspaper Advisor
- Dawn Monroe – Expert MOS Certification
- Butler Community College – 2016-2017 ACT College & Career Readiness Campaign National Exemplar Career Preparedness Award

PUBLIC COMMENT

Dr. Krull read the following email: Dear Ms. Rogers, I understand I should direct my remarks to you for the public comment section of the board meeting. I have printed them below. My letter was too late for the Lantern but I did send the same letter to the Butler county paper and I will check back with you tomorrow by email to ensure my wish to have this letter read. I believe I have followed all the rules per your meeting for public comment. I have a final exam or I would read them myself. Respectfully, Ana Mascio

To Who It May Concern:

I just heard in one of my classes that Butler CC has an inclusion policy to prevent discrimination against people of protected classes. I was excited to hear this particularly in the current climate of Trump and his stripping of my rights (as a Hispanic, a woman, a sibling of a gay man, should I say more?). This made me *think*, the point of college, right: to *think*? Well, thinking about the inclusion policy made me realize it is a policy in name only. Why you ask?

My public speaking teacher says all gingers are Nazis. I don't even have time to think about this because it is so flawed, out-dated and just wrong. Inclusion? My math teacher makes me sing in class and replaces words that are derivatives of him or man to feminine roots (history="her" story). As a non-native English speaker, I can't even begin to know how to talk to this person in class so I just sit and shut up, and if I wanted to sing, I would have taken chorus. Inclusion? My extracurricular life is the worst example, tho. I wanted to absorb the whole college experience so I attend the theater plays. The first one had males in female clothing singing what I think was Spanish and using moroccos. The second one had two super fidgety, overly hand gesturing and skipping stereotypical gay male characters in pastel clothing. The third play had a two women who were drunk all the time and I think were supposed to be women playing men playing women, (more cross-dressing)a brown actor

playing an Asian house servant who occasionally acted gay, and at least five references to male body parts. (I stopped counting at 5...in the first act). Inclusion?

I get academic freedom and that professors are prone to express their own views in their work. I suppose one day when I graduate I can force my opinions and my phobias on those unlike me or even those who threaten my comfort in some way and call it a product of my education. But will that be inclusion? No. This policy is in name only.

Ana Mascio, Wichita Freshman

STANDING REPORTS

Student Government Association Report – Sierra Cargill reported on the success of Spring Fling and the election of new officers for 2017/2018.

Operational Staff Report – None.

Professional Employees Report – Dr. Sader noted the successful completion of the spring semester for both students and professional employees. Faculty are busy grading finals and looking forward to Commencement. Students are busy enrolling for the summer and fall semesters.

Board Finance Committee – Trustee Engelbrecht shared that the projected statement of revenue is on course for the end of the budget year. The committee was given an overview of the new financial strategies for the college and Gene George provided a presentation of the Composite Financial Index.

President's Report – Dr. Krull provided an enrollment update for summer and fall. Tom Erwin provided an overview of the Digital Transformation Project. Butler's Early College Academies have been selected as the 2016-2017 ACT College & Career Readiness Campaign National Exemplar Career Preparedness national winner.

Education Facilities Authority Report – Authority administrators met on May 2 to review the preparations for the 2017 Shrine Bowl and preparation for the 2018 Track & Field championship to be held at the stadium.

MONITORING REPORTS

Division of Academic Support and Effectiveness – Dr. Speary, Crystal Aluko and Cory Tuebner presented the division update for Academic Support and Effectiveness.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

Insurance Renewal Update – Ryan Murry with ICI, provided a brief update on property coverage, liability coverage, workers' comp and several specialty lines of insurance premiums for the coming year. Final bids will be brought before the Board at the June meeting for approval.

Discussion of Policy for Federal Red Flags Identity Theft Prevention – The College is obligated under the Federal Red Flags regulations to annually review and update our Red Flags Policy. An updated policy was presented for review. Approval of this policy revision will be requested in June.

The current policy lists the following covered accounts: Refund of credit balances involving PLUS loans, Refund of credit balances, without PLUS loans, and Tuition payment plan.

The recommended revision expands the covered accounts to include all Student Accounts under the control and operation of the following departments: Registration, Accounts Receivable, Financial Aid and Admissions.

Identity Theft Prevention – Red Flag Policy
Draft Revision – May 9, 2017

I. Program

The purpose of this policy is to establish and maintain an Identity Theft Prevention Program. The Program shall include reasonable policies and procedures to:

- A. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program.
- B. Detect Red Flags that are incorporated into the Program.
- C. Respond appropriately to any red flags that are detected and mitigate identity theft.
- D. Ensure the Program is updated periodically to reflect changes in reasonably foreseeable identity theft risks.

II. Definitions

- A. Identify Theft - Fraud committed or attempted using the identifying information of another person without authority.
- B. Covered Account - An account for which there is a foreseeable risk of identity theft and is used primarily for personal, family, or household purposes that permits multiple payments or transactions
- C. A red flag means: A pattern, practice or specific activity that indicates the possible existence of identity theft.
- D. Program Administrator means: The designated individual with primary responsibility for oversight of the Program.

III. Covered Accounts

The Program considers covered accounts to be Student Accounts under the control and operation of the following departments:

- A. Registration
- B. Accounts Receivable
- C. Financial Aid
- D. Admissions

IV. Identification of Red Flags

In order to identify relevant Red Flags, the Program considers the types of accounts that it offers and maintains, methods it provides to open its accounts, methods it provides to access its accounts, and its previous experiences with identity theft. The Program identifies the following Red Flags in each of the listed categories:

Category 1. Suspicious Documents

Red Flags

- A. Identification document or card that appears to be forged, altered or inauthentic.
- B. Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document.
- C. Other document with information that is not consistent with existing student information.
- D. Application for service that appears to have been altered or forged.

Category 2. Suspicious Personal Identifying Information

Red Flags

- A. Identifying information presented that is inconsistent with other information the student provides (example: inconsistent birth dates).
- B. Identify information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a loan application).

- C. Identify information presented that is the same as information shown on other applications that were found to be fraudulent.
- D. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address).
- E. Social security number presented that is the same as one given by another student.
- F. An address or phone number presented that is the same as that of another person.
- G. A person fails to provide complete personal identifying information on an application when reminded to do so.
- H. A person's identifying information is not consistent with the information that is on file for the student.

Category 3. Suspicious Covered Account Activity or Unusual Use of Account

Red Flags

- A. Change of address for an account followed by a request to change the student's name.
- B. Payments stop on an otherwise consistently up-to-date account.
- C. Account used in a way that is not consistent with prior use.
- D. Mail sent to the student is repeatedly returned as undeliverable.
- E. Notice to the College that a student is not receiving mail sent by the College.
- F. Notice to the College that an account has unauthorized activity.
- G. Breach in the College's computer system security.
- H. Unauthorized access to or use of student account information.

Category 4. Alerts from Others

Red Flag

- A. Notice to the College from a student, Identity Theft victim, law enforcement or other person that the College has opened or is maintaining a fraudulent account for a person engaged in identity theft.

V. Detecting Red Flags

A. Student Enrollment

In order to detect any of the Red Flags identified above associated with the enrollment of a student, College personnel will take the following steps to obtain and verify the identity of the person opening the account:

1. Require certain identifying information such as name, date of birth, academic records, home address or other identification.
2. Verify the student's identity at time of issuance of student identification card.

B. Existing Accounts

In order to detect any of the Red Flags identified above for an existing Covered Account, College personnel will take the following steps to monitor transactions on an account:

1. Verify the identification of students if they request information (in person, via telephone, via facsimile, via email).
2. Verify the validity of requests to change billing addresses by mail or email and provide the student a reasonable means of promptly reporting incorrect billing address changes.
3. Verify changes in banking information given for billing and payment purposes.

C. Consumer ("Credit") Report Requests

In order to detect any of the Red Flags identified above for an employment or volunteer position for which a background report is sought, College personnel will take the following steps to assist in identifying address discrepancies:

1. In the event that notice of a social security discrepancy is received, verify that the consumer report pertains to the applicant for whom the requested report was made.

2. Verify the validity of the applicant's social security number.

V. Preventing and Mitigating Identity Theft

In the event College personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

A. Prevent and Mitigate

1. Continue to monitor accounts for evidence of Identity Theft.
2. Contact the employee or applicant for which a consumer report was run.
3. Change any passwords or other security devices that permit access to student / employee account.
4. Provide the student with a new student identification number.
5. Notify the Program Administrator for determination of the appropriate step(s) to take.
6. Notify law enforcement.
7. Determine that no response is warranted under the particular circumstances.

B. Protect Student Identifying Information: In order to further prevent the likelihood of identity theft occurring with respect to Covered Accounts, the College will take the following steps with respect to its internal operating procedures to protect student identifying information:

1. Ensure that its website is secure or provide clear notice that the website is not secure.
2. Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information.
3. Ensure that office computers with access to Covered Account information are password protected.
4. Avoid use of social security numbers.
5. Ensure computer virus protection is up to date.
6. Require and keep only the kinds of student information that are necessary for College purposes.

VI. Third Party and Vendor Controls

In accordance with the Butler Community College Information Security standards on Outsourcing, Cloud Computing and Third Party Providers, all outsourcing agreements concerning Covered Accounts shall explicitly require compliance with the Butler Community College Identity Theft Prevention Program, shall require periodic audits for compliance with this Program and shall indemnify Butler Community College, its Officers, Faculty, Staff and Students against harm due to third party providers' failure to comply with this Program.

VII. Oversight of the Program

The Vice President of Finance is designated as the Red Flags Program Administrator and is responsible for developing, implementing and updating the program. The Program Administrator is responsible for:

- A. Ensuring appropriate training of College's staff.
- B. Reviewing any staff reports regarding the detection of Red Flags.
- C. Approving actions for prevention and mitigation as needed.
- D. Considering periodic changes to the Program.

VIII. Updating the Program

The Red Flags Program will be reviewed annually and updated as needed to reflect changes in risks to students and the soundness of the College from identity theft

IX. Staff Training

College staff responsible for implementing the Program shall be trained in the detection of Red Flags, and the responsive steps to be taken when a Red Flag is detected.

X. Oversight of Service Provider Arrangements

The College shall take steps to ensure that the activity of a service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft whenever the organization engages a service provider to perform an activity in connection with one or more covered account.

BOARD EXECUTIVE SESSION

Trustee Engelbrecht moved that the Board recess into executive session for a period of 30 minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy, and to include Kim Krull, Lori Winningham, and Mel Whiteside. The Board recessed to executive session at 5:53 p.m.

The Board returned to open session at 6:23 p.m.

BOARD ACTION ITEMS

Approval of Intent to Non-Renew Contract – Trustee Engelbrecht moved that the Board approve Resolution 17-01:

RESOLUTION 17-02

WHEREAS, the Board of Trustees of Butler Community College finds that the contract of Justin Ryan for the 2017-2018 school year should not be renewed, and that Justin Ryan should be given written notice on or before May 19, 2017, of the intent of the Board of Trustees not to renew his contract for the 2017-2018 school year;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Butler Community College as follows:

It is hereby declared to be the intent of the Board of Trustees of Butler Community College that the Employment Contract of Justin Ryan as a probationary full time faculty member not be renewed for the 2017-2018 school year; and

The Secretary of the Board of Trustees is directed to give written notice in person or by restricted United States Mail to Justin Ryan on or before May 19, 2017, of the Board’s intent not to renew his contract for the 2017-2018 school year.

Adopted this 9th day of May, 2017.

Board of Trustees
Butler Community College

Trustee Joyce seconded. The motion passed unanimously

Approval of FY2017 Modified Operating Budget – Proposed changes to the current year budget, based on year-to-date activities, were presented in detail and discussed at the Board work session on April 11, 2017. A summary of the proposed changes follows:

Butler Community College				
YE 2017 Budget Update - Operating Funds Exec Council Discussion				
April 11, 2017				
(Designated Accounts, Development Funds and Facilities/Technology Plan Funds not Included)				
		FY2017		FY2017
		Dec 13, 2016		Apr 11, 2017
		<u>Approved Budget</u>	<u>Change</u>	<u>Budget Estimate</u>
1	Operating Revenues	<u>\$45,894,659</u>	<u>\$784,430</u>	<u>\$46,679,089</u>
2				
3	Expenditure Budget - Operations	49,330,035	61,525	49,391,560
4	Anticipated Unspent Budget	<u>(1,471,951)</u>	<u>(1,836)</u>	<u>(1,473,787)</u>
5	Total Expenditures and transfers	<u>47,858,084</u>	<u>59,689</u>	<u>47,917,773</u>
6				
7	Rev Over (Under) Exp	(1,963,425)	724,741	(1,238,684)
8	Beginning Unencumbered Cash	<u>\$8,087,860</u>	<u>0</u>	<u>\$8,087,860</u>
9				
10	Ending Unencumbered Cash	<u>\$6,124,435</u>	<u>\$724,741</u>	<u>\$6,849,176</u>
11				
12	11.5% of Expenditures	\$5,672,954		\$5,680,029
13	Unencumb cash over 11.5%	\$451,481		\$1,169,147

YE 2017 Budget Update - Operating Funds Exec Council Discussion				
Revenue Summary - Year Ending June 30, 2017				
April 11, 2017				
(Designated Accounts, Development Funds and Fac/Tech Plan Funds not Included)				
		FY2017		FY2017
		Dec 13, 2016		April 11, 2017
		<u>Approved Budget</u>	<u>Change</u>	<u>Budget Estimate</u>
1	In-State Tuition	\$12,485,435	(\$83,199)	\$12,402,236
2	Out-State Tuition	1,041,580	\$89,920	1,131,500
3	International Tuition	1,239,345	(\$108,717)	1,130,628
4	Tuition Waivers	(1,360,500)	\$0	(1,360,500)
5	Continuing Ed Fees	656,901	\$2,912	659,813
6	Other Fees	<u>2,249,023</u>	<u>\$75,000</u>	<u>2,324,023</u>
7	Total Student Sources	<u>16,311,784</u>	<u>(24,084)</u>	<u>16,287,700</u>
8	Federal Grants	<u>76,386</u>	<u>0</u>	<u>76,386</u>
9	State Operating Grant	\$13,426,277	\$737,708	\$14,163,985
10	SB155 Funding	469,663	\$25,805	495,468
11	State Grants	<u>50,993</u>	<u>\$0</u>	<u>50,993</u>
12	Total State Sources	<u>13,946,933</u>	<u>763,513</u>	<u>14,710,446</u>
13	County Out-District	<u>0</u>	<u>0</u>	<u>0</u>
14	Current Ad Valorem Tax	\$11,470,058	\$0	\$11,470,058
15	Tax-in-Process	\$271,489	\$0	\$271,489
16	Delinquent Tax	\$332,245	\$0	\$332,245
17	Motor Vehicle Tax	\$1,446,246	\$0	\$1,446,246
18	Recreational Vehicle Tax	\$20,076	\$0	\$20,076
19	Watercraft Tax	\$0	\$0	\$0
20	In Lieu of Taxes	<u>\$9,762</u>	<u>\$0</u>	<u>\$9,762</u>
21	Total Local Sources	<u>13,549,876</u>	<u>0</u>	<u>13,549,876</u>
22	Interest	\$11,851	\$45,000	\$56,851
23	Reimbursements	\$296,247	\$1	\$296,248
25	Other Income	<u>\$905,055</u>	<u>\$0</u>	<u>\$905,055</u>
26	Total Other Revenue	<u>1,213,153</u>	<u>45,001</u>	<u>1,258,154</u>
27	Transfers	<u>796,527</u>	<u>0</u>	<u>796,527</u>
28	Total Revenues	<u>\$45,894,659</u>	<u>\$784,430</u>	<u>\$46,679,089</u>

Butler Community College				
Changes in Revenue and Expenditure Budgets				
April 11, 2017				
			<u>YE 17 Rev</u>	<u>YE 17 Exp</u>
1	Expenditure Budget approved by BOT December 13, 2016			49,330,035
2	Revenue Estimate presented to BOT December 13, 2016		45,894,659	
3				
4	Increase (Decrease) in Tuition and Fees		(24,084)	
5	Increase (Decrease) in State Sources		763,513	
6	Increase (Decrease) in Interest Income		45,000	
7	Increase (Decrease) in Reimbursements~Other		1	
8	Increase (Decrease) in scholarship estimate - General Fund			(92,943)
9	Increase (Decrease) in scholarship estimate - Athletics			130,121
10	IT Services/Consulting for Capital Outlay Projects			110,000
11	Reduce BETA/Grizzly Adventures transfer			(85,653)
12				
13	Change to revenue and expenditure budget		<u>784,430</u>	<u>61,525</u>
14	Recommended YE 2017 adjusted budgets		<u>46,679,089</u>	<u>49,391,560</u>
			(0)	0
	* = One-time P = Personnel NP = Nonpersonnel			

Trustee Engelbrecht moved that the Board approve the modified operating expense budget for the 2017 year in the amount of \$47,917,773 which includes \$49,391,560 of expenditures, \$1,473,787 of anticipated unspent budget. Trustee Joyce seconded. The motion passed unanimously.

Approval of Resolution for Municipal Investment Pool – New resolution for the State of Kansas Municipal Investment Pool is needed due to the change of the Director of Accounting position from Edith Waugh to Kim Sherwood.

Trustee McKibban moved that the Board of Trustees approve the resolution due to the change in the Director of Accounting position. Trustee Engelbrecht seconded. The motion passed unanimously. The State of Kansas Municipal Investment Pool Resolution follows:

**STATE OF KANSAS
MUNICIPAL INVESTMENT POOL**

Resolution

WHEREAS, the undersigned is a municipality (the "Depositor"), as defined in K.S.A. 12-1675, as amended, and from time to time has funds on hand in excess of current needs, and

WHEREAS, it is the best interest of the Depositor and its inhabitants to invest funds in investments that yield a favorable rate of return while providing the necessary liquidity and protection of the principal; and

WHEREAS, the Pooled Money Investment Board (the "PMIB"), operates the Municipal Investment Pool (MIP), a public funds investment pool, pursuant to Chapter 254 of the *1996 Session Laws of Kansas*, and amendments thereto

NOW THEREFORE, be it resolved as follows:

1. The municipality designated below approves the establishment of an account in its name in the MIP for the purpose of transmitting funds for investment, subject to the MIP Participation Policy adopted by the Pooled Money Investment Board, and municipality acknowledges it has received a current copy of such Participation Policy. The Depositor's taxpayer identification number assigned by the Internal Revenue Service is 48-0690383.
2. The following individuals, whose signatures appear directly below, are officers or employees of the Depositor and are each hereby authorized to transfer funds for investment in the MIP and are each authorized to withdraw funds, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of funds:

Name (print or type) Kim Sherwood	Name (print or type) Kimberly Shultz
Signature 	Signature 
Title Director of Accounting	Title Assistant Director of Accounting
Name (print or type) Kent Williams	Name (print or type)
Signature 	Signature
Title Vice President of Finance	Title

3. Depositor Contact:		
Name (print or type) Kim Sherwood	Email	ksherwood@butlercc.edu
Title Director of Accounting	Phone	316-322-3227
Street Address 901 S Haverhill Rd	Fax	316-322-3318
City El Dorado	State Kansas	ZIP 67042

4. This Resolution and its authorization shall continue in full force and effect until amended or revoked by the Depositor and until the PMIB receives a copy of any such amendment or revocation, the PMIB is entitled to rely on same.

This resolution is hereby introduced and adopted by the Depositor at its regular/special meeting held on
May 09, 2017 _____ (date).

Municipality Name (print or type) Butler County Community College dba Butler Community College

Name (print or type) Dr. Kimberly Krull

Signature

Title President

Date May 09, 2017

Attest:

Name (print or type) Kent Williams

Signature

Title Vice President of Finance

Date May 09, 2017

Note: Original signatures are required.

Approval of Revised Employee Disciplinary Procedure – As part of the development of the Weapons Policy, the Student Code of Conduct and Employee Disciplinary Procedures have been reviewed in order to determine if the existing disciplinary processes integrate with the newly developed Weapons Policy. The current approved procedure identifies progressive disciplinary steps but doesn't include wording indicating that serious policy violations could result in more immediate disciplinary steps. Those policy changes were reviewed at the April Board meeting and are now being presented for final approval.

Trustee Joyce moved that the Board approve the proposed changes to the Employee Disciplinary Procedures. Trustee Craven seconded. The motion passed unanimously. The approved Progressive Disciplinary Procedure follows:

Progressive Disciplinary Procedure

Butler expects all employees to comply with normal, accepted standards of behavior and job performance, to model the college's timeless institutional values and Learning College Principles as well as comply with all state and federal laws. Noncompliance with these expectations must be remedied.

In most cases, the college endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and opportunities to improve. In circumstances that are serious violations of any college policy, state or federal law, the college reserves the right to take immediate and appropriate action including but not limited to suspension, termination of employment, immediate removal/trespass from the premises as deemed appropriate for investigative purposes, safety, liability, or gross misconduct.

When progressive discipline is warranted, the first step is informal in nature and consists of an oral warning. The subsequent steps are more formal and intended to be corrective in nature. The procedure to follow will be:

Informal

1. If an employee is not meeting behavior or job performance standards, the employee's supervisor should take the following action:
 - a. Meet with the employee to discuss the matter
 - b. Inform the employee of the nature of the problem and suggest action necessary to correct it
 - c. Prepare a memo for the supervisor and Associate Vice President of Human Resources documenting the discussion at the meeting.

Formal

2. In the event of a second occurrence*, the supervisor should hold another meeting and take the following action:
 - a. Issue a written reprimand to the employee
 - b. Warn the employee that a third incident will result in more severe disciplinary action
 - c. Prepare and forward to the Associate Vice President of Human Resources a written report describing the first and second incidents and summarizing the action taken during the meeting.
3. If there are additional occurrences, the supervisor should take the following action only after reviewing the incidents with the Associate Vice President of Human Resources and the President:
 - a. Issue a written reprimand or warning
 - b. Suspend the employee without pay for up to five working days or suspend the employee indefinitely and recommend termination

- c. Prepare and forward to the Human Resources Director another written report describing the occurrences, indicating the timing of the occurrences, and summarizing the action taken or recommended and its justification.

Employees who believe they have been disciplined too severely or without good cause may use the grievance procedure. Professional Employees should reference the Master Agreement.

*In disciplining employees for repeated problems, supervisors must consider the time interval between the incidents. The passage of time without additional incidents should reduce the importance of the previous incidents (see #2).

(Rev. 04/17)

Approval of Fire Science Residence Hall Rates – The current housing rates for the Fire Science Program are \$850 for Spring and Fall; and \$600 for Summer. The costs associated with housing the students in the fire science program have increased and need to reflect an increase similar to the rate increase for students living in the residence halls. The administration recommended a 3% increase in the rates for the Fire Science Program, bring the rates to \$875 for Spring and Fall; and \$625 for Summer.

Trustee McKibban moved that the Board approve the recommended rate increase for the Fire Science Program at \$875 for Spring and Fall; and \$625 for Summer. Trustee Craven seconded. The motion passed unanimously.

Acceptance of Retirement of Larry Evans, Associate Professor of Computer Information Technology – Larry Evans has taught at Butler for 16 years. He was a lead instructor and played a large part in the development of IT programs. Larry will be missed by his friends and colleagues.

Trustee Engelbrecht moved that the Board accept the retirement of Larry Evans, Associate Professor of Computer Information Technology. Trustee McKibban seconded. The motion passed unanimously.

Acceptance of Retirement of Elizabeth Jane Perkins, Professor of Allied Health – Elizabeth ‘Jane’ Perkins has taught in the Nursing Department and as the lead faculty in Allied Health. She will be greatly missed as she leaves to spend more time with her grandchildren during her retirement.

Trustee Joyce moved that the Board accept the retirement of Elizabeth Jane Perkins, Professor of Allied Health. Trustee Engelbrecht seconded. The motion passed unanimously.

Acceptance of Retirement of Galen Evans, Budget Analyst – Galen Evans served as the Budget Analyst in the Finance Division for 12 years. Galen had a big personality and people enjoyed working with him. He will be missed by all those he worked with.

Trustee Engelbrecht moved that the Board accept the retirement of Galen Evans, Budget Analyst. Trustee Craven seconded. The motion passed unanimously.

CONSENT AGENDA

Trustee Joyce moved that the Board approve the consent agenda. Trustee McKibban seconded. The motion passed unanimously. The consent agenda contained the following items:

- Minutes of the Regular Monthly Meeting of April 11, 2017
- Minutes of the Special Board Meeting of April 25, 2017
- Approval of Bills and Warrants for April 2017 - \$4,056,698.33 (including expenditure Approval list - \$1,450,095.64 and April payroll - \$2,606,602.69).

- Approval of Classroom Audio/Video Replacement Plan paid from the Student Tech Fee budget
- Approval of Student Lab Computer Replacement Plan in the amount of \$104,124.70 paid from the Student Tech Fee budget
- Approval of TouchNet for Payment Gateway and Bill+Payment Suite, Marketplace Suite, and Seek-N-Secure Software Subscription in the amount of \$145,411.93 paid from Information Services budget
- Ratification of the Summer Youth Employment Agreement with Workforce Alliance
- Ratification of Siteimprove Agreement
- Ratification of Wright International Student Services Default Management Solutions Agreement
- Ratification of Summer of Discovery Program Letter of Agreement
- Ratification of Contract for Affiliated Clinical Site – Wichita Presbyterian Manor
- Ratification of Contract with Juan Johnson Consulting & Facilitation
- Ratification of 2017 South Central Kansas Library Systems Grants-in-aid Services Contract
- Ratification of USD 259 Advertising Contract
- Ratification of Crew Leadership Training Course Agreement with HollyFrontier
- Ratification of Contract for International Recruitment Agents Fantastic Family & Friends, LLC in China
- Contract Renewal for Wendall Moore, Assistant Men’s Basketball Coach at an annual salary of \$43,894
- Contract Renewal for Bryan Miller, Head Men’s Basketball Coach at an annual salary of \$49,951
- Contract Renewal for Abby Fawcett, Assistant Women’s Basketball Coach at an annual salary of \$40,255
- Contract Renewal for Mike Helmer, Head Women’s Basketball Coach at an annual salary of \$56,506 with \$55, 703 paid for by the college and \$2,157 paid for by the Grizzlybackers
- Acceptance of Resignation of Henry Waters, Associate Professor of Vocal Music
- Acceptance of Resignation of Ali Kiser, Athletic Academic Advisor

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Dr. Gene George

Monthly Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Dona & Jeff Larimer and Dan Lawless families, Willow Dean and the family of Charlie Patton

Board Calendar

Nursing 25 th Anniversary Celebration	Thursday, May
Distinguished Alumni Reception – Honoring Dr. Greg Joyce	Thursday, May 11
Nurses Pinning	Thursday, May 11
Order of the Purple	Friday, May 12
Commencement	Saturday, May 13
Foundation Board of Directors Meeting	Tuesday, May 16
Project SEARCH Celebration	Tuesday, May 16
Filing Deadline for Board of Trustees Election	June 1, 2017
KACCT Quarterly Meeting & New Trustee Orientation	June 9 – 10 @ Colby
June Board Finance Committee	Tuesday, June 13
June Board Meeting	Tuesday, June 13

BOARD EXECUTIVE SESSION

Trustee McKibban moved that the Board recess into executive session for a period of 20 minutes for matters relating to employer/employee negotiations, and to include Kim Krull, Lori Winningham, Kent Williams and Anita Mills. The Board entered executive Session at 6:45 p.m.

The Board returned to open session at 7:05 p.m.

BOARD BUDGET WORK SESSION

A budget work session and dinner immediately followed the executive session.

ADJOURNMENT

Trustee Joyce moved that the regular meeting of the Butler Community College Board of Trustees be adjourned. Trustee McKibban seconded. The motion passed unanimously. The meeting of May 9, 2017 was adjourned at 7:36 p.m.

Lee DeLeon - Board Chair
~~JoAnn Craven - Secretary~~