
**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., Tuesday, June 13, 2017 – Dankert Board Room**

STAFF ATTENDANCE

Kim Krull	Lori Winningham
Bill Rinkenbaugh	Kent Williams
Bill Young	Stacy Cofer
Shelley Stultz	Kelly Snedden
Lynn Umholtz	Esam Mohammad
Gene George	Shannon Covert
Mel Whiteside	Meg McGranaghan
Tracy Bray	Richard Jones
Rheann Leech	Sharon Rogers
Aubrey Pirtle	Mary Spoon
Melody Doyal	

BOARD ATTENDANCE

Ken Bohon – Chair
Eileen Dreiling – Vice Chair
Ron Engelbrecht
Jim Howell
Dr. Greg Joyce
Tom McKibban

ABSENT

JoAnn Craven

GUESTS

Ryan Murry – ICI
Levi Yager – Butler County Times/Gazette

CALL TO ORDER

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

APPROVAL OF AGENDA

Trustee McKibban moved that the Board approve the agenda as presented. Trustee Joyce seconded. The motion passed unanimously.

RECOGNITIONS

- Doug Chance – NJCAA Division I Coach of the Year
- Esam Mohammad – Doctorate of Business Administration – Baker College of Michigan

PUBLIC COMMENT – None**STANDING REPORTS**

Student Government Association Report – None

Operational Staff Report – Rheann Leech reported that the annual Operational Staff Recharge will be held next week at the Sedgwick County Zoo with 65 attendees. Rheann introduced the new officers for the 2017 – 2018 year: Rheann Leech-President, Aubrey Pirtle-Vice President, Mary Spoon-Secretary, and Melody Doyal-Treasurer.

Professional Employees Report – None

Board Finance Committee – Ron Engelbrecht reported that the committee reviewed the Variance Report and previewed the insurance rates for FY18 that will be presented later in the meeting. Income and expenditures are on track for the current year.

KACCT/COP Report – Ron Engelbrecht, JoAnn Craven, Eileen Dreiling and Kim Krull attended the KACCT/COP meeting held at Colby Community College, June 9/10. JoAnn and Eileen also attended New Trustee Orientation. The KACCT group received the financials and elected new officers. Trustee Engelbrecht will serve as Secretary.

President's Report – President Krull announced Bill Young who will be serving as the Interim Vice President of Digital Transformation through the end of the Fall semester and Esam Mohammad who will be serving as the Interim Associate Vice President of Research. She also provided the Fall enrollment update and Council of Presidents report. Kim will serve as Past President for the COP.

Education Facilities Authority Report – Trustee Joyce reported that the new monument sign has been installed at the stadium. Upcoming events include Drums Across Kansas-July 17, and the Shrine Bowl-July 29. They are currently working on a draft Project Management Policy which will be reviewed in July.

MONITORING REPORTS

Mel Whiteside provided the annual report for the Division of Science, Technology, Engineering & Mathematics (STEM).

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

Discussion of eSports – Dr. Krull and Tracy presented information on eSports to raise awareness of the amazing popularity of this sport and the potential for scholarship earnings for colleges and students. eSports, known as electronic sports, competitive gaming and professional gaming is commonly played in organized, multiplayer competitions. It is a sport that requires real-time strategy and is often played in a first person shooter and multiplayer online battle arena. Currently, the most popular multiplayer online battle arena is “League of Legends” with an estimated 100 million monthly active players. The 2014 League of Legends Championship was watched by more than 27 million people on ESPN.

Last year was a huge milestone for college eSports, with over 1,600 college teams and 300 schools from across the U.S. and Canada participating in the North American Collegiate Championships (NACC). Teams participating in the NACC are competing for both institutional and individual team member scholarships. Currently, there are 8 Kansas colleges and universities with eSports programs.

With Butler staff and students who are active gamers, there is great interest in hosting a gaming event on campus during either the fall semester or spring 2018 semester. Sponsors would be sought to help support the event.

BOARD ACTION ITEMS

Discussion/Approval of Revised Expectation of Student Conduct – With the creation and implementation of the Weapons Policy, the Expectation of Student Conduct, Student Code of Conduct and subsequent grievance procedures were reviewed and revised to be consistent and applicable to the Weapons Policy. In addition, revisions were made to provide clarity for students.

Trustee Engelbrecht moved that the Board approve the revised Expectation of Student Code of Conduct and subsequent grievance procedures for use on the website and College publications for the 2017-2018 academic year beginning July 2017. Trustee Joyce seconded the motion passed unanimously. The old and revised policies follow:

EXPECTATION OF STUDENT CONDUCT (CURRENT)

Butler Community College expects students to behave in a manner that supports a positive educational environment for all. Upon enrollment, each student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. The Student Code of Conduct and Academic Integrity policies have been developed to achieve that aim.

Student Code of Conduct

At Butler Community College students are expected to be responsible for reviewing all of the policies at the College. Specifically, students are required to understand the policies that relate to student behavior, academic honesty, and Butler's timeless institutional values of quality, integrity, service, and care. All students are expected to adhere to all of these policies. Lack of knowledge of the policies is not an acceptable excuse for non-compliance.

When in the classroom, students must be fully engaged in any class. Any act of disrespect toward an instructor, sponsor or College official is unacceptable. Students are expected to immediately comply with directives from any College official. If a student feels that a request is inappropriate, they should voice their concern to the Vice-President for Student Services.

Butler Community College expressly prohibits any form of unlawful employee or student harassment based on race, color, religion, sex, sexual orientation, national origin, age, disability, status as a Vietnam-era or special disabled veteran, or status in any group protected by state or local law.

Student behavior that is contrary to adopted school policy will result in appropriate disciplinary action. This action may include probation, suspension or expulsion. Grounds for disciplinary actions and/or sanctions will result from:

1. General Rules & Policies - Willful violation of any published regulation for student conduct adopted or approved by the Board of Trustees.
2. Disorderly Conduct – Individual or group behavior which substantially impinges upon or invades the rights of others, disrupts, impedes or interferes with the operation of any college class or activity. Such conduct includes (but is not limited to) assault, threats to the personal safety of one's self or others, throwing objects, making excessive noise, unwelcome physical contact, or hazing/bullying.
3. General Laws – Students at BCC shall abide by all regulations federal, state laws, and local city ordinances. Conduct which has resulted in conviction of the student of any offense specified in chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States upon registration at Butler Community College may result in independent disciplinary action taken by the College.
4. Official Requests – Students must comply with the reasonable and lawful request of College officials. Disobedience of an order from a teacher, peace officer, college security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any college class or activity is prohibited.
5. Alcoholic Beverages and Drugs – Under the influence, possessing, and/or consuming alcoholic beverages (3.2 beer included), illegal or unauthorized drugs on college property. (See Disciplinary Action for Drug and Alcohol Violations)
6. Theft – Theft of any kind, including seizing, receiving or concealing property with knowledge that it has been stolen.
7. Vandalism/Damage of Property – Willful, intentional or negligent damage or destruction to any property belonging to the college, faculty or staff, visitor or student.

8. Firearms and other Weapons – The unauthorized possession or use of firearms or other weapons of any kind. This includes displaying of any object or instrument in a dangerous or threatening manner.
9. Computer Misuse – Students are subject to all computer lab policies. Violations of ethical standards and unauthorized or inappropriate use of computer such as (but not limited to): using other's e-mail without permission, downloading or engaging in pornographic material, monopolizing hardware, software and/or printers for personal use (not college related), tampering with the college's network security system, or any illegal activity that violates the laws of libel, copyright, trademark and the Buckley Amendment.
10. Acts of Dishonesty – Students that intentionally and/or maliciously violate the Academic Integrity policies or falsify College documents or records (including financial aid, admissions and registration) or make a false report or statement to a College official. (See Academic Integrity)
11. Sexual Behavior and Harassment – Participation in inappropriate sexual behavior or sexual harassment of College faculty, staff, or students. (See Sexual Harassment Policy)
12. Students are expected to fully cooperate with any investigation affecting the College by local law enforcement or college officials. If a student participates in conduct which results in their conviction of any misdemeanor or felony offense, they may face disciplinary action from the College that may include being removed from school.

ACADEMIC INTEGRITY

Butler Community College defines academic integrity as learning that leads to the development of knowledge and/or skills without any form of cheating or plagiarism. This learning requires respect for Butler's institutional values of quality, service, integrity, and caring as well as its Learning College Principles. All Butler students, faculty, staff, and administrators are responsible for upholding academic integrity.

Cheating is giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and college electronic devices.

Plagiarism is representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it.

Faculty members have discretion in handling student violations of the academic integrity policy, but faculty members must consult with their deans or administrators prior to removing a student from a course. Faculty members must inform students of violations and their consequences in writing. Students who violate the academic integrity policy will sustain academic consequences set by faculty members, which may include, but are not limited to:

- A warning.
- A zero or failing grade on the academic exercise with repetition of the exercise allowed for reduced or the same amount of original credit.
- A zero or failing grade on the exercise with no repetition allowed.
- A failing grade in the course and removal from it.

Students who violate the academic integrity policy are also subject to administrative consequences, which may include, but are not limited to:

- Reduction or cancellation of a college scholarship.
- Suspension from college activities.
- Being barred from the course and/or program for a set time.
- Being barred from the course and/or program permanently.
- Suspension from the college for a set time.
- Expulsion from the college.

Students will be informed of administrative consequences in writing. Students who have been accused of academic integrity violations may follow the Academic Appeals process listed under Student Grievance Procedures. This process assures due process and procedure. Generally, if dissatisfied with the consequences set by faculty members, students may appeal in writing to appropriate deans or administrators.

Students who have been accused of academic integrity violations may follow the Academic Appeals process listed under Student Grievance Procedures. This process assures due process and procedure. Generally, if dissatisfied with the consequences set by faculty members, students may appeal in writing to appropriate deans or administrators. If dissatisfied with the dean's or administrator's decision, students may appeal to the Student Review and Appeals Committee, which consists of student and faculty representatives and the Vice President for Student Services. If dissatisfied with the Student Review and Appeals Committee's decision, students may appeal to the Vice President of Academics, whose decision is final. Students will be notified of appeal results in writing.

STUDENT GRIEVANCE PROCEDURES

Academic Appeals

The Butler Community College academic appeals process is to be used for disagreements regarding grade assignments or violations of the academic integrity policy. If a student does not agree with a grade assignment or disputes allegations of academic misconduct, the following procedures will be followed to ensure an appropriate resolution of the academic appeal at the lowest possible level:

A written appeal is initiated with the appropriate academic dean, associate dean or site director. If the student is not satisfied with the decision of the academic dean, associate dean or site director, he or she can appeal this decision within 10 days with the Student Review and Appeals Committee. The appeal must be made in writing to the Vice President for Student Services. The student should indicate the initial concern, the decision by the academic dean, associate dean or site director, and the reason this decision is not satisfactory. The Student Review and Appeals Committee will request information from the academic dean, associate dean or site director regarding the basis for their decision. Once all documents are received, the committee will review the information and notify the student of the committee's decision by certified mail. Should the student wish to appeal this decision, he or she may do so to the Vice President of Academics within 10 days of receipt of the committee decision. The decision by the Vice President of Academics is final.

For appeals regarding any other academic concerns, such as differences of opinion on assignments, classroom procedures or related issues, the following procedures will be followed:

- You will attempt to resolve the issue with the faculty member by requesting a meeting and discussing the issue.

- If the issue cannot be resolved between you and the faculty member, you have the right to appeal in writing within six weeks of the date the grade was officially posted by the Registrar's Office. To initiate an appeal, provide a detailed written summary of the situation and any supporting documentation in writing to the appropriate academic dean, associate dean, or site director. The academic dean, associate dean, or site director will notify you his or her decision in writing.
- If you are not satisfied with the decision of the academic dean, associate dean, or site director, you may appeal this decision within 10 days with the Student Review and Appeals Committee. The appeal must be made in writing to the Vice President for Student Services. You should describe the initial concern; provide any supporting documentation; indicate the decision by the academic dean, associate dean, or site director; and explain why this decision is not satisfactory. The Student Review and Appeals Committee may request additional information from the instructor, academic dean, associate dean, site director, or others. Once all documents are received, the committee will review the information and notify you of the committee's decision in writing.
- If you are not satisfied with the decision of the Student Review and Appeals Committee, you may appeal this decision within 10 days with the Vice President of Academics. The appeal must be made in writing. You should describe the initial concern; provide any supporting documentation; indicate the decision by the academic dean, associate dean, or site director; indicate the decision by the Student Review and Appeals Committee; and explain why these decisions are not satisfactory. The Vice President of Academics may request additional information from the Student Review and Appeals Committee, instructor, academic dean, associate dean, site director, or others. Once all documents are received, the Vice President of Academics will review the information and notify you of her decision in writing. The decision by the Vice President of Academics is final.

For appeals regarding any other academic concerns, such as differences of opinion on assignments, classroom procedures or related issues, the following procedures will be followed:

- You are encouraged to discuss any academic concern with the faculty member directly as it occurs. A College counselor, administrator, or other college staff may be consulted and included in these discussions if either party so desires.
- If a resolution is not forthcoming, then the student may initiate the academic appeals procedure as detailed above.

All proceedings will occur in a professional manner and every effort will be made to protect the rights of all parties involved. Students must comply with the Student Code of Conduct. Student behavior that is contrary to adopted school policy will result in appropriate disciplinary action.

Formal Complaint Process

The Butler Community College nonacademic appeals process is to be used for issues other than disciplinary or academic matters, and provides you with protection against unwarranted infringement of your rights. A grievance may concern an alleged violation of college policies, infringement of your rights and other such problems dealing with other students, college staff and faculty and authorized college activities.

The following procedures will be followed to ensure an appropriate resolution of a student grievance or complaint at the lowest possible level:

- You will attempt to rectify the grievance with the supervisor of the area in which the alleged violation occurred within 10 business days. Every effort will be made to resolve the grievance at the lowest possible level.

- Where resolution is impossible or unsatisfactory to either party, the issue should be appealed in writing to the appropriate supervisor. The supervisor must inform you in writing of any decision made and the reason for that decision within five business days.
- If you feel the grievance has not been resolved, you may submit a written grievance to the Vice President for Student Services within 10 business days from the time the complaint was filed at the previous level and request a conference. The Vice President for Student Services must, within five business days following the conference, inform you in writing of any decision made and the reasons for making that decision. The decision of the Vice President for Student Services is final.
- The Vice President for Student Services will notify the affirmative action/Title IX officer of the college in writing of any grievance involving alleged illegal discrimination, including any claim that you have been subjected to illegal discrimination on the basis of race, sex, national origin, age, religion or disability. Claims of illegal discrimination will be investigated by the designated officer who will make a report to the President.

These proceedings will occur in a professional manner and all efforts will be made to protect the rights of all parties involved.

If the student is not satisfied with the outcome of the complaint, after following the process explained above, a committee will be appointed by the Board of Trustees to review the information and render a final decision. Their decision will determine if the college has a process for addressing the complaint; if the college process was followed; and if the college resolution was reasonable.

To file a complaint, send a written complaint to:

Butler Community College – Board of Trustees
 901 S. Haverhill Rd
 El Dorado, KS 67042
 316-322-3101
 trustees@butlercc.edu

The written complaint should include the following information:

1. Name, current mailing address, phone number of complainant
2. Email address
3. Dates of your enrollment
4. Details of your complaint
5. Expected outcome

The Board will reply to you within 10 business days to let you know they have received your complaint and whether it requires any additional information. The Board will let you know their tentative plan for investigating and resolving the complaint, and will update you if it takes longer than originally planned. The Board will send you a written response, usually within 45 days of receipt of your complaint, explaining the investigation and the resolution.

A record of all complaints and their resolution will be documented and the records will be kept in the Board Office, Clerk of the Board of Trustees, 901 S Haverhill Rd, El Dorado, KS 67042.

If the student feels the complaint has not been properly addressed, the student may follow the state complaint process by contacting the applicable state agencies:

- Consumer protection and/or fraud complaints may be filed with the Kansas Attorney General's office.

Kansas Attorney General's Office of consumer Protection:

Consumer Protection Hotline

1-800-432-2310

(785) 296-3751

Fax: (785) 291-3699

<http://ag.ks.gov/about-the-office/contact-us/file-a-complaint>

- Discrimination complaints may be filed with the Kansas Human Rights Commission, <http://www.bkhrc.net/complaint.html>.
- Complaints regarding State Authorization Reciprocity Agreement (SARA) courses delivered by SARA member community colleges may be filed by students enrolled in those courses with the Kansas Board of Regents office, http://www.kansasregents.org/academic_affairs/sara.
- Kansas Community Colleges are regionally accredited by the North Central Association of the Higher Learning Commission on Colleges and Universities (NCAHLC). Complaints regarding an institution's ongoing ability to meet the Criteria of Accreditation may be filed by following the guidelines at <https://www.hlcommission.org/HLC-Institutions/complains.html>.

STUDENT DISCIPLINARY PROCESS

The Board of Trustees may place on probation, suspend, or expel or by regulation may authorize the President, Vice President of Academics, or Vice President for Student Services or (or their designees) to impose sanctions including probation, suspension, dismissal, and expulsion of any student who violates College Policy, which includes the Student Code of Conduct and Academic Integrity policies.

Butler's Disciplinary Process is a three-stage model that begins with any college student, faculty, or staff member reporting or making a complaint of a student(s) of suspected violation of College Policy. Upon receipt of a complaint, the pre-adjudication investigation stage begins. During this stage the investigation may include interviewing witnesses and suspects of the before mentioned complaint. Most investigations are completed by the Department of Public Safety and/or other student services staff (i.e. residence life staff).

After the investigation is completed a written report is forwarded to the Adjudicator (in most cases the Vice President of Student Services) and the second part of the disciplinary process is initiated. In the second phase of the process, the role of the adjudicator is that of fact finding, rule interpretation, and choice of sanction for policy violation(s). The Adjudicator will review, in person, with the student the nature of the complaint and render sanctions in writing to the student.

When disciplinary action is administered for violations of College Policy, students have the right to appeal the disciplinary action, which is the third part of the College Disciplinary Process. Students who have been sanctioned for violating College Policies and or the Student Code of Conduct are assured due process. Generally if dissatisfied with the consequences set by the Vice President of Student Services (or designee's) decision, students may appeal in writing to the Student Review and Appeals Committee (chaired by VP of Academics) within two days from receiving the disciplinary sanctions. If dissatisfied with the Student Review and Appeals Committee's decision, students may appeal in writing to the Vice President for Student Services, whose decision is final. Students will be notified of appeal result in writing.

APPEAL TO THE STUDENT REVIEW AND APPEALS COMMITTEE

No extended-term suspension or expulsion shall be imposed upon a student without notification of their right to an appeal to the Student Review and Appeals Committee. In all cases wherein a student might be suspended for an extended-term or might be expelled, he or she shall first be suspended for a short-term. A written notice of any decision to suspend for an extended term or to expel a student will include the charges upon which the decision is based. This notice shall be given to the student to be suspended or expelled and to his or her parents or guardians (if student is dependent and under 18 years of age). Such notice shall be accompanied by a copy of this procedural regulation.

If a student wishes to appeal any disciplinary action or decisions to suspend or expel, he or she must do so in writing to the Vice President for Student Services within two days of receiving the initial decision. Upon receipt of the letter requesting the appeal, the Vice President for Student Services must notify the student of the time, date, and place that the student will be afforded an opportunity for a formal hearing, and such date shall not be later than seventy-two (72) hours after the Vice President for Student Services has received the student's appeal. For the purposes of time notification, weekends and school holidays are excluded.

REPORTS OF HEARING

Upon the conclusion of any formal hearing, the Student Review and Appeals Committee shall make a decision and notify the student, in writing, of the decision. A copy of the decision will be kept with the Vice-President for Student Services and shall be open to the inspection of the student who is suspended or expelled and, if the student has not attained eighteen (18) years of age, to his or her parents or guardians and counsel or other advisor. If the student has attained eighteen (18) years of age, such report shall be open to the inspection of his or her parents or guardians and counsel or other advisor only upon written consent of the student.

Whenever any such formal hearing results in suspension for an extended term or expulsion, the Student Review and Appeals Committee conducting such hearing may make a recommendation to the Vice-President for Student Services that returns the student to classes, pending any appeal or during the period allowed for notice of appeal, if such student is not reasonably anticipated to cause continued repeated material disorder, disruption, or interference with the operation of the college or substantial and material impingement upon or invasion of the rights of others. Whenever the committee fails to make a recommendation, the suspension shall continue until an appeal is determined or until the period of suspension or expulsion has expired, whichever is the sooner.

Should the student desire to appeal the decision made by the Student Review and Appeals Committee, they may do so, in writing, directly to the Vice-President for Student Services. The Vice-President will review all of the documentation that was presented during the appeal to the Student Review and Appeals Committee. The Vice-President has the ability to support the decision made by the Student Review and Appeals Committee or make a decision to overturn such decision made by the committee. Should the student wish to appeal the decision made by the Vice-President for Student Services, the student has a final appeal with the Board of Trustees. (Refer to the Appeal to Board of Trustees section.)

Under this regulation, whenever any written notice is required to be given to parents or guardians of any student, it shall be sufficient if the same is mailed to the residence of such parents or guardians at the address on file in the college records of such student. In lieu of mailing such written notice, the same may be personally delivered.

PROCEDURAL DUE PROCESS

The student and the College administrator involved in this hearing may choose to be present during the entire presentation of evidence. The formal hearing described in the previous Appeal to the Student Review and Appeals Committee section, hereof shall afford procedural due process including but not limited to the following:

1. The right of the student and the College to have counsel of his/her own choice present and to receive the advice of such counsel or other person whom he/she may select.
2. The right of the student and his/her counsel or advisor and the College to hear or read a full report of testimony.
3. The right of the student and his/her counsel and the College to confront and cross-examine witnesses who appear in person at the hearing, either voluntarily or as a result of the issuance of a subpoena.
4. The right of the student and the College to present their own witnesses in person or their testimony by affidavit.
5. The right of the student and the College to testify in their behalf and give reasons for his/her conduct.
6. The right of the student and the College to have an orderly hearing.
7. The right of the student and the College to a fair and impartial decision based on substantial evidence.
8. For the purposes of this regulation "counsel" means any person a student or the College selects to represent and advise them at all proceedings conducted pursuant to the provisions of these regulations governing suspension and expulsion of students.

APPEAL TO BOARD OF TRUSTEES

Written notice of any hearing results in an extended-term suspension or expulsion shall be given to the student suspended or expelled and to his/her parents or guardian (if student is dependent upon parents for support and is under eighteen (18) years of age) by certified letter, mailed within twenty-four (24) hours after determination. Any student who has been suspended for an extended term or expelled or one of his/her parents or guardians (if student is dependent upon parents for support and is under eighteen (18) years of age) may appeal such suspension or expulsion to the Board of Trustees by filing a written notice of appeal with the president of the college not later than ten (10) calendar days after receiving the written notice specified in this section. Any such appeal shall be heard by the Board of Trustees or by a hearing officer appointed by such board not later than twenty (20) calendar days after such notice of appeal is filed. The student and his/her parents or guardians (if required) shall be notified in writing of the time and place of the appeal hearing at least five (5) days prior thereto. Such appeal shall be conducted under rules which are consistent with the Procedural Due Process section. In all expulsion or extended-term suspension cases, a record of the appeal hearing shall be made by mechanical or electronic recording or by an official court reporter, and the costs shall be paid by the college. The Board of Trustees shall render its decision on any such appeal at the next regularly scheduled meeting of the Board of Trustees. Again, for the purposes of time notification, weekends and school holidays are excluded.

For the purpose of hearing any appeal under this section, the Board of Trustees may appoint one or more hearing officers. Any such hearing officer shall be a member of the Board of Trustees, a faculty member or an administrator of the college. Any such appointment shall apply to a particular hearing or to a set or class of hearings as specified by the Board of Trustees in making such appointment.

Whenever a hearing officer appointed under authority of this section hears any appeal, he/she shall, after hearing the same, prepare a written report to the Board of Trustees. After receiving the report, the Board of Trustees shall determine the appeal with or without additional hearing. Any appeal determined by the Board of Trustees in accordance with this paragraph shall be valid to the same extent as if the matter were fully heard by the Board of Trustees without a hearing officer.

POWERS AND DUTIES OF PERSONS CONDUCTING HEARINGS

Any person, hearing officer or any member of a committee or the Board of Trustees while conducting a hearing may:

1. Administer oaths for the purpose of taking testimony.
2. Call and examine witnesses and receive documentary and other evidence.
3. Take any other action necessary to make the hearing in accord with procedural due process.

The Chairperson of the Student Review and Appeals Committee or a member of the Board of Trustees in holding an appeal hearing as referred to in the previous sections may, and upon the request of any student for whom such hearing is held or his or her parent or counsel, petition that the administrative judge of the judicial district court be authorized to issue subpoenas for the attendance and testimony of the principal witness or witnesses and production of books, records, reports, papers and documents relating to the proposed suspension or expulsion in the same manner as the issuance of subpoenas in civil actions pursuant to K.S.A. 60-245. For the purpose of this paragraph, "principal witness" means any witness whose testimony is of major importance in support of the charges upon which the proposed suspension or expulsion is based or in determination of material questions of fact.

EXPECTATION OF STUDENT CONDUCT (PROPOSED REVISIONS)

Butler Community College expects students to behave in a manner that supports a positive educational environment for all. Upon enrollment, each student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. The Student Code of Conduct and Academic Integrity policies have been developed to achieve that aim.

STUDENT CODE OF CONDUCT

At Butler Community College students are expected to be responsible for reviewing all of the policies at the College. Specifically, students are required to understand the policies that relate to student behavior, academic honesty, and Butler's timeless institutional values of quality, integrity, service, and care. All students are expected to adhere to all of these policies. Lack of knowledge of the policies is not an acceptable excuse for non-compliance.

When in the classroom, students must be fully engaged in any class. Any act of disrespect toward an instructor, sponsor or College official is unacceptable. Students are expected to immediately comply with directives from any College official. If a student feels that a request is inappropriate, they should voice their concern to the Vice-President for Student Services.

Butler Community College expressly prohibits any form of discrimination or harassment based on gender, race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or status in any group protected by state or local law.

Student behavior that is contrary to adopted school policy will result in appropriate disciplinary action. Grounds for probation, suspension or expulsion include:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Trustees

2. Individual or group behavior which substantially impinges upon or invades the rights of others, disrupts, impedes or interferes with the operation of any college class or activity. Such conduct includes (but is not limited to) assault, threats to the personal safety of one's self or others, throwing objects, making excessive noise, unwelcome physical contact, or hazing/bullying.
3. Conduct which results in violations of federal, state laws, and local city ordinances or conviction of the student of any offense specified in chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States.
4. Disobedience of an order from a teacher, peace officer, college security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any college class or activity is prohibited.
5. Being under the influence, possessing, and/or consuming alcoholic beverages (3.2 beer included), illegal or unauthorized drugs on college property. (See Disciplinary Action for Drug and Alcohol Violations in the Student Handbook).
6. Theft of any kind, including seizing, receiving or concealing property with knowledge that it has been stolen. Willful, intentional or negligent damage or destruction to any property belonging to the college, faculty or staff, visitor or student.
7. Possession or use of unauthorized firearms or other weapons or violation of the Weapons Policy.
8. Violations of any computer lab policy. Violations of ethical standards and unauthorized or inappropriate use of computer such as (but not limited to): using other's e-mail without permission, downloading or engaging in pornographic material, monopolizing hardware, software and/or printers for personal use (not college related), tampering with the college's network security system, or any illegal activity that violates the laws of libel, copyright, trademark and the Buckley Amendment.
9. Intentionally and/or maliciously violating the Academic Integrity policy or falsifying College documents or records (including financial aid, admissions and registration) or make a false report or statement to a College official. (See Academic Integrity)
10. Participation in inappropriate sexual behavior or sexual harassment of College faculty, staff, or students. (See Harassment and Violence Policy)
11. Use of cigarettes, chewing tobacco, electronic cigarettes or any other violation of the College Tobacco Free Campus Policy. (See Tobacco Free Campus Policy)

Students are expected to fully cooperate with any investigation affecting the College by local law enforcement or college officials. If a student participates in conduct which results in their conviction of any misdemeanor or felony offense, they may face disciplinary action from the College that may include being removed from school.

College officials including the President, Vice President of Academics, or Vice President of Student Services (or their designees) may impose sanctions including probation, suspension, dismissal, and expulsion of any student who violates College Policy including the Student Code of Conduct and Academic Integrity policies.

If a student disagrees with the sanctions set forth by a college official he/she has the right to appeal. To appeal sanctions resulting from violations of the Student Code of Conduct, except the Academic Integrity violations, the student should refer to the Student Disciplinary Process. For violations of the Academic Integrity policy and disagreements about grade assignments, the students should refer to the Academic Integrity and Academic Appeal Process.

STUDENT DISCIPLINARY PROCESS

Butler's Student Disciplinary Process is a **three-step** model consisting of the following stages: Investigation and Initial decision; Appeal to the Student Review and Appeals Committee; and Appeal to the Vice President of Student Services.

Step 1: INVESTIGATION AND INTITAL DECISCION

Stage one of the disciplinary process begins with any college student, faculty, or staff member reporting or making a complaint of a student(s) of suspected violation of College Policy. Upon receipt of a complaint, the pre-adjudication investigation stage begins. During this stage the investigation may include interviewing witnesses and suspects of the before mentioned complaint. Most investigations are completed by the Department of Public Safety and/or other student services staff (i.e. residence life staff). **The College shall determine appropriate disciplinary action(s) based on the type and severity of behavior or violation committed.**

While a disciplinary decision is pending, the Associate Vice President of Student Services (or designee) may immediately impose interim action(s) in the event that a student's continued presence in class, program, activity or event or on any College-owned, College-operated or College-utilized facility poses a significant danger to themselves or others, and/or there is reasonable cause to believe that such interim action is required to protect lives or property or to ensure the maintenance of order. In imposing interim action, the Associate Vice President of Student Services (or designee) will give consideration to potential consequences of the action imposed, such as the student's inability to attend classes. The College may allow for alternative means for the student to fulfill academic and other obligations. A student may request a review of an interim action while it remains in effect by submitting a written request to the Vice President of Student Services. The Vice President of Student Services will review the request and determine if the interim action will be upheld, modified or terminated. The decision of the vice president will be final, and the interim action process will be separate and distinct from the investigation and discipline procedure.

After the investigation is completed a written report is forwarded to the Adjudicator (in most cases the Associate Vice President of Student Services or designee) and the disciplinary process is initiated. The role of the adjudicator is that of fact finding, rule interpretation, and choice of sanction for policy violation(s). The Adjudicator will review, in person, with the student the nature of the complaint and render sanctions in writing to the student. **In addition to or in conjunction with probation, suspension, or expulsion the following list of sanctions may be imposed by the College as part of disciplinary action: mandatory training, hold on student records, academic or personal counseling, restitution and fines, required administrative meetings, medical certification/evaluation, execution of a behavioral agreement, modifications to the academic schedule, issuance of a no-contact other in relation to another individual, mandatory project or assignment, denial of privileges, emergency suspension, ban from College campus or activities and/or community service.**

No suspension or expulsion shall be imposed upon a student without notification of their right to an appeal to the Student Review and Appeals Committee. In cases of expulsion, students will first be placed on suspension in order to have the opportunity to appeal. A written notice of any decision to suspend or expel a student will include the charges upon which the decision is based. This notice shall be given to the student to be suspended or expelled and to his or her parents or guardians (if student is dependent and under 18 years of age). Such notice shall be accompanied by a copy of this procedural regulation.

Step 2: RIGHT TO APPEAL TO THE STUDENT REVIEW AND APPEALS COMMITTEE

If a student wishes to appeal any disciplinary action or decisions to suspend or expel, he or she must do so in writing to the Vice President for Student Services within two days of receiving disciplinary sanctions. Upon receipt of the letter requesting the appeal, the Vice President for Student Services must notify the student of the time, date, and place that the student will be afforded an opportunity for a formal hearing, and such date shall not be later than seventy-two (72) hours after the Vice President for Student Services has received the student's appeal. For the purposes of time notification, weekends and school holidays are excluded. The Student Review and Appeals Committee is comprised of four faculty members and four Student Services staff members, chaired by the Vice President of Academics.

Step 3: APPEAL TO THE VICE PRESIDENT OF STUDENT SERVICES

Should the student desire to appeal the decision made by the Student Review and Appeals Committee, they may do so, in writing, directly to the Vice President of Student Services. The Vice President of Student Services will review all of the documentation that was presented during the appeal to the Student Review and Appeals Committee. The Vice President of Student Services has the ability to support the decision made by the Student Review and Appeals Committee or make a decision to overturn such decision made by the committee. Students will be notified of appeal results in writing. The Vice President of Student Services' decision is final.

ACADEMIC INTEGRITY

Butler Community College defines academic integrity as learning that leads to the development of knowledge and/or skills without any form of cheating or plagiarism. This learning requires respect for Butler's institutional values of quality, service, integrity, and caring as well as its Learning College Principles. All Butler students, faculty, staff, and administrators are responsible for upholding academic integrity.

Examples of cheating include, but are not limited to: giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and college electronic devices.

Examples of plagiarism include, but are not limited to: representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it.

Faculty members have discretion in handling student violations of the academic integrity policy, but faculty members must consult with their deans or administrators prior to removing a student from a course. Faculty members must inform students of violations and their consequences in writing. Students who violate the academic integrity policy will sustain academic consequences set by faculty members. The consequences may include, but are not limited to, any of the following actions and may be imposed in any order or sequence.

1. A warning.
2. A zero or failing grade on the academic exercise with repetition of the exercise allowed for reduced or the same amount of original credit.
3. A zero or failing grade on the exercise with no repetition allowed.

4. A failing grade in the course and removal from it.
5. Students who violate the academic integrity policy are also subject to administrative consequences, which may include, but are not limited to:
 - a. Reduction or cancellation of a college scholarship.
 - b. Suspension from college activities.
 - c. Being barred from the course and/or program for a set time.
 - d. Being barred from the course and/or program permanently.
 - e. Suspension from the college for a set time.
 - f. Expulsion from the college.

Students will be informed of administrative consequences in writing. Students have the right to appeal any decision or disciplinary action as outlined in the Academic Appeal Process.

ACADEMIC APPEAL PROCESS

Butler's Academic Appeal Process is a **four-step** model consisting of the following stages: Faculty/Student Resolution; Dean, Associate Dean or Site Director Appeal; Appeal to the Student Review and Appeals Committee; and Appeal to the Vice President of Academics.

The Butler Community College academic appeals process is to be used for violations of the academic integrity policy disagreements about grade assignments. If a student does not agree with a grade assignment, classroom procedures or related issues or disputes allegations of academic misconduct, the following procedures will be followed to ensure an appropriate resolution of the academic appeal:

Step 1: FACULTY/STUDENT RESOLUTION

The student will attempt to resolve the issue with the faculty member by requesting a meeting and discussing the issue.

Step 2: DEAN OR ASSOCIATE DEAN OR SITE DIRECTOR APPEAL

If the issue cannot be resolved between the student and the faculty member, the student has the right to appeal to the appropriate academic dean or associate dean or site director. To initiate an appeal, provide a detailed written summary of the situation and any supporting documentation in writing to the appropriate academic dean, associate dean, or site director. The academic dean, associate dean, or site director will notify the student of his or her decision in writing. Grade appeals, the appeal must be submitted in writing within six weeks of the date the grade was officially posted by the Registrar's Office.

Step 3: STUDENT REVIEW AND APPEALS COMMITTEE

If the student is not satisfied with the decision of the academic dean, associate dean, or site director, the student may appeal this decision within 10 days with the Student Review and Appeals Committee. The appeal must be made in writing to the Vice President of Student Services. The student should describe the initial concern; provide any supporting documentation; indicate the decision by the academic dean, associate dean, or site director; and explain why this decision is not satisfactory. The Student Review and Appeals Committee may request additional information from the instructor, academic dean, associate dean, site director, or others. Once all documents are received, the committee will review the information and notify the student of the committee's decision.

in writing. In the case of suspension or expulsion, students will have the right to a formal hearing and procedural due process. Upon receipt of the letter requesting the appeal, the Vice President of Student Services must notify the student of the time, date, and place that the student will be afforded an opportunity for a formal hearing. The Student Review and Appeals Committee is comprised of four faculty members and four Student Services staff members, chaired by the Vice President of Student Services.

Step 4: VICE PRESIDENT OF ACADEMICS

If the student is not satisfied with the decision of the Student Review and Appeals Committee, the student may appeal this decision within 10 days with the Vice President of Academics. The appeal must be made in writing. The student should describe the initial concern; provide any supporting documentation; indicate the decision by the academic dean, associate dean, or site director; indicate the decision by the Student Review and Appeals Committee; and explain why these decisions are not satisfactory. The Vice President of Academics may request additional information from the Student Review and Appeals Committee, instructor, academic dean, associate dean, site director, or others. Once all documents are received, the Vice President of Academics will review the information and notify the student of the decision in writing. The decision by the Vice President of Academics is final.

PROCEDURAL DUE PROCESS

When disciplinary action is administered for violations of College Policy, students have the right to appeal the disciplinary action, through the Student Disciplinary Process and in cases of proposed suspension or expulsion for Academic Appeals Process. Students who have been sanctioned for violating College Policies, the Student Code of Conduct or the Academic Integrity Policy are assured due process. The formal hearing described process described in the Student Disciplinary Process and the Academic Appeals Process, hereof shall afford procedural due process including but not limited to the following listed below. The student and the College administrator involved in this hearing may choose to be present during the entire presentation of evidence.

Rights of the Participants

1. The right of the student and the College to have counsel of his/her own choice present and to receive the advice of such counsel or other person whom he/she may select.
2. The right of the student and his/her counsel or advisor and the College to hear or read a full report of testimony.
3. The right of the student and his/her counsel and the College to confront and cross-examine witnesses who appear in person at the hearing, either voluntarily or as a result of the issuance of a subpoena.
4. The right of the student and the College to present their own witnesses in person or their testimony by affidavit.
5. The right of the student and the College to testify in their behalf and give reasons for his/her conduct.
6. The right of the student and the College to have an orderly hearing.
7. The right of the student and the College to a fair and impartial decision based on substantial evidence.

For the purposes of this regulation "counsel" means any person a student or the College selects to represent and advise them at all proceedings conducted pursuant to the provisions of these regulations governing suspension and expulsion of students.

Powers and Duties of Person(s) Conducting the Hearings

Any person, hearing officer, or any member of a committee while conducting a hearing may:

1. Administer oaths for the purpose of taking testimony.
2. Call and examine witnesses and receive documentary and other evidence.
3. Take any other action necessary to make the hearing in accord with procedural due process.

The Chairperson of the Student Review and Appeals Committee in holding an appeal hearing may, and upon the request of any student for whom such hearing is held or his or her parent or counsel, petition that the administrative judge of the judicial district court be authorized to issue subpoenas for the attendance and testimony of the principal witness or witnesses and production of books, records, reports, papers and documents relating to the proposed suspension or expulsion in the same manner as the issuance of subpoenas in civil actions pursuant to K.S.A. 60-245. For the purpose of this paragraph, "principal witness" means any witness whose testimony is of major importance in support of the charges upon which the proposed suspension or expulsion is based or in determination of material questions of fact.

Reports of Hearing(s)

Upon the conclusion of any formal hearing, the Student Review and Appeals Committee shall make a decision and notify the student, in writing, of the decision. A copy of the decision will be kept with the Vice President for Student Services and shall be open to the inspection of the student who is suspended or expelled and, if the student has not attained eighteen (18) years of age, to his or her parents or guardians and counsel or other advisor. If the student has attained eighteen (18) years of age, such report shall be open to the inspection of his or her parents or guardians and counsel or other advisor only upon written consent of the student.

Whenever any such formal hearing results in suspension or expulsion, the Student Review and Appeals Committee conducting such hearing may make a recommendation to the Vice President of Student Services that returns the student to classes, pending any appeal or during the period allowed for notice of appeal, if such student is not reasonably anticipated to cause continued repeated material disorder, disruption, or interference with the operation of the college or substantial and material impingement upon or invasion of the rights of others. Whenever the committee fails to make a recommendation, the suspension shall continue until an appeal is determined or until the period of suspension or expulsion has expired, whichever is the sooner.

Under this regulation, whenever any written notice is required to be given to parents or guardians of any student, it shall be sufficient if the same is mailed to the residence of such parents or guardians at the address on file in the college records of such student. In lieu of mailing such written notice, the same may be personally delivered.

FORMAL COMPLAINT PROCESS

The Butler Community College nonacademic appeals process is to be used for issues other than disciplinary or academic matters, and provides you with protection against unwarranted infringement of your rights. A grievance may concern an alleged violation of college policies, infringement of your rights and other such problems dealing with other students, college staff and faculty and authorized college activities.

In any case where a grievance involves alleged illegal discrimination, including any claim that a student has been subject to illegal discrimination on the basis of race, sex, national origin, age, religion or disability, marital or parental status or status as a veteran, the Vice President of Student

Services will notify the Section 504 Counselor or Title IX Coordinator in writing of the grievance. Claims of illegal discrimination will be investigated using the Policy of Nondiscrimination and/or the Harassment and Violence Policy.

The following procedures will be followed to ensure an appropriate resolution of a student grievance or complaint at the lowest possible level:

Step 1: **The student** will attempt to rectify the grievance with the supervisor of the area in which the alleged violation occurred within 10 business days. Every effort will be made to resolve the grievance at the lowest possible level.

Step 2: Where resolution is impossible or unsatisfactory to either party, the issue should be appealed in writing to the appropriate supervisor. The supervisor must inform **the student** in writing of any decision made and the reason for that decision within five business days.

Step 3: If **the student** feels the grievance has not been resolved, **he/she** may submit a written grievance to the Vice President for Student Services within 10 business days from the time the complaint was filed at the previous level and request a conference. The Vice President for Student Services must, within five business days following the conference, inform **the student** in writing of any decision made and the reasons for making that decision. The decision of the Vice President for Student Services is final.

Step 4: **If the student feels the grievance has not been resolved, he/she may submit a written grievance to the Board of Trustees by email or mail at the addresses below. A committee will be appointed by the Board of Trustees to review the information and make a final decision. The Board of Trustees' decision will determine if the college has a process for addressing the complaint, if the college process was followed and if the college resolution was reasonable.**

These proceedings will occur in a professional manner and all efforts will be made to protect the rights of all parties involved.

If the student is not satisfied with the outcome of the complaint, after following the process explained above, a committee will be appointed by the Board of Trustees to review the information and render a final decision. Their decision will determine if the college has a process for addressing the complaint; if the college process was followed; and if the college resolution was reasonable.

To file a complaint, send a written complaint to:

Butler Community College - Board of Trustees
901 S. Haverhill Rd
El Dorado, KS 67042
316-322-3101
trustees@butlercc.edu

The written complaint should include the following information:

1. Name, current mailing address, phone number of complainant
2. Email address
3. Dates of your enrollment
4. Details of your complaint
5. Expected outcome

The Board will reply to **the student** within 10 business days to let you know they have received your complaint and whether it requires any additional information. The Board will let you know their tentative plan for investigating and resolving the complaint, and will update you if it takes longer than originally planned. The Board will send a written response, usually within 45 days of receipt of **the** complaint, explaining the investigation and the resolution.

A record of all complaints and their resolution will be documented and the records will be kept in the Board Office, Clerk of the Board of Trustees, 901 S Haverhill Rd, El Dorado, KS 67042.

If the student feels the complaint has not been properly addressed, the student may follow the state complaint process by contacting the applicable state agencies:

- Consumer protection and/or fraud complaints may be filed with the Kansas Attorney General's office.
Kansas Attorney General's Office of Consumer Protection:
Consumer Protection Hotline
1-800-432-2310
(785) 296-3751
Fax: (785) 291-3699
<http://ag.ks.gov/about-the-office/contact-us/file-a-complaint>
- Discrimination complaints may be filed with the Kansas Human Rights Commission, <http://www.khrc.net/complaint.html>.
- Complaints regarding State Authorization Reciprocity Agreement (SARA) courses delivered by SARA member community colleges may be filed by students enrolled in those courses with the Kansas Board of Regents office, http://www.kansasregents.org/academic_affairs/sara.
- Kansas Community Colleges are regionally accredited by the North Central Association of the Higher Learning Commission on Colleges and Universities (NCAHLC). Complaints regarding an institution's ongoing ability to meet the Criteria of Accreditation may be filed by following the guidelines at <https://www.hlcommission.org/HLC-Institutions/complaints.html>.

Approval of Property Insurance Renewal **AND** Approval of Athletic Insurance and Catastrophic Insurance – Ryan Murry of ICI and Kent Williams presented the premiums for the college insurance lines of coverage. Trustee McKibban moved that the Board approve the premiums recommended by Ryan Murry of ICI. Trustee Engelbrecht seconded. The motion passed unanimously.

PREMIUM SUMMARY

Line of Business	2016-17 Premium	2017-18 Premium
Property – Marsh	\$102,553**	\$97,477**
Property - EMC	\$250	N/A
General Liability	\$13,230	\$46,437
Business Auto	\$58,218	\$47,515
Inland Marine	\$9,752	\$3,209
Crime	\$4,422	\$3,598
Law Enforcement	\$2,789	\$4,453
Linebacker	\$7,843	\$60,960
Umbrella	\$25,859	\$26,039
Workers Compensation	\$142,557	\$138,601
Museum Floater	\$2,500	\$2,500
Excess Crime	\$1,496	N/A
Broadcasters Liability	\$4,725	\$4,725
Student Professional Errors & Omissions	\$18,426	\$18,606
Wellness Center Professional Liability	\$5,860	\$5,860
Ropes Course Liability	\$15,188	\$5,963
Cyber Liability	\$14,406	\$16,207
Total Premium:	\$430,074	\$482,150

** Premium does not include any Excess Lines taxes

* Optional Kidnap & Ransom Proposal with \$1M limit - \$2,036

SPORTS ACCIDENT PREMIUM SUMMARY

Line of Business	2016-17 Premium	2017-18 Premium
Sports Accident 1 st Layer	\$107,466	\$129,575
Sports Accident 2 nd Layer	\$13,153	N/A
Sports Catastrophic	\$25,868	\$25,868
Total Premium:	\$146,487	\$155,443

GROUP ACCIDENT PREMIUM SUMMARY

Line of Business	2016-17 Premium	2017-18 Premium
Non-Medical Internship Group Accident	\$315	\$315
Student Activities Group Accident	\$1,648	\$1,648
Fire Science Group Accident	\$3,300	\$3,300
Total Premium:	\$5,263	\$5,263

Approval of Federal Red Flags Identity Theft Prevention Policy – We are obligated under the Federal Trade Commission Red Flags regulations to annually review and update our Red Flags Policy.

The only significant change is in the covered accounts. 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 includes the accounts listed above and expands the scope to include all Student Accounts under the control of the following departments: Registration, Accounts Receivable and Financial Aid.

Trustee Joyce moved that the Board approve the revised Policy for Federal Red Flags Identify Theft Prevention. Trustee Engelbrecht seconded. The motion passed unanimously. The policy follows:

Identity Theft Prevention – Red Flag Policy

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

VIII. 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.

IX. 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

Approval Corporate Studies Plumber/Pipefitter Apprenticeship (CRPP) MOU AND Associated General Contractors of Kansas (AGC) MOU – The partnership between Plumbers and Pipefitters Apprenticeship Training in Kansas (PPATKS) and Butler Community College (BCC) identified an opportunity for those students completing their 5 year or 8500 clock hour program, an opportunity to take 15 credit hours, primarily general education courses, as outlined below from BCC. This allows the student to graduate with both their Journeyman credentials and their Associate of Applied Science degree.

The goal of this partnership is to provide every apprentice of the Plumbers and Pipefitters program in the State of Kansas, as well as nationally, with the opportunity to earn a Journeyman's card and an Associate of Applied Science degree during their apprenticeship indenture.

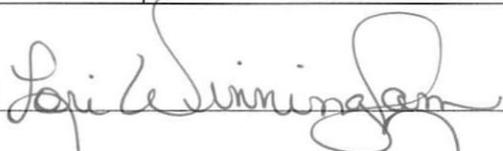
The partnership between The Associated General Contractors of Kansas (AGC) and Butler Community College (BCC) identified an opportunity for those students to complete 15 credit hours of General Education courses as outlined below from BCC and 47 credit hours from AGC. This allows the student to graduate with both AGC certificate credentials and along with an Associate of Applied Science degree.

The goal of this partnership is to provide every apprentice of AGC with the opportunity to earn an industry certificate and an Associate of Applied Science degree during their apprenticeship indenture.

Trustee McKibban moved that the Board simultaneously approve the Plumbers and Pipefitters Apprenticeship Training in Kansas (PPATKS) MOU and the Associated General Contractors of Kansas (AGC) MOU. Trustee Dreiling seconded. The motion passed unanimously. BOTH programs follow:

New Program Request Form
CAI
General
Information

Institution Submitting Proposal	Butler Community College
Name and Title of Contact Person	Lori Winningham, Vice President of Academics 316-322-3110 lwinningham@butlercc.edu or Michelle Ruder, Director of BETA 316-218-6124 mruder@butlercc.edu
Title of Proposed Program	Corporate Studies-Plumber/Pipefitter Apprenticeship (CRPP)
Proposed Suggested CTP Code	46.0503
Degree/Certificate Program Description	Associate in Applied Science (AAS) This program is a partnership between the UA Local 441 Plumbers and Pipefitters (PPATKS) and Butler Community College (BCC) to deliver an Associate of Applied Science degree to apprentices enrolled in or have completed the apprenticeship training program.
Number of Credits for the degree and/or certificate	62 credit hours
Academic Unit	
Proposed Date of Initiation	Fall 2017
Specialty Accrediting Agency	N/A
Location(s) of Program	The 15 credit hours provided by Butler Community College will be offered 100% online
Summary of Demand for the Program (including source of data)	
Listing of other similar programs in state/region (including enrollments and capacity)	Associate in Applied Science <ul style="list-style-type: none"> • Corporate Studies – Sheet Metal Apprenticeship (CRPS) Associate in Applied Science <ul style="list-style-type: none"> • Corporate Studies – Electrical Apprenticeship (CRPE) Associate in Applied Science <ul style="list-style-type: none"> • Corporate Studies – Construction Trades (CRPC) PENDING approval These are similar partnership programs, but the industries are unique.
Date Institution entered into Program inventory	Pending Board of Trustee's approval, program will begin Fall 2017.

Signature of College Official  Date 6-2-17

Signature of KBOR Official _____

Date _____

Narrative

Completely address each one of the following items for new program requests. Provide any pertinent supporting documents in the form of appendices, (i.e., minutes of meetings, syllabi, competency profiles). Institutions requesting subordinate credentials need only submit the items in blue. For example, an institution with an approved AAS credential has determined a need for a Certificate C in the same CIP code using the same courses used in the AAS program.

Program Description

- Provide a complete catalog description for the proposed program.
- This program is a partnership between the UA Local441 Plumbers and Pipefitters (PPATKS) and Butler Community College (BCC) to deliver an Associate of Applied Science degree to apprentices enrolled in the apprenticeship training program. The goal of this partnership is to provide every apprentice of the Plumbers and Pipefitters program in the State of Kansas, as well as nationally, with the opportunity to earn a Journeyman's card and an Associate of Applied Science degree during their apprenticeship indenture.
- List and describe the admission requirements and the graduation requirements for the proposed program. Students will be admitted under currently established Butler admission requirements. They will be required to submit a certificated of completion of the PPATKS apprenticeship.
- List and describe the specific objectives for the proposed program.
- The goal of this partnership is to provide every apprentice of PPATKS with the opportunity to earn a Journeyman's card and an Associate of Applied Science degree during their apprenticeship indenture.
- Describe how the proposed program relates to the institutional mission. It contributes to our communities. This partnership will focus on economic development, and provide an option to local employers for furthering education goals.

Demand for the Program

- Describe the student demand for the program and how the level of interest was determined.
- The partnership between Plumbers and Pipefitters Apprenticeship Training in Kansas (PPATKS) and Butler Community College (BCC) identified an opportunity for those students completing their 5 year or 8500 clock hour program, an opportunity to take 15 credit hours, primarily general education courses, as outlined below from BCC. This allows the student to graduate with both their Journeyman credentials and their Associate of Applied Science degree.
- Identify employer demand/labor market need, employment trends and projections (existing and anticipated openings), and estimated starting wages. Provide sources of data.
- Show demand from the local community. Provide letters of support from at least three potential employers, which specifically state the type of support to be provided to the proposed program.
- Describe any business/industry partnerships

Duplication of Existing Programs (N/A)

- Identify other similar programs in the state based on CIP code, title and content. For each of the similar programs provide the following: Name of the institution, Name of the Program, Number of students enrolled, Number of slots available and Number of students on waiting lists.
- Provide evidence that, if similar programs exist, collaboration was pursued.
- Provide extensive evidence and rationale for why collaboration was not a viable option and why there is a need for a duplicative program.

Program Information

- Identify by prefix, number, title, and description (including prerequisites) courses to be required or elective in the proposed program and their delivery methods (classroom, online or hybrid).

The classes in this program will all be held 100% online. Fifteen credit hours of required general education courses to fulfill the Butler Community College residency requirement:

BA 104 Information Processing Systems (3 hours credit)

The student must have a typing speed of at least 20 words per minute (a pretest will be given). This course will enable the student to use the Windows operating system and Microsoft Office applications, including word processing, spreadsheet, database, and presentation graphics. The student will practice essential computer concepts.

BA 109. Entrepreneurship. 3 hours credit.

This course will enable the student to gain an understanding of the issues and strategies involved in starting and managing a small business. The student will go through the steps required to develop a business plan including marketing, organizing, financing, controlling, and managing risk.

BE 120 Business English (3 hours credit)

This course will enable the students to master language principles for the information age. The student will develop language skills while gaining computer experience. The student will gain expertise in basic rules of English grammar, punctuation, capitalization, number style, spelling, and vocabulary.

BE 130 Business Communications (3 hours credit)

A score at a predetermined level in reading and writing on a placement instrument or EG 060 or BE 120 with a C or better. This course will enable the student to develop communication skills that will be effective in job placement, performance, career advancement, and organizational success. The student will develop effective writing, listening, speaking, and nonverbal communication skills through the process of practice, application, and meaningful feedback. The student will learn essential communication skills necessary for success in today's technology-driven business environment.

PO 142 State and Local Government (3 hours credit)

This course will enable the student to synthesize facts related to state and local government, including constitutions, elections, and structure. The student will be able to recognize relationships between state and local governments and current events as well as the concerns of diverse populations including citizenry, political parties, and interest groups.

MA 114 Technical Math (3 hours credit)

Prerequisite: Placement score or MA060 (or MA064, MA065, and MA066) with a C or better or diagnostic credit. This course will enable the student to directly apply mathematics to several fields of study. The student will solve practical applications of arithmetic, geometry, ratios and proportions, signed numbers, powers, roots and functions.

UA Local441 Plumbers and Pipefitters (PPATKS) (44 hours credit)

- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative. Provide a Program of Study/Degree Plan outline for the proposed program including semester-by-semester outline that delineates required and elective courses. Include a timeline for implementation of the proposed program. *This step is a requirement for Perkins funding eligibility.*
- Provide a copy of the competency profile or a comprehensive list of competencies developed for the proposed program.
- Indicate any internship and/or opportunities for students to apply the knowledge and skills attained.
- Identify the career cluster and pathway to which the proposed program belongs.
- Describe the proposed program's curriculum integration/articulation plan (tech prep, 2+2 etc.)
- List any specialized accreditation required and/or available for the proposed program and describe the institution's plan to achieve that accreditation.
- Identify any existing industry-based credentials supported by this program.
- Provide all syllabi for the proposed program.

Faculty (N/A) We will utilize faculty only for the general education courses that are already in place.

- Describe faculty qualifications and/or certifications required to teach in the proposed program.
- Describe and list current faculty and their credentials who will be faculty for the proposed program.
- Identify the number and credentials of new faculty to be hired.
- Indicate the proposed full-time to part-time faculty ratio; student to faculty ratio; and number of adjunct faculty required for program start up and sustainability.

Cost and Funding for Proposed Program (N/A)

- Provide evidence of adequate resources including projected staff requirements, advising services, physical facilities, instructional equipment, instructional materials, library requirements, contractual services or clinical placements to support and sustain the proposed program.
- Provide detail on CA-1a form.
- Describe any grants or outside funding sources that will be used for the initial startup of the new program and to sustain the proposed program.

Program Review and Assessment (N/A)

- Describe the process and frequency for review of the program content including competencies.
- Describe the process and frequency for review of the level of program success and process for remediation of areas of concern.

Program Approval at the Institution Level (N/A) We will not have an Advisory Board for this program. Students are mostly taking general education courses plus one other existing business course at Butler.

- Summarize the institutional process undertaken for approval of the proposed program.
- Provide copies of the Program Advisory Board Minutes (including a list of the members and business connection to program), Curriculum Committee Minutes, and the Governing Board Minutes for the meeting at which the new program was approved. Minutes must include a list of all board members and indicate those in attendance at the approval meeting.

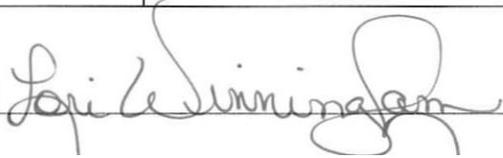
Submit the completed application and supporting documents to the following: Director of Technical Programs & Curriculum
 Kansas Board of Regents
 1000 SW Jackson St., Suite 520
 Topeka, Kansas 66612-1368

PN 561.4.2010.971

New Program Request Form
 CA1
 General Information

Institution Submitting Proposal	Butler Community College
Name and Title of Contact Person	Lori Winningham, Vice President of Academics 316-322-3110 lwinningham@butlercc.edu or Michelle Ruder, Director of BETA 316-218-6124 mruder@butlercc.edu
Title of Proposed Program	Corporate Studies-Construction Trades Apprenticeship (CRPC)
Proposed Suggested CJP Code	46.0201
Degree/Certificate Program Description	Associate in Applied Science (AAS)
Number of Credits for the degree and/or certificate	62 credit hours
Academic Unit	
Proposed Date of Initiation	Fall 2017
Specialty Accrediting Agency	N/A
Location(s) of Program	The 15 credit hours provided by Butler Community College will be offered 100% online.
Summary of Demand for the Program (including source of data)	
Listing of other similar programs in state/region (including enrollments and capacity)	Associate in Applied Science <ul style="list-style-type: none"> • Corporate Studies – Sheet Metal Apprenticeship (CRPS) Associate in Applied Science <ul style="list-style-type: none"> • Corporate Studies-Electrical Apprenticeship (CRPE) Associate in Applied Science <ul style="list-style-type: none"> • Corporate Studies – Plumber/Pipefitter Apprenticeship (CRPS) PENDING approval

	These are similar partnership programs, but the industries are unique.
Date Institution entered into Program Inventory	Pending Board of Trustee's approval, program will begin Fall 2017.

Signature of College Official  Date 6-2-17

Signature of KBOR Official _____ Date _____

NARRATIVE

Completely address each one of the following items for new program requests. Provide any pertinent supporting documents in the form of appendices, (i.e., minutes of meetings, syllabi, competency profiles). Institutions requesting subordinate credentials need only submit the items in blue. For example, an institution with an approved A.A.S. credential has determined a need for a Certificate C in the same CTP code using the same courses used in the A.A.S. program.

Program Description

- Provide a complete catalog description for the proposed program.
The partnership between The Associated General Contractors of Kansas (AGC) and Butler Community College (BCC) identified an opportunity for those students to complete 15 credit hours of General Education courses as outlined below from BCC and 47 credit hours from AGC. This allows the student to graduate with both AGC certificate credentials and along with an Associate of Applied Science degree.
- List and describe the admission requirements and the graduation requirements for the proposed program. Students will be admitted under currently established Butler admission requirements. They will be required to submit a certificate of completion of the AGC apprenticeship.
- List and describe the specific objectives for the proposed program
The goal of this partnership is to provide every apprentice of AGC with the opportunity to earn an industry certificate and an Associate of Applied Science degree during their apprenticeship indenture.
- Describe how the proposed program relates to the institutional mission.
It contributes to our communities. This partnership will focus on economic development, and provide an option to local employers for furthering education goals.

Demand for the Program

- Describe the student demand for the program and how the level of interest was determined.
The partnership between The Associated General Contractors of Kansas (AGC) and Butler Community College (BCC) identified an opportunity for those students to complete 15 credit hours primarily general education courses, as outlined below from BCC and 47 credit hours from AGC. This allows the student to graduate with both AGC certificate credentials and along with an Associate of Applied Science degree.
- Identify employer demand/labor market need, employment trends and projections (existing and anticipated openings), and estimated starting wages. Provide sources of data.
- Show demand from the local community. Provide letters of support from at least three potential employers, which specifically state the type of support to be provided to the proposed program.

- Describe any business/industry partnerships specific to the proposed program. The Associated General Contractors of Kansas (AGC of Kansas) is a non-profit 501(c)(3) organization founded in 1943. AGC of Kansas is the leading association for the Kansas construction industry. AGC is comprised of more than 300 Firms, which represents over 9,000 employees. These firms include Kansas's leading general contractors, specialty-contracting firms, service providers and suppliers. We are the Chamber of Commerce for the Construction Industry.

Duplication of Existing Programs (N/A)

- Identify other similar programs in the state based on CIP code, title and content. For each of the similar programs provide the following: Name of the institution, Name of the Program, Number of students enrolled, Number of slots available and Number of students on waiting lists.
- Provide evidence that, if similar programs exist, collaboration was pursued.
- Provide extensive evidence and rationale for why collaboration was not a viable option and why there is a need for a duplicative program.

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A score at a predetermined level in reading and writing on a placement instrument or EG 060 or BE 120 with a C or better. This course will enable the student to develop communication skills that will be effective in job placement, performance, career advancement, and organizational success. The student will develop effective writing, listening, speaking, and nonverbal communication skills through the process of practice, application, and meaningful feedback. The student will learn essential communication skills necessary for success in today's technology-driven business environment.

PL 101 Introduction to Logic (3hours credit)

This course will enable the student to understand the logical concepts and methods of critical thinking. The student will apply logical principles to contemporary issues and critically analyze the views and reasoning of others. The learning outcomes and competencies detailed in this course outline meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents. (Transfers as PHL1030).

PO 142 State and Local Government (3hours credit)

This course will enable the student to synthesize facts related to state and local government, including constitutions, elections, and structure. The student will be able to recognize relationships between state and local governments and current events as well as the concerns of diverse populations including citizenry, political parties, and interest groups.

The Associated General Contractors of Kansas (AGC) Association – 47 credit hours

- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative. Provide a Program of Study/Degree Plan outline for the proposed program including semester-by-semester outline that delineates required and elective courses. Include a timeline for implementation of the proposed program. *This step is a requirement for Perkins funding eligibility.*
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- Identify the number and credentials of new faculty to be hired.
- Indicate the proposed full-time to part-time faculty ration; student to faculty ration; and number of adjunct faculty required for program start up and sustainability.

Cost and Funding for Proposed Program (N/A)

- Provide evidence of adequate resources including projected staff requirements, advising services, physical facilities, instructional equipment, instructional materials, library requirements, contractual services or clinical placements to support and sustain the proposed program.
- Provide detail on CA-1a form.
- Describe any grants or outside funding sources that will be used for the initial startup of the new program and to sustain the proposed program.

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- Provide copies of the Program Advisory Board Minutes (including a list of the members and business connection to program), Curriculum Committee Minutes, and the Governing Board Minutes for the meeting at which the new program was approved. Minutes must include a list of all board members and indicate those in attendance at the approval meeting.

Submit the completed application and supporting documents to the following:

Director of Technical Programs & Curriculum
Kansas Board of Regents
1000 SW Jackson St., Suite 520
Topeka, Kansas 66612-1368

The Associated General Contractors of Kansas (AGC of Kansas) is a non-profit 501(c)(3) organization founded in 1943. AGC of Kansas is the leading association for the Kansas construction industry. AGC is comprised of more than 300 firms, which represents over 9,000 employees. These firms include Kansas's leading general contractors, specialty-contracting firms, service providers and suppliers. We are the Chamber of Commerce for the Construction Industry.

AGC of Kansas Certificate of Completion for Construction Education (certificate)

Environmental Safety & Health (3 credit hours)
Construction Tools & Equipment (4 credit hours)
Applied Mathematics (5 credit hours)
Building Systems (15 credit hours)
Building Materials (4 credit hours)
Finishing Systems (6 credit hours)
Technical Drawing and Blueprint Reading (10 credit hours)

Total 47 Hours

Acceptance of Retirement of Lois Pierson, Academic Advisor – Lois Pierson is retiring following 19 years of employment at Butler. Lois always did a wonderful job of taking care of our students and made a difference for many over the years.

Trustee Joyce moved that the Board accept the retirement of Lois Pierson as Academic Advisor. Trustee Dreiling seconded. The motion passed unanimously.

CONSENT AGENDA

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

- Minutes of the regular monthly Board Meeting of May 9, 2017
- Minutes of the Special Board Meeting of May 25, 2017
- Approval of Bills and Warrants for May 2017 - \$5,663,308.31 (including expenditure approval list - \$2,580,774.36 and May Payroll - \$3,082,533.95.)
- Adoption of Commerce Bank Resolutions 17-02, 17-03, 17-04, 17-05, 17-06, and 17-07
- Adoption of Andover State Bank Resolution 17-08
- Adoption of Resolution 17-09 for non-renewal of the contract for Justin Ryan
- Approval of Student Lab Computer Replacement Plan in the amount of \$230,427.54 from the student technology fee budget
- Approval of Faculty and Staff Computer Replacement Plan in the amount of \$60,310.32 from the student technology fee budget

- Approval of Laptops and Mobile Carts for Math Redesign in the amount of \$119,196.60 from Math Operational Budget
- Approval of Veeam Licensing & Support Subscription in the amount of \$103,923.00 from FY17 Information Services Budget
- Approval of VMware License Renewal and Support Subscription in the amount of \$120,580.02 from FY17 Information Services Budget
- Approval Oracle License Renewal in the amount of \$183,150.83 from IS Operating Budget
- Approval of Ivanti Software Subscription License Renewal in the amount of \$36,015.50 from FY 17 Information Services Budget
- Approval of Annual Microsoft Volume License Renewal in the amount of \$45,168.85 from FY17 Technology fee Budget
- Approval of Ellucian Maintenance Agreement in the amount of \$263,572.00 from IS FY18 budget
- Approval of Shared Services Consulting and ServiceNow Service Desk Platform Management Gobelegendary Consulting in the amount of \$77,000 from FY17 IS budget
- Approval of Capital Mill Levy/Digital Transformation Recommendation – Converged Infrastructure – Phase 2 Unified Computing Solution in the amount of \$267,430.94 from Capital Mill Levy funds (\$237,648.60) and Institutional General Funds (\$29,782.36) for 5-year maintenance
- Approval of Replacement Furniture for Andover, El Dorado and Rose Hill Campuses in the amount of \$62,237.81 from STEM budget (\$18,044.30, HSS budget (\$21,271.00), Foundation Grants (\$17,661.21), and VPA budget (\$5,261.60)
- Ratification of T Town, LLC Agreement for The Villas
- Ratification of Amended Lease/Termination with USD 385 (Andover)
- Ratification of MOU with FHSU for Education and Early Childhood 2+2
- Ratification of Daymark Solutions Agreement for Butler of McConnell
- Ratification of Daymark Solutions Agreement for Butler of Andover
- Ratification of RAVE Mobile Safety Contract Renewal
- Ratification of Technology Training Contract with StormWind Studios
- Ratification of Department for Children and Families Provider Agreement
- Ratification of MOU for UA Local 441 Plumbers and Pipefitters
- Ratification of Holmes Corporation License Agreement
- Ratification of Butler of Council Grove Lease
- Approval of KanREN Services Memorandum
- Approval of Marie Carroll as Full-Time Behavioral Science Instructor at an annual salary of \$46,126
- Approval of Monica Boknecht as Full-Time Behavioral Science Instructor at an annual salary of \$40,026
- Approval of Regina Peasley as Full-Time Behavioral Science Instructor at an annual salary of \$41,526
- Approval of Xavia Dryden as Full-Time English Instructor at a salary of \$38,526
- Approval of Adam Anthony as Full-Time Mathematics Instructor at an annual salary of \$40,526
- Approval of Kerry Potter as Budget Analyst at an annual salary of \$56,500
- Approval of Contract for Doug Chance, Head Softball Coach at an annual salary of \$57,449 (\$52,929 paid by the college and \$4,520 paid by the Grizzlybackers)
- Approval of Contract for Zack Sigler, Assistant Softball Coach at an annual salary of \$34,926 (\$24,141 paid by the college and \$10,775 paid by the Grizzlybackers)

- Approval of Contract for Jared Brown, Assistant Athletic Trainer at an annual salary of \$46,598
- Approval of Contract for Amanda Maiden, Head Athletic Trainer at an annual salary of \$52,191
- Approval of Contract for B.J. McVay, Head Baseball Coach at an annual salary of \$53,400
- Approval of Contract for Josh Phillips, Assistant Cross Country/Track Coach at an annual salary of \$21,823
- Approval of Contract for Ryan Turner, Head Cross Country/Track Coach at an annual salary of \$57,043
- Approval of Contract for Ty Reese, Assistant Baseball Coach at an annual salary of \$42,039
- Acceptance of Resignation of Gene George, Associate Vice President of Research and Institutional Effectiveness
- Acceptance of Resignation of Martha Gregg, Reference & Instruction Librarian

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Gene George

Monthly Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Tom Erwin, Jane Perkins and Edith Waugh

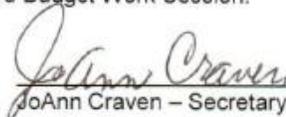
Board Calendar –

July Board Finance Committee	July 11, 3:30 p.m.
July Board Meeting	July 11, 4:30 p.m.
Special Board Meeting – Approval of Notice of Public Hearing	July 25, 5:00 p.m.
August Board Finance Committee	August 8, 3:30 p.m.
August Board Meeting	August 8, 4:30 p.m.
Foundation Board of Directors Meeting	August 17, 4:00 p.m.
KACCT Quarterly Meeting – Hosted @ Butler	Sept. 8 –Sept. 9

ADJOURNMENT

Trustee Engelbrecht 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 June 9, 2017 was adjourned at 6:05 p.m.

The Board Meeting was followed by a Board Budget Work Session.



 JoAnn Craven – Secretary