

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., Tuesday, June 9, 2020 – Dankert Board Room**

STAFF ATTENDANCE

Lora Jarvis	Tom Borrego
Tevin Manual	Lori Winningham
Jessica Ohman	Kim Krull
Phil Speary	Terry Sader
Bill Rinkenbaugh	Bill Young
Kent Williams	

BOARD ATTENDANCE

Mary Martha Good, Zoom
Jim Howell
Doug Law
Lance Lechtenberg
Forrest Rhodes
Shelby Smith
Julie Winslow

GUESTS

Susan Dick
Katy Wohlgemuth
Briana Salinas
Carrena Watts
Melissa Shinkle
Natoshia Tillman
Samantha Aitchison
Jennifer McAllister
Ryan Murry – ICI Insurance
Ray Connell – Legal Counsel

CALL TO ORDER

Chair Howell called the regular monthly meeting of the Board of Trustees to order at 4:32 p.m.

APPROVAL OF THE AGENDA

Trustee Lechtenberg moved to approve the agenda as presented. Trustee Good seconded. The motion passed unanimously.

EXECUTIVE SESSION

Trustee Law moved that the Board recess into Executive Session for consultation with legal counsel to receive advice concerning litigation pursuant to the open meetings exception for matters protected by attorney-client privilege and that the Trustees, President Kim Krull and Ray Connell be included. Trustee Rhodes seconded. The motion passed unanimously.

The Open meeting will resume here in the Dankert Board Room in 45 minutes. The Board entered Executive Session at 4:36 p.m.

The Board re-entered regular session at 5:21 p.m.

RECOGNITIONS

- **Nursing Mentorship Program** – Monica Dobbins
- **Published Research in Community College Daily** – Esam Mohammad

PUBLIC COMMENT

The following individuals offered public comment regarding the closing of EduCare:

- Susan Dick
- Katy Wohlgemuth
- Briana Salinas
- Carrena Watts
- Melissa Shinkle
- Natoshia Tillman
- Samantha Aitchison
- Jennifer McAllister

STANDING REPORTS

Professional Employees – Terry Sader only wanted to note for the board that faculty continue to be engaged and supportive of the safe reopening of the campuses in classrooms for the fall semester.

Board Finance Committee – Trustee Lechtenberg reported that summer enrollment is looking good compared to expectations. The revenues are on track and the expenses are down a little due to the shutdown of campus.

KACCT/COP Update – Trustee Good reported that the KACCT met on Saturday June 6th. She said it was a pleasure to meet her peers and the presidents attending. Not much business went on, except for the financials, our membership, and what the ledger looks like. No business actions were taken, and she believes the next meeting will probably in person, this summer.

Dr. Krull reported that they had a lot of funding discussions at the COP. The governor's budget still includes the \$7.5 million that was inserted for Excel in CTE which is the career tech courses for high school students. There's a little bit of funding on the tiered and non-tiered side but that funds the Excel in CTE at 100% which has not been funded that way before. We're hoping that that funding stream stays. We anticipate that the governor will have to make allotments late summer or early fall so the funding is not certain at this time.

They also talked about some legislative updates they expected to pass, but didn't get through including the Kansas Promise Act which was the last dollar tuition free for

Kansas High School students. The Kansas Promise Act did get passed, but the governor vetoed it because they didn't tie it to a fiscal note.

Discussions are still underway between the colleges about getting back to work and opening residence halls and hosting face to face classes in the fall.

KBOR is discussing aligning all higher ed spring breaks for AY2021-2022 to allow for everyone to plan around them.

Foundation Board Report – Trustee Rhodes reported that they held their quarterly meeting in May with two notable takeaways. First, at the request of the college, the Foundation looked into possible ways to assist targeting scholarships at the enrollment level so the Foundation was able to allocate \$100,000 in addition to their annual scholarship fund to help with initial scholarships when people enroll. The Foundation also granted back \$135,000 in Foundation staff salaries that the college would normally pay for. The Foundation is going to assume that cost this year and give the money back to the college.

President's Report – Dr. Krull shared that CIMT has developed a Return to Work Guide that has been emailed out to all of the employees. It is an overarching guide and the departments will make specific plans based on traffic flow, staffing, etc. to phase bringing people back to campus.

We are also in the process of restocking our PPE that was donated to area hospitals. The college is strongly encouraging visitors, students, and employees to wear masks and will work to make PPE available to students and staff.

As discussed in the Finance Committee Update, summer enrollment does look good this summer. We hit where we were last summer (just over 16,000) and this summer we have 16,100 credit hours. Fall enrollment is still down, but Dr. Krull believes that people are waiting to decide and expects a high last minute enrollment count.

In July, we will need to have a special meeting for the Notice of Public Hearing. This meeting is very brief and just allows us to share the notice of our budget hearing in August. The very last date we can have the meeting is July 28th at 5:00 p.m. to allow for the 10 days required by statutes. Lora will send out more information soon.

Dr. Krull also mentioned planning a time when the Trustees could meet to look at the strategic plan. Exec Council is getting together on June 30th for their planning retreat. After that, the Board could meet to help provide some insight and input into the plan. With the budget work session in July, I do not think we want to add another work session for this so we might have to look at a different day.

MONITOTRING REPORTS – Dr. Phil Speary shared the annual report for the Academic Support and Effectiveness Division.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITES

Fiscal Year 2021 Budget Discussion – Dr. Krull shared the following spreadsheet with information on what cuts the college can expect to make and how the Vice Presidents and Exec Council have looked at managing the necessary cuts.

FY2021 Budget Presented to BOT - March 10th			
Information presented to the BOT on March 10th for FY2021 Budget			
Operating Revenues:	\$51,034,229		
Expenditure Budget:	\$52,737,616		
Anticipated Unspent:	\$1,096,417		
Total Expenditures:	\$51,641,199		
Rev. Under Expr:	(\$606,970)		
Beg. Unencumb \$:	\$6,535,505		
End. Unencumb \$:	\$5,928,536		
FY2021 Revenue Changes for Budget Plan			
Expect 15% decrease in local tax revenues	\$2M loss		
Worst case in state funding	\$1.5 M loss		
Tuition and Fee decreases		only funding source we can control	
FY20201 Budget Plans			
Expected \$3+ M loss in revenue	(6.25% decrease)		
PERSONNEL		NON-PERSONNEL	
Employee salary freeze	\$683,475	Facilities projects	\$350,000
Salary Equity	\$190,000	Travel Reductions	\$150,000
Furloughs-salaried employees	\$662,474	additional general budget reductions	\$323,047

BOARD ACTION ITEMS

Property Insurance Renewal – Kent Williams and Ryan Murry discussed property insurance premiums and the other insurance the college carries. Because Marsh USA, the college's property insurer through the MHEC (Midwest Higher Education Compact), did not renew the Butler program and told us on May 20th, ICI has been working diligently to find Butler a new policy. The below table shows the needs for the rest of the insurance through ICI.



Butler Community College
20-21 Property and Casualty Insurance Renewal

	Carrier	2019-20	2020-21	% Change
Property	MHEC	\$144,663	PENDING	
Limit		\$152,221,584	\$155,342,886	2.05%
Business Income		\$15,228,535	\$14,133,418	-7.19%
Deductible		\$25,000	\$25,000	
Wind/Hail Deductible		\$300,000	PENDING	
Broker Fee		\$14,000	\$14,000	
General Liability	Trident	\$49,978	\$47,468	-5.02%
Limit		\$1M/\$2M	\$1M/\$2M	
Commercial Auto	Trident	\$56,728	\$68,767	21.22%
Liability Limit		\$1,000,000	\$1,000,000	
No of Units		87	80	-8.05%
Inland Marine	Travelers	\$3,671	\$3,683	0.33%
Scheduled Equipment		\$471,759	\$471,759	0.00%
Deductible		\$1,000	\$1,000	0.00%
Crime	Great American	\$3,666	\$3,933	7.28%
Limit		\$500,000	\$500,000	0.00%
Deductible		\$25k/\$10k	\$25k/\$10k	
Law Enforcement Liability	Trident	\$4,501	\$4,686	4.11%
Limit		\$1M/\$2M	\$1M/\$2M	
Deductible		\$10,000	\$10,000	
Educators Legal Liability	Trident	\$18,144	\$18,243	0.55%
Limit		\$1M/\$2M	\$1M/\$2M	
Deductible		\$10,000	\$10,000	
Employment Practices Liability	Trident	\$55,308	\$55,544	0.43%
Limit		\$1M/\$2M	\$1M/\$2M	
Retention		\$10,000	\$10,000	
Umbrella	Trident	\$30,678	\$30,356	-1.05%
Limit		\$5,000,000	\$5,000,000	
Retention		\$0	\$0	
Workers Compensation	Accident Fund	\$117,246	\$115,737	-1.29%
Payroll		\$32,662,203	\$30,543,938	-6.49%
Experience Mod		0.71	0.74	4.23%
Museum Floater	Hartford	\$2,500	\$2,500	0.00%
Museum Collection		\$100,000	\$100,000	
Loan Collection		\$100,000	\$100,000	
Deductible		\$1,000	\$1,000	
Media (Broadcasters) Liability	Capitol Indemnity	\$3,096	\$3,096	0.00%
Limit		\$1,000,000	\$1,000,000	
Deductible		\$10,000	\$10,000	
Student Professional E&O	Liberty	\$15,384	\$15,510	0.82%
Limit		\$1M/\$3M	\$1M/\$3M	



Butler Community College
20-21 Property and Casualty Insurance Renewal

Wellness Center Prof. Liability	Chubb	\$5,432	\$6,216	14.43%
Limit		\$1M/\$3M	\$1M/\$3M	
Deductible		\$2,500	\$2,500	
Grizzly Adventures Liability	Atain	\$5,645	\$5,889	4.32%
Limit		\$1M/\$2M	\$1M/\$2M	
Cyber Liability	Evolve (Lloyd's)	\$8,904	PENDING	
Limit		\$2,000,000	\$2,000,000	
Retention		\$10,000	\$10,000	
Revenue		\$28,000,000	\$51,000,000	82.14%
TOTAL		\$539,544	PENDING	

Trustee Rhodes moved approve all FY2021 insurance policies that have a firm commitment as shown on the renewal schedule and approve the authority for the college administrative staff to approve the property insurance since a firm commitment is not available today, June 9th. Trustee Lechtenberg seconded. The motion passed unanimously.

Early Retirement Policy Revisions – Shelley Stultz was unable to make the meeting so this topic was put on hold for the July meeting.

CERTA Welding Certification Program – The Butler welding program prepares students for a career in welding covering SMAW, GMAW, GTAW, and Oxy-fuel welding processes, all as applied to both ferrous and non-ferrous metals as well as position and out of position welding. Students will learn numerous industry recognized cutting processes, both manual and CNC (computer numerically controlled), receive in-depth training in Blueprint Reading and Metallurgy, and have the opportunity to become AWS certified in the SMAW, GMAW, and GTAW processes. This additional sub-set certificate of our Welding program will provide students another opportunity for credentials in the processes of SMAW (shielded metal arc welding, GMAW (gas metal arc welding), and GTAW (gas tungsten arc welding).

This welding certificate is a new subset of the KBOR approved welding program that is already available to students attending Butler. This certificate would allow them to complete the program in fewer hours to gain employment quicker. There will be no additional costs to the college for faculty or supplies.

Trustee Law moved to approve the CERTA in Welding. Trustee Smith seconded. The motion passed unanimously.

CONSENT AGENDA

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

- Approval of Minutes of Regular Board Meeting of May 12, 2020
- Approval of Minutes of Special Board Meeting of May 28, 2020
- Approval of Bills and Warrants for May 2020 in the amount of \$6,060,975.40 (includes Expenditure Approval List - \$2,857,279.71 and Payroll - \$3,203,695.69)
- Adoption of Payment of Claims Resolution
- Adoption of Designation of Depository Accounts
- Adoption of Resolution 20-08 to non-renew contract for Donnie Smith
- Approval of Fiber Hardening Project in the amount of \$44,133.00
- Ratification of Salem Home Clinical Affiliation Agreement
- Ratification of BETA CDL Training Program
- Ratification of McGraw Hill Inclusive Access
- Ratification of Verba/Vital Source Agreement

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – None

Board Calendars

BOARD OF TRUSTEES CALENDAR OF ACTIVITIES MAY – JUNE
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June Board Finance Committee	Tuesday, June 9, 3:30 p.m. Dankert Board Room	Lance Lechtenberg, Shelby Smith
June Board Meeting	Tuesday, June 9, 4:30 p.m. Dankert Board Room	ALL TRUSTEES
July Board Finance Committee	Tuesday, July 14, 3:30 p.m. President's Conference Room	Lance Lechtenberg, Shelby Smith
July Board Meeting	Tuesday, July 14, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

2019-2020 Board Meeting Dates

Tuesday, June 9, 2020

Tuesday, July 14, 2020

LOOKING AHEAD

August Board Finance Committee	Tuesday, August 11, 3:30 p.m. President's Conference Room	Lance Lechtenberg, Shelby Smith
August Board Meeting	Tuesday, August 11, 4:30 p.m. Dankert Board Room	ALL TRUTEES
September Board Finance Committee	Tuesday, September 8, 3:30 p.m. President's Conference Room	Lance Lechtenberg, Shelby Smith
September Board Meeting	Tuesday, September 8, 4:30 p.m. Dankert Board Room	ALL TRUTEES

Spring 2020 ACTIVITY CALENDAR

Circle of Gold Society Luncheon	Fri, June 19 - CANCELED
Independence Day (Observed) – COLLEGE CLOSED	Fri, July 3
Summer Classes End	Fri, July 24

ADJOURNMENT

Trustee Law moved to adjourn the meeting. Trustee Winslow seconded. The motion passed unanimously. The regular meeting of June 9, 2020 was adjourned at 7:46 p.m.

Doug Law – Secretary