

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING**
4:30 p.m., Tuesday, September 8, 2020 – Clifford/Stone Room
Watch Live via <http://www.butlercc.edu/bctv>

- 3:30 p.m. Board Finance Committee Meeting** – President's Conference Room.
- 4:30 p.m. Regular Board Meeting** – Clifford/Stone Room, Main Level of the Hubbard Welcome Center, 901 S. Haverhill Road, El Dorado, Kansas.

LEGAL BUDGET HEARING

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- II. Adjourn Public Hearing** (Chair Jim Howell)

REGULAR BOARD MEETING

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- II. APPROVAL OF AGENDA**
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- V. PUBLIC COMMENT**
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 - B. Operational Staff Report – Lisa Bolin
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 - D. Board Finance Committee Report –Lance Lechtenberg, Shelby Smith
 - E. Foundation Board Report – Forrest Rhodes, Kim Krull
 - F. President's Report – Kim Krull
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LEGAL BUDGET HEARING

Script for Legal Budget Hearing

Chair, Jim Howell:

"I declare the public hearing for the 2020-2021 Legal Budget of Butler Community College now open."

(Chair, Jim Howell then introduces himself and the other trustees, as well as the President and the Secretary.)

Seated with me around the table are Trustees:

- Mary Martha Good
- Doug Law
- Lance Lechtenberg
- Forrest Rhodes
- Shelby Smith and
- Julie Winslow
- As well as President Kim Krull and Secretary Lora Jarvis
- Other Butler Administration, Faculty, and Staff are also present with some joining by Zoom.

Chair, Jim Howell:

"At this time we are meeting to hear public comments on the 2020-2021 Legal Budget for Butler Community College.

To briefly explain the budget process, several months ago we began with individual recommendations from department heads, which were reviewed by our budget officers and our administration. In conjunction with parameters set by the Board of Trustees, the Administration developed a preliminary budget that was presented to the Board of Trustees. Several updates were provided and discussed.

In a Special Meeting held on July 28, 2020, the Board of Trustees voted to pass the Notice of Public Hearing, setting the budget at \$77,915,445. The local dollars to be levied are \$14,420,075 that include \$12,928,138 for operations and \$1,491,937 for capital outlay. The legal budget provides the college with the ability to increase its expenditure budget in order to address a significant unanticipated expense in a timely fashion.

The Public Notice was published in the college's official publications and the public hearing was set for 4:30 p.m. today, September 8, 2020, in the Clifford/Stone Room of the Hubbard Welcome Center at Butler of El Dorado.

At this time, I will open the hearing to any public comment from individuals who are present in the room or via Zoom and who would like to speak concerning the budget. As there are several who wish to speak, we ask that you hold your comments to five minutes or less. For those of you speaking via Zoom, Lora Jarvis will manage the technology and admit you into the Board Zoom room to speak. For those in the Clifford/Stone Room, please submit your Public Comment Request Cards to Board Chair, Jim Howell, and then you'll

be asked to speak. For all who are offering public comment in either format, please announce your name and address before beginning your comments. Board Secretary Lora Jarvis will identify when you have one minute remaining so you are able to conclude your comments within the time allotted.

The Board will not participate in any discussion or take any action during the public comment portion of the meeting.

TOPIC for ACTION
FY 2021 Legal Budget Approval

REPORT:

Although the board approved the legal budget at the August 11 meeting, that approval was nullified because the Notice of Public Hearing did not get published as planned in the Times-Gazette.

A new notice (copied below) was published in the August 22 edition of the Times-Gazette. The only change from the original Notice was to set the date and time of the public hearing to September 8 at 4:30.

Approval of the Notice as published will set the total maximum expenditures at \$77,915,445 and the amount of tax to be levied at \$14,420,075. The estimated tax rate is 16.000 for the General fund and 1.846 for the Capital Outlay Fund.

RECOMMENDED MOTION:

Move that the legal budget for 2020-2021 be approved as published with the amount of taxes to be levied for all funds of \$14,420,075 and the total expenditure budget for all funds of \$77,915,445.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Kent Williams, Vice President of Finance
Supervisor: Kim Krull
Date: August 26, 2020

**NOTICE OF PUBLIC HEARING
2020-2021 BUDGET**

The governing body of Butler Community College, Butler County, will meet on September 8, 2020, at 4:30 p.m., at the Clifford Stone Room of the Hubbard Welcome Center for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of tax to be levied, and to consider amendments. Detailed budget information is available at the office of the Vice President for Finance and will be available at this hearing.

BUDGET SUMMARY

The Expenditures and the Amount of 2020 Tax to be Levied (as shown below) establish the maximum limits of the 2020-2021 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes, is subject to slight change depending on final assessed valuation.

	2018-2019		2019-2020		Proposed Budget 2020-2021		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Amount of 2020 Tax to be Levied	Est. Tax Rate*
Current Funds Unrestricted							
General Fund	49,626,491	18.068	43,919,879	17.409	53,802,610	12,928,138	16.000
Postsecondary Tech Ed	12,843,638		11,665,993		13,166,058	XXXXXXXXXX	XXX
Adult Education	421,252	0.000	452,763	0.000	531,882	0	0.000
Adult Supp Education	435,817	XXX	388,404	XXX	506,075	XXXXXXXXXX	XXX
Motorcycle Driver	9,750	XXX	6,630	XXX	13,000	XXXXXXXXXX	XXX
Truck Driver Training	0	XXX	0	XXX	0	XXXXXXXXXX	XXX
Auxiliary Enterprise	6,776,415	XXX	5,613,845	XXX	7,500,000	XXXXXXXXXX	XXX
Plant Funds		XXX		XXX		XXXXXXXXXX	XXX
Capital Outlay	1,909,923	2.000	1,303,468	1.927	2,395,820	1,491,937	1.846
Bond and Interest	0		0		0	0	0.000
Special Assessment	0		0		0	0	0.000
No Fund Warrants	0		0		0	0	0.000
Revenue Bonds	0	XXX	0	XXX	0	XXXXXXXXXX	XXX
Total All Funds	72,023,286	20.068	63,350,982	19.336	77,915,445	XXXXXXXXXX	17.846
Total Tax Levied	14,970,129		14,970,129		XXXXXXXXXX	14,420,075	
Assessed Valuation	745,970,166		774,228,168		808,008,633		

	Outstanding Indebtedness, July 1		
	2018	2019	2020
G.O. Bonds			
Capital Outlay Bonds	4,440,000	3,200,000	1,930,000
Revenue Bonds			
No-Fund Warrants			
Temporary Notes			
Lease Purchase Principal	8,494,338	15,868,202	14,719,734
Total	12,934,338	19,068,202	16,649,734

* Tax Rates are expressed in mills.


Signature - Chair

SEPTEMBER BOARD RECOGNITIONS

- **Trustee Julie Winslow** – September Birthday

MONITORING REPORTS



BOARD OF TRUSTEES REPORT Athletic Department September 2020

Butler Athletics

The Athletics Department, an integral part of the educational mission of Butler Community College, strives for excellence in five key areas: Academics, Integrity, Service to the Community, Excellence in Competition and Vision for the Future.

Key unit processes:

- Academics
 - Each student-athlete to reach their educational goals
 - Ensure smooth transfer to other institutions to further their education
 - Provide staff and facilities to assist in reaching academic goals
- Integrity
 - Adhere with NJCAA, Jayhawk Conference, federal, state and institutional rules and regulations
 - Provide equitable opportunities for women and minorities
 - Maintain fiscal responsibility
 - Develop student-athletes who are positive role models and productive members of society, displaying good citizenship, character and personal growth
- Service to the Community and College
 - Enhance quality of life on campus
 - Provide quality of life options to communities we serve
 - Serve as positive public relations vehicle for entire college
 - Create sense of pride and loyalty among students, alumni and friends
- Success on the Playing Surface
 - Strive to achieve athletic success on the highest levels of intercollegiate competition

- Vision for the Future
 - Increase private support to both the college as a whole and the department

The Butler Athletics program currently sponsors the following NJCAA Division 1 sports:
Men: football, basketball, baseball, cross country, and indoor and outdoor track and field
Women: basketball, volleyball, softball, soccer, cross country, and indoor and outdoor track and field.

Todd Carter begins his 34th year in the athletic department at Butler Community College, 17th as the Athletic Director. As athletic director, Carter provides leadership and support for the Grizzlies 13 varsity sports as well as the department's 40 full-time and part-time administrative and coaching staff members.

Tyler Nordman begins his 2nd year as the Associate Athletic Director. Nordman came from Highland Community College where he served as the Athletic Director the previous three years. Nordman oversees all media relations duties for all sports while also assisting the department with compliance, marketing, game management and fundraising.

Lori Llewellyn begins her 15th year as Athletic Secretary. She is in charge of day to day operations in the athletic office, Grizzlybacker memberships, billings, insurance, letter of intents and eligibility for all sports.

Amanda Maiden and Jared Brown are the two certified athletic trainers that handle all prevention and care of the over 300 grizzly student-athletes. They also handle all the relationships with the dozen Grizzly team doctors and supervise a staff of 15 student athletic trainers.

Matt Trosper begins his first full year with the Grizzlies as the Athletic Academic Coordinator. Matt is in charge of enrollment, advising, tutoring and academic support for the Grizzly athletic programs.

FOOTBALL:

- Head Coach/Defensive Coordinator-Tim Schaffner - 6th yr.
- Asst. Head Coach/Defensive Line- Steve Braet – 41st yr.
- Offensive Coordinator/Quarterbacks-Brice Vignery - 10th yr.
- Wide Receivers/Pass Game Coordinator- Chris Jones 13th yr.
- Special Team/Safeties-Jordan Abbott - 10th yr.
- Running Backs/Strength and Conditioning- Kyle Woodall - 6th yr.
- Offensive Line/Run Game Coordinator- Nate Haremza – 3rd yr.
- Cornerbacks – Mathis Thomas- 2nd yr.
- Tight Ends/H-Backs – Clayton Woods – 1st yr.
- Linebackers – Sean Wilkerson – 1st yr.
- Director of Football Operations- Dallas Thompson– 1st yr.

The team went 10-3 this past season and finished 2nd in the KJCCC Conference. They capped off the season with a 33-23 win over Trinity Valley (TX) in the Midwest Classic Bowl, which made them back-to-back champions in that bowl game. This program has won six National Championships, the last one in 2008. This past year they had seven Academic All Americans, one All-American (Brock Sturges), 17 All-KJCCC players (9 of which were Kansas students). They currently have eight former players on NFL rosters. Additionally, former players Zac Taylor (Bengals) and Press Taylor (Eagles) are coaching in the NFL. Press won a Super Bowl ring in 2018 with the Eagles. Zac was named the Head Coach for the Cincinnati Bengals in February of 2019. Zac was an All-American at Butler in 2004 and becomes the first Grizzly alum to be an NFL head coach.

MEN'S BASKETBALL:

- Head Coach- Kyle Fisher 2nd yr.
- Asst. Coach- Dennen Morrow 1st yr.
- Asst. Coach- Cam Parker 4th yr.

In his first season as head coach of the Grizzlies, Kyle Fisher led the team to a 2nd place KJCCC East finish and Region VI Runner-Up. Last year's team went 25-8, the most wins since the 2014-15 season. They had four All-KJCCC players and two All-Region players honored after the season. They won a national championship in 1953.

BASEBALL:

- Head Coach -BJ McVay 11th yr. (17th overall)
- Asst. Coach- Ty Reese 13th yr.
- Asst. Coach – Taylor Sanagorski 1st yr.

Coming off a KJCCC West Championship a season ago, the Grizzlies chance at back-to-back was cut short with COVID-19. The team was 15-4 overall when the season was canceled. A big highlight of the short season was the 30-14 win over Des Moines Area. The team GPA was 3.39 (23rd in the NJCAA) and they had 10 Academic-All Americans.

CROSS COUNTRY & TRACK:

- Head Coach- Dustin Mettler 4th yr.
- Asst. Coach- Greg Franklin 6th yr.
- Volunteer Asst. Coach – Manuel Gonzalez 1st yr.

This sport includes both men's and women's cross country and men's and women's indoor and outdoor track and field. The year's highlight was Butler's Indoor 4x400 Relay team winning the National Championship (Cardet Bienvenue, Jerod Elcock, Judah Taylor and Agerian Jackson). They finished 10th as a team at the Indoor NJCAA Championships.

The Women's Indoor 4x400 Relay team finished Runner-Up at Nationals and Shanique Masters chalked up another Runner-Up medal in the 600m.

Michelle Sanchez was named an All-American in Cross-Country. While 18 track athletes were named All-American during the indoor season.

The outdoor season was canceled due to COVID-19.

WOMEN'S BASKETBALL:

- Head Coach- Mike Helmer 13th yr.
- Asst. Coach- Abby Fawcett 9th yr.
- Volunteer Coach- Hannah Mortimer 2nd yr.
- Volunteer Coach- Ericka Mattingly 1st yr.

After a remarkable season in 2018-19, the Grizzlies put together one just as amazing this season winning the KJCCC East and Region VI Championships for the second straight year. The team went 25-8 and 15-5 in the Jayhawk Division. They had a team GPA of 3.22 with four Academic All-Americans. Three players earned All-KJCCC honors and Tamara Nard was awarded All-American.

VOLLEYBALL:

- Head Coach- Lisa Lechtenberg 3rd yr.
- Asst. Coach- Tessa Arasmith-Cosby 3rd yr.

In her second season at the helm of the Volleyball team, Lisa Lechtenberg led the Grizzlies to an 18-12 and 8-8 in the West last year, finishing fifth place in the Jayhawk West. The team finished with a GPA of 3.59, 18th in the NJCAA with eight Academic All-Americans. Four players earned All-KJCCC honors.

SOFTBALL:

- Head Coach- Doug Chance 17th yr.
- Asst. Coach- Kenzie Young 1st yr.
- Asst. Coach- Morgan Bohanan 1st yr.

After winning nine straight KJCCC East Championships, the Grizzlies were unable to keep the streak alive with the season being canceled due to COVID-19. The team was 13-7 overall and 3-1 in KJCCC play when the season came to a halt. In 2019, they advanced to the NJCAA national tournament in St. George, Utah for the fourth straight year and 10th trip all-time. The Grizzly Softball team won the NJCAA Div. I title in 2016 and 2017, with a 3rd place finish in 2018. The team finished with a 3.18 GPA with three Academic All-Americans.

SOCCER:

- Head Coach- Adam Hunter 14th yr.
- Asst. Coach-Travis Stipp 6th yr.

Since the program's inception in 2002 the women's soccer team has won 11 conference championships, eight Region VI titles, and has advanced to the national tournament seven times in the past nine years. Last year's team went 12-6-1 overall. They had a team GPA of 3.34 and 10 Academic All-Americans in the classroom.

SERVICE TO THE COMMUNITY:

The athletic department also has participated in the Grizzly give back day since its inception, volunteers in the USD 490 elementary school mentoring program, participated in the Wichita Eagle give back to the community basketball camp day, and have donated season tickets to many charities throughout Butler County.

Community Service/Outreach: *a number of volunteer events/opportunities were canceled due to COVID19*

Men's Basketball:

- Volunteered at Grandview Elementary 'Gator & Goblin Dash'

Women's Basketball:

- Mentoring at Skelly Elementary
- Helped make blankets and pack food at High School
- Toy drive at Christmas (donated to Salvation Army)

Volleyball:

- Foundation Auction
- Gator Run- Grandview Elementary
- 75th Honor Flight
- Officiate for EHS JV tournament
- YMCA Volleyball Academy
- Canceled: Skelly Elementary Mentoring
- Donated V-ball baskets
- Canceled: Set up for Steak Bonanza (fundraiser)
- Canceled: Kansas Kids' Day
- Canceled: Grizzly Give Back Day- Augusta Play Park

Softball:

- CANCELED: Lake Point Nursing Home once a week during Fall semester to spend time and do things with the patrons
- Mentored at Skelly Elementary

Baseball:

- Helped stuff Thanksgiving Baskets
- Canceled: Spring Break- Little League practices with team

Football:

- White Eagle Credit Union- commercials
- Canceled: Grizzly Give Back Day
- Canceled: El Dorado Center for Aging

- Canceled: Augusta USD Relay Recess
- Canceled: Sedgwick County Heart Walk
- Canceled: Susan B Allen Community Outreach

Track/XC:

- Adopt-A-Class (Skelly Elementary)
- Skelly Play Day
- Grandview
- Prairie Fire Marathon

Soccer:

- Mentoring Program at Elementary school
- Canceled: Grizzly Giveback Day
- YMCA Youth Soccer Clinic

SABBATICAL REPORTS

Andrea McCaffree-Wallace
Associate Professor of English

Sabbatical Leave Report

Purpose

The purpose of my Fall 2019 sabbatical project was to enact professional development (PD) best practices at Butler, based on my research during my Ed.D. My end goal was to produce a research-based rubric for Butler PD, help implement a new format for summer jam practicum, and develop online workshops to increase the quality of professional development at Butler.

Accomplishments

During my sabbatical, I first accomplished the construction of a new rubric for assessing Butler faculty development workshops. I consulted empirical literature examining best practices in PD and organized those ideas into a lengthy rubric. From there, I met with Mark Jarvis and we narrowed the rubric down to the most important criteria for Butler faculty development, including active learning for participants, respect for the adult learners in the room, direct application of the session to the participants' classroom and content area, and the contribution of the session to the participants' professional growth and evolving classroom practices. This rubric has now been in use at faculty development workshops since the spring, and we will continue to revise and perfect it.

Further, I also helped Mark restructure Summer Jam Practicum (our semester-long faculty development experience) to integrate the gold standard of PD for practicing educators: practitioner inquiry. Working with Mark, I designed a semester-long experience based around practitioner inquiry in which faculty identify a problem of practice in their own classrooms and then conduct research to gather ideas to solve the problem. Faculty then sketch out a plan to enact the ideas from the research while collecting data to track what changes take place in their classroom. In the fall, faculty underwent a short inquiry cycle in which they collected data for four-weeks, but in the future, faculty can participate in an inquiry cycle for a full term once they have undergone the introductory cycle. This cycle includes a written report at the end of the semester where faculty examine the outcome of their change in practice and determine how helpful it was in addressing their problem. It also includes a community of practice element where faculty meet once every other week to discuss their problem, research, and their ongoing implementation and data collection. In the fall, we had faculty investigating the following issues:

- How do I get students in my math classes to feel confident in checking their own work?
- How do I get my math students to attend our Friday class meetings?
- How does increased feedback affect student involvement and retention in my online classes?
- How can gamification affect my biology class?
- How do I increase retention and success in an 8-week English course?
- What methods can I use to encourage introverted students to actively engage in my economics class?

- How do I encourage my students to begin their projects in my children's literature course earlier in the term?

I attended almost all of the community of practice meetings for the Tuesday group during the fall term to help them through their inquiry cycle and communicated with the Friday group via email when they needed help. I will also remain a resource as faculty move through future inquiry cycles.

Finally, I also built two Canvas workshops: one to prepare faculty to undertake the process of practitioner inquiry and one to train presenters on research-based best practices in PD. The first workshop will enable Summer Jam Practicum to become more flexible for faculty; instead of attending Summer Jam and then committing to a full year of faculty development, they can take the short course and then spend a single semester working on their practice through practitioner inquiry. They could go through two cycles in one year, or they could conduct an inquiry over the course of a single semester and pick up their involvement with inquiry again when their schedule and practice permits the work. The second workshop will empower more faculty to become faculty development presenters. While we have lots of great faculty who present at faculty development events at Butler, many faculty feel they do not know how to deliver quality professional development. Having an online course to educate faculty on best practices for presenting a session will help to increase the quality of workshops while encouraging other faculty to contribute to PD at Butler. Both of these courses will launch in the fall 2020 term, and we look forward to seeing the impact they have on our ever-improving faculty development.

Impact on Teaching

My own teaching has improved as a result of going through an inquiry cycle with my colleagues in the Tuesday Summer Jam group. I worked on bettering my feedback in my online courses and found that students were more likely to engage with me in my online courses as a result. I also benefited greatly from the community of practice; seeing the ideas my colleagues came up with was truly inspiring, and I learned a lot about what goes on in different faculty's classrooms and disciplines, which can greatly benefit me as an instructor of developmental students who need support across the college.

As a long-time member of faculty development team, this sabbatical project has also given me the chance to explore and improve professional development at Butler. While one might not immediately link the idea of being a faculty member with PD, faculty development is a large part of my job at Butler and has been for years: I present at least once at every PDD and often present at Second Saturdays and IDD as well. I have also conducted development for English faculty members through the years as a mentor in ALP and am now helping with development for OERs. In short, this sabbatical project helped me understand the elements of high-quality PD and how to deliver it. It also helped me understand the importance of the way we structure PD at Butler; having PD delivered by faculty means that our PD is cheaper but holds more helpful information for attendees. In studying PD at other schools during my sabbatical, I now understand how truly unique we are at Butler to have a "For Us, By US" model, and how much better than makes our PD.

Specific Outcomes

I worked with Mark Jarvis to develop a new rubric for assessing Butler PD, which is attached to this narrative. The rubric is research-based and cites the referenced sources on the rubric, so presenters and attendees can clearly see the cited material and understand that the assessment is research-based. Further, I helped Mark rethink summer jam practicum to base it on a classroom-inquiry model. Mark now has an outline (including readings and assignments) to carry forward into future semesters to take faculty through an inquiry cycle. Finally, I produced two Canvas courses for faculty to understand the basics of practitioner inquiry before undertaking the semester-long experience and become versed in research-based best practices for professional development before presenting at a development event, such as PDD, IDD, or Second Saturday.

The parts of my project have all worked to improve faculty development at Butler. While our faculty development is faculty-driven and already draws more interest than previous incarnations of faculty development at Butler, my project has worked to perfect our system by adding research-based best practices into all levels of our faculty development. The Canvas course to train presenters paired with the rubric will help to increase the quality and narrow the goals of faculty development. Further, the introduction of practitioner inquiry will better our semester-long PD experience while encouraging those individuals who go through the practitioner inquiry cycle to become presenters themselves, sharing the outcomes of their research and changes in practice with colleagues at PD events. In the end, this also leads to savings for the college. Hiring outside PD consultants and presenters is very expensive, so the more PD we can develop in-house, the more money we can save while still cultivating high quality teachers that support student retention and success.

Evaluation of Peer to Peer Workshop at BCC

Please circle the descriptions that best describe the workshop and hand your finished rubric to the facilitator at the end of the workshop.

Workshop Title: _____

Facilitator: _____

Date of Workshop: _____

<u>Category 1: Active Learning</u> Effective professional learning (PL) experiences employ active learning, meaning the facilitator did not simply transmit information to the participants but encouraged interaction and conversations to aid the participants in constructing their own knowledge during the session. ¹			
Criteria	Exceeded Expectations	Met Expectations	Did Not Meet Expectations
Inclusion of Active Learning	The workshop encouraged participants to socialize and share their perspectives and experience powerfully .	The workshop encouraged participants to socialize and share their perspectives and experience successfully .	The workshop did not encourage participants to socialize and share their perspectives and experience.
Relevance of Active Learning	The active learning was highly relevant to the subject-matter and structured to encourage participants to build on the information in the session in meaningful ways to make it their own.	The active learning was relevant to the subject-matter and structured in such a way that it encouraged participants to make the information in the session their own .	The active learning was disorganized at times or did not encourage participants to make the information in the session their own .
<u>Category 2: Adult Teaching Methods</u> Because PL takes place with adult learners, it is important that sessions respect the individuality and goals of adult learners. ²			

¹ Jonassen and Land (2012) argue “meaning making ...results from puzzlement, perturbation, expectation violations, curiosity and cognitive dissonance. ... This dissonance ensures some ownership of the knowledge by the learner” (p. 13). Further, Putnam and Borko (2000) describe social interaction by participants as key to authentic professional learning.

² In describing andragogy, Merriam (2001) notes adult learners should be free and autonomous in pursuing learning. Webster-Wright (2009) argues that effective PL relates to the practice of the participants and helps to merge the training with authentic work experiences, though ideally the training also takes place in authentic settings.

Criteria	Exceeded Expectations	Met Expectations	Did Not Meet Expectations
Respect for Adult Learners	The workshop embraced the learners in the room as adults by engaging their individual perspectives, learning goals and backgrounds.	The workshop showed sufficient respect for the learners in the room as adults by engaging their individual perspectives, learning goals, and backgrounds.	The workshop's activities or focus did not treat participants as adults , failing to engage individual perspectives or learning goals and backgrounds.
Engagement of Teaching Experience	The workshop embraced past teaching experiences to engage the participants' authentic experience and directly related the information to real classroom experiences .	The workshop engaged past teaching experiences to acknowledge the participants' authentic experience and helped relate the material to real classroom experiences .	The workshop failed to engage past teaching experiences or did not help participants in relating the material to real classroom experiences .
<u>Category 3: Authentic Learning</u> Professional learning (PL) should be authentic in that it relates directly to the participants' content areas. ³			
Criteria	Exceeded Expectations	Met Expectations	Did Not Meet Expectations
Relation to Content Area	The facilitator aided participants in relating the content of the workshop directly to the classes the participants teach.	The facilitator allowed time for participants to reflect on and discuss how the content of the workshop directly related to the classes the participants teach.	There was not time or structured discussion and reflection to allow participants to consider how the workshop related to the classes participants teach.
<u>Category 4: Outcomes of Workshop Participation</u> The most effective professional learning experiences also help teachers grow and study their own practice, leading to changes in teaching to achieve better outcomes. ⁴			
Criteria	Exceeded Expectations	Met Expectations	Did Not Meet Expectations

³.Desimone (2009) shows that "content focus" is one of the most important aspects of effective PL. Though we cannot always offer content specific workshops, an effort should be made to link all workshops to participants' content areas.

⁴ Guskey (2002) argues that the most effective PL leads to changes in teachers' classroom practices that better student outcomes and change teachers' beliefs. Further, Cochran-Smith and Lytle (2001) claim that effective PL leads to "forming and re-forming frameworks for understanding practice," including curriculum, classroom practices, intersectionality, teaching communities, and many other aspects of teaching and schools.

Contribution to Professional Growth	This workshop expanded my knowledge and skills, and I believe it will lead directly to increased effectiveness with students.	This workshop expanded my knowledge and skills, and I believe it will contribute to increased effectiveness with students.	This workshop either did not expand my knowledge and skills, or I believe it will not contribute to increased effectiveness with students.
Contribution to Evolving Classroom Practices	I believe this workshop will change my classroom practices and has affected my beliefs and attitudes toward teaching and/or students.	I believe this workshop will change my classroom practices.	I do not believe the information from this session will change my classroom practices.

Please use the space below to share any takeaways, report constructive criticism, and/or explain your rubric scores:

Sabbatical Leave Report for Board

Purpose

The purpose of my Fall 2019 sabbatical project was to study, gather, and develop instructional strategies which promote lower-level developmental English students' growth into college-level readers, writers, and thinkers. My end goal was to share these strategies with all Butler ALP (Accelerated Learning Program) instructors in a Canvas shell and in on-going training through our ALP Community of Practice so that, ultimately, we become more intentional and effective in reaching lower-level students in these areas.

Accomplishments

During my sabbatical, I studied several sources, including our own ALP data, developmental education publications, and notes from previous developmental conferences and seminars my colleagues or I have attended. I also visited Dr. Elena Allen's Reading 011 class, participated in several webinars, and met with the Butler ALP faculty for a collaboration meeting. I found it very rewarding to have time to deeply study and make connections where I had only started to scratch the surface before. As a result, I was able to meet my original goals of articulating this study into a Canvas training shell for ALP instructors and others in the English Department who are interested in additional training.

Additionally, I was able to accomplish related projects that were not specifically purposed in my sabbatical application but were an extension of my on-going role as Co-Chair of Butler's Developmental Education Team. These projects have needed attention for some time, so having time to address them during sabbatical was very helpful. First of all, advisors, Dr. Allen, and I worked on clarifying the enrollment flow and communication procedures regarding students moving from Reading 011 to Reading 012. Secondly, Dr. Susan Bradley and I continued communication with Registrar Willow Dean on development of the first Multiple Measures Placement Report, which now has been prepared and is under study. Also, a team of colleagues and I worked together on developing the first brochure promoting the relationship between the Wichita Indochinese Center and Butler's ESL classes; this is now ready to print and distribute. Additionally, I revised the EG 060 Fundamentals of English course outline in collaboration with English Chair Jim Buchhorn, in preparation for Spring 2020. I also worked on preliminary details for the next Great Plains Conference on Acceleration, but due to the COVID-10 situation the future date for this is now tentative.

All of these sabbatical project focuses have contributed both to my own scholarly development as well as the improvement of Butler's developmental English and Reading programs. Lower-performing developmental students will especially benefit from instructors who are more equipped to address specific learning and affective needs because of my core sabbatical project. Also, various student populations will benefit from the work done on the additional projects explained above. Our goal is to provide additional academic and affective support to students who need it without creating unnecessary barriers to their entering college-level courses. As a developmental education professional of over twenty years, the opportunity to have time to work on these has been very rewarding.

Impact on Teaching

My own instruction has improved as a result of my sabbatical study of lower-performing students and strategies to support them to become college-level readers, writers, and thinkers. I have particularly grown in the area of reading support, being more adept of using specific strategies to help unconfident readers approach various forms of college-level text. Also, I am more aware of how these students need intentional direction and support in their transition from high school to college academics and culture, and I am working to provide that. Finally, I am invigorated more than ever by seeing my students grow in their critical thinking as they grow as deeper readers and writers.

As the Developmental English Lead over ALP at Butler, my sabbatical work will have a direct effect on other instructors in our ALP Community of Practice, as I will be sharing my work with them through the Canvas shell I created. Not only will instructors study the contents of this shell, but we will also discuss and collaborate on these further at meetings also. English Chair Jim Buchhorn has indicated that he would like to encourage more English faculty to go through these modules, so I anticipate that the material will be discussed further at departmental meetings. Arrangements have been made for instructors to receive professional development points for completing the shell.

Specific Outcomes

The Canvas shell entitled “Integrated Reading, Writing, and Thinking Instructional Strategies for ALP” contains my outcomes for this sabbatical. These modules are named “Characteristics of Lower-Performing Students,” “Helping Students Transfer Reading Class Strategies,” “Improving the Reading Cycle for Lower-Performing Students,” “Guiding the Transition from High School to College, Pedagogy to Andragogy,” “Teaching about Metacognition to Help Students Become Independent Learners,” and “Re-thinking How We ‘Do’ EG 060 ALP.” It is available for Butler instructors in the Canvas Commons. Additionally, the ESL/WIC brochure that a small committee and I worked on in the fall through the early spring is now ready to be printed and distributed, as mentioned earlier in this report.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES
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NONE

BOARD ACTION ITEMS

TOPIC for ACTION
Construction Technology Program

REPORT:

Last March, the Board of Trustees reviewed the proposed Construction Technology AAS degree and gave their approval to submit the proposal to the Technical Education Authority (TEA). On May 14, the TEA approved the Construction Technology degree plan for submittal to the Kansas Board of Regents (KBOR) and was approved by KBOR June 18, 2020.

At the request of industry, various Butler staff worked with several educational and industry partners over a six-month timeframe to develop the Construction Technology AAS degree. We had numerous meetings and conversations with various construction companies within Butler and Sedgwick counties. Companies involved in our conversations include, but are not limited to, The Associate General Contractors (AGC) of Kansas, Eby Construction, Hutton Construction, Simpson Construction (current contractor on the Butler of Andover 5000 building remodel project), Wildcat Construction, and others. Additionally, we have had conversations with Rose Hill High School to start a Construction Technology High School Academy program fall 2021. The program curriculum focuses on meeting regional construction industry needs and aligns with the National Center for Construction Education and Research (NCCER) standards.

There continues to be pent up demand for construction workers within our region. For example, as of August 31, 2020, within the past 14 days within a 50 mile radius of Andover, Indeed.com lists 91 job openings and ZipRecruiter.com lists 69 job postings. The demand is there and Butler can be the education supply chain for our regional contractors. Please see the attached Board of Trustees report providing further budget and employment details.

RECOMMENDED ACTION:

Approve the Construction Technology AAS degree for spring 2021 implementation.

RECOMMENDED FUNDING SOURCE:

With the closure of the Butler Automotive Collision program, we recommend transferring the non-personnel budget dollars from Automotive Collision budget in the amount of \$23,180 to the proposed Construction Technology program budget. The full-time instructor salary amount would be a reallocation of a full-time faculty retirement out of the Business Systems Technology budget (Karen Wright).

Submitted by:	Mel Whiteside
Supervisor:	Lori Winningham, VPA
Date:	September 01, 2020

Butler Community College

New Program Information **Construction Technology** **Associate of Applied Science**

September 08, 2020

Program Description

The proposed program is an AAS in Construction Technology. This program will prepare students to apply technical knowledge and skills to residential and commercial building construction and remodeling. This includes instruction in construction equipment and safety; site preparation and layout; construction estimating; blueprint reading; building codes; framing; masonry; heating, ventilation, and air conditioning; electrical and mechanical systems; interior and exterior finishing; and plumbing.

KDOL Long-Term Occupational Outlook

According to the 2019 South Central Kansas High Demand Occupations data, the construction industry is projected to continue in its current boom cycle. According to The Department of Labor Kansas Occupational Projections from 2016 – 2026, KDOL projects 5,847 annual job openings statewide for Construction Trades Workers. Breaking the projection down by region, 1,494 of these annual job openings are for South Central Kansas with an annual mean wage of \$38,610, while 386 annual openings are projected for Southeast Kansas with an annual mean wage of \$39,240 (<https://klic.dol.ks.gov/gsipub/index.asp?docid=743>).

Job postings as of August 31, 2020

Indeed: Within a 50 mile radius of Andover; 91 job postings within the past 14 days.

<https://www.indeed.com/jobs?q=Construction&l=Andover%2C+KS&radius=50>

ZipRecruiter: Within a 50 mile radius of Andover; 69 job postings within the last 30 days.

https://www.ziprecruiter.com/candidate/search?radius=50&days=30&search=Construction&location=Andover%2C+KS#intsrc=fe.job-results.header.serp_form



Kansas Department of Labor: Construction Trades Workers, Occupation Employment and Wage Data (<https://klic.dol.ks.gov/gsipub/index.asp?docid=743>)

EMSI, Q4 data from November, 2019, shows growth from 2019-2024 in target construction occupations such as cement masons and concrete finishers with a growth of 6.55%; pipe layers 5.2%; and insulation workers 4.11%. Within the general region of Butler Community College (defined by the following counties: Butler, Chase, Cowley, Greenwood, Harper, Kingman, Marion, Morris, Sedgwick, Morris, and Sumner) other technical or community colleges offering a Construction Technology degree or pathway do not exist.

Demand from Local Community

Demand from industry leaders for graduates of the proposed program is high. Many industry leaders project much higher job demands than those reported in official labor trends; changes in federal programs focusing on infrastructure improvements could have dramatic and positive employment consequences for this industry. Difficulty in finding quality labor has presented local industry leaders with challenges to recruitment, even going so far to recruit from outside the South-Central Kansas region. Regional demand is very high. Further, this program provides capable and skilled residents of South-Central Kansas new opportunities and careers so that they will remain in the geographic region; and contribute to the further development and tax base of our local economy.

Business/Industry Partnerships

Butler Community College strives to add numerous possibilities and partnerships which will improve the program for both students and faculty. Several companies have expressed a strong interest in investing and supporting Butler's Construction Technology program through in-kind donations, internships, and assisting students with job placement. These companies include, but are not limited to, Association of General Contractors, (AGC), Beran Concrete, Eby Construction, Hutton Construction, Simpson Construction and Wildcat Construction. Further, Butler hopes to develop 2+2 agreements with four-year institutions in the state, such as Kansas State University, Fort Hays State University, and Pittsburgh State University, offering similar degree pathways and majors. Likewise, Butler seeks to work with industry partners to develop robust internship, job-shadowing, and work site visitation opportunities for students. By building on our existing relationships we hope to include our partners in these educational opportunities, thereby providing and facilitating training that will help meet specific needs for the industry in our region.

Within the general region of Butler Community College (defined by the following counties: Butler, Chase, Cowley, Greenwood, Harper, Kingman, Marion, Morris, Sedgwick, Morris, and Sumner) other technical and community colleges are not offering a broad based program focused on Construction Technology.

Faculty Qualifications

All faculty must comply with the Higher Learning Commission qualified standards as outlined in the faculty handbook. Faculty teaching in career and technical education college-level certificate and occupational associate's degree programs should hold a bachelor's degree in the field and/or a combination of education, training and tested experience. Such qualifications are allowable even in instances where technical/occupational courses transfer, which HLC recognizes is an increasing practice. While it is preferred that faculty have a bachelor's degree and a minimum of two years or 4,160 hours of construction experience (including internship hours), faculty with an associate degree and five years or 10,400 hours of construction experience will be considered, or no degree with 10 years (20,800 hours) of construction experience.

Faculty Funding

The first three years of the CT program will involve one Butler funded full-time (FT) Construction Technology faculty member. This will be paid for by transferring funds from a FT faculty member who retired June 01, 2020, thereby allowing Butler to reallocate funding and foregoing the request of additional funding for this position. Year two FT instructor salary = \$50,916; year two adjunct pay =

\$5,985 (Three, 3 credit hr. classes X \$665/cr. hr.). Adjunct faculty pay will be paid from Butler's General Fund. An annual pay increase of 2% is included for FT and PT faculty pay adjustments.

Classroom and Lab Space

The Construction Technology classroom and lab space will be available at the 5000 Building in Andover in the Facilities Maintenance and Engineering Technology building that is nearing completion southeast of the 5000 Building.

Student Fees

It is anticipated that various industry partners will contribute to the program with in-kind and monetary donations, though, this alone will not cover the total ongoing expenses necessary to fund equipment and supply the program. Butler will minimize the financial burden on students and other stakeholders; however, program specific fees are a necessary component to cover costs of equipment maintenance, supplies, future equipment replacement, etc. Butler will begin by assessing a \$25 per credit hour fee on each Construction Technology specific course. Following year one of the program, the advisory committee and Butler administration will assess this fee and make further recommendations. With forecasted first year enrollment of 10 full-time (enrolled in 15 credit hours per semester) and 10 part-time (enrolled in 6 credit hours per semester) students, forecasts show \$10,500 in program fee revenue for the 2021-2022 academic year.

Equipment and Supplies

Though there have been price increase trends on many items over the past year (e.g., fuel and medical), the Bureau of Labor and Statics (BLS) January 14, 2020 report states, "from 2018 to 2019, consumer prices for *all items* rose 2.3 percent." This follows an increase of 1.9 percent from 2017-2018 and 2.1 percent from 2016-2017. Because economists and analysts predict this trend continuing through 2020-2021, a 2.1 percent annual increase was taken into consideration in calculating future costs for equipment and supplies (Source: Bureau of Labor Statistics, U.S. Department of Labor, *The Economics Daily*, Consumer Price Index: 2019 in review on the Internet at <https://www.bls.gov/opub/ted/2020/consumer-price-index-2019-in-review.htm> (visited February 07, 2020)).

Outside Funding Sources

Butler Community College's CTE and Adult Education programs received a Jobs for Innovative Industry Skills Training grant for \$31,000.00 from the Department of Commerce for the establishment of an Accelerating Opportunities Kansas (AO-K) Career Pathway in Construction Technology.

In addition to the Department of Commerce grant funding, Wildcat Construction donated \$2,500 in a cash match, and other employer partners donated in-kind equipment and services. This funding will establish a Construction Technology pathway for individuals enrolled in Butler's Adult Education program who do not have a high school diploma or for individuals that might have deficiencies in basic skills.

The grant provides funding for Construction Technology tools, as well as for other equipment and materials needed for successful completion of the Construction Technology program. The partnership between Adult Education and CTE has established several AO-K pathways for eligible students.

IMPLEMENTATION COSTS

Additional in-kind and monetary donations are anticipated by industry partners, and other outside donations from the construction industry. Additionally, if needed, funding will be considered through Carl Perkins's and other CTE specific grants.

Part I. Anticipated Enrollment			Implementation Year		
Forecasted number of students/credit hours expected during year one.					
			Full-Time		Part-Time
A. Headcount:			10		10
Part II. Initial Budget			Implementation Year		
A. Faculty			Existing:	New:	Funding Source:
Full-time	1		\$48,917	\$0.00	Existing GOF
Part-time/Adjunct	3		\$5,985	\$0.00	Existing GOF
			Amount	Funding Source	
B. Equipment required for program			\$5,000	Existing General Operating Fund	
C. Tools and/or supplies required for the program			\$23,000	Existing General Operating Fund	
D. Instructional Supplies and Materials			\$7,000	Existing General Operating Fund	
E. Facility requirements, including facility modifications and/or classroom renovations			\$5,000	Existing General Operating Fund	
F. Technology and/or Software			\$2,500	Existing General Operating Fund	
G. Other: Recruiting and Travel			\$1,500	Existing General Operating Fund	
H. Other: Professional Dues and Subscriptions			\$500	Existing General Operating Fund	
Total For Implementation Year			\$99,402	Existing General Operating Fund	

PROGRAM SUSTAINABILITY COSTS (Years two and three combined)

Additional support and/or funding for the proposed program: We are forecasting \$10,500 in student fee revenue for 2021-2022; thereafter, student fees will be reviewed by Butler administration and the Construction Technology advisory committee.

Part I. Program Enrollment			Second and Third Years		
Forecasted number of students/credit hours expected during the first two years of the program.					
			Full-Time		Part-Time
A. Headcount:			20		20
Part II. Ongoing Program Costs			Second and Third Years		
A. Faculty			Existing:	New:	Funding Source:
Full-time	1		\$102,850	\$0.00	Existing GOF
Part-time	3		\$12,035	\$0.00	Existing GOF
			Amount	Funding Source	
B. Equipment required for program			\$10,000	Existing General Operating Fund	
C. Tools and/or supplies required for the program			\$8,080	Existing General Operating Fund	
D. Instructional Supplies and Materials			\$14,147	Existing General Operating Fund	
E. Facility requirements, including facility modifications and/or classroom renovations			\$10,000	Existing General Operating Fund	
F. Technology and/or Software			\$5,053	Existing General Operating Fund	
G. Other: Recruiting and Travel			\$3,032	Existing General Operating Fund	
H. Other: Professional Dues and Subscriptions			\$1,011	Existing General Operating Fund	
Total For Program Sustainability			\$166,208	Existing General Operating Fund	

Plan of Study (Pathway)
Construction Technology, AAS

Fall Semester- Year 1					
Course	Course Name	Clock Hrs	Credit Hrs	Day	Time
101	OSHA 10hr – Construction Industry	16	1		
102	Craft Fundamentals	26	2		
103	Intro to Craft Skills	46	3		
104	Intro to Carpentry	48	3		
105	Floors and Stairs	38	3		
BA104	Computer Concepts and Applications	45	3		
MA 114	Technical Mathematics 1	45	3		
Total Credit Hours			18		

Spring Semester - Year 1					
Course	Course Name	Clock Hrs	Credit Hrs	Day	Time
107	Ceiling, Walls and Building Systems	46	3		
200	Roofing and Exteriors	47	3		
201	Cabinet Making and Installation	44	3		
202	Intro to Electrical	30	2		
SP102	Interpersonal Communication	45	3		
Total Credit Hours			14		

Summer Semester - Year 1					
Course	Course Name	Clock Hrs	Credit Hrs	Day	Time
IP 193	Internship 1.2	32	2		
IP 293	Internship 2.2	32	2		
Total Credit Hours			4		

Fall Semester - Year 2					
Course	Course Name	Clock Hrs	Credit Hrs	Day	Time
203	Intro to Masonry	76	5		
EG101	English Composition	45	3		
FL 107	Beginning Spanish 1	75	5		
Total Credit Hours			13		

Spring Semester - Year 2					
Course	Course Name	Clock Hrs	Credit Hrs	Day	Time
204	Intro to HVAC & Plumbing	44	3		
205	Construction Management	45	3		
FL108	Beginning Spanish 2	75	5		
BA109	Entrepreneurship	45	3		
Total Credit Hours			14		

Total Degree Pathway Credit Hours

63

TOPIC for ACTION
Board Bylaws and Policies

REPORT:

In October 2019, discussion was held related to revision of the Employee Handbook which contains over 230 pages of policies, procedures and general information about the College and the work environment. The current system of manually updating, managing and disseminating these documents is inconsistent and labor intensive. Research was presented on a best practices approach which includes the development of a policy statement and procedures that support the stated policy.

One of the first sections of the Employee Handbook includes the Board of Trustees Bylaws and Board policies. With the College's Higher Learning Commission accreditation visit currently being scheduled for fall 2022, it will be important for a review and update of bylaws and policies to be completed. As part of the visit process and review of the College's governance, accreditation site teams will review Board policies and note how up-to-date they are and how they are being implemented and followed.

Included for discussion and action are updates to the Board of Trustees Bylaws, Code of Conduct and Responsibilities Policy, Code of Ethics Policy, and the Philosophy of Compensation Policy. New policies include a Professional Development Policy and Resolution of Censure Policy.

RECOMMENDED ACTION:

The Administration recommends the approval of the updates to the Board of Trustees Bylaws, Code of Conduct and Responsibilities Policy, Code of Ethics Policy, Philosophy of Compensation Policy and new Professional Development Policy and Resolution of Censure Policy.

RECOMMENDED FUNDING SOURCE:

Not applicable

Submitted by:	Dr. Kimberly Krull
Supervisor:	
Date:	September 8, 2020

BOARD of TRUSTEES BY-LAWS

ARTICLE I – LEGAL AUTHORITY

The legal name of the governing body of the community college is the Board of Trustees of Butler Community College. The Board is organized and operates under the authority granted under KSA 71-201.

ARTICLE II - MEMBERSHIP

2.01 Membership

The Board of Trustees of Butler Community College is comprised of seven (7) members elected to four-year terms in November of each odd numbered year. (Starting November 2017.) Trustees shall have such duties and qualifications as defined by KSA 71-201.

Pursuant to K.S.A. 71-201, the Board ~~will~~ **shall** have the power to fill any vacancy which may occur in its membership for the balance of the unexpired term. The Board ~~will~~ **shall** publish a notice one time in a newspaper having general circulation in the college district that the vacancy has occurred and that it ~~will~~ **shall** be filled by appointment by the Board not sooner than 15 days after such publication.

2.02 Positions

The terms of the positions are for four (4) years and elections are held every two (2) years. The seven Board members ~~will~~ **shall** have numbered positions:

- District 1 – Benton, Towanda, Bruno, Pleasant, and Richland Townships
 - District 1 – Position 1
 - District 1 – Position 4
- District 2 – Augusta, Walnut, Douglass, Spring, Bloomington, Rock Creek, Clay, Logan, Little Walnut, Prospect, Rosalia, Glencoe, Hickory, and Union Townships
 - District 2 – Position 2
 - District 2 – Position 5
- District 3 – Fairmount, Milton, Murdock, Clifford, Plum Grove, Fairview, El Dorado, Lincoln, Sycamore, and Chelsea Townships
 - District 3 – Position 3
 - District 3 – Position 6
- At Large Position

ARTICLE III - MEETINGS

3.01 Meeting Times

The Board of Trustees meets the second Tuesday of each month. All employees and officially designated media ~~will~~ **shall** receive notification of the meeting and the agenda. All Board Meetings are subject to the Kansas Open Meetings Act.

3.02 Special Meetings

Special meetings may be called by the Chairperson or by joint action of any three members of the Board. All notices ~~will~~shall include the time and place of such meetings, the purpose for which the meeting is called, and the official agenda. Board action will take place only on items of business listed in the meeting notice and agenda. All Special Board Meetings are subject to the Kansas Open Meetings Act.

3.03 Work Sessions

Work sessions may be held on a periodic basis to facilitate thorough discussion on key Board agenda items prior to their formal presentation for Board action. All Board Work Sessions are subject to the Kansas Open Meetings Act.

3.04 Public Meetings

All Regular and Special meetings of the Board of Trustees are open to the public. When allowed by law, the Board reserves the right to go into an Executive Session.

3.05 Adjourned Meetings

Regular or Special Meetings which are adjourned before agenda completion may be held at such time and place as the Board determines in the motion to adjourn.

3.06 Quorum

A quorum of four members must be present to transact business at a Regular or Special Board Meeting and minutes must be kept.

The affirmative vote of a majority of the full membership of the Board ~~will~~shall be required for the passage of any motion or resolution.

3.07 Order of Business

In all Regular Meetings of the Board, the following items of business shall be observed:

- Call to Order
- Approval of Agenda
- Recognitions
- Public Comment(s)
- Reports
- Monitoring Reports
- Board Strategic Discussion
- Board Action Items
- Consent Agenda
- Supplemental Information
- Adjournment

3.08 Agenda

The Board Chairperson and the College President ~~will~~shall prepare an agenda for all regular and special meetings of the Board and submit an agenda to each Board member in advance of each Regular Board Meeting. Board action will take place only on items on the agenda. Trustees desiring to have an item placed on the agenda will submit that item in writing to the Board Chair and President at least seven (7) working days prior to the meeting with proposed additions subject to approval by the Board Chairperson and College President. ~~Any member of the Board may ask that any item of special interest be included on this agenda.~~ Individuals or

organizations wanting items added to the Board Agenda shall submit them to the President's Office by the last Friday of the -month preceding the next month's Board Meeting and are subject to approval by the Board Chairperson and College President. The agenda and related Board packet for each regular Board meeting will be provided to Trustees at least four (4) days prior to the meeting and subsequent changes to the agenda will be communicated as soon as reasonably possible. The agenda and related Board packet for special meetings will be made available to Trustees at or prior to the Board meeting as time permits.

3.09 Motions

All motions will be recorded in the minutes as passed or failed. If a roll call vote is requested by a member, the recorder will call the vote of each member and it shall be recorded in the minutes.

Public Comment

The general public is welcome to address the Board of Trustees under the public comment section of the Regular Board Meeting Agenda. Personnel issues are prohibited from Public Comment. The Board Chairperson will ask visitors wishing to make brief comments to identify themselves and the topic they are wishing to address. If several members of one group or organization wish to speak to the Board concerning the same item, the Board Chairperson may ask the group to identify a single spokesperson.

A time limit of five minutes has been set for each recognized member or spokesperson of the audience to speak to the Board.

The Board will take no action during the Public Comment period of the Board Meetings. However, it will take the matter under deliberation and, if appropriate, direct the President to follow up with a written response and report at the next Regular Board Meeting.

Executive Session

Upon formal motion made, seconded, and carried, the Board may recess, but not adjourn, to a closed or executive session for the purposes authorized by and in accordance with the Kansas Open Meetings Act. Any motion to recess for a closed or executive meeting will include: 1) a statement describing the subjects to be discussed during the closed or executive meeting; 2) the justification listed in subsection (b) of K.S.A. 75-4319 for closing the meeting; and 3) the time and place at which the meeting shall resume. The complete motion will be recorded in the minutes of the meetings and will be maintained as part of the permanent records of the Board. Discussion during the closed or executive meeting will be limited to those subjects stated in the motion. No binding action will be taken during a closed or executive session.

ARTICLE IV - BOARD OFFICERS

4.01 Officers and Terms of Office of the Officers

The Officers of the Board of Trustees will be the Chairperson, Vice Chairperson, and Secretary/Treasurer. All Officers of the Board are elected at the first meeting in January of each year and serve a term of one year. Except for extenuating circumstances, as identified by the Board, the normal progression of officers is from Secretary/Treasurer to Vice Chairperson to Chairperson. An Officer may not serve more than two consecutive terms for a specific elected office.

A. Chairperson

The presiding member of the Board of Trustees is known as the Chairperson. The Chairperson presides at all meetings of the Board, represents the Board at all official functions unless the Board designates some other member, signs or stamps vouchers and warrants, works with the President to ensure that the full Board is apprised on appropriate college matters, and performs other duties as the Board assigns.

B. Vice Chairperson

The Vice Chairperson of the Board performs the duties of the Chairperson when he/she is absent. In the event of the removal or inability of the Chairperson to serve, the Vice Chairperson becomes Chairperson of the Board for the unexpired term. In addition, the Vice Chairperson serves on the Board Finance Committee.

C. Secretary/Treasurer

The Secretary/Treasurer is responsible for and signs minutes, has access to the official minutes of the Board, acts as record keeper for the Board, and performs other duties as the Board assigns. The Secretary/Treasurer's name is stamped on all checks and is responsible for signing all applicable checks and documents for the Board.

Terms of Office of the Officers

~~All Officers of the Board are elected at the first meeting in January of each year and serve a term of one year. Except for extenuating circumstances, as identified by the Board, the normal progression of officers is from Secretary/Treasurer to Vice Chairperson to Chairperson. An Officer may not serve more than two consecutive terms for a specific elected office.~~

ARTICLE V - COMMUNITY RELATIONS

5.01 Board Committees

The Board transacts business that is binding on the college only when it is in session, a quorum is present and minutes are kept. Committees may be appointed by the Chairperson for specific purposes. Such Committees may transact business binding on the college only within the authority specifically granted to them, and all business thus transacted must be approved by the Board in the next Regular or Special Board Meeting and will ~~shall~~ be entered in the minutes as a matter of public record.

Interaction with Citizens

Citizens of the community may bring issues which deserve the attention of the full Board to individual Board members. Board members should avoid commitments until the entire Board has had an opportunity to thoroughly discuss the matter. The following should govern the Board member in such actions:

- Listen courteously
- Inform the citizen the matter will be given careful consideration
- Pass information on through appropriate channels

Handling Complaints

Individual Board members or the Board may receive complaints. The following action should be taken in such cases:

- Suggest the complainant seek a remedy from the proper college official (i.e. Faculty member, Dean, Vice President, Associate Vice President of Human Resources).
- Submit the complaint to the President, preferably in writing, to allow facilitation of approved complaint and grievance policy and process.
- Complaints regarding the President should be submitted to the Board Chair
- The college's approved policies and process will guide action the Board may take.

ARTICLE VI - PROFESSIONAL BOARD DEVELOPMENT AND MEETINGS

Members of the Board of Trustees are expected to participate in professional development activities which could include national, state, regional, and local programs related to the College at least once per year.

6.01 Board Participation

In accordance with KSA 71-201, Power of Trustees, members ~~of~~ the Butler Community College Board of Trustees shall be paid mileage and other actual necessary expenses incurred in the performance of their official duties including travel to and from Regular and Special Board Meetings. Mileage shall be at the set college rate and reimbursed on a quarterly basis. ~~All travel and reimbursement of expenses will follow approved Butler Community College policies.~~

6.02 Reimbursement Guidelines

Travel expenses and other expenses incurred will be reimbursed in accordance with Butler's established Travel Payment and Reimbursement Policy.

~~Convention registration, hotel reservation, travel expenses, meals, and set college rate/percentage for tips are approved convention expenses.~~

~~Car rental should not be used unless absolutely necessary and only when no other means of transportation which would be as economical is available.~~

~~Taxicab, uber, and lyft charges shall be allowed from bus, rail, or plane terminals to the destination of a meeting and between points of duty.~~

~~Long distance telephone calls and fax messages will be reimbursed for college business only. Personal calls are not to be charged to the college.~~

Board members ~~will~~shall not be reimbursed for travel expenses incurred by their spouse or other members of their family.

The college will not reimburse any official for expenses incurred for the purchase of alcoholic beverages. Additional non-reimbursable expenses include dry cleaning, personal entertainment expenses, tobacco products, traffic and/or parking fines, and tips to porters, maids, bellhops.

All requests for reimbursement must be supported by original itemized, dated receipts. All receipts for allowable meals, transportation, lodging and other allowable expenses must be attached to the Expense Report and submitted to the President's Executive Assistant within ten (10) days after the last official day of travel.

~~The Board members shall submit their expense account supported by paid, itemized receipts for reimbursement to the President's Executive Assistant.~~

ARTICLE VII - MEMBER BENEFITS

7.01 Tuition Assistance Policy

Board members, their spouses, and children are eligible for scholarships to cover the cost of their tuition for credit classes taught by Butler Community College. These scholarships ~~will~~shall be granted under the following conditions:

- Children will not be over the age of 23 at the time of enrollment.
- No scholarship will be granted to any child, regardless of age, who is married, unless the child is living in the household of the Trustee and is wholly supported by the parent.
- The term "child" ~~will~~shall be construed to mean natural child, adopted child, stepchild, or a person for whom the employee has been named legal guardian.

7.02 YMCA Membership

Board members are eligible for membership at the YMCA at a discounted rate. Board members may enroll in the Butler Corporate Membership at any YMCA Branch. The college will pay the \$50 annual membership fee.

7.03 Additional Fringe Benefits

Board members are eligible to receive a twenty percent (20%) discount on gift items and clothing purchased in the college owned campus bookstores. In addition, Board members may also attend all regularly scheduled, college-related activities* free.

*Jayhawk Conference rules prohibit free admission to regional or conference playoffs.

Code of Conduct and Responsibilities Policy DUTIES AND RESPONSIBILITIES

The Board of Trustees retains full legislative authority in accordance with the state laws, the Board of Regents and the expressed will of the electorate. The Board delegates authority to the President of the college subject to Board approval in accordance with Higher Learning Commission accreditation criterion, over all personnel, educational, financial and business matters pertaining to the operation of the college.

In carrying out the functions as a member of the Butler Community College Board of Trustees:

- Trustees recognize that to serve on the Board of Trustees for Butler Community College is to commit oneself to achieving the stated college mission and vision with perspective and supporting the community college system in general.
- Trustees will devote time, energy, thought, and study to the duties and responsibilities of this elected office so effective and credible service may be rendered to the employees, students and college stakeholders.
- Trustees' conduct will be guided by integrity, civility, and mutual respect in working with other Trustees, college employees, and students. Board members will not support or engage in personal attacks on fellow Trustees, college administrators, college employees, or students through direct conversation, in writing, or through social media.
- Trustees will promote mutual respect among one another and among all college employees and will not use their position to embarrass, intimidate, or threaten employees or students through direct conversation, in writing, or through social media.
- Members of the Board of
- Trustees or members of their immediate family shall comply with K.S.A. ansas Statute 75-4304 regarding conflict of interest. All Board members are considered public officers. (See appendix for copy of statute)

(Revised 06/04)

- Trustees will not apply. No member of the Board shall apply for or be considered for employment in any capacity with the college
- Trustees Members will participate in New Board Member Orientation planned by the Board. ~~The Board~~ Chairperson and the President ~~will plan the orientation.~~ New Board members will be mentored by existing Board members. ~~(Rev. 07-05)~~
- The Board of Trustees willshall conduct self-evaluations annually in conjunction with the evaluation of the President.
- Trustees will base personal voting decisions on all available facts in each situation and abide by and uphold the final majority decision of the Board

Limitations

The decisions and Trustees understand the decisions and actions of a single member cannot be binding on the entire Board.

- Trustees understand the Board exercises its powers and duties only in properly called meetings, where a majority of the Board constitutes a quorum and therefore must conduct relationships with College employees, stakeholders and the press on the basis of this fact and engage in no private action that will compromise the Board.
- Trustees understand the primary function of the Board is to concern itself with broad questions of policy, establish effective policies for the College and delegate authority for the day-to-day operations and administration of the educational programs and conduct of College business to the President and employees.
- Trustee questions and/or requests for assistance and information from College Administrators, faculty, staff, and/or students will be first directed to the College President. Requests will be evaluated and appropriate College personnel will be engaged as needed. Requested information will then be provided to all the Trustees. If requests are deemed to potentially create undue time constraints and/or workflow disruptions, the Board majority will determine the necessity of the request.
- Trustees will use care and discretion when communicating, including on social media, so as not to convey the perception your personal opinions and ideas represent those of Butler Community College and/or Butler Community College Trustees as a whole
- Trustees will follow all applicable College Policies, Procedures and Board of Trustees Bylaws and guidelines
- Trustees will adhere to the Code of Ethics Policy in addition to the Code of Values and Ethics for Kansas Community Colleges and the ACCT Standards of Good Practice.
- Trustees will keep confidential all information of a confidential or sensitive nature provided to the Board, including information received during executive session, the disclosure of which would be contrary to fiduciary obligations of a Board member, compromise attorney-client privilege, or violate any law or court order. All executive session material, discussion, and correspondence with College legal counsel shall remain confidential. No Trustee will disclose confidential or sensitive information to any non-Board Member. (K.S.A. 45-221(a)(2), K.S.A. 60-426)

Functions

Since the Board of Trustees is the governing body of the College, its attention is necessarily directed to planning, evaluating and policy-making.

Personnel

-
- Direct the Administration to negotiate with any appropriate representatives of professional employees utilizing the Mutual Gains Bargaining (MGB) process
 - Employ President, negotiators, attorneys, auditors and other necessary consultants
 - Ratify employment of all other personnel upon recommendation of the administration
 - Agree upon and/or adopt any and all appropriate wages and working conditions
 - Take all actions necessary or desirable to carry out responsibilities of the Board

Curriculum

- Make decisions relating to the general scope and nature of the educational offerings
- Enforce the rules and regulations of the Board of Regents and the state laws as they pertain to the instructional program

Financial

- Approve and adopt an annual budget
- Approve current expenditures above President's authority
- Adopt regulations concerning accounting for college funds
- Make decisions as to time, size and sale of bonds and to the investment of monies

Facilities

- Determine where, what and how to build
- Employ an architect
- Purchase, hold and sell sites
- Employ contractors

Public Relations

- Represent the college to the community and the community to the college
- Represent the college before individuals and groups
- Work for adequate financial support from all sources
- Provide for public use of college facilities

Students

- Determine policies concerning admission, graduation requirements, health and personnel services and other provisions as recommended by faculty and administrators
- Set tuition and fees
- Provide for scholarships and other grant-in-aid as recommended by the appropriate personnel

Operations

- Approve annual Board calendar
- Delegate the interpretation of policy and the management of regulations to the President
- Require reports on the management and operation of the college
- Ratify contracts

(Rev. 07/10)

(Rev. 6/04, 7/05, 7/10, 9/2020)

Philosophy of Compensation Policy

The members of the Board of Trustees at Butler Community College support a personnel policy, one which allows the college to recruit and retain highly qualified employees. The board subscribes to a philosophy of compensation that recognizes the value and contributions of each employee to the overall success and purpose of our college in meeting student and community needs.

Toward that end, the board:

- defines and supports policies that promote fairness, recognition of achievement, responsibility, and accountability of all college employees. ~~The board also b~~
- believes ~~that~~ the working environment should encourage creativity and exploration of new ideas based on the premise that risks must and can be taken safely – if progress is to be made.
- ~~Further it is acknowledged that acknowledges that~~ while monetary compensation and tangible benefits are basic to the well-being of employees, other mechanisms for recognition of achievement must also be utilized as part of a total employee valuing process.

The Board of Trustees has historically supported and will continue to support compensation that has the following components: salary, a comprehensive benefits package and professional development opportunities.

(Rev. 7/06, Revised 9/20)

Code of Ethics Policy

The Board of Trustees believes it should exercise a leadership role with respect to governmental ethics **and public confidence in the integrity of its Board and employees. While the College acknowledges that its leaders may be involved in the affairs of other organizations, it remains crucial** to avoid even the appearance of a conflict of interest. It is with these thoughts in mind that the Board of Trustees has adopted this Code of Ethics.

Definitions:

"Conflict of Interest" – An actual Conflict of Interest occurs when financial or personal considerations compromise an individual's objectivity, professional judgment, professional integrity and/or ability to perform his/her responsibilities for the College. A perceived or potential Conflict of Interest can occur when, although there is no actual Conflict of Interest, the circumstances are such that a reasonable person might question whether a decision maker is biased in carrying out his/her professional responsibilities for the College.

Substantive relationships maintained by trustees and designated administrators, or members of their family, with the college or with organizations that do business with the college or that otherwise could be construed to potentially affect their independent, unbiased judgment in light of his or her decision-making authority or responsibility could be considered a Conflict of Interest or potential Conflict of Interest.

"Family Member" – For the purposes of this Policy and the Disclosure Form for Trustees and Institutional Officers, a Family Member includes a spouse, parent, sibling, child, or any other relative who resides in the same household as the Trustee or designated officer.

The following non-exclusive list provides examples of situations that often give rise to an actual or potential Conflict of Interest.

A Trustee or Designated Officer or member of his/her family as defined above:

- Serves as an officer, director, employee, partner, trustee or controlling stockholder of an organization that does substantial business with the college; substantial business would be one that received more than \$10,000 from the College in the previous fiscal year
- Is the actual or beneficial owner of more than 5% of the voting stock or controlling interest of an organization that does substantial business with the college
- **Has other direct or indirect dealings with such** an organization from which there are direct, indirect, or potential benefits from cash or property receipts totaling \$10,000 or more annually

- Is employed by the College or receives fees, benefits or other compensation from the college
- **Receives significant salary or other compensation from an entity/individual with which/whom the College does business**
- **Receives personal gifts or individual discounts from an entity/individual with which/whom the College does business**

Fiduciary Responsibilities:

Members of the Board and designated college officers serve the public trust and have a clear obligation to fulfill their responsibilities in a manner consistent with this fact. All decisions of the Board and recommendations made by these designated officers are to be made solely on the basis of a desire to promote the best interest of the institution and the public good. The College's integrity must be protected and advanced at all times.

Disclosure of Substantial Interests:

All Trustees and the designated officers are required to annually review the Code of Ethics and complete the Disclosure Form for Trustees and Institutional Officers identifying any substantive relationships that he or she maintains or members of his or her family maintain with the College or with organizations that do business with the College or otherwise could be construed to potentially affect their independent, unbiased judgment in light of his or her decision-making authority or responsibility. It will also be acknowledged by his or her signature on the Disclosure Form for Trustees and Institutional Officers that he or she is in compliance with the letter and spirit of this policy.

Trustees and the designated officers shall file this disclosure form on an annual basis after July 1 of each year and before July 31 of each year, with the chairman and the secretary of the Board of Trustees. These disclosure forms will be subject to public disclosure. New board members or new designated officers shall be provided the disclosure forms immediately upon taking office and shall fill out, sign and file the same within 30 days of taking office.

If a Trustee or designated officer is uncertain whether to disclose a particular interest or relationship, the Chairman of the Board of Trustees, the College President or College Counsel should be consulted.

Trustees and Designated Officers have an ongoing responsibility to timely update the Disclosure Form during the year upon the development of a new substantial interest or potential Conflict of Interest.

It is the declared policy of the Board that Trustees will not participate in board discussions or vote on items or transactions where Trustees have a conflict of interest or have developed a potential conflict of interest since the time of the filing of the

required disclosure form. Similarly, the designated officers with a conflict of interest shall not participate in making a recommendation to the board concerning a matter in which a conflict of interest exists.

Restraint on Participation:

Trustees or Designated Officers who have declared a potential conflict of interest, been found to have a conflict of interest, or who have developed a potential conflict of interest since the date on which they last filed a disclosure form, shall refrain from participating in consideration of proposed recommendations or transactions, unless for special reasons, the Board or administration requests information or interpretation. Trustees who fall into one of these categories shall not vote, participate in discussion or be present at the time of the vote on any such recommendations or proposed transactions.

Ineligibility in Employment:

In accordance with Kansas Statute 71-1403(d), no member of the Board of Trustees of a community college shall be an employee of the community college.

Violations:

A Trustee found to be in violation of this Code of Ethics may be subject to a Resolution of Censure. A Designated Officer found to be in violation of this Code of Ethics may be subject to discipline, up to and including termination of employment.

Scope:

This policy applies to each member of the Board of Trustees and to designated officers of the Butler Community College:

- President
- Vice President for Academics
- Vice President for Student Services
- Vice President for Finance
- **Vice President of Digital Transformation**
- **Associate Vice President for Student Services**
- **Associate Vice President of Human Resources**
- **Associate Vice President of Institutional Research and Effectiveness**
- **Executive Director, Butler Community College Foundation**
- Internal Auditor

All other employees are subject to the Conflict of Interest Policy (need to insert the updated number)

(New 7/14)

Disclosure Form for Trustees and Institutional Officers

Please complete the disclosure form and return to the chairman of the board no later than July 31.

1. Are you aware of any relationships with the college between yourself or a member of your family as defined by the letter or spirit of the Board of Trustees Code of Ethics that may represent a conflict of interest or might be perceived as a conflict of interest?

Yes _____

No _____

If yes, please list each such relationship and the details of annual or potential financial benefit if any, as you can best estimate them.

- a.
- b.
- c.
- d.

2. Did you or a member of your family receive any gifts during the past 12 months from any source from which the college buys goods or services or with which the college otherwise transacts substantial business, as defined in the Code of Ethics?

Yes _____

No _____

If yes, please list such fees, loans or goods/services, their source, and their approximate value.

- a.
- b.
- c.
- d.

3. Do you have a business relationship with an organization that does substantial business with the college, as defined by the Board of Trustees Code of Ethics?

Yes _____ No _____

If yes, please list each such business relationship.

- a.
- b.
- c.
- d.

I certify that the foregoing information is true and complete to the best of my knowledge.

Name _____

Date _____

Current Code of Ethics Policy is noted below :

CODE OF ETHICS FOR THE BOARD OF TRUSTEES
and CERTAIN INSTITUTIONAL OFFICERS

The Board of Trustees believes that it should exercise a leadership role with respect to governmental ethics. ~~The board has accordingly adopted a Code of Ethics which goes beyond statutory requirements. Board members believe that it is important to avoid even the appearance of a conflict of interest. A potential conflict of interest is a situation that involves a personal, familial or business relationship between a trustee or certain institutional officers and the college or between a trustee or certain institutional officers and organizations that do business with the college that can cause the college or the board to be legally or otherwise vulnerable to criticism, embarrassment, or litigation in the opinion of the public. It is with these thoughts in mind that the Board of Trustees has adopted this Code of Ethics.~~

1. Conflict of Interest

- a. ~~Scope: This statement of policy with respect to conflict of interest applies to each member of the Board of Trustees and to designated officers of the Butler Community College. It is intended to serve as guidance for members of the Board of Trustees and for the following college officers: President, Vice-President for Academics, Vice President for Student Services, Vice-President for Finance, Vice President of Information Technology/CIF, Vice President of Institutional Advancement, and Internal Auditor.~~
- b. Fiduciary Responsibilities: Members of the Board and designated college officers serve the public trust and have a clear obligation to fulfill their responsibilities in a manner consistent with this fact. All decisions of the Board and recommendations made by these designated officers are to be made solely on the basis of a desire to promote the best interest of the institution and the public good. The college's integrity must be protected and advanced at all times.

~~Men and women of substance inevitably are involved in the affairs of other institutions and organizations. An effective board, administration, and faculty cannot consist of individuals entirely free from at least perceived conflicts of interest. Although most such potential conflicts are and will be deemed inconsequential, it is everyone's responsibility to insure that the board is made aware of situations that involve personal, familial or business relationships that could be troublesome for the college. Thus, the board requires that each trustee and the designated officers annually (1) review this policy; (2) disclose any possible personal, familial or business relationships that reasonably could give rise to a conflict involving the college; and (3) acknowledge by his or her signature on the Disclosure Form for Trustees and Institutional Officers that he or she is in compliance with the letter and spirit of this policy. Thereby, it is the declared policy of the board that trustees will not participate in board discussions or votes on items or transactions where trustees have a conflict of interest or have developed a potential conflict of interest since the time of the filing of the required disclosure form. Similarly, the designated officers with a conflict of interest shall not participate in making a recommendation to the board concerning a matter in which a conflict of interest exists.~~

- c. **Disclosure:** All trustees and the designated officers are required to list on the attached form only those substantive relationships that he or she maintains or members of his or her family maintain with the college or with organizations that do business with the college or otherwise could be construed to potentially affect their independent, unbiased judgment in light of his or her decision-making authority or responsibility.
- In the event that a trustee or designated officer is uncertain as to the appropriateness of listing a particular relationship, the chairman of the board of trustees, the college president or college counsel should be consulted. Trustees and the designated officers shall file this disclosure form on an annual basis after July 1 of each year and before July 31 of each year, with the chairman and the secretary of the Board of Trustees. These disclosure forms will be subject to public disclosure. New board members or new designated officers shall be provided the disclosure forms immediately upon taking office and shall fill out, sign and file the same within 30 days of taking office.
- d. **Restraint on Participation:** Trustees or designated officers who have declared a potential conflict of interest, been found to have a conflict of interest, or who have developed a potential conflict of interest since the date on which they last filed a disclosure form, shall refrain from participating in consideration of proposed recommendations or transactions, unless for special reasons, the board or administration requests information or interpretation. Trustees who fall into one of these categories shall not vote, participate in discussion or be present at the time of the vote on any such recommendations or proposed transactions.
- e. **Definitions:** ~~The following definitions are provided to help trustees or designated officers decide whether a relationship should be listed on the disclosure form or should prevent a trustee or designated officer from participating in consideration of recommendations or proposed transactions:~~
- **Potential conflict of interest or conflict of interest:** substantive relationships maintained by trustees and designated officers, or members of their family, with the college or with organizations that do business with the college or that otherwise could be construed to potentially affect their independent, unbiased judgment in light of his or her decision-making authority or responsibility.
 - **Business relationship:** one in which a trustee, designated officer, or a member of his or her family as defined below serves as an officer, director, employee, partner, trustee or controlling stockholder of an organization that does substantial business with the college.
 - **Family member:** A spouse, parents, siblings, children, or any other relative ~~if the latter~~ resides in the same household as the trustee or officer.
 - **Substantive relationships:** When a trustee, designated officer, or member of his or her family, (a) are the actual or beneficial owner of more than 5% of the voting stock or controlling interest of an organization that does substantial business with the college; (b) has other direct or indirect dealings with such an organization from which the trustee, designated officer, or member of his or her family benefits directly, indirectly or potentially from cash or property receipts totaling \$10,000 or more

annually; or (c) is employed by the college or receives fees, benefits or other compensation from the college.

- Substantial business: An organization that does substantial business with the college is one that received more than \$10,000 from the college in the previous fiscal year.

2. Ineligibility for Employment

In accordance with Kansas Statute 71-1403(d), no member of the board of trustees of a community college shall be an employee of the community college.

(New 7/14)

Professional Development Policy

Members of the Butler Board of Trustees are expected to participate in professional development activities which could include national, state, regional and local programs related to the College at least once per year.

Travel expenses and other expenses reasonably incurred in connection with College business will be reimbursed in accordance with Butler's established Travel Payment and Reimbursement Policy.

Resolution of Censure Policy

In accordance with Robert's Rules of Order, the Board of Trustees may, after investigation and upon adoption of written findings of fact, adopt, by majority vote, a resolution of censure with respect to any Trustee who violates the provisions of the "Board's Code of Conduct and Responsibilities or Code of Ethics."

CONSENT AGENDA



- Let's Take Tomorrow -

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., August 11, 2020 – Dankert Board Room**

STAFF ATTENDANCE

Lora Jarvis	Kim Krull
Matt Jacobs	Bill Rinkenbaugh
Heather Rinkenbaugh	Jake Kenney
Teresa Eastman	Bill Young (Z)
Lori Winningham (Z)	Sherri Conard (Z)
Lisa Bolin (Z)	Shelley Stultz (Z)
Tom Borrego (Z)	Jessica Ohman (Z)
Terry Sader (Z)	Esam Mohammad (Z)
Kent Williams (Z)	

BOARD ATTENDANCE

Mary Martha Good
Jim Howell
Doug Law
Lance Lechtenberg (Z)
Forrest Rhodes
Shelby Smith
Julie Winslow

GUESTS

Leisa Krull	Mike Amos
Linda Jolly	Janice Jones
David Sundgren	Phil Hodson
Wade Wilkinson	

LEGAL BUDGET HEARING

Chair Howell called the 2020-2021 Legal Budget Hearing for Butler Community College to order at 4:50 p.m. Chair Howell introduced the Board of Trustees and other Butler Administration, Faculty and Staff that were present, and briefly explained the budget process for the College.

In a Special Meeting held on July 28, 2020, the Board of Trustees voted to pass the Notice of Public Hearing, setting the budget at \$77,915,445. The local dollars to be levied are \$14,420,075 that include \$12,928,138 for operations and \$1,491,937 for capital outlay. The legal budget provides the college with the ability to increase its expenditure budget in order to address a significant unanticipated expense in a timely fashion.

The Public Notice was published in the college's official publications and the public hearing was set for 4:30 p.m. today, August 11, 2020, in the Clifford/Stone Room of the Hubbard Welcome Center at Butler of El Dorado.

The hearing was then open to public comment from individuals wishing to speak concerning the budget. David Sundgren addressed the board regarding the mil levy history and recommended that everyone should contact their state legislature members to help spread the tax burden rather than just cutting the college's mil funding.

Linda Jolly spoke about the impact Butler has on the economy of Butler County and that the value goes beyond the 6000 county residents to the 600,000 in the region we serve.

The Legal Budget Hearing was adjourned at 5:09 p.m.

CALL TO ORDER

Chair Howell called the regular monthly meeting of the Board of Trustees to order at 5:09 p.m.

APPROVAL OF THE AGENDA

Trustee Law moved to approve the agenda. Trustee Good seconded. After a brief discussion from Trustee Smith about adding budget discussion on Item XII, Chair Howell called for a vote. Lora Jarvis did a roll call vote with Trustees Good, Law, Rhodes and Lechtenberg voting to approve the agenda and Trustees Winslow and Smith voting against. The motion passed.

APPROVAL OF THE 2021 LEGAL AND OPEARTING BUGETS

Trustee Smith moved to cut the mil levy to 15. Trustee Winslow seconded. Chair Howell called for discussion.

Trustee Smith said that over the 10.5% we always have in unencumbered cash, last year we had \$2.4 million leftover. This is enough to give the taxpayers a break.

Trustee Rhodes said that would leave the college operating in the red \$1.7 million every year.

Trustee Winslow said that the Board needs to be part of the budget talks.

Trustee Law said that this was an abnormal year and that there were too many doubts to go beyond the current cuts.

Trustee Good asked if Dr. Krull knew what other colleges were doing and said that Garden City was raising their mil by 2.

Kent Williams shared that the college is running with a \$736,000 deficit this year. The college has cut \$2 million in personnel and did not give the employees a raise this year. They have also built in a furlough for all employees who are not under the master agreement. Butler is also a 50-year-old campus and we need to have money for deferred maintenance that such an age requires.

Trustee Lechtenberg also mentioned that the insurance premiums went up this year and have a higher deductible which the college needs to have money to cover should an event happen.

Trustee Smith said the college needs to buckle down and decrease spending because we can't sustain at this level.

Trustee Winslow said that we can't just keep asking for more money because it's not feasible at this time or even last year before the health crisis. With a declining enrollment, we need to realign expenses and the trustees need to apply pressure to make that happen.

Trustee Law said it was the Board's fiscal responsibility to make sure we paid our obligations.

Chair Howell called for a vote. Lora Jarvis called a roll call vote and Trustees Winslow and Smith voted in favor of the 15 mil budget while Trustees Good, Law, Rhodes and Lechtenberg voted against. The motion failed.

Trustee Good moved that the legal budget for 2020-2021 be approved as published with the amount of taxes to be levied for all funds of \$14,420,075 and the total expenditure budget for all funds of \$77,915,445 and that the Operating Budget expenditures for 2020-2021 be approved in the amount of \$50,618,027. Trustee Rhodes seconded. Lora Jarvis called a roll call vote with Trustees Good, Law, Rhodes, Lechtenberg and Smith voting in favor and Trustee Winslow voting against. The motion passed.

**NOTICE OF PUBLIC HEARING
2020-2021 BUDGET**

The governing body of Butler Community College, Butler County, will meet on August 11, 2020, at 4:30 p.m., at the Clifford Stone Room of the Hubbard Welcome Center for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of tax to be levied, and to consider amendments. Detailed budget information is available at the office of the Vice President for Finance and will be available at this hearing.

BUDGET SUMMARY

The Expenditures and the Amount of 2020 Tax to be Levied (as shown below) establish the maximum limits of the 2020-2021 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes, is subject to slight change depending on final assessed valuation.

	2018-2019		2019-2020		Proposed Budget 2020-2021		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Amount of 2020 Tax to be Levied	Est. Tax Rate*
Current Funds Unrestricted							
General Fund	49,626,491	18.068	43,919,879	17.409	53,802,610	12,928,138	16.000
Postsecondary Tech Ed	12,843,638		11,665,993		13,166,058	XXXXXXXX	XXX
Adult Education	421,252	0.000	452,763	0.000	531,882	0	0.000
Adult Supp Education	435,817	XXX	388,404	XXX	506,075	XXXXXXXX	XXX
Motorcycle Driver	9,750	XXX	6,630	XXX	13,000	XXXXXXXX	XXX
Truck Driver Training	0	XXX	0	XXX	0	XXXXXXXX	XXX
Auxiliary Enterprise	6,770,413	XXX	5,613,845	XXX	7,500,000	XXXXXXXX	XXX
Plant Funds							
Capital Outlay	1,909,923	2.000	1,303,468	1.927	2,395,820	1,491,937	1.846
Bond and Interest	0		0		0	0	0.000
Special Assessment	0		0		0	0	0.000
No Fund Warrants	0		0		0	0	0.000
Revenue Bonds	0	XXX	0	XXX	0	XXXXXXXX	XXX
Total All Funds	72,023,286	20.068	63,350,982	19.336	77,915,445	XXXXXXXX	17.846
Total Tax Levied	14,970,129		14,970,129		XXXXXXXX	14,420,075	
Assessed Valuation	745,970,166		774,228,168		808,008,633		
Outstanding Indebtedness, July 1							
	2018		2019		2020		
G.O. Bonds							
Capital Outlay Bonds	4,440,000		3,200,000		1,930,000		
Revenue Bonds							
No-Fund Warrants							
Temporary Notes							
Lease Purchase Principal	8,494,338		13,868,202		14,719,734		
Total	12,934,338		19,068,202		16,649,734		

* Tax Rates are expressed in mills.

James Schultze
Signature - Vice Chair

**Butler Community College
FY 2021 Operating Budget Summary / Administrative Recommendation
Changes Made at July 28 Special Meeting
August 11, 2020**

	FY 2021 July 28 Budget	Change	FY 2021 August 11 Budget
1 Operating Revenues	\$49,745,948	(\$961,115)	\$48,784,833
2			
3 Expenditure Budget - Operations	\$50,618,027	\$0	\$50,618,027
4 Anticipated/Actual Unspent Budget	\$1,096,416	\$0	\$1,096,416
5 Total Expenditures	\$49,521,611	\$0	\$49,521,611
6			
7 Revenues Over (Under) Expenditures	\$224,337	(\$961,115)	(\$736,778)
8 Beginning Unencumbered Cash	\$8,497,944	(\$0)	\$8,497,944
9			
10 Ending Unencumbered Cash	\$8,722,281	(\$961,115)	\$7,761,166
11			
12 10.5% of Expenditures	\$5,314,893	\$0	\$5,314,893
13 Unencumbered cash over (under) target	\$3,407,388	(\$961,115)	\$2,446,273

RECOGNITIONS

- **PBL National Conference** – Jacob Minter, Rebecca Whittaker, & Naomi Galindo
- **Livestock Judging Team Honors** – Jakob Juul & Chad Hibdon
- **2020 USMC/ABCA Team Academic Award** – Volleyball Team & Lisa Lechtenberg
- **August Birthday** – Trustee Rhodes

PUBLIC COMMENT – NONE

STANDING REPORTS

Student Government Association – Kiersten Kamholz and Chloe Cope, the president and Secretary/Treasurer, joined the meeting via Zoom to give the Board an update on SGA activities. July 30th was their first summer planning meeting and this week they have already done a block party by the dorms following all of the guidelines and wearing masks. Wednesday, Thursday, and Friday they are hosting Activities Unlimited where the students can sign up for clubs and organizations. Thursday they are handing out frozen treats and Friday they will have their first bowling night with free drinks and pizza at Grizzly Bowl.

Their first meeting will be at 4:00 p.m. on September 2. They will also be hosting National College Colors Day on September 4 passing out goody bags to those wearing purple and gold. September 7-11 they will be doing a variety of activities to represent Suicide Prevention Week.

Operational Staff – President Lisa Bolin shared with the Board that OpStaff hosted Welcome Back Tables for students at both the El Dorado and Andover campuses the first two days of classes. They are currently accepting applications for their book scholarship. Each year they choose 2 participants to receive a \$300 scholarship for books. The student must be in OpStaff or a relative of an OpStaff member. The next OpStaff meeting is scheduled for September 10.

Professional Employees – Terry Sader said that this was a great time to witness the dedication and talent of the professional employees in their response to COVID. He said the professional employees support the mask and social distancing requirements and appreciate the efforts of the administration. They continue to be interested in receiving notification of exposure and the administration is working with them to find solutions.

They appreciate the efforts to make accommodations for high risk employees with issues that could be connected to COVID. They are also keen in the modality of class instruction and know that faculty know what's best about the content to cover and how to keep the students safe.

Terry also stated that he was very appreciative of VP Winningham and Ireland Turner's quick response to re-evaluate classroom capacities and make adjustments as necessary. This behavior is exactly what they expect.

The professional employees are concerned about students reaching out to them about testing positivity and how long the college can remain open. They hope it is the semester, but hopes the Board understand the concern with the increase in COVID cases.

Just a great reminder of the great faculty, advising and counseling staff we have here at Butler Community College.

Dr. Krull said that Terry had been on the Critical Incident Management Team (CIMT) since it started meeting in March. He has been a beneficial member of the team as he hears concerns that administration don't hear.

Board Finance Committee – Trustee Lechtenberg said that they discussed what to expect with the new budget with the mil levy cut and how to best spend the \$2.4 million overage from last year and mentioned that insurance deductibles were high enough it would be good to make sure they had extra on hand.

Kent mentioned that there are a lot of deferred maintenance items that need to be taken care of and felt like work sessions would be the best way to look at how to best spend the money.

Trustee Smith said that they also learned that they expect to have about \$800,000 left from the Capital Outlay budget as well.

Foundation Board Report – Trustee Rhodes said there was no report as they meet Tuesday of next week.

President's Report – Dr. Krull shared that yesterday she did a walk around campus and was pleased to see that everyone had on masks and how great it was to see friendly faces back on campus.

This last weekend was move-in day for the dorms. It's the first time in years that everyone wasn't able to jump on a car and get it all unloaded in one trip with the help of faculty, administrators, and others. This year they had to define specific times for even and odd rooms to make sure they were not overly crowded and could allow for social distancing. Dr. Krull helped serve lunch as well.

Dr. Krull provided an enrollment update that we exceeded our headcount goal of 5949 students by about 8%, but are down in our credit hour goal by about 20% with about 65,500 hours. She reminded the Board that a great deal of high school students are still not enrolled and we won't have the final enrollment numbers until sometime in September.

She attended the County Commission meeting this morning where they approved our SPARK request of about \$130,000 in reimbursables and that the college can expect another chance in the future as well. There is still the opportunity for funding at the state level that will be distributed directly to the community and technical colleges by the SPARK committee through KBOR.

At this time there is no change in Fall sports and they will play in the spring. The only fall sport happening at Butler is Cross Country.

Educational Facilities Authority Report – Chair Howell said that they approved the insurance for the stadium and it was up about 10% and with the buy down they purchased it jumped almost 17%. Skybox revenues appear to be coming in fine.

MONITORING REPORTS – NONE

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

Trustee Smith asked about class times and class options this semester. He has three children taking classes and they are all different. Some are only meeting online and some are only meeting half the time. He wanted to make sure that we were erring on the side of working with the students.

Lori Winningham said that they have been working on this all summer and have asked the teachers to be ready to go remote from day one. Since the college doesn't have the classroom space to limit the capacity and double the offerings, they are making adjustments as necessary. They have been planning for months and been through many frustrations, but the fact is that faculty are working with students and following a very similar plan to most four-year institutions as well.

Terry Sader said that the faculty have to be light on their feet and ready for an ever changing situation. He said it is amazing to watch them figuring it out.

Trustee Smith also recommended that the college be thinking of a way to implement a plan for satellite campuses to pay back the college for the being in their areas.

BOARD ACTION ITEMS

Reaffirmation of Efforts for ADA Compliance - On July 26, 1990, President George H. Bush signed into law the Americans with Disabilities Act (ADA) to ensure the civil rights of people with disabilities. This legislation established a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities.

On the 30th anniversary of the Americans with Disabilities Act, we, Butler Community College, celebrate and recognize the progress that has been made by reaffirming the principals of equality and inclusion and recommitting our efforts to reach full ADA compliance.

Trustee Good moved to reaffirm our commitment to work toward full ADA compliance at Butler Community College. Trustee Winslow seconded. Chair Howell called for discussion.

Trustee Rhodes expressed concern over wording and recommended changing the “efforts to reach full compliance” to say “maintain full compliance” in the 3rd paragraph. He also recommended changing the last paragraph to say “toward maintaining ADA compliance” rather than “work toward full ADA compliance”.

With these corrections, Trustee Good again moved to reaffirm our commitment. Trustee Winslow seconded. Lora Jarvis called a roll call vote with all voting in favor. The motion passed unanimously.

Anniversary of the Americans with Disabilities Act

A Proclamation of Recommitment to Full Implementation of the ADA

On July 26, 1990, President George H. Bush signed into law the Americans with Disabilities Act (ADA) to ensure the civil rights of people with disabilities. This legislation established a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities.

The ADA has expanded opportunities for Americans with disabilities by reducing barriers and changing perceptions, increasing full participation in community life. However, the full promise of the ADA will only be reached if public entities remain committed in their efforts to fully implement the ADA.

On the 30th anniversary of the Americans with Disabilities Act, we, Butler Community College, celebrate and recognize the progress that has been made by reaffirming the principals of equality and inclusion and recommitting our efforts to maintain full ADA compliance.

NOW THEREFORE, the Board of Trustees do hereby reaffirm our commitment to work toward maintaining ADA compliance at Butler Community College.

Jim Howell—Chair
Board of Trustees
Butler Community College

Harassment and Violence Policy Update – Butler’s Equal Opportunity, Harassment and Nondiscrimination Policy in regards to Title IX has been updated to meet the new regulations set forth by the Office of Civil Rights, effective August 14, 2020. The

amended policy will replace the current Harassment and Violence Policy that was approved in July 2014, with an accepted revision in June 2015. The policy covers complaints and responsibilities for students, employees and third-parties.

Trustee Law moved to ratify the policy as written. Trustee Winslow seconded. Lora Jarvis did a roll call vote with all Trustees voting in favor. The motion passed unanimously.

Trustee Good asked why only full-time employees were mandatory reports and Bill Rinkenbaugh said it is because they go through training which we do not require of the part-time employees.

Butler Community College Harassment and Violence Policy

Prohibitions

~~It is the policy of Butler Community College to maintain a learning and working environment that is free from harassment or violence. Butler Community College prohibits any form of harassment or violence against an employee or student based on race, religion, sex, sexual orientation, gender identity, national origin, age, disability, and/or any other status protected by federal, state, or local law and/or because the person opposed unlawful discrimination and/or participated in an investigation or complaint concerning unlawful discrimination. These prohibitions apply to Butler Community College students, faculty members, staff members, administrators, trustees, agents, volunteers, contractors, or other persons subject to the supervision and control of Butler Community College.~~

~~It is a violation of College policy for any student, faculty member, staff member, administrator or other employee to harass any student, faculty member, administrator, or other College employee because of that person's race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, and/or any other status protected by federal, state, or local law.~~

~~It is a violation of College policy for any student, faculty member, staff member, or administrator or other employee to inflict, threaten to inflict, attempt to inflict, and/or to aid in inflicting violence upon any student, faculty member, staff member, administrator or other College employee because of that person's race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, and/or any other status protected by federal, state, or local law. For purposes of this Policy, these prohibitions also apply to Butler Community College trustees, agents, volunteers, contractors, or persons subject to the supervision and control of Butler Community College.~~

BUTLER COMMUNITY COLLEGE EQUAL OPPORTUNITY, HARASSMENT AND NONDISCRIMINATION

Policy Statement

Butler Community College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, the College has internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of

protected class status, and for allegations of retaliation. The College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process for all those involved.

The core purpose of this policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence or domestic violence. When an alleged violation of this policy is reported, the allegations are subject to resolution using Butler Community College's Title IX Informal or Formal Grievance process, determined by the Title IX Coordinator.

When the Respondent is a member of the college community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the College's community. This community includes, but is not limited to, students, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campus camp attendees.

Title IX Coordinator

The Title IX Coordinator oversees implementation of Butler Community College's policy on harassment and nondiscrimination. The Title IX Coordinator has the primary responsibility for coordinating the College's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

Independence and Conflict-of-Interest

The Title IX Coordinator manages the Title IX Team and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, or to report misconduct or discrimination committed by the Title IX Coordinator, contact the Butler Community College President.

Concerns of bias or a potential conflict of interest by any other Title IX Team member, or reports of misconduct or discrimination committed by any other Title IX Team member, should be reported to the Title IX Coordinator.

Administrative Contact Information

Complaints or notice of alleged policy violations may be made internally to:

Sherri Conard

Title IX Coordinator

Director of First Year Experience

715 E. 13th Street

Office 5002C

Andover, KS 67002

316-218-6373

sconard@butlercc.edu

TITLE IX TEAM MEMBERS

- Assistant Director of Human Resources/Staff Development
- Vice President of Student Services
- Associate Vice President of Student Services

- Coordinator of Student Involvement
- Admissions Counselor
- Instructional Tech Specialist
- Event Manager

Butler Community College has determined that the following administrators are Officials with Authority to address and correct harassment, discrimination, and/or retaliation. In addition to the Title IX Team members listed above, these Officials with Authority listed below may also accept notice or complaints on behalf of the College.

- President
- Vice Presidents
- Associate Vice Presidents
- Deans
- Associate Deans
- Directors
- Department of Public Safety

The College has designated all **full-time** employees as Mandated Reporters. Any knowledge they have that a member of the campus community is experiencing harassment, discrimination, and/or retaliation must be reported to the Title IX Coordinator. The College strongly encourages all part-time employees to also report incidents of harassment and discrimination.

Inquiries may be made externally to:
 Office for Civil Rights (OCR)
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-1100
 Customer Service Hotline #: (800) 421-3481
 Facsimile: (202) 453-6012
 TDD#: (877) 521-2172
 Email: OCR@ed.gov
 Web: <http://www.ed.gov/ocr>

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Infections Disease Policy – With the spread of COVID-19, Butler moved all college operations and classes to remote formats in March. The Critical Incident Management Team has been diligent in meeting since March and has spent much of the late spring and summer developing and implementing back to campus guidelines for employees and students with classes beginning in August. Recent recommendations from the Butler County Health Department and the Kansas Department of Health and Environment related to the re-opening of college campuses, have suggested updated wording to mitigation of infectious diseases and needed contact tracing in college policies.

The proposed policy includes those recommended updates and replaces an older “Serious Disease Policy” that is currently in place. The Serious Disease Policy follows the proposed Infectious Disease Policy.

Trustee Law moved to approve the Infections Disease Policy as presented. Trustee Rhodes seconded. Lora Jarvis called a roll call vote with all of the Trustees voting in favor. The motion passed unanimously.

Retirement of Sue Barrientos – Pamela Sue Barrientos, affectionately known as “Miss Sue” is retiring after 39 years of service to Butler Community College. Miss Sue has worked in Early Childhood and Behavioral Sciences. Trustee Law moved to accept her retirement. Trustee Rhodes seconded. Lora Jarvis called a roll call vote with all of the Trustees voting in favor. The motion passed unanimously.

Trustee Winslow asked why the Board approved retirements when they come back to the college. Shelley Stultz explained that they are nullifying their contract with the college by retiring and so the Board is acknowledging this at the meeting. Trustee Law said that it was also decided to pull them from the Consent Agenda to recognize them as well.

CONSENT AGENDA

Trustee Law moved to approve the consent agenda as presented. Trustee Smith seconded. Trustee Rhodes asked that he be noted as attending the July 28 meeting via Zoom in the minutes. With this correction, Trustee Good moved to approve the consent agenda. Trustee Smith seconded. Lora Jarvis called a roll call vote with all of the Trustees voting in favor. The motion passed unanimously. The consent agenda included the following items:

- Approval of Minutes of Regular Board Meeting of July 14, 2020
- Approval of Minutes of Special Board Meeting of July 22, 2020
- Approval of Minutes of Special Board Meeting of July 28, 2020
- Approval of Bills and Warrants for July 2020 in the amount of \$6,412,606.83 (includes Expenditure Approval List - \$3,905,050.38 and Payroll - \$2,507,556.45)
- Approval of VMWare Support for FY2021 in the amount of \$40,562.92
- Approval of Amanda Martin as a Nursing Instructor with an annual salary of \$45,010
- Approval of Tonya Loveland as a Nursing Instructor with an annual salary of \$45,810

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Erin Johnson, Alma Koch, Shelby Varner, Madison Wooderson, Caly Milk, Bonnie (Envision), Margaret Pickering, SBAMH BOT Search Committee, Butler Financial Aid Office, Connie Chilcott (Butler County Fair Association)

Board Calendars

BOARD OF TRUSTEES CALENDAR OF ACTIVITIES AUGUST – SEPTEMBER

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. Clifford/Stone Room	ALL TRUSTEES
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 TRUSTEES

2020-2021 Board Meeting Dates

Tuesday, August 11, 2020
 Tuesday, September 8, 2020
 Tuesday, October 13, 2020
 Tuesday, November 10, 2020
 Tuesday, December 8, 2020
 Tuesday, January 12, 2021
 Tuesday, February 9, 2021
 Tuesday, March 9, 2021
 Tuesday, April 13, 2021
 Tuesday, May 11, 2021
 Tuesday, June 8, 2021
 Tuesday, July 13, 2021

LOOKING AHEAD

October Board Finance Committee	Tuesday, October 13, 3:30 p.m. President's Conference Room	Lance Lechtenberg Shelby Smith
October Board Meeting	Tuesday, October 13, 4:30 p.m. Dankert Board Room	ALL TRUSTEES
November Board Finance Committee	Tuesday, November 10, 3:30 p.m. President's Conference Room	Lance Lechtenberg Shelby Smith
November Board Meeting	Tuesday, November 10, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

Fall 2020 ACTIVITY CALENDAR

First Day of Fall Classes	Mon, August 10
E.B. White Gallery of Art Armando Minarez Exhibit Reception	August 21 – October 3 Thur, September 17 @ 6:00 p.m.
Labor Day – College Closed/No Classes	Mon, September 7

Fall Census Day	Tues, September 8
Cross Country @ Ollie Isom Invitational	Fri, September 11 @ 4:00 p.m.
Cross Country @ Muthama-Rogers Cross Country Invite	Sat, September 19 @ 10:00 a.m.
Theatre Production 1 - TBA	Thur, September 24 @ 7:30 p.m. Fri, September 25 @ 7:30 p.m. Sat, September 26 @ 2:00 & 7:30 p.m.
Cross Country @ Emporia State Invitational	Fri, October 2 @ 5:45 p.m.
E.B. White Gallery of Art Faculty Biennial Exhibit Reception	October 9 – November 19 Thur, November 19 @ 6:00 p.m.
Instrumental Music Fall Concert	Fri, October 9 @ 7:30 p.m. Sat, October 9 @ 7:30 p.m.
Cross Country @ Tiger Open	Sat, October 10 @ 9:00 a.m.
Vocal Concert	Sat, October 17 @ 2:00 & 7:30 p.m.
Spring 2021 Enrollment Begins	Mon, October 26
Cross Country @ Region VI Championships	Sat, October 31 @ 10:00 a.m.
Celebration of Freedom Parade	Sat, November 7 Downtown El Dorado
Celebration of Freedom Concert	Sun, November 8 @ 7:00 p.m. Location TBD
Instrumental Music Chamber Concert (Woodwind & Brass)	Tues, November 10 @ 7:30 p.m.
Theatre Production 2 - TBA	Thur, November 12 @ 7:30 p.m. Fri, November 13 @ 7:30 p.m. Sat, November 14 @ 2:00 & 7:30 p.m.
Cross Country @ NJCAA National Championships	Sat, November 14
High School Show Choir Festival Concert	Mon, November 16 @ 7:00 p.m.
Dance Showcase	Thur, November 19 @ 7:00 p.m.
Fall Semester Ends	Tues, November 24
Thanksgiving Break – College Closed/No Classes	November 25-27
Summer 2021 Enrollment Begins	Mon, November 30
Grades Due by Noon	Tues, December 1
Winter Break – College Closed	December 22 – January 3
Martin Luther King, Jr Day – College Closed	Mon, January 18
First Day of Spring Classes	Tues, January 19
E.B. White Gallery of Art Dane Jones & Erin Raux Exhibit Reception	January 29 – March 26 Thur, February 18 @ 6:00 p.m.
Music Theatre of Wichita & Wichita Symphony Orchestra with the Butler Community College Concert Choir	Sat, February 13 Sun, February 14 For more information: www.wso.org
Children's Theatre Production TBD	Sat, February 20 @ 2:00 p.m.
Spring Break – No Classes	March 15 – 19

Fall 2021 Enrollment Begins	Mon, March 22
Institutional Development Day – No Classes	Thur, April 1
College Closed/No Classes	Fri, April 2
E.B. White Gallery of Art Annual Student Juried Exhibit Reception	April 15 – May 7 Thur, April 15 @ 6:00 p.m.
Theatre Production 4 - TBA	Thur, April 15 @ 7:30 p.m. Fri, April 16 @ 7:30 p.m. Sat, April 17 @ 2:00 & 7:30 p.m.
Instrumental Music Spring Concert	Fri, April 23 @ 7:30 p.m. Sat, April 24 @ 7:30 p.m.
Vocal Concert #4	Thur, April 29 @ 7:30 p.m. Fri, April 30 @ 7:30 p.m. Sat, May 1 @ 2:00 & 7:30 p.m.
Woodwind Chamber Recital	Mon, May 3 @ 7:30 p.m.
Brass Chamber Recital	Tues, May 4 @ 7:30 p.m.
Percussion Chamber Recital	Wed, May 5 @ 7:30 p.m.
Dance Showcase	Thur, May 6 @ 7:00 p.m.
Student Art Sale	Tues, May 11 10:00 a.m. – 4:00 p.m.
Commencement	Fri, May 14 @ 7:00 p.m.
Grades Due by Noon	Mon, May 17
Memorial Day – College Closed	Mon, May 31
Summer Semester Begins	Mon, June 7
Summer Semester Ends	Fri, July 30

ADJOURNMENT

Trustee Law moved to adjourn the meeting. Trustee Winslow seconded. Lora Jarvis called a roll call vote with all of the Trustees voting in favor. The motion passed unanimously. The regular meeting of August 11, 2020 was adjourned at 6:49 p.m.

Doug Law – Secretary

BILLS AND WARRENTS

TOPIC for ACTION

REPORT:

Bills and Warrants for August 2020 - \$3,855,078.34 (includes Expenditure Approval List - \$1,874,118.59 and Payroll - \$1,981,859.75).

RECOMMENDED ACTION:

Approval of August 2020 bills and warrants.

RECOMMENDED FUNDING SOURCE:

Submitted by:	Sariah Wilson
Supervisor:	Yolanda Hackler
Date:	September 1, 2020

BIDS AND PURCHASES

TOPIC for ACTION

Approval of Information Security Agreement with TANDEM Cyber Operations

REPORT:

Information Services is requesting approval of an outsourcing agreement of the Office of Information Security. Through the RFP process, Butler Information Services has identified TANDEM Cyber Operations as the preferred collaborative partner of choice with deep knowledge of Butler's operations, procedures, technology, and information security culture. TANDEM Cyber Operations to provide both strategic and operational Information Security Services in the form of a Virtual Chief Information Security Officer and dedicated Information Security staff.

The funding for this shift is made possible through reallocation of payroll, exiting the contract with our current PCI Compliance partner, and security platform licensing, resulting in an annual savings of at least \$60,000.

TANDEM Cyber Operations annual agreement \$175,000.00

For additional background and information as well as RFP responses, please see attached

RECOMMENDED ACTION:

Board approval that the president be authorized to sign an agreement with TANDEM Cyber Operations to provide both strategic and operational Information Security Services

RECOMMENDED FUNDING SOURCE:

Information Services FY20 budget.

Submitted by: Bill Young, Vice President of Digital Transformation/CIO
Supervisor: Dr. Kim Krull, President
Date: 28 August 2020

Supplemental Information for TANDEM TFA

For some background and context, in 2004 Butler's former VP/CIO Tom Erwin hired the first Chief Information Security Officer at a Kansas Community College. Tom recognized the need, as the future of technology progressed, for a focus on data security, data integrity, and a secure infrastructure. Over the last 16 years Butler Community College has emerged as a leader in higher education information security. In 2020, with the significant push to online and hybrid classes due to COVID-19, the need for a robust information security and cyber awareness posture has become more important than ever. Network and information security are important for any organization. But networks in education face unique challenges. Educational institutions store a great deal of sensitive and financial information, from social security numbers to financial information to protected health information, making them enticing targets for hackers. According to The Tech Advocate, a leading publication that covers the K-12 and higher education technology sector, education ranks 3rd in the top targets of security breaches, accounting for 13% of data breaches. Across a recent span of 7 years, more than 500 colleges and universities suffered a data breach of some kind.

Effective August 31st, 2020, Butler's Chief Information Security Officer has resigned his position to focus on his Information Security and Operations business. Tevin Manuel came to work for Butler 2 years ago as an Information Security Analyst and then Chief Information Security Officer. Over the last two years the Office of Information Security has made significant changes and improvements to the security posture of our institution. Butler's ability to transition securely to an online and hybrid model during the COVID-19 pandemic has been due in large part to the secure infrastructure and data environment supported by our office of Information Security.

Butler Community College is a founding member of the KANE Consortium. KANE is comprised of institutions of higher education in Kansas and Nebraska that include community colleges as well as public and private 4-year universities. The KANE consortium began exploring the possibility of outsourcing Information Security earlier this year. As a group, KANE believes that collaborating with partners and standardizing security processes will serve to bolster a stronger security posture. Through the RFP process, KANE reached reduced contract pricing with TANDEM Cyber Operations. TANDEM Cyber Operations is a company that is focused in the K-12 and Higher education sector.

In anticipation of the departure of our CISO, Butler established an RFP and distributed it to multiple partners and vendors. Butler's RFP sought a complete replacement and outsourcing the office of Information Security and the services that are provided. We received responses from CDW-G, Arctic Wolf, OculusIT, and TANDEM Cyber Operations. Because of our continued collaborative partnership with the KANE consortium, the TANDEM bid came back with the best pricing. Additionally, TANDEM Cyber Operations was the only response that met all of the needs defined in the RFP, to include; Virtual CISO, PCI Compliance, FTC Compliance, operational staff and strategic staff. Effectively, Butler Community College has the opportunity to outsource

the entire Office of Information Security along with some licensing and hardware costs at an annual savings to the institution of \$60,000 per year.

After receiving the official resignation from the CISO, we reached back out to the vendors that had answered the RFP for updated and current pricing. TANDEM and Arctic Wolf informed us that their pricing would remain the same as previously quoted as did CDW-G. OcculusIT advised that they were deeply discounting their pricing but they are unable to meet all of the requirements of our RFP, primarily the ability to absorb the cost of a Security Event and Incident Management system and act as our PCI compliance partner. After reviewing all of the responses to the RFP, TANDEM Cyber Operations emerged as the preferred collaborative partner of choice with deep knowledge of Butler's operations, procedures, and technology culture. TANDEM's initiative to script and automate security event tasks along with their focus on process workflow management will help offset labor intensive tasks in a technology department with an already heavy workload. Additionally, Butler Community College is subject to a Department of Education Cyber Security audit in September 2020. It is imperative that we fill the void of a CISO, with a team that can hit the ground running, in order to accurately and completely respond to the audit. Finally, throughout the COVID-19 pandemic and the need to maintain fully remote operations over the previous six months, the Information Services division has recognized additional efficiencies and identified specific areas that function well in a telework or remote environment, and the office of Information Security was one of those. As we continue to progress into this school year with an ever-growing dependency on secure access to data, the continued focus on a robust information security posture is paramount.

In order to provide the best continuity and service to our students, staff and faculty, it is my recommendation that the president be authorized to sign an agreement with TANDEM Cyber Operations to provide both strategic and operational Information Security Services in the form of a Virtual Chief Information Security Officer and dedicated Information Security staff. The funding for this shift will come from current payroll savings, contract savings with our PCI Compliance consultant, and security platform licensing, resulting in an annual savings of at least \$60,000.

Requirements of RFP

	Virtual CISO	Architecture Review	Advanced Penetration Testing	Wireless Scanning	Social Engineering	APT Assessment	GLBA Audit	PCI DSS	FERPA Security	Weekly Reporting	Proven Track Record with Educational Institutions	Travel and Expenses	Pricing
Tandem	unlimited	X	X	X	X	X	X	X	X	X	X	Included	\$175,000
Arctic Wolf		X	X	X	X	X	X	X	X	X		Additional Cost	\$220,000
CDW	unlimited	X	X	X	X	X					X	Additional Cost	\$366,400
Oculus IT	480 hrs only	X	X	X	X	X	X		X		X	TBD	\$172,800



Tandem Cyber Operations

Request for Proposal: Cybersecurity Services

June 25, 2020

Technical Proposal

1. Cover Letter

Overview

At Tandem Cyber Operations, we are a team of professionals dedicated to providing both operational and executive cybersecurity services. We intentionally focus on and seek to support institutions of higher education and small-medium sized organizations.

We have three categories of services that we offer:

- **Strategic|** For organizations who need a Cybersecurity Leader. Most often chosen by organizations who have team members dual-hatting Cybersecurity roles with their primary roles.
- **Operational|** For organizations with a Cybersecurity Leader but need a Cybersecurity team and tools. With this solution, we are your organization's Security Center.
- **Al la carte|** For organizations who need occasional and or external cybersecurity focused services. This is a collection of on-demand services useful for assessments or external audits.

For the complete listing of services, we will provide for Butler Community College please see Attachment(s) A and B.

Statement of Exception

Based on the written needs of the provided Request for Proposal from June 12, 2020, we will not need to request any exceptions.



2. Corporate Structure and Credentials

Tandem Cyber Operations is headquartered in Wichita, Kansas. Additionally, it is privately owned and managed by its founder. An integral component to Tandem is its structure of advisors. To ensure that the voices of its customer base are always in the forefront of our decisions, we invite some of our customers to designate a representative to take advantage of this opportunity.

Collectively, we have approximately 55 years of experience in Information Technology and Cybersecurity. Furthermore, every member of our team has experience in both non-profits and education. We are capable of leveraging our technical abilities to uniquely addressing concerns with limited budgets as well as effectively prioritizing cybersecurity risks based on how it will impact meeting your College's objectives.

Tandem being, being a start-up, is postured to for support three full-time roles. Each member's responsibilities are shared for continuity and scale of response. As Tandem on-boards more customers, we have thresholds which will trigger our process of on-boarding more personnel. In January of 2021 we will begin on-boarding our first Cybersecurity Interns who will be leveraged to support operations helping to keep our costs affordable.



3. Operations and ability to perform

Operations Plan

We acknowledge and agree with all requirements and explanations based on the provided RFP, received on June 12, 2020.

Our plan to achieve the requirements of this RFP depend upon the following:

- Discovery of Critical Cybersecurity Terrain
- Development of Pre-Approved Actions (PAAs)
- Installation and configuration of tandem on-site tools
- Continuous network work hunting, assessments, and stakeholder feedback.

Service Delivery

Tandem's primary medium for services will be remotely with occasional on-site visits for assessments, education, and meetings. To make this possible, if awarded, we will conduct a discovery assessment to uniquely communicate what access is needed to each system of your Critical Cyber Terrain.

A Cybersecurity status report will be provided electronically weekly accompanied by a brief to discuss findings, advisories, and any related topics. These meetings will primarily be conducted via video conferencing. At least quarterly, these meetings will be in-person with the Chief Information Officer (CIO) and their Directors.

Cybersecurity related incidents should be communicated to us via electronic form. Phone or email is acceptable when simply alerting; however, the electronic form is needed for documentation and tracking.

We operate across three time zones, EST, CST, PST; resulting in our core hours of operations being Monday thru Friday 7AM to 7PM CST. Although we are not operating 24x7 we are available to respond throughout the evening for incidents, concerns, or cybersecurity related change requests.

Our team will operate according to playbooks, standard operating procedures (SOPs), integrity, and risk-based decision making. In regard to playbooks and SOPs, in tandem with the CIO and their Directors we'll develop a PAAs list. This will be a living document which outlines which actions we may take to respond to incidents and events impacting the College. If awarded the contract, we will share a baseline recommendation of PAAs.



Cost Proposal

Based on the RFPs requirements, the best fitting solution will be our combined Strategic and Operational plan. This plan includes all services in Attachment A. There are two cost options available.

One year-	\$200,000 annually*
Three year-	\$175,000 annually* + 5% escalator for each subsequent year.

Variables that can impact the pricing above:

- Having more than 200 production servers
- If the KANE group does not have at least two members on active contract.
- Notification and victim support in the case of security incident fees are assessed based on each data breach and not included in the cost above.
 - o \$200 incident fee for coordination
 - o Per user fees will range from \$12 - \$16 per impacted user who accepts the service.

*Note: Pricing based on KANE group rate of 2-4 schools, depicted on Attachment A.

Tandem Points of Contact

Information Security Analyst – (TBA)

Focused on Threat Hunting, Vulnerability Research, and Mitigation communication.

Director of Operations – (TBA)

Focusing on Customer Experience and Operations

Virtual Chief Information Security Officer – Tevin Manuel

Focusing on Strategic Risk Management, Education Development, and Partnership Development, Tevin brings technical and strategic experience from a diverse background of responsibilities and roles.



Appendix B: Specific Scope of Services

1. Direct and approve the design of security systems
2. Ensure that disaster recovery and business continuity plans are in place and tested;
3. Review and approve security policies, controls and cyber incident response planning;
4. Approve identity and access policies;
5. Review investigations after breaches or incidents, including impact analysis and recommendations for avoiding similar vulnerabilities;
6. Maintain a current understanding the IT threat landscape for the industry;
7. Ensure compliance with the changing laws and applicable regulations;
8. Translate that knowledge to identification of risks and actionable plans to protect the organization;
9. Schedule periodic security audits;
10. Oversee identity and access management;
11. Make sure that cyber security policies and procedures are communicated to all personnel and that compliance is enforced;
12. Manage all teams, employees, contractors and vendors involved in IT security, which may include hiring;
13. Provide training and mentoring to security team members;
14. Constantly update the cyber security strategy to leverage new technology and threat information;
15. Brief the executive team on status and risks, including taking the role of champion for the overall strategy and necessary budget; and
16. Communicate best practices and risks to all parts of the business, outside IT.
17. Phishing Campaigns
18. Perimeter Monitoring
19. Penetration Testing
20. Vulnerability Assessment
21. 24x7 Threat & Log Monitoring
22. Incident Response (Technical and Lead)
23. Threat Hunting
24. Suspicious email/file review
25. Security Product/Controls Configuration & Management
26. Mitigation Research & Implantation Plan
27. User Security Awareness Training (Including PCI-DSS)
28. Security Platform Access (SIEM, Vulnerability Management, etc.)
29. Legal Advising

Tandem Cyber Operations Services Groupings

Line	CISO (Security Leader)	Strategic	Operational	Strategic + Operational
1	Direct and approve the design of security systems;	X		X
2	Ensure that disaster recovery and business continuity plans are in place and tested;	X		X
3	Review and approve security policies, controls and cyber incident response planning;	X		X
4	Approve identity and access policies;	X		X
5	Review investigations after breaches or incidents, including impact analysis and recommendations for avoiding similar vulnerabilities;	X		X
6	Maintain a current understanding the IT threat landscape for the industry;	X		X
7	Ensure compliance with the changing laws and applicable regulations;	X		X
8	Translate that knowledge to identification of risks and actionable plans to protect the organization;	X		X
9	Schedule periodic security audits;	X		X
10	Oversee identity and access management;	X		X
11	Make sure that cyber security policies and procedures are communicated to all personnel and that compliance is enforced;	X		X
12	Manage all teams, employees, contractors and vendors involved in IT security, which may include hiring;	X		X
13	Provide training and mentoring to security team members;	X		X
14	Constantly update the cyber security strategy to leverage new technology and threat information;	X		X
15	Brief the executive team on status and risks, including taking the role of champion for the overall strategy and necessary budget; and	X		X
16	Communicate best practices and risks to all parts of the business, outside IT.	X		X
Security Team (Security Resources)		Strategic	Operational	Strategic + Operational
17	Phishing Campaigns		X	X
18	Perimeter Monitoring		X	X
19	Penetration Testing		X	X
20	Vulnerability Assessment		X	X
21	24x7 Threat & Log Monitoring		X	X
22	Incident Response (Technical and Lead)		X	X
23	Threat Hunting		X	X
24	Suspicious email/file review		X	X
25	Security Product/Controls Configuration & Management		X	X
26	Mitigation Research & Implementation Plan		X	X
Additional Resources (*Can be à la carte)		Strategic	Operational	Strategic + Operational
27	User Security Awareness Training (Including PCI-DSS) *		X	X
28	Security Platform Access (SIEM, Vulnerability Management, etc.)		X	X
29	Malicious DNS Filtering*			
30	Incident Response and Communication to impacted users*			
31	Legal Advising*			X



Amy Kerschner
Procurement and Contracts
akerschner@butlercc.edu
316.323.6330

Paul Scardina - Director of Sales
Secure Data Technologies
Paul.Scardina@SecureDataTech.com
573-405-1130

To whom it may concern,

Secure Data Technologies appreciates the opportunity to respond accordingly to Butler Community College's RFP as it pertains to their security posture & to provide comprehensive cybersecurity services to meet the various government and industry policy requirements. Secure Data Technologies will provide services to identify and validate weaknesses in the college's information security architecture and posture from both an internal and external vantage points.

Secure Data Technologies, Inc. is an infrastructure technology company, which provides clients with consulting, solutions, professional services and managed services in defined practices: Collaboration, Data Center, Network, Security, SecureAssist (Managed Services), LifeCycle & Microsoft. We have a deep-seated commitment toward long-term partnership, while providing fearless technological stewardship to enable business transformation. Secure Data is an innovative IT solutions provider with a strategic vision to invest in the Midwest area with the addition of high-skilled tech jobs, community activism and growing local business partnerships. Our "Local Experience" approach which is centered around high-touch, face-to-face local service is driving our unprecedented growth and industry recognition

- Largest Local Engineering Delivery Team (St. Louis)
- Top Managed Services Provider (MSP)
- Cisco Partner of the Year (2018 & 2019)
- Cisco Gold Partner
- Cisco CX Specialization
- Veeam Gold Partner
- VMware Enterprise Partner
- Microsoft Cloud Partner

Secure Data Technologies is celebrating 12 years in the industry, with serving more than 300+ customers. Secure Data provides the following to ensure a full turn-key partnership for our customers:

- Assigned Account Manager representation
- Pre-sales engineering
- Implementation engineers
- Project management
- LifeCycle Management (renewals)
- Full managed service platform

"Execution is Everything" is more than a motto and tagline. It is a commitment to do whatever it takes to deliver and create a lasting bond and partnership. We continuously strive to deliver a level of service, insight, stewardship and integrity that sets Secure Data apart and enables your organization to thrive. On behalf of the Secure Data Team, I want to thank you for your partnership. We are excited to continue to move forward with this initiative.

www.SecureDataTech.com

Secure Data Technologies is providing the following as part of our bid:

1. SecureAssist (Monitoring & managing of Butler Community College's environment)
2. Security Assessment(s)
 - a. Advanced Penetration Testing
 - b. Wireless Scanning
 - c. Social Engineering
 - d. APT Assessment
 - e. Gramm-Leach-Bliley Act
 - f. Payment Card Industry – Data Security Standard (PCI-DSS)
 - g. Family Education Rights and Privacy Act
 - h. Reporting

Butler Community College Investment

Secure Data SecureAssist (Security Operations Center as a Service – SOCaaS - Arctic Wolf)

- Review investigations after breaches or incidents, including impact analysis and recommendations for avoiding similar vulnerabilities
- Maintain a current understanding the IT threat landscape for the industry
- Schedule periodic security audits
- Oversee identity and access management
- Provide training and mentoring to security team members
- Constantly update the cyber security strategy to leverage new technology and threat information
- Brief the executive team on status and risks
- Communicate best practices and risks to all parts of the business, outside IT
- Perimeter Monitoring
- Vulnerability Assessment
- 24x7 Threat & Log Monitoring
- Incident Response (Technical and Lead)
- Threat Hunting
- Suspicious email/file review
- Security Platform Access (SIEM, Vulnerability Management, etc.)

Voice platform - Cisco Call Manager, Unity, UCX, UCCX, CUPS

CUCM - \$550/Cluster + \$2/user for Phone + User MACD
UCXN - \$275/Cluster
UCCX - \$500/Cluster
IMP - \$125/Cluster

Email - Office365

Remote PC Support including Patch Management - \$45/endpoint
Microsoft O365 Management - \$150/domain

Anti-virus/Malware - AMP and moving to End Point Protection

\$2.50/endpoint month add-on to Remote PC Support

www.SecureDataTech.com

Storage Array

Small Array - \$500 30TB or less
Medium Array - \$1000 100 TB or less
Large Array \$1500 – 100 TB+

Managed Backup

\$200/Backup Application Instance + \$5 per server backed up

Onboarding \$2500 (one time)

Assessments (monthly/quarterly & annual)

- ✓ Architecture Review: Regularly identify flaws with the security program's overall architecture.
 - Secure Data recommends the above to be performed quarterly & estimated - **\$18,448.00**
(Based on sites & devices)
- ✓ Advanced Penetration Testing: At least annually perform penetration testing involving the emulation of advanced persistent threat groups, including tools, tactics, and procedures. An emphasis should be placed on human-driven testing, with a team-based approach, not reliant on automated vulnerability assessment tools.
 - The penetration test must be comprehensive, testing all devices accessible on the entire network, not a sample or subset of hosts.
 - Testing should determine the impact of vulnerabilities identified through the exploitation of vulnerable systems, leveraging those systems to gain control of other systems on the network, and testing for the ability to exfiltrate sensitive data.
 - Wireless Scanning: At least once per year identify rogue wireless devices and additional security architecture weaknesses related to the wireless networks
 - Social Engineering: At least quarterly, assess the security posture and employee adherence to established security policies and practices. Testing should not be designed to target a specific person, but rather target the college culture
 - Secure Data recommends the above to be estimated - **\$41,088.00**
- ✓ APT Assessment - Annual (Includes Microsoft 365) - **\$37,350**
- ✓ Quarterly review of PCI CDE Security and annual assistance to complete SAQ - **\$24,900**
- ✓ Annual GLBA Compliance Audit - **\$18,674**
- ✓ Annual FERPA Compliance Audit - **\$31,124**
- ✓ 1 Year Incident Response Service with Dark Web Scanning and \$250,000 coverage (**INCLUDED**)
- ✓ Travel and Expenses - Travel for annual wireless testing ONLY - **\$ TBD**
 - May be able to do it remote based on the capability of the current infrastructure
- ❖ Estimated Total (*Further scope details needed to confirm once awarded bid*)

www.SecureDataTech.com



Butler Community College

Cybersecurity Services Cost Proposal

6/26/2020

Digital Copy



CDW Government, LLC
230 North Milwaukee Avenue
Vernon Hills, Illinois 60061

Butler Community College		Quote Date:		
Customer:	:	Prepared By: Dave Walczak		
:	:	Phone: 312-547-2260		
:	:	Email: davewal@cdwg.com		
line		Description	notes	Extended Price
1		Virtual CISO		\$99,400.00
2		Incident Response Retainer Essential		\$42,000.00
3		Penetration Testing / Technical Assessments		\$85,000.00
3.1		External Assessment		
3.2		Internal Assessment		
3.3		Wireless Assessment		
3.4		Social Engineering Assessment		
3.5		Red Teaming / Advanced Testing	Not included see below*	*
3.6		Application Security Assessment	Not included see below**	**
3.7		PCI Compliant Penetration Testing	Not included see blow***	***
4		Artic Wolf offerings		\$140,000.00
5				
Total				\$366,400.00

*: Red Teaming is an advanced and tailored assessment. To accurately scope this type of work, CDW-G would require additional information from BCC. This cost is not included in the above pricing.

***: Not knowing the full extent of the web services and other applications in scope, CDW-G is not able to provide an accurate cost. Upon further discussion CDW-G is happy to provide detailed costs and options depend on the desired scope and output.

***: Without knowing the extent and detail of BCC's CDE (Cardholder Data Environment), we are unable to provide a precise estimate. Therefore, detailed cost and scope will be predicated upon further discussion with BCC.



BID/RFP TITLE: CYBERSECURITY SERVICES (REVISED COST PROPOSAL)

Point of Contact:

Brad Goel, Bid Management Lead – OculusIT, LLC
brad_goel@oculusit.com
844-462-8587 Ext. 295

OculusIT Core Competencies:

IT Consulting | Helpdesk | Endpoint Apps | IT Infra & Cloud | Cyber Security

www.oculusit.com

Mailing Address:

OculusIT LLC, 55 E Monroe Street, Suite 3460 Chicago IL 60603
(312) 665-0351 | contact@oculusit.com
www.oculusit.com

COST PROPOSAL

1. The cost proposal should provide a total annual cost and clear details as to how the total cost is arrived at. The cost proposal must also indicate any variables that may impact the cost.

Response:

Refer to the revised cost proposal with breakdown of services included:

Audit Services	Sites	Frequency	Type	Description
IS Architecture Review	9	Annual	Remote	Service is delivered remotely for 9 sites.
Penetration Testing plus Vulnerability Scan		Annual	Remote	
GLBA Audit	3	Annual	Remote	Service is delivered remotely for 3 sites.
FERPA Audit	8	Annual	Remote	Service is delivered remotely for 8 sites.
PCI-DSS Audit	6	Quarter	Remote	Service is delivered remotely every quarter for 6 sites.
Advanced Persistent Threat Assessment	9	Annual	Remote	Service is delivered remotely for 9 sites.
Wireless Engineering	9	Annual	Onsite	Service is delivered onsite for 9 sites.
Social Engineering	9	Quarter	Remote	Service is delivered remotely every quarter for 9 sites.
CISO-As-A-Service		Annual	Remote	The engagement considers 480 hours of annual effort by vCISO.
24x7 SOC-As-A-Service	9	Annual	Remote	Service is delivered remotely 24x7 for 9 sites including security event notification, threat hunting and forensics.
Cost to Butler Community College				\$230,360.00
Discount				\$57,560.00
Total Cost to Butler Community College				\$172,800.00

TOPIC for ACTION
**Approval of TouchNet Annual Subscription Service for
Payment Gateway Bill+Payment Suite**

REPORT:

Information Services along with Student Services is requesting a one-year contract renewal with TouchNet for our online payment gateway services. Typically, this is a five-year contract, but Information Services and Student Services felt it was time to review these services, evaluate current processes and go to RFP. This one-year contract will continue our current services without interruption to students and current processes while going to RFP.

The annual software subscription service for the TouchNet Payment Gateway, Credit Card and ACH Engines, Bill+Payment Client, Bill+Payment Account Center, eBill, eRefunds, eDeposits, and Bill+Payment Plans, for the covered period of September 30, 2020 to September 29, 2021 is due in the amount of \$130,649. The college utilizes the TouchNet subscription services for credit/debit card and ACH transactions related to course fee payment, eBilling, eDeposits, eRefunds, and Payment plans.

Payment Gateway, Payment Client, Bill+Payment Account Center
\$130,649.00

RECOMMENDED ACTION:

Board approval for payment to TouchNet for Payment Gateway and Bill+Payment Suite for the covered period of September 30, 2020 to September 29, 2021.

RECOMMENDED FUNDING SOURCE:

Information Services FY20 budget.

Submitted by: Bill Young, Vice President of Digital Transformation/CIO
Supervisor: Dr. Kim Krull, President
Date: August 28, 2020

THIRD EXTENSION AGREEMENT

THIS THIRD EXTENSION AGREEMENT ("Third Extension Agreement") is made between TouchNet Information Systems, Inc., with an address at 9801 Renner Blvd., Suite 150, Lenexa, KS 66219, ("TouchNet") and Butler County Community College, with an address at Haverhill Road – Towanda Avenue, El Dorado, Kansas 67042-3280 ("Client"), as of the last date shown in the signature block at the end of this Third Extension Agreement ("Effective Date"). The parties, intending to be legally bound, hereby agree as follows:

THIS THIRD EXTENSION AGREEMENT is made by and between TouchNet and Client, as those terms are defined above.

WHEREAS, the parties entered into an Application Subscription Program Agreement dated May 24, 2010, a First ASP Addendum dated September 16, 2010, a Second ASP Addendum dated March 4, 2011, and an Extension Agreement dated June 2, 2015 (the "Agreement"), which expire on September 30, 2020, and the parties now desire to extend and continue the Agreement;

WHEREAS, the parties also entered into the Fourth ASP Addendum dated November 11, 2013, TouchNet Partner Client Agreement dated November 11, 2013, and the Fifth ASP Addendum dated October 26, 2015 in order to put the partner obligations on a TouchNet Ready Partner Order Form moving forward, such that partner purchases are made independently of this Agreement;

NOW THEREFORE, the parties, intending to be legally bound, agree as follows:

1. **Definitions.** Unless otherwise specifically defined herein, all terms defined in this Third Extension Agreement shall have the meaning ascribed to such terms in Agreement.

2. **Modification of the Agreement.** This Third Extension Agreement shall be on the same terms and conditions as contained in the Agreement excepting as follows:

a. The following agreements are hereby terminated so that moving forward, these partner obligations can be reflected in TouchNet Ready Order Forms: Fourth ASP Addendum dated November 11, 2013; TouchNet Partner Client Agreement dated November 11, 2013; and Fifth ASP Addendum dated October 26, 2015.

b. The Agreement shall be extended for an additional term of one (1) year commencing upon the expiration of the term of the Agreement, reflected above.

c. The annual Application Subscription Program Fee ("ASP Fee") for the TouchNet Payment Gateway Credit Card and ACH Engines, Payment Client (including student tuition, registrar transcript request fees, and graduation application fees payment points), Bill+Payment Account Center, eBill, eRefunds, eDeposits, and TouchNet Payment Plans software shall be \$130,649.00. The aforementioned ASP Fee is due and payable on September 1, 2020 and within thirty (30) days of Client's receipt of the invoice. Payment for each subsequent year's ASP Fee, adjusted as provided for herein, shall be due annually in advance of commencement of the next annual period, and within thirty (30) days of Client's receipt of invoice.

3. **Integration Provision.** Except as expressly modified herein, the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their respective corporate seals, attested by the hands of their respective officers, duly authorized in that behalf, on the day and year first above written.

TOUCHNET INFORMATION SYSTEMS, INC.

SIGNATURE: _____

BY: _____

TITLE: _____

DATE: _____

BUTLER COUNTY COMMUNITY COLLEGE

SIGNATURE: Dr. Kimberly W. Krull

BY: Dr. Kimberly W. Krull

TITLE: President

DATE: 8/17/2020

**Contract must be executed by Client on or before August 31, 2020, or TouchNet may elect to reject the contract, inclusive of pricing.*

CONFIDENTIAL

TOPIC FOR ACTION
Approval for Cares Relief Funding for purchase of student Chromebooks

REPORT:

In order to facilitate remote learning and provide remote learning resources to Butler students, Information Services is requesting approval to purchase 500 Chromebooks with Cares Relief Funding. These laptops will be checked out to students and deployed using the Google Chrome management and White Glove service. These services allow Information Services to easily deploy and apply policies for Chrome devices. The purchase of these Chromebooks will help Butler to provide remote learning to its students.

CDW is a member of the University of Kansas Board of Regents pricing, and is our preferred vendor for computer purchases.

HP Chromebook Education Edition	\$106,490
Google Chrome management Education	\$15,000
CDW EDU White Glove service	\$3,510
Total:	\$125,000

RECOMMENDED ACTION:

Board approval to utilize Cares Relief Funding for the purchase of 500 Chromebooks for student use.

RECOMMENDED FUNDING SOURCE:

Cares Relief Funding

Submitted by: Bill Young, Vice President of Digital Transformation/CIO
Supervisor: Dr. Kim Krull, President
Date: 1 September 2020

QUOTE CONFIRMATION



DEAR AMY KERSCHNER,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LPXN692	9/1/2020	LMWS126	0345781	\$125,000.00

QUOTE DETAILS				
ITEM	QTY	CDW #	UNIT PRICE	EXT. PRICE
HP Chromebook 11A G8 - Education Edition - 11.6" - A4 9120C - 4 GB RAM - 32 Mfg. Part#: 16W64UT#ABA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	500	6027157	\$212.98	\$106,490.00
Google Chrome Management Console License - Education Mfg. Part#: CROSSWDISEDU UNSPSC: 43232804 Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	500	3577022	\$30.00	\$15,000.00
CDW•G EDU White Glove Service for Chromebooks and Chrome OS Devices T1 Mfg. Part#: CDWOHROMEOSVVC1 UNSPSC: 43232401 Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	500	3254461	\$7.02	\$3,510.00

PURCHASER BILLING INFO		SUBTOTAL	\$125,000.00
Billing Address: BUTLER COUNTY COMMUNITY COLLEGE FINANCE OFFICE 901 S HAVERHILL RD EL DORADO, KS 67042-3280 Phone: (316) 321-2222 Payment Terms: NET 30-VERBAL		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$125,000.00
DELIVER TO		Please remit payments to:	
Shipping Address: BUTLER COUNTY COMMUNITY COLLEGE FINANCE OFFICE 901 S HAVERHILL RD EL DORADO, KS 67042-3280 Phone: (316) 321-2222 Shipping Method: UPS FREIGHT LTL, SPECIAL SERVICES		CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION



Dave Walczak

(877) 493-1102

davewal@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>. For more information, contact a CDW account manager.

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TOPIC FOR ACTION
Approval for Cares Relief Funding for additional laptop purchase

REPORT:

In order to continue to enhance our remote and hybrid environments for staff and faculty, Information Services is requesting approval to purchase 125 Dell laptops with Cares Relief Funding. These laptops will be assigned to staff and faculty for remote work and facilitation of hybrid instruction. The purchase of these laptops will help increase our current inventory and allow us to assist staff and faculty's needs. CDW is a member of the University of Kansas Board of Regents pricing, and is our preferred vendor for computer purchases.

Dell 3310 2in1 laptops	\$106,250
------------------------	-----------

RECOMMENDED ACTION:

Board approval to utilize Cares Relief Funding for the purchase of 125 laptops for Faculty and Staff use.

RECOMMENDED FUNDING SOURCE:

Cares Relief Funding

Submitted by:	Bill Young, Vice President of Digital Transformation/CIO
Supervisor:	Dr. Kim Krull, President
Date:	1 September 2020

QUOTE CONFIRMATION



DEAR AMY KERSCHNER,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LPXV187	9/1/2020	DELL 3310 2-1	0345781	\$106,250.00

QUOTE DETAILS					
ITEM	QTY	CDW #	UNIT PRICE	EXT. PRICE	
DELL 3310 2-1 Mfg. Part#: 3000068043490.1 Contract: Univ of KS Bld Regents, Affiliate - Catalog (17010729)	125	NEW-ITEM	\$850.00	\$106,250.00	

PURCHASER BILLING INFO		SUBTOTAL	\$106,250.00
Billing Address: BUTLER COUNTY COMMUNITY COLLEGE FINANCE OFFICE 901 S HAVERHILL RD EL DORADO, KS 67042-3280 Phone: (316) 321-2222 Payment Terms: NET 30-VERBAL		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$106,250.00
DELIVER TO	Please remit payments to:		
Shipping Address: BUTLER COUNTY COMMUNITY COLLEGE AMY KERSCHNER 901 S HAVERHILL RD EL DORADO, KS 67042-3280 Shipping Method: DROP SHIP-GROUND	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515		

Need Assistance? CDW•G SALES CONTACT INFORMATION			
	Dave Walczak	(877) 493-1102	davewal@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/government/terms-conditions/product-sales.aspx>
 For more information, contact a CDW account manager

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RATIFICATION OF AGREEMENTS AND CONTRACTS

TOPIC for ACTION
Approval of Agreement with BDI DataLynk

REPORT:

BETA is requesting approval of the Board to renew our partnership with BDI DataLynk as a Fiber Optic Technician training and certification provider. The agreement establishes a revenue share with no upfront cost to Butler CC. BETA is responsible for recruiting, registering and hosting students in return for a portion of the revenue.

RECOMMENDED ACTION:

Approve agreement

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by:	Jon Cressler - Interim Director, BETA
Supervisor:	Michelle Ruder - Interim Dean, CTE
Date:	August 19, 2020



BDI DataLynk, LLC
3475 Lenox Road, Suite 300
Atlanta, GA 30326
Tel: 912.506.0634

August 4th, 2020

Butler Community College
Michelle Ruder
BETA – Business Education & Training Analysis
715 E. 13th Street.
5000 Building
Andover, KS 67002

This contract constitutes a revenue sharing business relationship between BDI DataLynk and Butler Community College for the period starting on January 1, 2021 and ending on December 31, 2021. Through this relationship, BDI DataLynk provides subject matter expertise, program content, maintains an approved provider status, curriculum and instruction; whereas Butler Community College agrees to coordinate management and processing of registrations for the courses and period agreed upon. Through this relationship, Butler Community College and BDI DataLynk will provide the services outlined, with an agreed-to distribution of total revenue collected as described below under FEE Schedule:

Specific Dates and Courses Proposed:

Track # 1: March 2021

(CFOT) Certified Fiber Optics Technician	3/8/2021	3/11/2021	8:00:00 AM	5:00:00 PM
(CFOS/T) Certified Fiber Optics Specialist in Testing	3/11/2021	3/12/2021	8:00:00 AM	5:00:00 PM
(CFOS/S) Certified Fiber Optics Specialist in Splicing	3/13/2021	3/14/2021	8:00:00 AM	5:00:00 PM

* Finish time is a function of the number of students in class.

Track # 2: October 2021

(CFOT) Certified Fiber Optics Technician	10/11/2021	10/13/2021	8:00:00 AM	5:00:00 PM
(CFOS/T) Certified Fiber Optics Specialist in Testing	10/14/2021	10/15/2021	8:00:00 AM	5:00:00 PM
(CFOS/S) Certified Fiber Optics Specialist in Splicing	10/16/2021	10/17/2021	8:00:00 AM	5:00:00 PM

* Finish time is a function of the number of students in class.

Specifically, Butler Community College will:

- Provide facilities for the training sessions on campus unless otherwise agreed upon in advance. Classroom will be scheduled for the duration of each class. Equipment needed: White or Black board, Projector Screen for Power Point Presentations, chairs, and tables with no computers.
- Assist BDI DataLynk with marketing these classes by adding course to standard course booklet and campus web site further providing a link from campus web page to the BDI DataLynk web page.
- Handle registration of participants and accept payment for training in advance.
- Collect all fees accruing from these course offerings and will provide BDI DataLynk with a roster for the registration fees collected.
- Reserve the option to cancel the class if the minimum enrollment is not met. CFOT course will require a minimum of 6 students, elective (Specialist) courses will require 4 students in each course for these to run. A total enrollment of 12 students per track with no less than 4 students in electives would also suffice. Example: 4, 4, 4 in each course or 8 & 4 in each course would also be acceptable.

Fee Schedule:

Upon completion of each "track", Butler Community College will provide BDI DataLynk with a final enrollment (roster) for each course offered; and remit a partner refund payable via direct deposit or check for revenue settlement based on the following amounts:

- Certified Fiber Optics Technician - CFOT: \$625.00 for each student in attendance
- Certified Fiber Optics Testing & Maintenance Specialist Course - CFOS/T: \$550.00 for each student in attendance
- Certified Fiber Optic Specialist in Splicing - CFOS/S: \$550.00 for each student in attendance
- Certified Fiber Optic Outside Plant Specialist - CFOS/O: \$675.00 for each student in attendance.

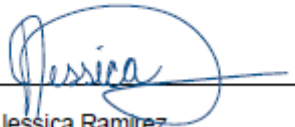
Specifically, BDI DataLynk will:

- Provide FOA Certified Instructors, training sessions, training equipment, consumable supplies, study manuals, and exams for the course.
- Provide training for a minimum of 6 and a maximum of 15 students in each class session unless agreed upon in advance.
- Pay travel and lodging expenses for the instructor unless otherwise agreed upon in advance.
- Share in marketing effort of courses by adding all course and campus information to the BDI DataLynk website.
- Provide Certified Instructor for Courses listed in the aforementioned paragraph.
- Reserve the option to cancel the class if the minimum of 12 students per track is not achieved 7 days prior to class.

Accepted and approved:

Butler Community College

Date



Jessica Ramirez
COO | BDI DataLynk, LLC

August 4, 2020

Date

TOPIC for ACTION
Registered Nurse/Collaborating Physician Practice Agreement

REPORT:

This is the renewal of the annual contract with the medical director for Butler College Health Services. This contract allows the clinic to treat patients legally through the state of Kansas.

Contract Introduction:

Term of Agreement: 2020-2021 school year - beginning July 1, 2020 - June 30, 2021.

Butler Community College (BCC) is a private institution with multiple campus sites. The College Health Service is an on-campus outpatient facility offering assessment, treatment and referral service, health promotion and maintenance, and disease prevention services to students and staff at BCC. The College Health Services

is housed in the West Dorm room 11-165 on the El Dorado campus with services located at the 5000 building room 5118N at the Andover facility.

The health care units are staffed by Advanced Practice Registered Nurses (APRNs) and Registered Nurses (RNs) with physician consultant. The physician consultant comes on site for case discussions, protocol review, client visits, and periodic in-service seminars. He is also available for telephone consultation and to see patients in his office as needed.

Hospital emergency rooms are located within three miles of the El Dorado campus and the Andover campus.

The program shall be continued through the 2020-2021 school year beginning July 1, 2020 through June 30, 2021.

A BCC staff member, Jaime Sharp MS, MLAC, RN, is identified and assigned the responsibilities associated with running the College Health Services in conjunction with Michael A. Rausch, M.D., a licensed physician.

Both Jaime Sharp and Dr. Michael Rausch agree to honor the terms and conditions of this agreement.

The contract also includes the following:

- The responsibilities of the RN at BCC are listed.
- Responsibilities of the Consulting Physician are listed.
- Coverage for Emergency Absence of the APRN or RN
- Resolution of Disagreement between the RN and Collaborating Physician
- Concerning Diagnosis and Treatment
- Review of Client Records by Collaborating Physician

- Enforcement of Collaborative Agreement

RECOMMENDED ACTION:

The board to approve continued healthcare services to Butler students, faculty, and staff through the approval of this contract. There is no change in the annual contract with the exception of the date.

RECOMMENDED FUNDING SOURCE:

This is a budgetary item. The agreed upon compensation for Dr. Rausch is seven thousand dollars (\$7,000.00) annually, payable \$3,500 on or before December 31, 2020 and the balance on or before May 31, 2021.

Submitted by:	Jaime Sharp
Supervisor:	Bill Rinkenbaugh
Date:	August 6, 2020

BUTLER COUNTY COMMUNITY COLLEGE
Student Life Division
College Health Services

REGISTERED NURSE/COLLABORATING PHYSICIAN PRACTICE AGREEMENT

Term of Agreement: 2020-2021 school year – beginning July 1, 2020 – June 30, 2021

Introduction

Butler Community College (BCC) is a private institution with multiple campus sites. The College Health Service is an on-campus outpatient facility offering assessment, treatment and referral service, health promotion and maintenance, and disease prevention services to students and staff at BCC. The College Health Services is housed in the West Dorm room 165 on the El Dorado campus with services located at the 5000 building room 5118N at the Andover facility.

The health care units are staffed by Registered Nurses (RNs) with physician consultant. The physician consultant comes on site for case discussions, protocol review, client visits, and periodic in-service seminars. He is also available for telephone consultation and to see clients in his office as needed. Hospital emergency rooms are located within three miles of the El Dorado campus.

The program shall be continued through the 2020-2021 school year beginning July 01, 2020 through June 30, 2021.

A BCC staff member, Jaime Sharp, RN, is identified and assigned the responsibilities associated with running the College Health Services in conjunction with Michael A. Rausch, M.D., a licensed physician.

Both Jaime Sharp and Dr. Michael Rausch agree to honor the terms and conditions of this agreement.

I. Responsibilities of the Registered Nurse

The responsibilities of the RN at BCC are listed below:

1. Management for the purpose of scheduling is under the supervision of Bill Rinkenbaugh, Vice President of Student Services, and Dr. Kimberly Krull, College President. The RN is responsible for the following, which shall not be the responsibility of supervisors.
2. Be responsible for the provision of high-quality health care services by providing the following:
 - a. Accessible and available health services on campus at El Dorado and Andover.

- b. Education of and effective communication with those served concerning the diagnosis and treatment of their medical conditions, appropriate preventive measures, and use of the health care system.
 - c. Treatment that is consistent with clinical impressions or working diagnoses.
 - d. Continuity of care.
 - e. Appropriate, accurate, and complete medical records entries.
 - f. Adequate and appropriate transfer of information when clients are transferred to another health care provider.
3. Assess real or potential health hazards and current health status, including analysis of health behavior related to life-style and culture.
 4. Devise, implement and evaluate plans of care utilizing sound clinical judgments, based on assessment of the physical, psychological, emotional, societal and environmental needs of the clients.
 5. Assist individuals to assume responsibility for the restoration of health and prevention of illness.
 6. Consult, refer and collaborate with other disciplines involved in the delivery of total patient care.
 7. Utilize the resources of the College community and the surrounding community area.
 8. Promote collegial relationships with other clinical staff and providers in the community.
 9. Demonstrate evidence of continuing professional growth by involvement in continuing education, peer review, and the review of protocols and procedures, and participate in, design, and / or conduct research.
 10. Attend meetings as requested.
 11. Demonstrate awareness of legislative issues relating to nursing practice and health care.
 12. Serve as a clinical associate of the Department of Nursing, thus supporting the learning and practice of students through such activities as case discussions, resource identification, and assistance in the assessment and planning stages of the nursing care plan.
 13. Serve as a role model for students.
 14. Direct other employees of College Health Services, Registered Nurses, student workers, nursing and medical records students, office staff, and volunteers; in the medical management of patient care.

II. Responsibilities of the Consulting Physician

1. Dr. Rausch is an independent contractor.
2. Dr. Rausch agrees to be on campus seeing students and consulting with RNs and APRN a minimum of two (2) hours per week--currently scheduled during the Spring and Fall semesters: three (3) Mondays per month at Butler of El Dorado, and one (1) Monday per month at Butler of Andover. Both parties agree to modify schedule as needed to meet the Health Services needs and medical emergencies in Dr. Rausch's practice.
3. Dr. Rausch agrees to maintain his own professional malpractice insurance in an amount no less than two million (\$2 million) dollars.
4. Dr. Rausch acknowledges that he is an independent contractor and as such is not entitled to College employee benefits.
5. The agreed upon compensation for Dr. Rausch is seven thousand dollars (\$7,000.00) annually, payable \$3500.00 on or before December 31, 2020 and the balance on or before May 31, 2021.
6. Dr. Rausch is responsible for any and all tax consequences of the payments provided for his independent contractor services.
7. This agreement shall become effective on the date accepted and shall continue in effect until terminated by either party on thirty days written notice. In the event of termination prior to the end of a semester the amount payable will be pro-rated for services rendered.
8. BCC reserves the right to terminate this agreement immediately in the event Dr. Rausch fails or refuses to perform his agreed upon responsibilities.
9. Dr. Rausch agrees to be available for calls from APRN, and/or RN and staff, for consultation and referrals in addition to the two hours on campus providing professional medical treatment and consultation required by College health Services students.

III. Provisions for Referral and Consultation

Registered Nurses are educationally prepared to determine when consultation or referrals are necessary in the primary care setting. They are responsible for obtaining and documenting consultations and the resulting care plans in the chart.

Consultation options consist of telephone contact with the physician, on site discussion or on site examination of the client by the physician. Clients can be referred to the collaborating physician's office or the local emergency room. Options are selected based upon the urgency and complexity of the presenting problem. If the advanced practice nurse is unsure of the appropriate disposition, she is to consult with the physician regarding this matter.

No medical specialists are on staff at the College Health Services. Referrals to providers in the community are made by the RN in collaboration with the physician if the RN feels this is necessary.

Services provided off-campus by Dr. Rausch are to be billed as separate from the annual compensation package previously outlined.

IV. Coverage for Emergency Absence of the APRN or RN

At any time when there is no RN or APRN on site clients are directed to contact the campus security department. That department will obtain emergency transport to the local hospital if necessary. Home telephone numbers of the director of the clinic are on file with key college personnel.

V. Coverage for Emergency Absence of the Physician

In the case of emergency absence of the collaborating physician, the RN will contact one of the other consulting physicians for the College Health Services or the physician colleague designated to cover for the absent physician.

VI. Resolution of Disagreement Between the APRN and Collaborating Physician Concerning Diagnosis and Treatment

Should disagreement arise between the APRN and the collaborating physician regarding diagnosis or treatment, one or more of the following means for resolution shall be followed. Such disagreement shall be communicated to the patient and documented by the APRN in the patient's chart. The physician shall be given the opportunity to speak to the patient or the patient's family directly in order to fully explain the treatment options.

Mechanisms to be used to resolve conflict are:

1. Consult with other physician and / or APRN colleagues affiliated with the clinic.
2. Refer to current professional literature (journals, research, and texts) appropriate to the area in question.
3. Consult with a specialist in the problem area.

VII. Review of Client Records by Collaborating Physician

Chart review with the collaborating physician occurs during each on-site visit by the physician. Client records are available at all times for physician review. Physicians are scheduled to be on campus at least once weekly or every other week, while classes are in session. It is the responsibility of the RN to bring to the attention of the collaborating physician any cases which may be in

question or where the expected clinical course is not resulting from initial treatment attempts.

VIII. Enforcement of Collaborative Agreement

The enforcement and monitoring of compliance with the guidelines of this document are vested with Bill Rinkenbaugh, Vice President of Student Services, Dr. Kimberly Krull, College President. Any complaints or failure of compliance with these guidelines should be brought to their attention for review and follow-up.

The parties agree to these terms and conditions for the term of the agreement unless modified in writing by all parties.

This agreement entered into the date and year stated below:

 7/29/2020
Physician Signature Date
Dr. Michael Rausch MD

 7/29/2020
RN at BCC Student Health Services Date
Jaime Sharp MS, RN, MLAC

 8/3/2020
BCC Vice President of Student Services Date
Bill Rinkenbaugh, Vice President

 8/5/2020
Butler County Community College Date
Dr. Kimberly Krull, College President

TOPIC for ACTION
Approval of Educational Affiliation Agreement for Nursing Programs

REPORT:

The purpose of this Educational Affiliation Agreement is to provide an agreement between Butler County Health Department and Butler Community College. This agreement specifically supports Nursing students in clinical observations.

RECOMMENDED ACTION:

Approval of this Educational Affiliation Agreement with Butler County Health Department and Butler Community College.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by:	Janet Schueller
Supervisor:	Lori Winningham
Date:	July 1, 2020

AGREEMENT
Between
BUTLER COMMUNITY COLLEGE
And
BUTLER COUNTY HEALTH DEPARTMENT

THIS AGREEMENT between the Butler Community College, hereinafter called College, and Butler County Health Department, entered into on this date, August 22, 2017 shall be effective for a period of three years. At least one month prior to the date of termination, both parties will review this agreement. Butler County Health Department and the College, both being desirous of cooperating in a plan to furnish clinical laboratory experience for students in nursing, do mutually agree on the following:

1. Butler County Health Department will maintain final decision-making authority in regard to patient care.
2. The College is responsible to assure that students assigned to the clinical facility meet Butler County Health Department's health standards.
3. Butler County Health Department will maintain the standards required for approval as a clinical laboratory area for nursing students in an accredited program in nursing.
4. Students and faculty of the College will abide by existing rules and regulations of the Health Department, insofar as they may pertain to their activities while in the Health Department.
5. Members of both Butler County Health Department nursing staff and the nursing faculty of the College will cooperate in concurrent and terminal evaluation of these experiences.
6. The College will provide the Health Department with an appropriate certificate of insurance reflecting that each Butler Community College nursing student and each faculty member, while performing any of the duties or services contemplated under this agreement, has professional liability insurance in a minimum amount of one million dollars (\$1,000,000) for each claim that may be asserted and three million dollars (\$3,000,000) annual aggregate.
7. Butler County Health Department will be held harmless from any and all liability for damages to any person and/or property of any and all persons resulting from the operations of the College's educational program.

WILLIAM JOHNSON
BUTLER COUNTY HEALTH DEPARTMENT
County Administrator

DATE

Dr. KIMBERLY KRULL
BUTLER COMMUNITY COLLEGE
President

DATE

ANITA MILLS
BUTLER COMMUNITY COLLEGE
Dean of Health, Education and Public Services
September 19, 2017

DATE

TOPIC for ACTION
Approval of Educational Affiliation Agreement for Nursing Programs

REPORT:

The purpose of this Educational Affiliation Agreement is to provide an agreement between Kansas Medical Center and Butler Community College. This agreement specifically supports Nursing and Allied Health students in clinical observations.

RECOMMENDED ACTION:

Approval of this Educational Affiliation Agreement with Kansas Medical Center and Butler Community College.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by:	Janet Schueller
Supervisor:	Lori Winningham
Date:	July 1, 2020

AFFILIATION AGREEMENT

This Agreement is made and entered into as of the 10 day of August.

BY AND BETWEEN **BUTLER COMMUNITY COLLEGE**

Hereinafter referred to as the "College"

AND **KANSAS MEDICAL CENTER**

Hereinafter referred to as the "Hospital"

FOR THE PERIOD August 10, 2020 – May 15, 2023

Hereinafter referred to as the "Academic Term."

Kansas Medical Center
1124 West 21st Street
Andover, Ks. 67002

Whereas the Hospital and the College are desirous of cooperating to provide clinical education experiences at the Hospital for students, both the Hospital and the College mutually agree as follows:

1. The Hospital will provide clinical experience situations as described in the Program curriculum and in accordance with the objectives to be provided by the School and agreed to in writing by the Hospital.
2. Both the Hospital and the College will cooperate in the continuing evaluation of the clinical affiliation.
3. The College shall provide the Hospital with the clinical learning experience and objectives for the Program and will plan the schedules and assignments in coordination with the Hospital coordinator. This shall include the number of students assigned to a clinical area and the nature and extent of the clinical work experiences.
4. The College will provide the necessary faculty who are competent teachers. Documentation of current license and faculty qualifications are filed in the College's Human Resource office.
5. The College will present a proposal for utilization of the facilities of the Hospital 30 days prior to the commencement of the clinical experience. Outlined in this proposal will be clinical experiences desired, Hospital resources required, time frames for clinical experiences, and an estimated number of students.
6. The College will retain direct responsibility for the control, supervision, and evaluation of its students.
7. The College will provide the Hospital with an appropriate certificate of insurance stating that each student, faculty member, or other agent of the College, while performing any of the duties or services arising in the performance of this Agreement shall have professional liability insurance in a minimum amount of one million dollars (\$1,000,000.00) per claim and three million dollars (\$3,000,000.00) per annual aggregate.

8. The College shall certify that students and faculty assigned to the clinical experience meet the Hospital's health standards and provide documentation to that effect. Admission will include background checks and certain health standards to be met by the College for each student and faculty, at no expense to the Hospital. The health standards to be met by the College for each student and faculty, at no expense to the Hospital, are as follows:

- A. Physical within the year.
- B. PPD T. B. test within the year, and, if positive, documentation of a negative chest x-ray.
- C. Documentation of 2 (two) MMR vaccinations. (Measles, Mumps, Rubella)
- D. Students with a potentially transmissible infection or disease may be restricted from participating in the clinical experience. Students presenting with a potentially transmissible infection or disease will be evaluated by the Medical Director of Employee Health and, when appropriate, the Hospital Epidemiologist to determine whether participation in the clinical experience is advisable based on safety issues of the individual student, other employees and patients. All medical information, treatments and counseling performed is confidential and any unauthorized disclosure is prohibited.

Students experiencing any of the following may not participate in the clinical experience:

- 1. Fever greater than 101 degrees;
- 2. Acute febrile upper respiratory infection, including Group A Streptococcal Infection;
- 3. Influenza
- 4. Acute Diarrhea
- 5. Herpes simplex*
- 6. Chickenpox, Pertussis, Measles, Mumps, Rubella
- 7. Draining abscesses, boils, impetigo
- 8. Acute viral hepatitis
- 9. Pulmonary tuberculosis
- 10. Scabies

- Restricted from caring for high risk patients until on treatment for 48 hours.


Any student restricted from participation in the clinical experience for any of the above stated infections or diseases must obtain a statement of release from the student's personal physician and the Medical Director of Employee Health before returning to a clinical setting.

- E. Clinical rotations for students with chronic and potentially transmissible infection(s) such as Hepatitis B, Hepatitis C or HIV infection, must be approved by the Medical Director of Infection Control or the Medical Director of Employee Health.

- F. The Infection Control Committee recommends that schools, colleges, and universities offering health-related programs with a clinical component require their students to have the Hepatitis B vaccine before clinical rotations begin. Students should be advised about the risk of Hepatitis B and the availability of a vaccination for Hepatitis B. The Hospital will require a waiver of notification from the student in the event there is a student, who upon being apprised of the risks of Hepatitis and the availability of the vaccine, refuses to be vaccinated.
9. The students will provide their own health insurance and will be responsible for emergency care provided to the student while at the Hospital.
10. Whenever possible, the Hospital will provide emergency care to the student(s) in case of accident or illness occurring in the Hospital at no cost to the Hospital.
11. The College agrees that all students will be requested to undergo training on the Health Insurance Portability and Accountability act (HIPAA) prior to their first clinical assignment.
12. The College assures that all students and faculty have completed a background check prior to any clinical assignment associated with the College.
13. The College agrees that each of the faculty, students, and other agents of the College, while participating in clinical activities, shall be governed by the Hospital's rules, policies, and procedures.
14. The College shall instruct the students to wear proper identification according to the specification of the Hospital.
15. The College will provide reasonable opportunity for Hospital staff to participate in curriculum activities related to the clinical experience.
16. The Hospital will designate a liaison person to represent it in all negotiations and transactions with the College.
17. The Hospital will provide reasonable opportunity to faculty of the College to serve as resource persons to the Hospital in matters contributing to the quality of patient care.
18. The Hospital will regard students of the College, when assigned for clinical experience, as having the status of learners and in the learner capacity will not impact the Hospital's staffing patterns.
19. The Hospital will provide a conference room for educational purposes, when available, for the faculty and students of the College in accordance with standard Hospital policy and procedures.

20. The Hospital will make available the clinical facilities specified along with necessary supplies and equipment for normal direct patient care in that specific area.
21. The Hospital will provide access to such information as indicated in the Educational Plan. The Hospital shall provide a statement of confidentiality to be signed by students, faculty, and other agents of the College that have access to this material when such a statement is deemed appropriate.
22. The Hospital will make available cafeteria services and reasonable parking space as available.
23. The Hospital will provide the opportunity for the faculty to be apprised of current policies through orientation, meetings and printed materials regarding such changes.
24. No less than four weeks in advance of the affiliation date, the College, in cooperation with the student(s), will notify the Hospital of any reasonable accommodation(s) required by any affiliating student(s) to allow the affiliating student(s) access to participate in the program. The Hospital will provide reasonable accommodation(s) to the affiliating student(s), and the College agrees to reimburse the Hospital the cost of such reasonable accommodation(s). The College further agrees to indemnify the Hospital for costs of liability associated with provision of reasonable accommodation(s).
25. The Hospital will retain the right to restrict a student, faculty member, or other agent of the College from participating in the clinical experience or from the Hospital grounds for good cause shown. The basis for such a restriction shall be presented in writing to the individual responsible for the clinical experience from the College. The Hospital does not discriminate on the basis of race, color, national origin, sex, age or handicap.
26. The Hospital reserves the right to terminate clinical experiences in specific areas.
27. This Agreement is intended to be effective for the above stated term and reviewed on an annual basis and may be renewed with the consent of the Hospital and the College.
28. Any and all provisions and appendices attached to this document and signed or initialed by the parties of this Agreement will be considered part of the Agreement between the Hospital and the College.
29. Notwithstanding any other provision in this Agreement, it may be terminated, without cause, by written notice delivered by either party to the other, not less than ninety (90) days prior to the termination date stated in said notice. The Hospital reserves the right to terminate this Agreement for cause at any time after providing the College with ten (10) days post notice to correct the alleged problem or stated cause for termination in a manner satisfactory to the Hospital.

For the Hospital:


JOY STEPHENSON, RN, MN
Chief Nursing Officer
Kansas Medical Center
1124 W. 21st St.
Andover, Ks. 67002

7.21.2020
Date

For the College:

DR. KIMBERLY KRULL, PhD
President
Butler Community College

Date

JANET M SCHUELLER, RN, MSN
Interim Associate Dean of Nursing & Allied Health
Butler Community College
901 S. Haverhill Rd.
El Dorado, Ks. 67042

Date

TOPIC for ACTION
Approval of Educational Affiliation Agreement for Nursing Programs

REPORT:

The purpose of this Educational Affiliation Agreement is to provide an agreement between Kansas Spine Hospital and Butler Community College. This agreement specifically supports Nursing students in clinical observations.

RECOMMENDED ACTION:

Approval of this Educational Affiliation Agreement with Kansas Spine Hospital and Butler Community College.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by:	Janet Schueller
Supervisor:	Lori Winningham
Date:	July 1, 2020

AGREEMENT

Between

BUTLER COMMUNITY COLLEGE

And

KANSAS SPINE & SPECIALTY HOSPITAL, LLC.

This agreement between the Butler Community College, hereinafter called College, and Kansas Spine & Specialty Hospital, LLC, hereinafter called the Hospital, entered into on August 10, 2020 shall be effective for a period of three (3) years. This agreement may, however, be terminated at an earlier date by either party giving the other ninety (90) days' notice in writing prior to the termination date stated in said notice. Any extension of the period to be covered by this agreement beyond the three (3) years shall be agreed to in writing by the parties hereto.

The Hospital and the College, both being desirous of cooperating in a plan to provide clinical education experiences for nursing students, both mutually agree as follows:

1. The College assumes full responsibility for offering the nursing curriculum and other related courses. Its nursing faculty will be qualified both as teachers and as competent Registered Nurse Practitioners in the State of Kansas.
2. The Hospital will maintain the standards required for a surgical specialty Hospital by the State of Kansas.
3. The Hospital will make available to the students of the College the clinical facilities of the institution including necessary equipment and supplies for giving direct care to patients, will provide adequate classroom and conference room space, and will allow for the use of available instructional material.
4. The nursing faculty of the College will plan and conduct all classroom and directed learning experiences of the students. They will go through the Hospital's administration for making plans for observation and practice and will notify the Hospital's administration in advance of its planned schedule of classes, including date, number of students, and types of experiences.
5. The College will provide instructor(s) for teaching and supervision of students assigned to directed learning experiences and retains direct responsibility for the control, supervision, and evaluation of its students.
6. The Hospital will provide adequate staffing in the clinical areas so that no student or faculty member will be expected to give service to patients in the Hospital

apart from that rendered for its educational value as a part of the planned nursing curriculum.

7. Students and faculty of the College will abide by existing rules and regulations of the Hospital insofar as they may pertain to their activities while in the Hospital. The College will assume the responsibility for maintaining discipline among its students and will consider any breach in confidentiality to be an infraction of the rules and regulations of the Hospital calling for appropriate discipline.
8. The Hospital will provide an opportunity for the faculty to keep up-to-date with nursing policies by attending appropriate meetings and receiving bulletins regarding changes.
9. Members of both the Hospital nursing staff and the nursing faculty of the College will cooperate in concurrent and terminal evaluation of these experiences.
10. The College will provide the Hospital with an appropriate certificate of insurance stating that each student, faculty member, or other agent of the College, while performing any of the duties or services arising in the performance of this Agreement, shall have liability insurance in a minimum amount of one million dollars (\$1,000,000.00). A copy of the policy or a certificate of insurance providing coverage to cover the Academic Term is to be attached to this Agreement. The College will hold the Hospital harmless from any and all persons resulting from the operations of the College's educational program including the faculty and students.
11. The Hospital agrees to provide liability coverage for the operation of its Hospital and to save and hold harmless the College for and against any and all liability for damages to any person and/or property of any and all persons resulting from the operations of the Hospital, exclusive of the services performed by the College, its faculty, and students hereunder.
12. The Hospital will regard students of the College, when assigned for clinical experience, as having the status of learners who will not replace Hospital employees.
13. The Hospital is responsible for the overall supervision and delivery of nursing care.
14. The Hospital will retain the right to restrict a student, faculty member, or other agent of the College from participating in the clinical experience or from the Medical Center grounds for good cause shown. The basis for such a restriction shall be presented in writing to the individual responsible for the clinical experience from the College.

BUTLER COMMUNITY COLLEGE

DR. KIMBERLY KRULL
President

Date

Janet M Schueller, RN, MSN.
Interim Associate Dean of Nursing &
Allied Health

Date

KANSAS SPINE & SPECIALTY HOSPITAL LLC.

THOMAS SCHMITT
Chief Executive Officer

Date

JOHN COSLETT, RN, BSH
Chief Nursing Officer

Date

TOPIC for ACTION
Approval of Educational Affiliation Agreement for
Nursing and Allied Health Programs

REPORT:

The purpose of this Educational Affiliation Agreement is to provide an agreement between Susan B. Allen Memorial Hospital and Butler Community College. This agreement specifically supports Nursing and Allied Health students in clinical observations.

RECOMMENDED ACTION:

Approval of this Educational Affiliation Agreement with Susan B. Allen Memorial Hospital and Butler Community College.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by:	Janet Schueller
Supervisor:	Lori Winningham
Date:	July 1, 2020

AGREEMENT
Between
BUTLER COMMUNITY COLLEGE
and
SUSAN B. ALLEN MEMORIAL HOSPITAL

THIS AGREEMENT between the Butler Community College, hereinafter called College, and Susan B. Allen Memorial Hospital, hereinafter called Hospital, entered into on this date, August 10, 2020 shall be effective for a period of three years, until May 15, 2023. At least three months prior to the date of termination, this agreement will be reviewed by both parties to the agreement.

The Hospital and the College, both being desirous of cooperating in a plan to furnish clinical laboratory experience for students in nursing, do mutually agree on the following:

1. The College assumes full responsibility for offering an accredited nursing education program. Its nursing faculty will be qualified both as teachers and as competent registered nurses.
2. The Hospital will maintain the standards required for approval as a clinical laboratory area for nursing students in an accredited program in nursing.
3. The Hospital will make available to the students of the college the clinical facilities of the institution including necessary equipment and supplies for giving nursing care, will provide adequate classroom and conference room space and will allow for the use of available instructional material.
4. Students and faculty of the College will be provided with locker facilities as available in the Hospital and, at their own expense, may use the food services of the Hospital.
5. The nursing faculty of the college will plan and conduct all clinical laboratory experiences of the students. They will go through the Hospital's nursing administration for making plans for observation and/or practice and will notify the hospital's nursing administration in advance of its planned schedule of student assignments to clinical areas; including dates, number of students, and types of experience.
6. The College will provide instructors for teaching and supervision of students assigned to the clinical area unless in specific instances other provisions are made.
7. The Hospital will provide adequate staffing in the clinical areas so that no student or faculty member will be expected to give service to patients in the Hospital apart from that rendered for its educational value as part of the planned nursing education program.
8. Students and faculty of the college will abide by existing rules and regulations of the Hospital insofar as they may pertain to their activities while in the Hospital.
9. The College will provide adequate orientation to the educational program for the Hospital staff.

10. The Hospital will provide an opportunity for the faculty to keep up-to-date with nursing policies by attending appropriate meetings and receiving bulletins regarding changes.
11. Members of both the Hospital nursing staff and the college nursing faculty will cooperate in concurrent and terminal evaluation of these experiences.
12. The students have met the requirements for TB tests, Tetanus, Chicken Pox, MMR, and Hepatitis B vaccinations (or waiver). The records will be provided for review by the Susan B. Allen Memorial Hospital Employee Health nurse and the records will be on file in the BCC College Health Services office. The Susan B. Allen Memorial Hospital policy: HEALTH AND SAFETY REQUIREMENTS FOR CLINICAL STUDENTS is attached as reference,
13. The students have been oriented regarding blood and body fluid pathogens and the Hospital policy in the event of a blood/body fluid exposure.
14. If a student is injured while at Hospital they will report to the Emergency Room. The student and/or their health insurance are responsible for payment. The student will report the event to the school.
15. The College agrees to provide proper liability coverage for the student and faculty for all acts committed or not committed and the Hospital will be held harmless from any and all liability for damages to any person and/or property of any and all persons resulting from the operations of the College's education program.
16. The Hospital shall retain the responsibility for nursing care and related duties through the Department of Nursing when students are participating in patient care.

DR. KIMBERLY KRULL, PhD. President Butler Community College	date
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Janet M Schueller, RN, MSN. Interim Associate Dean of Nursing & Allied Health Butler Community College	date
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Jeff Egbert Interim PRESIDENT/C.E.O. Susan B. Allen Memorial Hospital	date
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CECILIA B. GOEBEL, RN, BSN, MHS CHIEF NURSING OFFICER Susan B. Allen Memorial Hospital	date
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HEALTH AND SAFETY REQUIREMENTS FOR CLINICAL STUDENTS AT SUSAN B. ALLEN MEMORIAL HOSPITAL

This policy applies to any type of student working in a clinical setting or who will have patient contact at Susan B. Allen Mem. Hospital.

I. Immunizations required:

- **MMR** – two doses of MMR vaccine or laboratory proof of immunity.
- **Hepatitis B** vaccination series – this is optional but strongly encouraged.
- **Td/Tdap** – one age appropriate dose within the last 10 years.
- **Chicken Pox** - proof of having received two doses of vaccine (Varivax) or laboratory evidence of immunity (Varicella IgG Titer).
- **Influenza** – either vaccination with attenuated vaccine (IM/Intradermal) or live virus vaccine (Intranasal).
 - **If the students or practitioners are at Susan B. Allen Memorial Hospital during the time of our influenza vaccination campaign, they will be provided a free dose of influenza vaccine.**

II. Testing required:

- **TB** - two step testing initially by the PPD Mantoux method. Yearly testing done thereafter. The reading must be documented in terms of “mm”, not just the word “negative”. **OR**
- **Laboratory testing** – a T Spot test done within the previous 6 months or a Quantiferon TB test done within the previous 6 months.
- **Persons with a Positive TB test results** – baseline CXR.

III. Blood and body fluid knowledge:

- **Orientation/class** – letter or proof of orientation/class covering blood and body fluid pathogens.
- **Knowledge of Susan B. Allen Mem. Hospital policy** for students in the event of a blood/body fluid exposure.

Steps to take if a blood or body exposure event occurs while at Susan B. Allen Mem. Hospital.

- 1.** First aid should be done to reduce the risk of transmission for bloodborne pathogens (such as HIV) following exposure
 - a) For percutaneous (needlestick/sharp object) injury:
 1. Allow the puncture to bleed freely up to 5 minutes to clean itself out, unless there is profuse bleeding.

2. Wash your hands with soap or antibacterial cleanser to prevent infection.
3. Rinse the puncture wound for 5 minutes with soap and water. If wound continues to bleed, apply gentle pressure if there is no object present.
4. Look for objects inside the wound. If found, don't remove it, go to the Emergency Department.

b) Non-intact skin exposure:

1. Wash with soap and running water or antiseptic if water is not available.

c) Mucous membrane exposure:

1. Irrigate copiously with tap water, sterile saline, or sterile water for 10-15 min.
- 2.** Go to the ER for treatment if desired.
 - The student and/or the student's health insurance will be responsible for payment.
- 3.** If the student decides not to go to the ER:
 - The student must contact EXT. 8743 to report the exposure event.
- 4.** Inform the person responsible from your school of the event.

IV. **If a student is injured while at Susan B. Allen Mem. Hospital:**

- 1.** Report to the ER if desired.
 - The student and/or their health insurance are responsible for payment.
- 2.** Report the event to the person responsible from your school.
- 3.** If the student decides not to go to the ER:
 - The student must contact EXT. 8743 to report the event.

V. **Students should not have patient contact if they have:**

- 1.** Draining abscesses or boils (until drainage stops)
- 2.** Impetigo (until crusts are gone)
- 3.** Herpes zoster (shingles)*
- 4.** Elevated temperature = to or > 100 degrees orally
- 5.** Sore throat with fever
- 6.** Cough with purulent production
- 7.** Diarrhea/vomiting*
- 8.** Conjunctivitis
- 9.** Influenza *
- 10.** Upper respiratory infection*
- 11.** Herpes Simplex*

*Student should be evaluated on an individual basis for restriction based upon history of illness and according to work area.

TOPIC for ACTION
Approval of Educational Affiliation Agreement for Nursing Programs

REPORT:

The purpose of this Educational Affiliation Agreement is to provide an agreement between Harry Hynes Hospice and Butler Community College. This agreement specifically supports Nursing students in clinical observations.

RECOMMENDED ACTION:

Approval of this Educational Affiliation Agreement with Harry Hynes Hospice and Butler Community College.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by:	Janet Schueller
Supervisor:	Lori Winningham
Date:	July 1, 2020

AGREEMENT

Between

BUTLER COMMUNITY COLLEGE

And

HARRY HYNES ACUTE HOSPICE

This agreement between the Butler Community College, hereinafter called College, and Harry Hynes Acute Hospice, hereinafter called the Facility, entered into on August 10, 2020 shall be effective for a period of three (3) years. At least three months prior to the date of termination, both parties to the agreement will review this agreement.

The Facility and the College, both being desirous of cooperating in a plan to provide clinical education experiences for nursing students, both mutually agree as follows:

1. The Facility will maintain final decision-making authority in regard to patient care.
2. The College is responsible to assure that students assigned to the clinical facility meet the Facility's health standards.
3. The Facility will maintain the standards required for approval as a clinical laboratory area for nursing students in an accredited program in nursing.
4. Students and faculty of the College will abide by existing rules and regulations of the Facility, insofar as they may pertain to their activities while in the Facility.
5. Members of both the Facility nursing staff and the nursing faculty of the College will cooperate will cooperate in concurrent and terminal evaluation of these experiences.
6. The College will provide the Facility with an appropriate certificate of insurance reflecting that each Butler Community College student and each faculty member, while performing any of the duties or services contemplated under this agreement, has professional liability insurance in a minimum amount of the one million dollars (\$1,000,000) for each claim that may be asserted and three million dollars (\$3,000,000) annual aggregate.
7. The Facility will be held harmless from any and all liability for damages to any person and/or property of any and all persons resulting from the operations of the College's educational program.

BUTLER COMMUNITY COLLEGE

Dr. Kimberly Krull 8/26/2020
DR. KIMBERLY KRULL Date
President

^{MEMORIAL}
HARRY HYNES ACUTE HOSPICE

Gerry Kersch August 18, 2020
President Date

Janet M. Schueller 8/24/20
Janet M Schueller, RN, MSN. Date
Interim Associate Dean
Of Nursing & Allied Health

Thomas Welk Aug. 18, 2020
Thomas Welk Date
Director of Professional Education

TOPIC for ACTION
Approval of Educational Affiliation Agreement for Nursing Programs

REPORT:

The purpose of this Educational Affiliation Agreement is to provide an agreement between Kansas Heart Hospital and Butler Community College. This agreement specifically supports Nursing students in clinical observations.

RECOMMENDED ACTION:

Approval of this Educational Affiliation Agreement with Kansas Heart Hospital and Butler Community College.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by:	Janet Schueller
Supervisor:	Lori Winningham
Date:	July 1, 2020

AFFILIATION AGREEMENT

This Agreement is made and entered into as of the 10 day of August.

BY AND BETWEEN

BUTLER COMMUNITY COLLEGE
901 S. Haverhill Road
El Dorado, Ks. 67042

Hereinafter referred to as the "College"

AND

KANSAS HEART HOSPITAL, L.L.C.
3601 N. Webb Road
Wichita, Kansas 67226

Hereinafter referred to as the "KHH"

FOR THE PERIOD

August 10, 2020 to May 15, 2023

Hereinafter referred to as the "Academic Term."

KANSAS HEART HOSPITAL, L.L.C.
3601 N. Webb Road
Wichita, Kansas 67226

Whereas the Hospital and the College are desirous of cooperating to provide clinical education experiences at the KHH for students, both the KHH and the College mutually agree as follows:

1. The KHH and the College will jointly develop an Educational Plan which outlines the dual and individual roles, responsibilities and authorities of each institution to be completed ninety (90) days in advance of the clinical experience.
2. Both the KHH and the College will cooperate in the continuing evaluation of the clinical affiliation.
3. The College will assume full responsibility for offering an educational program.
4. The College will provide the necessary faculty who are competent teachers. Documentation of current license will be filed with the Medical Center upon their request.
5. The College will present a proposal for utilization of the facilities of the KHH 120 days prior to the commencement of the clinical experience. Outlined in this proposal will be clinical experiences desired, KHH resources required, time frames for clinical experiences, and an estimated number of students.
6. The College will retain direct responsibility for the control, supervision, and evaluation of its students.
7. Annually, the College will provide the KHH with an appropriate certificate of insurance stating that each student, faculty member, or other agent of the College, while performing any of the duties or services arising in the performance of this Agreement shall have professional liability insurance in a minimum amount of one million dollars (\$1,000,000.00) per claim and three million dollars (\$3,000,000.00) per annual aggregate.
8. The College shall certify that students and faculty assigned to the clinical experience meet the KHH's health standards and provide documentation to that effect. The health standards to be met by the College for each student and faculty, at no expense to KHH, are as follows:
 - A. Physical within the year.
 - B. PPD T. B. test within the year, and, if positive, documentation of a negative chest x-ray.
 - C. Documentation of 2 (two) MMR vaccinations. (Measles, Mumps, Rubella)
 - D. Students with a potentially transmissible infection or disease may be restricted from participating in the clinical experience. Students presenting with a potentially transmissible infection or disease will be evaluated by the KHH of Employee Health and, when appropriate, the KHH Epidemiologist to determine whether participation in the clinical experience is advisable based on safety issues of the individual student, other employees and patients. All medical information, treatments and counseling performed is confidential and any unauthorized disclosure is prohibited.

Students experiencing any of the following may not participate in the clinical experience:

1. Fever greater than 101degrees;
2. Acute febrile upper respiratory infection, including Group A Streptococcal Infection;
3. Influenza
4. Acute Diarrhea
5. Herpes simplex*
6. Chickenpox, Pertussis, Measles, Mumps, Rubella
7. Draining abscesses, boils, impetigo
8. Acute viral hepatitis
9. Pulmonary tuberculosis
10. Scabies


- Restricted from caring for high risk patients until on treatment for 48 hours.

Any student restricted from participation in the clinical experience for any of the above stated infections or diseases must obtain a statement of release from the student's personal physician and the KHH of Employee Health before returning to a clinical setting.

- E. Clinical rotations for students with chronic and potentially transmissible infection(s) such as Hepatitis B, Hepatitis C or HIV infection, must be approved by the KHH Director of Infection Control or the KHH Director of Employee Health.
 - F. The Infection Control Committee recommends that schools, colleges, and universities offering health-related programs with a clinical component require their students to have the Hepatitis B vaccine before clinical rotations begin. Students should be advised about the risk of Hepatitis B and the availability of a vaccination for Hepatitis B. The KHH will require a waiver of notification from the student in the event there is a student, who upon being apprised of the risks of Hepatitis and the availability of the vaccine, refuses to be vaccinated.
9. The College shall recommend that each student maintains medical insurance coverage for illness or injury while participating in the clinical experience and all College-related activities at the KHH.
 10. Whenever possible, the KHH will provide emergency care to the student(s) in case of accident or illness occurring in the KHH at no cost to KHH.
 11. The College agrees that each of the faculty, students, and other agents of the College, while participating in clinical activities, shall be governed by the KHH's rules, policies, and procedures.
 12. The College shall instruct the students to wear proper identification according to the specification of the KHH.

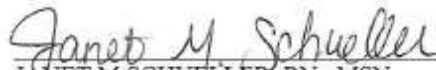
13. The College will provide reasonable opportunity for KHH staff to participate in curriculum activities related to the clinical experience.
14. The KHH will designate a liaison person to represent it in all negotiations and transactions with the College.
15. The KHH will provide reasonable opportunity to faculty of the College to serve as resource persons to the Hospital in matters contributing to the quality of patient care.
16. The KHH will regard students of the College, when assigned for clinical experience, as having the status of learners and in the learner capacity will not impact the KHH's staffing patterns.
17. The KHH will provide a conference room for educational purposes, when available, for the faculty and students of the College in accordance with standard KHH policy and procedures.
18. The KHH will make available the clinical facilities specified in the Educational Plan along with necessary supplies and equipment for normal direct patient care in that specific area.
19. The KHH will provide access to such information as indicated in the Educational Plan. The KHH shall provide a statement of confidentiality to be signed by students, faculty, and other agents of the College that have access to this material when such a statement is deemed appropriate.
20. The KHH will make available cafeteria services and reasonable parking space as available.
21. The KHH will provide the opportunity for the faculty to be apprised of current policies through orientation, meetings and printed materials regarding such changes.
22. No less than four weeks in advance of the affiliation date, the College, in cooperation with the student(s), will notify the Hospital of any reasonable accommodation(s) required by any affiliating student(s) to allow the affiliating student(s) access to participate in the program. The KHH will provide reasonable accommodation(s) to the affiliating student(s), and the College agrees to reimburse the KHH the cost of such reasonable accommodation(s). The College further agrees to indemnify the KHH for costs of liability associated with provision of reasonable accommodation(s).
23. The KHH will retain the right to restrict a student, faculty member, or other agent of the College from participating in the clinical experience or from the KHH grounds for good cause shown. The basis for such a restriction shall be presented in writing to the individual responsible for the clinical experience from the College. The KHH does not discriminate on the basis of race, color, national origin, sex, age or handicap.
24. The KHH reserves the right to terminate clinical experiences in specific areas.

25. This Agreement is intended to be effective for the above stated term and reviewed on an annual basis and may be renewed with the consent of the KHH and the College.
26. Any and all provisions and appendices attached to this document and signed or initialed by the parties of this Agreement will be considered part of the Agreement between the KHH and the College.
27. Notwithstanding any other provision in this Agreement, it may be terminated, without cause, by written notice delivered by either party to the other, not less than ninety (90) days prior to the termination date stated in said notice. The KHH reserves the right to terminate this Agreement for cause at any time after providing the College with ten (10) days post notice to correct the alleged problem or stated cause for termination in a manner satisfactory to the KHH.

 8/27/2020
THOMAS L. ASHCOM, MD., PhD. Joya Heilmeyer Date
Chief Executive Officer Chief Operating Officer
Kansas Heart Hospital

DR. KIMBERLY KRULL
President
Butler Community College

Date

 _____
JANET M SCHUELLER, RN., MSN.,
Interim Associate Dean of Nursing &
Allied Health
Butler Community College

8/31/2020
Date

SUPPLEMENTAL INFORMATION

Office of Research and Institutional Effectiveness

215 BOE

(316) 322.3338

**Butler Community College Key Performance Indicators**

KPI	Definition	Goal	CURRENT OUTCOME
Completion (Grad rates and transfer rates) <i>Updated in spring</i>	IPEDS Graduation Rate (First-time, Full-Time, Degree-Seeking; 150%)	Increase graduation of FT/FT, degree-seeking students from 24% to 34% by 2020	Graduation rate= 26% Transfer rate = 30% (2018 = 26%; Transfer = 26%)
Completion (Credential awards) <i>Preliminary update – late fall; final update - spring</i>	Annual production of certificates and degrees	Increase the award of degrees and certificates from 1,415 to 1,557 by 2020	1,513 (1,496 in AY 2018)
Retention <i>Updated in spring</i>	IPEDS Fall Enrollment Report; retention of first-time, full-time, degree-seeking students from fall to fall	Increase retention of FT/FT, degree-seeking students to 71% by 2020	60 % (2018 = 60 %)
CTE placement rates <i>Updated in spring</i>	Job placements of completers/leavers of Butler CTE programs	Exceed 79%	76.3% (2018 = 77%)
Transfer GPA <i>Updated in spring</i>	GPA of Butler transfers to WSU compared to native students	Exceed native GPA	Average GPA of new Butler transfers = 3.22; average hours transferred=49.85; peer basket average GPA 3.23 and 47.89 hours transferred. (Fall 2017 Average GPA of new Butler transfers = 3.20; average hours transferred 48.74; peer basket average GPA 3.17 and 47.35 hours transferred).

KBOR PERFORMANCE AGREEMENT OUTCOMES

GOAL	KBOR Mandated Baseline	OUTCOME Year 2
Increase third party industry credentials	1012	1121
ALP success rates	63.1%	58.3%
Increase STEM credentials	302 AAS and Certificates	294
Improve College Algebra pass rates	65.2%	69.8%
First year retention	62.4%	65.4%

Butler Community College
Statement of Revenue, Expenditures, Other Changes
As of 8/31/2020

FISCAL YEAR 21, PERIOD 02
Operating Funds 1100, 1200, 1500

	2021				2020			
	Budget	Actual	Variance (Over)Under	Percent of Budget	Budget	Actual	Variance (Over)Under	Percent of Budget
REVENUES:								
Tuition/Fees	18,125,340	4,878,336	13,247,004	26.91%	20,243,112	9,292,904	10,950,208	45.91%
Local Sources	13,252,728	0	13,252,728	0.00%	14,648,337	0	14,648,337	0.00%
State Sources	15,225,128	7,831,317	7,393,811	51.44%	15,870,398	7,635,503	8,234,895	48.11%
Auxiliary Sources	17,724	9,300	8,424	52.47%	17,724	8,190	9,534	46.21%
Other Sources	793,136	137,836	655,300	17.38%	1,042,959	163,676	879,283	15.69%
Transfers	475,463	0	475,463	0.00%	375,294	0	375,294	0.00%
TOTAL REVENUES:	47,889,519	12,856,788	35,032,731	26.85%	52,197,824	17,100,273	35,097,551	32.76%
EXPENSES:								
Instruction	15,668,854	978,910	14,689,944	6.25%	15,847,185	1,065,620	14,781,565	6.72%
Other Expenditures	0	0	0	0.00%	0	0	0	0.00%
Public Service	0	0	0	0.00%	0	0	0	0.00%
Academic Support	3,477,528	462,691	3,014,837	13.31%	3,547,042	522,371	3,024,671	14.73%
Student Services	6,306,433	649,556	5,656,877	10.30%	6,528,459	970,842	5,557,617	14.87%
Institutional Support	16,524,516	4,201,772	12,322,744	25.43%	17,803,169	4,415,110	13,388,059	24.80%
Physical Plant Operations	3,567,077	502,080	3,064,997	14.08%	3,314,924	433,944	2,880,980	13.09%
Student Financial	3,655,385	151,524	3,503,861	4.15%	3,710,385	114,730	3,595,655	3.09%
Auxiliary Enterprise	1,400	1,980	(580)	141.43%	265,000	0	265,000	0.00%
TOTAL EXPENSES:	49,201,193	6,948,514	42,252,679	14.12%	51,016,164	7,522,617	43,493,547	14.75%
TRANSFERS AMONG FUNDS:								
Mandatory Transfers	873,908	399,319	474,589	45.69%	1,468,174	391,782	1,076,392	26.68%
Non-Mandatory Transfers	512,273	0	512,273	0.00%	615,000	0	615,000	0.00%
TOTAL TRANSFERS:	1,386,181	399,319	986,862	28.81%	2,083,174	391,782	1,691,392	18.81%
NET INCREASE/DECREASE IN NET ASSETS	(2,697,855)	5,508,955			(901,514)	9,185,873		
Fund Balances, Beginning of year	8,182,960	8,182,960			7,135,350	7,135,350		
Fund Balances, End of Period	<u>5,485,105</u>	<u>13,691,915</u>			<u>6,233,836</u>	<u>16,321,224</u>		

Statement of Revenue, Expenditures, and Other Changes

REVENUES:

Tuition/Fees

In-County, In-State, Out-State, International Tuition, Tuition Waivers, Continuing Ed Fees, Nursing Fees, Auto Tech Uniform Fees, International Student Processing Fees, Online Course Fees, Enrollment Fees, Student Health Fees, and Athletic Scholarship Fees

Local Sources

Ad Valorem Taxes, Taxes-in-Process, Delinquent Taxes, Motor Vehicle Taxes, and other Local Taxes

State Sources

State Operating Grant and SB155 Funding

Auxiliary Sources

Dorm Rental – Fire Science students

Student Life and EduCare Fund Revenue (not applicable to Operating Funds)

Other Sources

Interest Income, Reimbursements, Commissions, Gate Receipts, Deferment Fees, Media Resource Fees, and Prior Year Claims Cancelled

Transfers

Testing Fees Transfer for Administration, Transcript Fees Transfer for Advising, and Residence Hall Debt Transfer

EXPENSES:

Instruction

General, Vocational and Adult Instruction

Other Expenditures

Parking and Agency Funds (not applicable to Operating Funds)

Academic Support

Library, Academic Administration, Curriculum Development

Student Services

Counseling, Financial Aid, Student Records, Admissions, Health Services, Student Activities, and Student Services

Institutional Support

Executive Management, Fiscal Operations, Community/Public Relations, Information Services, and Administrative Services

Physical Plant Operations

Maintenance of Buildings, Equipment, Grounds, Debt Service

Student Financial

Scholarships and Grants

Auxiliary Enterprise

Operating Support of EduCare Center

Transfers

Debt Service Payments, Operating Support to ABE, BETA, and Grizzly Adventures, Annual Transfers to Development, Facilities, and Technology Funds

THANK YOU NOTES

Board of Trustees,

I may have grown up in the Butler family; however, I know that the connections that were made from various faculty members and donors at the college were some of the greatest possible connections I could have made. You board members have given me among many other students great opportunities and experiences that are unachievable without your support. Many students during this trying time of COVID-19 have expressed overwhelming gratitude for the support of you board members gave to us students. Keeping us safe and healthy while also keeping our college experience in mind was an amazing sight to see and made me very proud to say I was a student at Butler. This fall I will be attending the University of Missouri - St. Louis on order to further pursue my degree in music education. This has always been my passion and I was given excellent training from various faculty and staff to prepare me for this transition. In the past few months alone, I've seen that Butler was the perfect option for me to get ready to face the challenges of moving away from home to a completely new environment. I continue to pride myself on the education I received from Butler and wouldn't be where I am without the overwhelming support of all of the board of trustees members. I hope to graduate with my bachelor's in music education in May of 2022 and the scholarship I received to transfer to UMSL has help offset some of the financial burden that comes with going to an out of state college. Thank you again for the support over these past two years and I am forever thankful for the opportunities given due to that support. I hope someday to come back to Butler to give back to the students in a way that is sufficient to what I was given.

Sam Rinkenbaugh

Dr. Krull –

Thank you for your great leadership while I have been employed with Butler. Also, thank you for allowing my family and I to hold such a wonderful celebration in honor of my dad. I will never forget all the kindness & generosity I was blessed with. I am HONORED to be a Grizzly and for the time I have had at Butler. Wishing you nothing but positivity and success!

- Misty Walton

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

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 TRUSTEES
October Board Finance Committee Tour of Andover 5000 Building	Tuesday, October 13, 3:30 p.m. Grizzly Den	ALL TRUSTEES
October Board Meeting Andover 5000 Building	Tuesday, October 13, 4:30 p.m. Kanza Meeting Room	ALL TRUSTEES

2020-2021 Board Meeting Dates

Tuesday, September 8, 2020
 Tuesday, October 13, 2020
 Tuesday, November 10, 2020
 Tuesday, December 8, 2020
 Tuesday, January 12, 2021
 Tuesday, February 9, 2021
 Tuesday, March 9, 2021
 Tuesday, April 13, 2021
 Tuesday, May 11, 2021
 Tuesday, June 8, 2021
 Tuesday, July 13, 2021

LOOKING AHEAD

November Board Finance Committee	Tuesday, November 10, 3:30 p.m. President's Conference Room	Lance Lechtenberg Shelby Smith
November Board Meeting	Tuesday, November 10, 4:30 p.m. Dankert Board Room	ALL TRUSTEES
December Board Finance Committee	Tuesday, December 8, 3:30 p.m. President's Conference Room	Lance Lechtenberg Shelby Smith
December Board Meeting	Tuesday, December 8, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

Fall 2020 ACTIVITY CALENDAR

E.B. White Gallery of Art Armando Minarez Exhibit Reception	August 21 – October 3 Thur, September 17 @ 6:00 p.m.
Cross Country @ Ollie Isom Invitational	Fri, September 11 @ 4:00 p.m.
Cross Country @ Muthama-Rogers Cross Country Invite	Sat, September 19 @ 10:00 a.m.
Cross Country @ Emporia State Invitational	Fri, October 2 @ 5:45 p.m.
E.B. White Gallery of Art Faculty Biennial Exhibit Reception	October 9 – November 19 Thur, November 19 @ 6:00 p.m.
Cross Country @ Tiger Open	Sat, October 10 @ 9:00 a.m.
Spring 2021 Enrollment Begins	Mon, October 26
Cross Country @ Region VI Championships	Sat, October 31 @ 10:00 a.m.
Celebration of Freedom Parade	Sat, November 7 Downtown El Dorado
Celebration of Freedom Concert	Sun, November 8 @ 7:00 p.m. Location TBD
Instrumental Music Chamber Concert (Woodwind & Brass)	Tues, November 10 @ 7:30 p.m.
Cross Country @ NJCAA National Championships	Sat, November 14
High School Show Choir Festival Concert	Mon, November 16 @ 7:00 p.m.
Dance Showcase	Thur, November 19 @ 7:00 p.m.
Fall Semester Ends	Tues, November 24
Thanksgiving Break – College Closed/No Classes	November 25-27
Summer 2021 Enrollment Begins	Mon, November 30
Grades Due by Noon	Tues, December 1
Winter Break – College Closed	December 22 – January 3
Martin Luther King, Jr Day – College Closed	Mon, January 18
First Day of Spring Classes	Tues, January 19
E.B. White Gallery of Art Dane Jones & Erin Raux Exhibit Reception	January 29 – March 26 Thur, February 18 @ 6:00 p.m.
Music Theatre of Wichita & Wichita Symphony Orchestra with the Butler Community College Concert Choir	Sat, February 13 Sun, February 14 For more information: www.wso.org
Children's Theatre Production TBD	Sat, February 20 @ 2:00 p.m.
Spring Break – No Classes	March 15 – 19
Fall 2021 Enrollment Begins	Mon, March 22
Institutional Development Day – No Classes	Thur, April 1
College Closed/No Classes	Fri, April 2
E.B. White Gallery of Art Annual Student Juried Exhibit Reception	April 15 – May 7 Thur, April 15 @ 6:00 p.m.

Theatre Production 4 - TBA	Thur, April 15 @ 7:30 p.m. Fri, April 16 @ 7:30 p.m. Sat, April 17 @ 2:00 & 7:30 p.m.
Instrumental Music Spring Concert	Fri, April 23 @ 7:30 p.m. Sat, April 24 @ 7:30 p.m.
Vocal Concert #4	Thur, April 29 @ 7:30 p.m. Fri, April 30 @ 7:30 p.m. Sat, May 1 @ 2:00 & 7:30 p.m.
Woodwind Chamber Recital	Mon, May 3 @ 7:30 p.m.
Brass Chamber Recital	Tues, May 4 @ 7:30 p.m.
Percussion Chamber Recital	Wed, May 5 @ 7:30 p.m.
Dance Showcase	Thur, May 6 @ 7:00 p.m.
Student Art Sale	Tues, May 11 10:00 a.m. – 4:00 p.m.
Commencement	Fri, May 14 @ 7:00 p.m.
Grades Due by Noon	Mon, May 17
Memorial Day – College Closed	Mon, May 31
Summer Semester Begins	Mon, June 7
Summer Semester Ends	Fri, July 30

ADJOURNMENT

MOTION: By _____
Chair Howell I move that the Board meeting be adjourned.

CALL FOR A SECOND: Trustee _____

CALL FOR A VOTE

MEETING ADJOURNED @ _____ **A.M.**