

**BUTLER COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR BOARD MEETING  
4:30 p.m., November 10, 2020 – Dankert Board Room**

(A video record of the meeting can be found at <https://youtu.be/lac5RoxK8Dk>)

**STAFF ATTENDANCE**

Tom Borrego (Z)	Lora Jarvis
Kim Krull	Esam Mohammad (Z)
Jessica Ohman (Z)	Bill Rinkenbaugh
Terry Sader (Z)	Kim Sherwood (Z)
Kelly Snedden (Z)	Shelley Stultz (Z)
Kent Williams (Z)	Lori Winningham (Z)
Bill Young (Z)	Lisa Bolin (Z)
Heather Rinkenbaugh	Donnie Featherston
Loni Jensen	Matt Jacobs
Kerry Hale (Z)	Jaime Goering (Z)

**BOARD ATTENDANCE**

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

**GUESTS**

Ray Connell

**CALL TO ORDER**

Chair Howell called the regular monthly meeting of the Board of Trustees to order at 4:35 p.m.

**APPROVAL OF THE AGENDA**

Chair Howell noted that Trustee Smith asked to have items X-A, X-C, and X-D removed from the consent agenda for discussion. Trustee Good to approve the agenda as amended. Trustee Law seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

**EXECUTIVE SESSION**

Trustee Law moved that the Board recess into executive session for consultation with legal counsel in regards to acquisition of real estate to include the Board, Dr. Kim Krull, Kent Williams, Lori Winningham, and Ray Connell with action to follow as appropriate. The open meeting will resume here in the Dankert Board Room in 30 minutes. Trustee Good seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

The Board entered executive session at 4:38 p.m.

The Board returned to open session at 5:08 p.m.

## **RECOGNITIONS**

- **Rusty Eck Ford** – Car Donation
- **Foley Tractor** – Diesel engine and transmission donation
- **Nursing Department** – NCLEX Exam 94% Pass Rate
- **Kellee Kruse, Noah Stevens, Mara Stewart, Micah Streeter, James Schisler, Rodney Dimick, and Andy Jacques** – National Council for Marketing and Public Relations Medallion Awards
- **Esam Mohammad** – Conference Presentation

## **PUBLIC COMMENT** – NONE

## **STANDING REPORTS**

Student Government Association – Kiersten Kamholz told the Board about the events SGA has hosted since the last meeting. On October 28<sup>th</sup>, they hosted a pumpkin carving and hot cider event in Andover. On October 29<sup>th</sup>, they partnered with Student Life and the cafeteria staff to hold a costume contest in El Dorado. Last week they shared information on their social media pages for HALO's Day of the Dead table which was located in the Student Union in Andover. Last Wednesday they held their last SGA meeting of the semester. Yesterday they started their second giveaway which is taking place on Instagram which includes a backpack, Butler gear, an Amazon Echo, and a food gift card. Today Financial Aid hosted a workshop on credit scores in the library. Coming up the SGA team and advisors all plan to attend the Andover ribbon cutting on Thursday.

Operational Staff – OpStaff President Lisa Bolin shared with the Board that at their October meeting they hosted Mary Hunter with Information Services who led them through all of the services that can now be accessed through the Service Now redesigned portal. The fund development committee has decided to postpone the pie sales until spring and cancel the annual December craft show. Several great ideas have been shared like a virtual paint night and corn hole or pickleball tournaments that would allow Butler staff, faculty and students to battle for Butler bragging rights. The next OpStaff meeting is this Thursday, November 12<sup>th</sup>.

Professional Employees – Terry Sader told the Board there wasn't much to report. They are down to the last two weeks of the semester and everyone is deep in grading.

Board Finance Committee – Trustee Lechtenberg reported that the committee met before the Board meeting and took a deeper dive into the materials that will be discussed later during the work session. It looks like there may be a little less available than originally budgeted for.

Foundation Board Report – Trustee Rhodes told the Board that the Foundation Board meets next Tuesday so he will have a report at the December meeting.

President's Report – Dr. Krull said that the college is starting our 14<sup>th</sup> week of classes and reminded the Board that students will be done with their classes the week of Thanksgiving. The students will be off campus for the break. A lot of institutions are going remote after Thanksgiving, but Butler made the decision this summer to just be done so students wouldn't have access problems. Offices and staff will still be on campus until Christmas break.

Butler has seen an increase in COVID cases this week. Each week the numbers are updated on the webpage and just as cases are increasing in the surrounding communities and school districts the cases here are climbing as well. This week there are 26 students that are active, positive cases and 12 employees with more in quarantine. The students are not all in the residence hall. An email was sent to all the employees to encourage them to continue to follow the mask protocols and continue disinfecting. Butler continues to do all of the contact tracing on campus which has helped.

The spring semester will look the same as the fall semester. No changes have been made to the protocols at all. Masks will still be required on campus, social distancing in the classrooms and groups will also remain in effect. Faculty will be at the ready to flip to remote if necessary if they need to be in quarantine or if they have a student who does.

Trustee Winslow asked where the college stands in order to give vaccines according to what the state who prioritizes who will receive them first. Dr. Krull said we will not any of that information until spring. She also said that from what they are telling college presidents, it will be late spring before access is given to any type of vaccine. There has been some discussion of moving college students up the priority list, but once she knows more, she will pass along that information.

Butler is in the process of planning a legislative luncheon for December 2<sup>nd</sup>. Legislators who cover the college area are invited along with school superintendents and board chairs, city administrators and the mayors. Dr. Krull is still concerned about scheduling the lunch and wishes to keep the group small. It could potentially be done remotely if needed.

On October 20<sup>th</sup>, Dr. Krull hosted Leonard Hernandez, the new CEO at Susan B. Allen hospital, and Holly Landon, Executive Director of the Foundation for a campus tour and visit with the nursing department.

The ribbon cutting for the 5000 building is on Thursday and Dr. Krull invited the Trustees to attend. Nurses pinning is being scheduled for November 24<sup>th</sup> and will only include the nursing students and faculty. Families will be able to watch the livestream. And finally, each Trustee was given a copy of the Veterans Day Honor Roll (seen on the next page). This is an annual tradition to show our appreciation for everyone who has served and we ask faculty, staff and Trustees to submit their years of service, but this does not include anyone who did not share their years of service. Dr. Krull asked

everyone to take time to thank all of the veterans as you see them since many of the celebrations will be canceled due to COVID.

# HAPPY VETERANS DAY

## BUTLER COMMUNITY COLLEGE 2020 HONOR ROLL OF EMPLOYEE VETERANS

Richard Arthur	8 years	Army & Army Reserves
Troy Carson	4 years	Army
Sheldon Christenson	1 year	Marine Corps
Walter Clayton	22 years	Air Force
Joshua Clevenger	10 years	Army & Army Reserves
John Cox	5 years	Air Force
Scott Dunbar	12 years	Navy
Even Eisenman	3 years	Army
Kris Estes	4 years	Air Force
Scott Faulkner	3 years	Marine Corps
Bill Flynn	24 years	Air Force
Daniel Gorman	31 years	Army & Kansas Army National Guard
Shellie Gutierrez	4 years	Air Force
Anotole Haidai	26 years	Air Force & Kansas Air National Guard
Timothy Harder	4 years	Marine Corps
Neal Harrison	23 years	Marine Corps & Marine Corps Reserves
Michael Heffron	4 years	Navy
Lorna Jester	7 years	Army
Jake Kenney	24 years	Air Force & Kansas Air National Guard
Sheryl LeSage	4 years	Army
William McCarthy	2 years	Army
Forrest Rhodes	4 years	Navy
Charles Ross	21 years	Army & Air Force
Scott Strecker	6 1/2 years	Air Force
Nathan Swink	4 years	Marine Corps
Mac Thompson	4 years	Navy
John Waren	6 years	Navy
Kent Williams	4 years	Navy
Lori Winningham	4 years	Air Force
Lynn Umholz	4 years	Navy

**284 1/2 Years of Service to the US Armed Forces! Thank you!**



Educational Facilities Authority Report – Chair Howell said they do not meet again until December.

### **MONITORING REPORTS**

Online, High School, and Community Learning Division – Heather Rinkenbaugh and Donnie Featherston presented the annual report to the Board.

Kerry Hale Sabbatical Report – Kerry Hale presented the Board with her Sabbatical Report from Fall 2019.

### **BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES**

COVID Related Grant Funds – Jaime Goering and Kim Sherwood shared with the Board how the money from COVID grants has been expensed. All of the money was received with very specific guidelines on how to spend it.

**CARES Act – Student Funds:** All funds have been disbursed by Butler Community College to students in accordance with the regulations of the grant. Reporting on the funds is available on the Butler website. Financial Aid has been in contact via email to students who have not yet cashed their check to see if any student funds have been returned to Butler so that they can be reallocated. Note: approximately \$20,000 has not yet been cashed by the students. The CARES Institutional funds are spent as a match to the Student Aid funds – Butler is not able to allocate/spend more in institutional funds than what is spend on student aid.

**CARES Act – Institutional Funds:** CARES Team is still receiving requests and evaluating each item at our weekly meetings. A needs list is assembled for these funds in conjunction with SPARK fund requests. The amount expended to date is \$1,467,954.80 which is approximately 81% of the awarded funds. The remaining balance of \$348,856.31 is allocated for expenses as shown on the provided spreadsheet.

**SPARK Funding from Butler County:** Reporting for the SPARK grant includes uploading each invoice associated with the funding received from the county into the SPARK Smartsheet provided by the county. The CARES team has uploaded all invoice and payment information as requested. First phase allocation totaled \$130,697.10. The expenditures for this funding are as noted on the provided spreadsheet It is anticipated that a second phase will open through the county. The CARES team has been working diligently to keep a needs/request list so that if additional funding becomes available, we are ready to submit a request for funding.

**Corona Virus Relief Fund:** Butler was allocated \$581,379.00 and has \$9,224.42 as a balance remaining in this fund. Similar to the other grants, as additional requests come in, the CARES Team is evaluating each request to determine if they fit the parameters of the grant. The focus of this funding to date has been centered around technology needs for remote student learning as well as health and safety items. Health and safety

items include COVID tests and air purifiers/scrubbers. The CRF fund was also used to support Academic needs for online test proctoring.

**FEMA:** At this time, no request has been made to FEMA as they are intended to be final level of funding once all other funds available have been utilized. We are keeping consistent contact with our FEMA representative and making sure to ask questions on potential funding items should there be a need to utilize FEMA funding. This funding will be available until 60 days following the end of the disaster declaration for the pandemic. At this point, there is no end date determined.

**CARES Act – Student Funds:** All funds have been disbursed by Butler Community College to students in accordance with the regulations of the grant. Reporting on the funds is available on the Butler website. Financial Aid has been in contact via email to students who have not yet cashed their check to see if any student funds have been returned to Butler so that they can be reallocated. Note: approximately \$20,000 has not yet been cashed by the students. The CARES Institutional funds are spent as a match to the Student Aid funds – Butler is not able to allocate/spend more in institutional funds than what is spend on student aid.

During the discussion Trustee Smith asked about the childcare grants and how much Butler would have received if EduCare would have remained open. Jaime shared that the amounts of the grants ranged pretty heavy and they were all reimbursement based. Dr. Krull shared that her understanding of the grants was that they were short-term and would not have been sustaining. They were geared more towards health care workers who still had to work and needed child care coverage.

Trustee Smith also asked about budgeted items for Bill Young that hadn't been spent yet. He asked about the hotspots and phones. Kim Sherwood shared that while we were closed, there were several employees without reliable internet so they relied on the Verizon Hot Spots to work remotely.

Trustee Winslow asked how the hot spots were paid for. Bill Young said that we don't purchase the hot spots and we only pay for them when they are activated. At any time there can be up to 50 activated. She also asked how long we anticipated needing these services for students and staff. Bill Young said he doesn't see this as a permanent solution and that once COVID is behind us they will still use them on an occasional basis for those who apply through the CARE team.

Trustee Smith asked about the laptops money and wanted to make sure that we weren't going to put these computers on a permanent rotation that would need to be replaced in a few years. Bill informed Trustee Smith that the college was replacing some of the desktops with laptops and not doubling up on the computers being purchased.

Trustee Smith also questioned whether the Honor Lock subscription that was originally purchased with CARES funds would need to be continued with the college budget. Lori Winningham explained that the need for Honor Lock came because of COVID, but that

the state is looking for a special statewide subscription option. Dr. Krull asked Lori to provide an update when she had more information from KBOR.

Trustee Winslow asked if Butler had a Software Coordinator. Dr. Krull explained that IS manages all of the software purchases and reviews of software. Trustee Winslow also requested a list of the software we purchased just due to COVID 19 that we do not plan to use in the future. Dr. Krull said she would ask Bill and his team to put together a list.

Butler Community College  
 COVID Funding Sources & Uses  
 10.21.2020 Update

COVID Funding	Type	Award	Allocated Expenses	Balance left to Allocate	Expended to Date	Balance to Expend
CARES Act Student Aid Funding	Federal	1,815,966.00	1,815,966.00	(0.00)	1,815,966.00	-
CARES Act Institutional Funding	Federal	1,815,966.00	1,816,811.11	(845.11)	1,467,954.80	348,856.31
SPARK Funding	County	130,697.10	130,697.10	-	130,697.10	-
Coronavirus Relief Fund (SPARK)	State	581,379.00	572,154.58	9,224.42	95,373.00	476,781.58
FEMA (Note 1)	Federal	-	-	-	-	-
<b>Total</b>		<b>\$ 4,344,008.10</b>	<b>\$ 4,335,628.79</b>	<b>\$ 8,379.31</b>	<b>\$ 3,509,100.90</b>	<b>\$ 825,637.80</b>

Needs List \$ 662,882.17

Note 1 - Cannot access FEMA funds until all other COVID funding is expended.

Other COVID Relief Grants/Funding applied for:  
 Every Grant - Applied/not selected.  
 Kansas Health Foundation - childcare related/did not apply due to closing of EduCare.  
 KAPLAN Early Childhood Grant - childcare related/did not apply due to closing of EduCare.  
 IREPO Grant - Butler does not qualify - amount awarded for CARES funding exceeded limit.

CARES Institutional Funding  
 Institution: Butler Community College

CARES Institutional Funding Award **1,815,966.00**  
 Budgeted Expenses **1,816,811.11**  
 Balance **(845.11)**

Account Number: 2126-347-xxx-xx-x-xxx

Deadline to Spend: February 2021 - Team would like to spend by 12/31/20

Description	Budget Officer	Budgeted	Spent to Date	Balance
Residence Hall/Meal Plan Refunds	Accounting - reclassified	411,401.00	411,401.00	-
Bookstore Shipping Refunds	Accounting - reclassified	4,328.00	4,328.00	-
Security Staff Overtime/Hazard Pay	Accounting - reclassified	8,377.00	8,377.00	-
Food Service contract	Accounting - reclassified	36,748.00	36,748.00	-
Services - virtual graduation	Accounting - reclassified	592.00	592.00	-
Mileage	Accounting - reclassified	42.00	42.00	-
Postage for Mailing CARES student aid	Accounting - reclassified	440.00	440.00	-
Hotspot Services	Accounting - reclassified	3,133.00	3,133.00	-
Internet/Bandwidth	Accounting - reclassified	140.00	140.00	-
Office Supplies/Teaching & Lab Supplies	Accounting - reclassified	477.00	477.00	-
Equipment	Accounting - reclassified	3,186.00	3,186.00	-
Legal Fees	Accounting - reclassified	945.00	945.00	-
Custodial/Maintenance Supplies	Accounting - reclassified	13,851.00	13,851.00	-
Software	Accounting - reclassified	10,168.00	10,168.00	-
Additional Library online resources	Accounting - reclassified	1,338.00	1,338.00	-
Culinary Arts - course fee refunds	Accounting - reclassified	6,520.00	6,520.00	-
Athletics Gate Receipts revenue loss	Accounting - reclassified	6,242.00	6,242.00	-
Room Rental revenue loss	Accounting - reclassified	2,300.00	2,300.00	-
Testing Center revenue loss	Accounting - reclassified	3,734.00	3,734.00	-
Athletics Concession Sales loss	Accounting - reclassified	2,057.00	2,057.00	-
Bookstore Clothing & Soft goods revenue loss	Accounting - reclassified	24,557.00	24,557.00	-
Childcare Services Revenue loss	Accounting - reclassified	131,563.00	131,563.00	-
Online Fee refunds to students - Spring 2020	Accounting - reclassified	795,583.00	795,583.00	-
Disinfecting foggers to be used until sprayers are obtained	Ireland	1,500.00	-	1,500.00
Various Custodial Supplies	Ireland	50,000.00	-	50,000.00
Telephone (Hotspots)	Bill Y	75,190.80	-	75,190.80
VDI Solution - accessibility to anything regardless of device	Bill Y	95,000.00	-	95,000.00
Chat Bot License - 1st year	Bill Y	45,000.00	-	45,000.00
Facilities Contingency - PPE, cleaning supplies, equipment (approved 9/30/20)	Ireland	7,500.00	-	7,500.00
Electrostatic Sprayers for Stadium	Ireland	4,500.00	-	4,500.00
Training tables for the athletics department to be able to social distance athletes	Ireland/Athletics	6,500.00	-	6,500.00
Melting Point Apparatus for Chemistry Lab to Promote Social Distancing in the Chemistry Lab (Qty. 4)	Lori	3,898.31	-	3,898.31
COVID Signs (not approved???)	Heather R	-	232.80	(232.80)
Honorlock Software - Fall Subscription	Lori	60,000.00	-	60,000.00
		1,816,811.11	1,467,954.80	348,856.31

Institution: Butler Community College

Award	130,697.10
Budgeted Expenses	130,697.10
Balance	-

Account Number: 2305-349-xxx-xx-x-ELD

Deadline to Spend: 12/31/20

Use of Funds	Budget Officer	Budget	Spent to Date	Balance
Ambitex Nitrile Gloves	Ireland	12.02	12.02	-
Spray Bottles for Cleaning on Campus in Classrooms	Ireland	16.80	16.80	-
Personal Dry Erase Set for instructors	Lori	19.60	19.60	-
Personal Dry Erase Set for instructors	Lori	37.50	37.50	-
Equipment	Ireland	67.64	67.64	-
Plexiglass Chain and Other Supplies	Ireland	96.94	96.94	-
Nitrile Gloves - Andover Campus	Ireland	99.00	99.00	-
Equipment	Ireland	108.70	108.70	-
Equipment	Ireland	109.48	109.48	-
Nitrile Gloves	Ireland	131.22	131.22	-
Equipment	Ireland	139.80	139.80	-
Equipment	Ireland	149.44	149.44	-
Equipment	Ireland	159.90	159.90	-
Personal Dry Erase Set for instructors	Lori	165.30	165.30	-
Spray Bottles for Cleaning on Campus in Classrooms	Ireland	262.50	262.50	-
Henry Schein Digital Thermometers (12 per Box)	Campus Health	284.10	284.10	-
Personal Dry Erase Set for instructors	Lori	322.32	322.32	-
Equipment	Ireland	324.40	324.40	-
COVID Information Mailer to Students	Student Services	345.00	345.00	- PO in 2126-347
Equipment	Ireland	389.91	389.91	-
Equipment	Ireland	497.98	497.98	-
Equipment	Ireland	538.31	538.31	-
Nitrile Gloves - Andover Campus	Ireland	600.00	600.00	-
Custodial Supplies for Disinfecting on Campus	Ireland	619.60	619.60	-
Equipment	Ireland	699.90	699.90	-
Equipment	Ireland	766.70	766.70	-
Equipment	Ireland	879.32	879.32	-
Equipment	Ireland	1,623.36	1,623.36	-
Equipment	Ireland	2,120.50	2,120.50	-
Infrared No Touch Thermometers	College Health	2,200.00	2,200.00	-
Equipment	Ireland	2,536.80	2,536.80	-
Equipment	Ireland	2,703.00	2,703.00	-
Shields for Bookstore Cashier Area on Andover Campus	Ireland	3,077.54	3,077.54	-
Equipment	Ireland	3,152.86	3,152.86	-
Equipment	Ireland	3,863.84	3,863.84	-
Equipment	Ireland	4,355.97	4,355.97	-
Equipment	Ireland	4,816.85	4,816.85	-
Equipment	Ireland	20,994.00	20,994.00	-

Equipment	Ireland	20,994.00	20,994.00	-
Equipment	Ireland	21,615.00	21,615.00	-
Equipment	Ireland	28,800.00	28,800.00	-
				-
				-
		130,697.10	130,697.10	-

Institution: Butler Community College

Award	581,379.00
Expenses	572,154.58
Balance	9,224.42

Account Number: 2228-348-xxx-xx-x-xxx

Deadline to Spend - 12/31/20

Use of Funds	Budget Officer	Budget	Spent to Date	Balance
Webcams (Qty. 200)	Bill Y	8,014.00	-	8,014.00
Laptops for Checkout (Qty. 125)	Bill Y	100,000.00	65,373.00	34,627.00
Student Chromebooks (Qty. 500)	Bill Y	125,000.00	15,000.00	110,000.00
Audio/Video Switch	Bill Y	3,110.40		3,110.40
Internet/Bandwidth	Bill Y	139.98		139.98
Projector/Document Camera with Microphone for Distance Learning (Qty. 30)	Bill Y	6,089.70		6,089.70
Lecture Recording Studios (4 studios)	Bill Y	28,000.00		28,000.00
Information Services expenses (equipment/hotspots)	Bill Y	30,000.00		30,000.00
AHU Air scrubbers/Air Purifiers w/Local Vendor install	Ireland	125,050.50		125,050.50
Honorlock Spring/Summert (S. Covert) for remote testing	Accounting/reclass	5,000.00		5,000.00
COVID Tests (50)	Dr. Krull/Jaime	5,000.00	5,000.00	-
COVID Testing - Students and Staff	College Health	105,000.00		105,000.00
COVID Tests - Student Health Center request 10/7	College Health	20,000.00	10,000.00	10,000.00
Radio Station equipment/software upgrade for student learning	Bill Y	5,000.00		5,000.00
MOS Certification Software for remote testing	Lori/Academics	6,750.00		6,750.00
				-
				-
				-
		572,154.58	95,373.00	476,781.58

## **BOARD ACTION ITEMS**

Approval of Minutes – Trustee Rhodes moved to approve the minutes as presented. Trustee Lechtenberg seconded. Trustee Smith explained that he had requested the minutes be added to the action items in order to review comments that were made regarding items in the consent agenda. Trustee Rhodes said that the purpose of the Consent Agenda is to approve things without discussion and that to enter notes into the minutes with only one side of the issue it is a misinterpretation of the Board's decisions. If the items wanted to be discussed, it should have been taken out of the consent agenda for discussion. Trustee Winslow requested a response from Trustee Law who serves as the Secretary of the Board. Dr. Krull explained that the minutes were added to the agenda for approval by all of the Board and are not reviewed ahead of time by any one member.

Lora Jarvis called a roll call vote and Trustees Good, Law, Lechtenberg, and Rhodes voted in favor. Trustees Winslow and Smith voted against. The Motion passed.

Virtual Desktop Infrastructure – Butler Community College must be strategic and fiscally responsible while creating an environment that supports our student's ability to learn during the COVID 19 pandemic. The technology challenges that COVID has created for our students have become more prevalent throughout the summer and fall semesters of 2020. In order to address the educational needs of our students during this pandemic, Butler has significantly increased both the online learning and hybrid learning environments. Information Services has explored different solutions for our students that will support their ability to complete their degrees while off campus and not in their classrooms with access to their required software. Butler Information Services is recommending that the Board of Trustees approve the project to move forward on a software solution that enables our students to run Butler software applications from any device that supports a web browser including Chromebooks, iPad's (tablet's), and other computers.

The implementation cost of this project includes \$18,140.00 for CDWG professional services to help implement the solution and training for internal support resources moving forward.

The software solution includes a monthly cost to Amazon Web Services for hosting the virtual desktop environment. This solution incorporates two unique applications to host the Butler software needed for Butler students. The first application, Workspaces, will be configured and sized to meet virtual desktop standards at a cost of \$14,760.00 per year. The second application, AppStream, will be configured and sized to meet the needs of application delivery for students across the institution for a cost of \$37,020.00 per year.

Trustee Lechtenberg moved the board approve the implementation of this software solution utilizing professional services from CDW and Amazon Web Services licensing for \$69,920.00 through the CARES Act funds.

Trustee Smith wanted to make sure that these funds would not be considered again with regular college funds. Bill Young explained that these funds jumpstart the Virtual Desktop program which will lead to saving money on our annual PC replacement costs by stretching the life of a computer from the current 4-year cycle to 7 or 8 years.

Lora Jarvis called a roll call vote and all of the Trustees voted in favor. The motion passed unanimously.

Ocelot AI Chat Bot – Over the last 13 months, Butler Community College’s Information Services Division has been leading the conversation and research regarding a Chatbot/AI solution for the institution. In conjunction with Student Services and other functional units, IS began this process by engaging industry leaders in the discovery and demo process. After evaluating GeckoEngage, LivePerson, and ThoughtFocus-YANA, we decided to schedule demos of both YANA and LivePerson. While the general functionality of these solutions appeared to meet most of our needs, the implementation curve and cost were both untenable. Each of these solutions came in above \$70,000.00 per year and presented a long and drawn out implementation timeline that included advanced integration development with our systems. BCC backed away from the search for a Chat Bot solution.

Due to the challenges presented in remote communication during the COVID pandemic, BCC’s Information Services and Student Services decided to bring the discussion back to the table. In lengthy consultation with some of our collaborative partners in KCCIT and KANE, BCC was introduced to Ocelot and their Chat Bot solution. Ocelot has an extensive background in financial aid and student services as well as technology and general campus operations. Ocelot built their AI engine around integration with the systems that we use along with a simple and quick implementation curve that conforms to the capacity and workloads that we have at Butler Community College. After contract negotiation, BCC was able to secure pricing for a 3-year contract at just over \$109,000.00 total.

Information Services partnering with Student Services is requesting approval to purchase an artificial intelligence chat bot powered by IBM’s Watson from Ocelot on a 3-year contract. Ocelot has been serving community colleges and universities for over 17 years. Ocelot chat bot will promote student self-service, reduce phone calls, improve customer service, and increase student retention. Ocelot has a client retention rate of over 96% year over year and has launched over 230 chat bots for colleges and universities. The benefits of implementing a chat bot: decrease phone calls and emails, better use of staff time by allowing the chat bot to answer tier 1 questions, increased student engagement and satisfaction, instant answers 24 hrs 7 days week. Ocelot chat bot features pre-loaded knowledge base with video library for 20+ departments,

multilingual capabilities, API integrations, 320+ question Covid 19 knowledge base, reporting and analytics, and Live Chat transfer from bot to live agent.

Ocelot Campus Wide AI Chat Bot:

Year 1 \$45,000

Year 2 \$19,800

Year 3 \$45,000

Total: 109,800.00 negotiated pricing, list price \$162,000

Trustee Law moved to approve the purchase and implementation of Ocelot AI Chat bot for Butler Community College. Trustee Good seconded.

Trustee Smith asked if Butler needed an automated telephone and if this will eliminate a staff position to compensate for the money. He expressed that he didn't see phone calls as the future of the college. Bill Young explained that the Chat Bot is the little thing that pops up in the corner of a website to ask tier one and two questions that will allow us to concentrate on the upper tier questions. Though it will not eliminate a position, it will reduce the need for additional staff.

Trustee Winslow asked what other institutions are using this product. Bill Young said that WSU Tech is currently using the product while Barton Community College is in the process of adopting it. She also inquired if we are ahead or behind the rest of the colleges in our region. Bill said we are a little ahead right now, but this is definitely the future.

Lora Jarvis called a roll call vote and all of the Trustees voted in favor. The motion passed unanimously.

### **CONSENT AGENDA**

Trustee Law moved to approve the rest of the Consent Agenda. Trustee Lechtenberg seconded. Lora Jarvis called a roll call vote and all of the Trustees voted in favor. The motion passed unanimously.

### **SUPPLEMENTAL INFORMATION**

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Jeff & Teressa Eastman, Tonya Kerschner, Cecilia Brewer, Steve Dowell, 2021 Project Search Interns

Board Calendars

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES  
NOVEMBER – DECEMBER**

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

**2020-2021 Board Meeting Dates**

- 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

<b><u>LOOKING AHEAD</u></b>		
<b>January Board Finance Committee</b>	Tuesday, January 12, 3:30 p.m. President's Conference Room	<b>Lance Lechtenberg Shelby Smith</b>
<b>January Board Meeting</b>	Tuesday, January 12, 4:30 p.m. Dankert Board Room	<b>ALL TRUSTEES</b>
<b>February Board Finance Committee</b>	Tuesday, February 9, 3:30 p.m. President's Conference Room	<b>Lance Lechtenberg Shelby Smith</b>
<b>February Board Meeting</b>	Tuesday, February 9, 4:30 p.m. Dankert Board Room	<b>ALL TRUSTEES</b>

**Fall 2020 ACTIVITY CALENDAR**

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
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 25

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: <a href="http://www.wso.org">www.wso.org</a>
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 WInslow moved to adjourn the meeting. Trustee Law seconded. Lora Jarvis called a roll call vote with all Trustees voting in favor. The motion passed unanimously. The regular meeting of November 10, 2020 was adjourned at 7:15 p.m.

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Doug Law – Secretary