
**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., December 8, 2020 – Dankert Board Room**

STAFF ATTENDANCE

Tom Borrego (Z)	Lora Jarvis
Kim Krull	Esam Mohammad (Z)
Jessica Ohman (Z)	Bill Rinkenbaugh (Z)
Terry Sader (Z)	Kelly Snedden (Z)
Shelley Stultz (Z)	Kent Williams (Z)
Lori Winningham (Z)	Bill Young (Z)
Matt Jacobs	

BOARD ATTENDANCE

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

GUESTS – NONE

CALL TO ORDER

Chair Howell called the regular monthly meeting of the Board of Trustees to order at 4:34 p.m.

APPROVAL OF THE AGENDA

Chair Howell said that the Executive Session was no longer needed. Trustee Good moved to approve the agenda as presented and taking out the Executive Session. Trustee Law seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

RECOGNITIONS

- **Kevin Lann-Teubner** – AWS Cloud Practitioner Certificate
- **Trustee Good** – December Birthday

PUBLIC COMMENT – NONE

STANDING REPORTS

Student Government Association – NONE

Operational Staff – OpStaff President Lisa Bolin said that at the last OpStaff meeting they hosted Jaime Sharp from College Health to discuss all things COVID and what College Health offers to employees and students all the time. Their next meeting will be Thursday, December 10th.

Professional Employees – Dr. Terry Sader just wanted to express his appreciation to the Trustees and wish them a Happy Holidays.

Board Finance Committee – NONE

Foundation Board Report – Trustee Rhodes said that the Foundation Board had made the difficult decision to forego the traditional benefit auction this year and will go forward with a virtual event that will be more COVID friendly. They are hopeful this will be a one-time thing and they can host the auction again in 2022.

The Foundation Board also welcomed several new members this month including John Blickenstaff (J&H Trucking in Wichita and Butler Alum), Aletra Chaney-Profit (Director of Career Services at Butler), Nelson Mosely (Chief of Police in Rose Hill and Butler Alum), Betsy Redler (community volunteer in Wichita), and Jay Stehley (President of Interim Healthcare in Wichita and Butler Alum).

The 2020 Audit for the Foundation is also complete and came back clean. As of June 30, 2020, the Foundation had assets at just above \$15 million.

KACCT Report – Trustee Good said that the Trustees met on Saturday morning via Zoom and discussed proposed legislative priorities including the Kansas Promise Act. This scholarship if approved by the legislature would be available to Kansas residents who have received Pell grants, institution scholarships and still have financial need. Dr. Krull said it is a “Last Dollar” scholarship.

Nancy Ingram and Heather Morgan represent the community colleges on the Higher Education Council. The council has completed their meetings and is waiting to see how KBOR will respond. The question now is what will be done with the information that was gathered and it is hoped that they will remember that Community Colleges aren’t funded in the same way as regent institutions.

Trustee Good also told the Board about some new ways the state is trying to encourage students and parents to complete the FAFSA forms. Dr. Krull said that they might make it a requirement for every Junior and Senior in the state of Kansas to fill it out because they feel it may be an access issue because it is so cumbersome to fill out and some parents and students choose not to fill it out.

President’s Report – Dr. Krull reported that students were finished with their fall semester. All finals were completed prior to Thanksgiving break. She said that the administration feels like they ended the semester on a high note and were lucky to release students early while other institutions were transitioning to online for after Thanksgiving, Butler’s students will enjoy a long winter break.

Dr. Krull also reported that the Legislative Luncheon that was potentially being planned for early December was put on hold because it is too risky to gather in large groups right now. She is working with local leaders like the chamber and school district to do a Saturday morning coffee after the legislative session begins in January.

Dr. Krull also reported that Butler was a victim of many fraudulent unemployment claims that the country and the state of Kansas is currently experiencing. Since August, Butler has had 143 fraudulent claims which is taking a lot of HR employees' time and energy to process.

Trustee Lechtenberg provided the recorded welcome for the Nurses Pinning that happened virtually on November 24th.

One of the top items from the President's meeting this week was securing the money from the state's SPARK task force to purchase COVID tests for the spring as colleges will have to ramp up the number of tests being done. Each county's resources are different with some providing all the tests and processing them for everyone and some just providing them for symptomatic cases. They are working to secure about \$2 million for the purchase of tests and to help pay for processing. Butler will have additional needs in order to test allied health and nursing students regularly as they go into clinical settings like hospitals and nursing homes that will not be able to provide the tests. Butler may also start random testing of athletes as they begin their spring schedule of games as well as potential random testing of students on campus.

Trustee Good inquired about the processing and Dr. Krull informed the Trustees that Butler will just provide the tests and then must send out the tests for processing. There is still some discrepancy as to whether COVID funds can cover only the text kits with colleges responsible for the processing or if they can cover both the kits and the processing.

The presidents also talked about the upcoming legislative agenda and what message they can put in a concise format to share with all their legislators. The Board of Regents also does a legislative agenda that will include the community and technical colleges, but often the community colleges create their own as well. One of the items the Community College presidents feel is very necessary is for the state to continue to fund Excel and CTE programs for high school students (SB155). Currently the students are able to take a select group of classes tuition free and the colleges then send a report to the state to be reimbursed for those costs.

Trustee Winslow had asked last month about the software that was purchased to assist with issues brought about by COVID-19. The only software that was purchased to help mitigate COVID was Honor Lock. All other software that has been approved by the Board were continuing contracts or service agreements that have been in place or in the works before processes changed due to COVID.

Heather Morgan from KACCT has asked the presidents the impact on salaries related to dealing with COVID. With the CARES and SPARKS funding, College Health staff and Public Safety officers' salaries can be covered. Additional salaries can include the Critical Incident Management Team that has been meeting since March, the time that has been put into preparing more courses as well as the time spent mitigating some of the technology concerns for going to the online delivery of courses. With just those

hours alone, Butler has more than \$1 million in costs with a lot of it related to personnel. HR has also spent additional time processing requests from employees to work remotely.

Trustee Good asked if Butler had to hire substitutes from outside. Dr. Krull said that the only outside help Butler has had to bring in is a plumber because the group of skilled trainees were all on quarantine. Some areas are splitting their employees allowing some to work from home while others are in the office so if there is a significant exposure they will have another group they can bring in to work the front lines.

Trustee Smith asked if sports were going to get going back to normal. Dr. Krull said that the Jayhawk conference presidents put together a protocol manual and are putting together separate guidelines for each sport. The seasons will start with no fans in the audience through the first week of February then it will be reassessed. All sports will be played in the spring including football, volleyball, baseball, softball, basketball and track.

Trustee Good asked why BG Stadium would not qualify for SPARK funding. Dr. Krull said only certain things can qualify for the funding like lost revenue. Lost revenue from the lack of ticket sales cannot be counted, but lost revenue from keeping a couple of the apartments open for space for students who might need to quarantine is able to be counted.

Educational Facilities Authority Report – Chair Howell said that the EFABC board met last week and approved a procedure for capital improvements at the stadium so that anyone who wants to do a capital improvement now has a process on how those will be handled including inside and outside entities. They also had a lot of discussion about the routine maintenance (including the turf, track resurfacing, and the scoreboard) that is needed at the stadium. The administrators have been looking at a plan and timeline of when the repairs will need to be done while the Board is looking at things like what the resources are and where the money will come from including advertising, skybox rentals, money from the foundation or possible fundraisers to be done to help minimize the contributions that the college must make.

Trustee Winslow asked for the breakdown of who pays for the stadium. Dr. Krull said it is a partnership between the school district, city, and college and that the costs are allocated based on percent usage. A scheduling software is used that calculates the percent usage for each entity based on games, practices, and events. The annual maintenance fee is divided among the three entities based on each percent usage. Trustee Winslow asked to see a couple of years' worth of the annual percentage of usage.

MONITORING REPORTS – NONE

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES – NONE

BOARD ACTION ITEMS

Approval of Fall Budget Update – Kent Williams presented the Board with FY2021 November 10, 2020 budget update in the amount of \$51,252,551 as presented below.

Butler Community College
FY 2021 Operating Budget Summary

November 10, 2020

	FY 2021		FY 2021		FY 2021
	July 28		August 11		Oct 20, 2020
	<u>Budget</u>	<u>Change</u>	<u>Budget</u>	<u>Change</u>	<u>Budget</u>
Operating Revenues	\$49,745,948	(\$961,115)	\$48,784,833	(\$1,696,529)	\$47,088,304
Expenditure Budget	\$50,618,027	\$0	\$50,618,027	\$634,524	\$51,252,551
Unspent Budget Estimate	<u>\$1,096,416</u>	<u>\$0</u>	<u>\$1,096,416</u>	<u>\$0</u>	<u>\$1,096,416</u>
Total Anticipated Exp	<u>\$49,521,611</u>	<u>\$0</u>	<u>\$49,521,611</u>	<u>\$634,524</u>	<u>\$50,156,135</u>
Rev Over (Under) Exp	\$224,337	(\$961,115)	(\$736,778)	(\$2,331,053)	(\$3,067,831)
Beg Unenc Cash -	<u>\$8,497,944</u>	<u>\$0</u>	<u>\$8,497,944</u>	<u>\$580,230</u>	<u>\$9,078,174</u>
Ending Unenc Cash	<u>\$8,722,281</u>	<u>(\$961,115)</u>	<u>\$7,761,166</u>	<u>(\$1,750,823)</u>	<u>\$6,010,344</u>
10.5% of Expenditures	\$5,314,893	\$0	\$5,314,893	\$66,625	\$5,381,518
Unenc cash over target	\$3,407,388	(\$961,115)	\$2,446,274	(\$1,817,448)	\$628,826

Butler Community College
Estimated Revenue Summary FY2021

November 10, 2020

	July 28		August 11		Oct 19
	FY2021		FY2021		FY2021
	<u>Estimate</u>	<u>Change</u>	<u>Estimate</u>	<u>Change</u>	<u>Estimate</u>
In District Tuition	\$2,015,347	\$0	\$2,015,347	(\$60,733)	\$1,954,614
Out District Tuition	\$9,129,563	\$0	\$9,129,563	(\$80,809)	\$9,048,754
Out-State Tuition	\$1,372,847	\$0	\$1,372,847	(\$98,523)	\$1,274,324
International Tuition	\$701,969	\$0	\$701,969	(\$105,165)	\$596,804
Technology Fee	\$1,494,340	\$0	\$1,494,340	(\$39,855)	\$1,454,485
Scholarship Fee	\$3,302,374	\$0	\$3,302,374	(\$99,157)	\$3,203,217
Online Course Fee	\$1,118,674	\$0	\$1,118,674	\$200,000	\$1,318,674
Other Fees	<u>\$163,096</u>	<u>\$0</u>	<u>\$163,096</u>	<u>\$0</u>	<u>\$163,096</u>

Total Student Sources	<u>\$19,298,209</u>	<u>\$0</u>	<u>\$19,298,209</u>	<u>(\$284,241)</u>	<u>\$19,013,968</u>
Tuition Waivers	(\$1,172,869)	\$0	(\$1,172,869)	\$169,767	(\$1,003,102)
Student Sources Net	<u>\$18,125,340</u>	<u>\$0</u>	<u>\$18,125,340</u>	<u>(\$114,474)</u>	<u>\$18,010,866</u>
Federal Sources	<u>\$795,853</u>	<u>\$0</u>	<u>\$795,853</u>	<u>(\$795,853)</u>	<u>\$0</u>
State Operating Grant	\$14,532,331	\$0	\$14,532,331	(\$435,960)	\$14,096,371
Excel in CTE	<u>\$692,797</u>	<u>\$0</u>	<u>\$692,797</u>	<u>(\$69,280)</u>	<u>\$623,517</u>
Total State Sources	<u>\$15,225,128</u>	<u>\$0</u>	<u>\$15,225,128</u>	<u>(\$505,240)</u>	<u>\$14,719,888</u>
Current Ad Valorem Tax	\$11,878,584	(\$961,115)	\$10,917,469	\$0	\$10,917,469
Tax-in-Process	\$416,467	(\$0)	\$416,467	\$0	\$416,467
Delinquent Tax	\$390,275	(\$0)	\$390,275	\$0	\$390,275
Motor Vehicle Tax	\$1,481,315	(\$0)	\$1,481,315	\$0	\$1,481,315
Other Local Taxes	\$47,203	\$0	\$47,203	\$0	\$47,203
Total Local Sources	<u>\$14,213,844</u>	<u>(\$961,116)</u>	<u>\$13,252,728</u>	<u>\$0</u>	<u>\$13,252,728</u>
Reimbursements	\$166,000	\$0	\$166,000	(\$130,000)	\$36,000
Other Income	<u>\$774,860</u>	<u>\$0</u>	<u>\$774,860</u>	<u>(\$138,172)</u>	<u>\$636,688</u>
Total Other Revenue	<u>\$940,860</u>	<u>\$0</u>	<u>\$940,860</u>	<u>(\$268,172)</u>	<u>\$672,688</u>
Transfers	<u>\$444,924</u>	<u>\$0</u>	<u>\$444,924</u>	<u>(\$12,790)</u>	<u>\$432,134</u>
Total Revenues	<u>\$49,745,949</u>	<u>(\$961,116)</u>	<u>\$48,784,833</u>	<u>(\$1,696,529)</u>	<u>\$47,088,304</u>

Butler Community College
Expenditure Budget Summary FY2021
November 10, 2020

1	Expenditure budget approved by Board of Trustees - August 11, 2020	<u>\$50,618,027</u>
2		
3	Correct exp budget for one-time Foundation reimbursement	(\$130,000)
4	Correct exp budget for one-time president's car reimbursement	(\$12,791)
5	Bookstore position reduction to Bookstore Fund	\$43,329
6	Correction for College Scheduler software	\$29,468
7	Various payroll budget adjustments from estimates to actuals	(\$49,119)
8	Salary furloughs	\$402,474
9	Adjust estimated travel budget reduction	\$48,849
10	Increase scholarships per current analysis	\$50,000
11	One-time payment for Roger Matthews lawsuit	<u>\$252,314</u>
12	Total Changes	<u>\$634,524</u>
13	Totals FY2021 exp budget	<u>\$51,252,551</u>

Trustee Good moved to approve the FY2021 Budget Update as presented. Trustee Lechtenberg seconded. Trustee Smith started the discussion talking about the tax statement he received from the county. The Board had approved the mill levy at \$14,420,000 and the county sent it out as \$14,489,000. Trustee Smith emailed and called Will Johnson at the county about the discrepancy and found out that the county's numbers were wrong, but they are collecting the right amount. Will Johnson is going to continue to investigate the numbers.

Trustee Smith said that when the Board was presented the original budget from Dr. Krull the administration said they were going to do some furloughs in the amount of \$400,000 and then we set the mill levy and the budgets. Dr. Krull said that the furloughs were a potential recommendation. Trustee Smith noted concern about how that potential budget reduction would now be covered on top of the mill levy cuts. He was concerned that there would have to be a future mill levy increase to cover those costs.

Trustee Law said that furloughs usually hurt most those who make the least amount of money and that he personally doesn't want to impact those individuals.

Trustee Smith said that he feels like that line should be tabled until next month when the administration can come back to the Board with a plan on how to make up the funding that could include the Vice Presidents and up taking some pay cuts or that serious discussion about McConnell takes place.

Trustees Rhodes clarified his comments from the budget discussions because when furloughs were discussed there was assistance available for those who would need to

take one. Since the college was unable to take advantage of them, he wanted to make sure his statement wasn't taken as a blanket statement that Butler should furlough people.

Dr. Krull explained that after the budget is approved in August, the administration provides several budget updates through the year. There is a fall update and one in March. When the budget is set in August, accurate enrollment numbers are not known which provide the tuition and fees revenues. A lot of the numbers that are approved in August are estimates and the numbers are refined as the academic year progresses. With the budget approved in August, the college stays within their legal spending authority with the legal budget, but with flexibility in the operational budget to make changes.

Trustee Smith said that he understands the updates, but his position is that the Board governs the college and the VPs and Dr. Krull work for them. Once the Board approved the budget then the administration decided it wasn't fair and took out the furloughs. He believes the correction needs to be paid with some other funds than just the cash.

Kent Williams offered some perspective for the Board on the process. He said that Trustee Smith is correct, and the Board sets the operating budget which the administration has to live by. The recommendation of the administration in August has changed based on some additional details that are now available. One of them is the estimated unspent budget estimated at \$1,096,416 which is about 2% of the budget. Last year the college actually had 3% unspent budget which is about \$500,000 more and when they weighed that against the furloughs, the administration felt they would have more unspent budget and would be able to offset the cost of the furloughs with that.

Other information that has come about since the budget decisions include that the college does not anticipate a cut in state funding this year. The approved budget included a \$1.5 million cut from the state. Since there will not be cuts from the state, the administration felt it was better for morale of the employees to not enforce the furloughs at this time as discussed at the VP meeting.

Trustee Smith said he was not trying to hurt the teachers, but when he looks at the budget and sees differences in the starting cash on hand and the estimated ending cash on hand. He expressed concern that since he started as a Trustee, there have been times when money was spent without appropriate bids and that if the furloughs are going to be put back in the budget, he just wants to make sure it is paid for somehow.

Trustee Law asked if the lack of the cut from the state didn't make up the difference. The college had budgeted less money coming from Topeka, but now are not anticipating that cut. Kent explained that the administration had not built the money from the state back into the November budget, but will more than likely include that in the March update as they believe the March estimate will be \$1.6 million higher than the November estimate. They also believe it is likely they will receive more in local taxes

than originally budgeted which included an additional 8% delinquency rate. It was originally anticipated there would be less received from the local taxpayers, but that does not appear to be the case. Once the first payment is received in January, the March update will reflect any changes to local tax revenues.

Dr. Krull said more will be known about the state budget once the governor presents her budget as the legislative session begins in January. She reiterated that when the budget is created in July and August there are a lot of variables at that time.

Trustee Good asked Kent what the usual delinquent rate was on taxes each year and he said it was less than 2% and it has been stable at that rate for the last 10 years.

Trustee Winslow asked Kent about the certificate she got from the courthouse that the public notice was based on the county valuation of \$808 million and asked if Kent had known that it would only be \$800 million. Kent said that he did not know that and when the Notice of Public Hearing is set it speaks to that. The Board is setting the maximum expenditures and levying a particular amount of taxes. The Notice speaks to the mill levy rate separately and states that it is an estimate based on the estimated valuation. By statute, the county clerk provides an estimated valuation on July 1 that is used. Final certification of valuation is received in October. The college has no control over those numbers. Trustee Winslow expressed that she was disappointed to see the mill levy actually climb back up. Kent explained that it happens every year based on the estimated valuation and the actual valuation.

Trustee Rhodes asked for clarification back to Trustee Smith's questions and wanted to confirm that the college's unspent budget turned out to be more than what was initially expected. Kent said that last year it was higher, and the college anticipates that it will again this year. A conservative approach for unspent budget was taken based on the first part of the year without travel and some reimbursement of federal dollars. There is a good chance the college will again have more unspent budget this year. Trustee Rhodes then asked if that was part of the justification for why the furloughs were being taken back. Kent confirmed the VPs had discussed this in meetings prior to the Board meeting.

Trustee Rhodes asked Trustee Smith why that wasn't enough information for him to know that the college had found the \$400,000 coverage in other unspent budget to cover the cost of not forcing the furloughs. Trustee Smith is concerned that if \$400,000 is taken out of the budget, there will be a deficit in the spring as spring enrollment is unknown at this time. Trustee Smith said if the college wants to make cuts to pay for it, he is happy with that, but he doesn't like the idea that because the budget looks better than it did a couple of months ago, the furloughs are just going to be put off. Trustee Law said that the college had made an educated guess that the revenues were going to exceed what was anticipated and so rather than cause harm to the employees with furloughs, the vice president group is confident the college is going to get more revenue that will cover that anticipated necessary cut. Trustee Law said that he was glad the furloughs were going to be taken out of the equation as they would hurt the lowest paid

employees and could really cause them some harm. Trustee Smith said he wasn't saying he wanted the furloughs, but he wanted it paid for. Trustee Law stated that he believed it was going to be made up by additional revenue that was underestimated before.

Dr. Krull said that the college is saving money in travel as most of the conferences now are virtual and Butler hasn't hosted a lot of things on campus which leads to a significant reduction in expenditures. She also explained the Board's responsibility is to set the overall, legal budget while the administrators, deans and directors are responsible for the day-to-day operational budget. The decision to not do the furloughs was an operational decision that was made after seeing how things had changed and what money was available that wasn't anticipated. Employees not given raises this year. The administration felt like the furloughs were a detriment to the employees.

Trustee Smith said that the Board did not propose the furloughs, it was the administration and though the Board doesn't micromanage, they could if they wanted to do so. He also said that personal budgets were not like public entities where 60% of the budget comes from taxpayers. He said the college has continued to expand the last several years while enrollment has continued to go down. Trustee Smith said he would like to get serious about getting the books in order and moving out of McConnell.

Trustee Lechtenberg asked if the \$400,000 furlough was a one-time thing and that if the money needed to be cut it would be necessary to find another way to do that in the future. Kent confirmed that it was intended to be a temporary, one-year cut. Trustee Law added that it was a cut based on a potential of lost revenue that doesn't appear to have materialized.

Trustee Winslow inquired if the lost revenue that was recovered was from the \$3.2 million that we got from the state because of COVID. Dr. Krull said that those dollars had to be spent very specifically. Some of it was used to cover the costs of reimbursing students for their housing. It has also reduced some of our expenditures for PPE that would potentially be paid for out of the college's budget. Half of the original CARES act money went to students so it was never part of the college's budget. Trustee Winslow asked if those dollars were part of the budget being reviewed tonight. Dr. Krull said that those dollars are not part of the operational budget.

Trustee Smith asked if line item number 8 on page 10 could be tabled until next month when other proposals for cuts or revenue increases could be presented to pay for that. Trustee Rhodes asked if the cuts could not be presented right now, if Trustee Smith felt that the furloughs have to stand. Trustee Smith asked when the furloughs would have to happen and Trustee Rhodes said they would have to happen before the end of the fiscal year. Trustee Rhodes said that he didn't feel like forcing the administration to come up with a way to save \$400,000 in the next 30 days or force the employees to be furloughed was the right way to handle it. Looking for ways to be leaner is necessary, but this isn't the way.

Trustee Smith said that he didn't feel like he had seen any other cuts on the budget. Dr. Krull said that the college has cut more than 50 positions or left them open and not filled them. Each vice president has cut their budgets reducing travel, office expenditures, conferences, and sponsorships after spending weeks going through every line item. The administration came to the Board with a potential reduction of almost \$3 million between personnel and non-personnel and 2/3 of the cuts were personnel with different tiers of cuts with furloughs being one of the last things if absolutely necessary. Trustee Smith said we should make some of those cuts at McConnell. Dr. Krull said we only have one director at McConnell with a couple of people who split their time between McConnell and the Service Center. The college is continuing to look at the numbers because some of the numbers that have been assigned to McConnell have not been accurate.

Trustee Winslow asked if the college had a plan for when the complete enrollment goes to 10% of what it was two years ago. Dr. Krull said that the vice presidents meet every other week to work on plans including enrollment, budget and more. This year has been one that no one could have planned for. The administration is doing everything they can to manage the budget and the enrollment with everything that has happened with COVID. As an example, Dr. Krull shared that Lori Winningham has gone through 70 academic departmental budgets in the last week. Trustee Winslow said she is not against the college, but for every full-time student there is a specific amount of resources needed and those resources should be declining with the student population unless we can level up which the college has failed to do the last several years. Trustee Winslow said that even if they had to go into executive session to review the plan and resources, she would be willing to do that to make sure that the college does not go bankrupt.

Trustee Winslow also shared that she was not being given access to all of the information she was requesting. As examples she shared that as soon as Trustee Smith and she had emailed with County Manager Will Johnson, an email was sent to Dr. Krull. When she had not received the insurance policies, she went to ICI to request them and they called the college to make sure it was okay for her to look at them. In her opinion, using SharePoint is just a way for information to be tracked.

Trustee Law pointed out that the discussion was getting off track. Chair Howell said that the question before the Board was the approval of the budget update and was not in regards to access to information. Trustee Smith said that what he has seen in the past with the hardened data center, buying the bus for the athletes, and buying the welding table with only one bid he is not seeing an effort to save as much money as possible. Chair Howell said that he believes everyone on the Board understands where Trustee Smith is coming from and that Trustee Smith doesn't like the way the day-to-day management that is the responsibility of the administration is being handled. Trustee Smith said he would just like to see multiple bids.

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

PERSONNEL

Acceptance of Retirement of Melody Choate – Melody Choate, full-time Mathematics Instructor, has submitted her notice of resignation (retirement) effective December 31, 2020. Melody has been a full-time employee of Butler Community College for 29 years. Trustee Law moved to accept the retirement. Trustee Lechtenberg seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

Acceptance of Retirement of Adnan Fahs – Adnan Fahs, full-time Mathematics Instructor, has submitted his notice of resignation (retirement) effective December 31, 2020. Adnan has been a full-time employee of Butler Community College for 29 years. Trustee Law moved to accept the retirement. Trustee Smith seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

Acceptance of Retirement of Robert Ray – Robert Ray, full-time Computer Information Technology Instructor, has submitted his notice of resignation (retirement) effective December 31, 2020. Robert has been a full-time employee of Butler Community College for 18 years. Trustee Law moved to accept the retirement. Trustee Lechtenberg seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

CONSENT AGENDA

Trustee Law moved to accept the consent agenda as presented. Trustee Lechtenberg 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. Items in the consent agenda included:

- Minutes of the November 10, 2020 Regular Board Meeting
- Approval of Bills and Warrants for November 2002 in the amount of \$4,967,089.62 (includes Expenditure Approval List - \$2,167,077.28 and Payroll - \$2,800,012.34).
- Approval of Glenn Manning as full-time Biology instructor at an annual salary of \$52,210 plus benefits
- Acceptance of resignation of Bailey Joonas
- Acceptance of resignation of Catherine Menefee

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Dr. Jacki Vietti

Board Calendars

BOARD OF TRUSTEES CALENDAR OF ACTIVITIES DECEMBER – JANUARY

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
January Board Finance Committee	Tuesday, January 12, 3:30 p.m. President's Conference Room	Lance Lechtenberg Shelby Smith
January Board Meeting	Tuesday, January 12, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

2020-2021 Board Meeting Dates

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

February Board Finance Committee	Tuesday, February 9, 3:30 p.m. President's Conference Room	TBD
February Board Meeting	Tuesday, February 9, 4:30 p.m. Dankert Board Room	ALL TRUSTEES
March Board Finance Committee	Tuesday, March 9, 3:30 p.m. President's Conference Room	TBD
March Board Meeting	Tuesday, March 9, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

Spring 2021 ACTIVITY CALENDAR

Winter Break – College Closed	December 22 – January 3
Martin Luther King, Jr Day – College Closed	Mon, January 18
Men's bball v Hesston College	Sat, January 23 @ 7:30 p.m.
First Day of Spring Classes	Mon, January 25
Volleyball v Pratt (away)	Mon, January 25 @ 6:30 p.m.
Women's bball v Colby (home)	Wed, January 27 @ 5:30 p.m.
Men's bball v Colby (home)	Wed, January 27 @ 7:30 p.m.
Volleyball v Rose State College (away)	Fri, January 29 @ 5:00 p.m.

E.B. White Gallery of Art Dane Jones & Erin Raux Exhibit Reception	January 29 – March 26 Thur, February 18 @ 6:00 p.m.
Women's bball v Dodge City (away)	Sat, January 30 TBA
Men's bball v Dodge City (away)	Sat, January 30 TBA
Volleyball v Independence (away)	Mon, February 1 @ 6:30 p.m.
Women's bball v Hutchinson (home)	Wed, February 3 @ 5:30 p.m.
Men's bball v Hutchinson (home)	Wed, February 3 @ 7:30 p.m.
Volleyball v Colby (away)	Thur, February 4 @ 6:30 p.m.
Women's bball v Pratt (away)	Sat, February 6 @ 5:30 p.m.
Men's bball v Pratt (away)	Sat, February 6 @ 7:30 p.m.
Volleyball v Dodge City (away)	Mon, February 8 @ 6:00 p.m.
Women's bball v Garden City (home)	Wed, February 10 @ 5:30 p.m.
Men's bball v Garden City (home)	Wed, February 10 @ 7:30 p.m.
Volleyball v Seward County (home)	Thur, February 11 @ 6:30 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
Baseball v Des Moines Area Community College (home)	Sat, February 13 @ 1:00 p.m. Sat, February 13 @ 3:00 p.m. Sun, February 14 @ 1:00 p.m. Sun, February 14 @ 1:00 p.m.
Women's bball v Seward (away)	Sat, February 13 @ 6:00 p.m.
Men's bball v Seward County (away)	Sat, February 13 @ 8:00 p.m.
Volleyball v Northeastern Oklahoma A&M College (home)	Mon, February 15 @ 7:00 p.m.
Women's bball v Barton (home)	Wed, February 17 @ 5:30 p.m.
Men's bball v Barton (home)	Wed, February 17 @ 7:30 p.m.
Softball v Labette (away)	Thur, February 18 @ 2:00 p.m. Thur, February 18 @ 4:00 p.m.
Volleyball v Hutchinson (away)	Thur, February 18 @ 6:00 p.m.
Children's Theatre Production TBD	Sat, February 20 @ 2:00 p.m.
Women's bball v NW Kansas Tech College (away)	Sat, February 20 @ 2:00 p.m.
Men's bball v NW Kansas Tech College (away)	Sat, February 20 @ 4:00 p.m.
Volleyball v Garden City (home)	Mon, February 22 @ 6:30 p.m.
Women's bball v Cloud County (away)	Mon, February 22 @ 6:00 p.m.
Men's bball v Cloud County (away)	Mon, February 22 @ 8:00 p.m.
Softball v Friends (home)	Tue, February 23 @ 2:00 p.m. Tue, February 23 @ 4:00 p.m.
Volleyball v Pratt (home)	Thur, February 25 @ 6:30 p.m.
Baseball v Cowley County (away)	Fri, February 26 TBA
Men's bball v Independence (away)	Sat, February 27 @ 4:00 p.m.
Women's bball v Independence (away)	Sat, February 27 @ 5:00 p.m.

Baseball v Cowley County (home)	Sun, February 28 @ 1:00 p.m. Sun, February 28 @ 3:00 p.m.
Volleyball v Barton (away)	Mon, March 1 @ 6:30 p.m.
Women's bball v Neosho County (home)	Wed, March 3 @ 5:30 p.m.
Men's bball v Neosho County (home)	Wed, March 3 @ 7:30 p.m.
Baseball v Kansas City Kansas (away)	Thur, March 4 @ 1:00 p.m. Thur, March 4 @ 3:00 p.m.
Volleyball v Independence (home)	Thur, March 4 @ 6:30 p.m.
Softball v Bethany College (home)	Fri, March 5 @ 3:00 p.m. Fri, March 5 @ 5:00 p.m.
Baseball v Kansas City Kansas (away)	Sat, March 6 @ 1:00 p.m. Sat, March 6 @ 3:00 p.m.
Women's bball v Allen County (away)	Sat, March 6 @ 2:00 p.m.
Men's bball v Allen County (away)	Sat, March 6 @ 4:00 p.m.
Volleyball v Barton (home)	Sat, March 6 @ 2:30 p.m.
Volleyball v Colby (home)	Mon, March 8 @ 6:30 p.m.
Baseball v Northern Oklahoma College – Enid (away)	Tue, March 9 @ 1:00 p.m.
Softball v Northern Oklahoma – Tonkawa (home)	Tue, March 9 @ 2:00 p.m. Tue, March 9 @ 4:00 p.m.
Women's bball v Cowley County (away)	Wed, March 10 TBA
Men's bball v Cowley County (away)	Wed, March 10 @ 7:30 p.m.
Baseball v Garden City (away)	Thur, March 11 @ 1:00 p.m. Thur, March 11 @ 3:00 p.m.
Softball v Pratt (home)	Thur, March 11 @ 2:00 p.m. Thur, March 11 @ 4:00 p.m.
Volleyball v Dodge City (home)	Thur, March 11 @ 6:30 p.m.
Baseball v Garden City (home)	Sat, March 13 @ 1:00 p.m. Sat, March 13 @ 3:00 p.m.
Softball v Dodge City (home)	Sat, March 13 @ 2:00 p.m. Sat, March 13 @ 4:00 p.m.
Women's bball v Coffeyville (home)	Sat, March 13 TBA
Men's bball v Coffeyville (home)	Sat, March 13 TBA
Spring Break – No Classes	March 15 – 19
Women's bball v Cloud County (home)	Mon, March 15 @ 5:30 p.m.
Men's bball v Cloud County (home)	Mon, March 15 @ 7:30 p.m.
Volleyball v Seward County (away)	Mon, March 15 @ 6:30 p.m.
Baseball v Neosho (away)	Tue, March 16 @ 1:00 p.m.
Softball v Barton (away)	Thur, March 18 @ 1:00 p.m. Thur, March 18 @ 3:00 p.m.
Baseball v Cloud County (home)	Thur, March 18 @ 1:00 p.m. Thur, March 18 @ 3:30 p.m.
Baseball v Cloud County (away)	Sat, March 20 @ 1:00 p.m. Sat, March 20 @ 3:30 p.m.
Softball v Colby (home)	Sat, March 20 @ 2:00 p.m. Sat, March 20 @ 4:00 p.m.

Women's bball v Independence (home)	Sat, March 20 @ 5:30 p.m.
Men's bball v Independence (home)	Sat, March 20 TBA
Fall 2021 Enrollment Begins	Mon, March 22
Volleyball v Hutchinson (home)	Mon, March 22 @ 6:00 p.m.
Women's bball v Neosho County (away)	Wed, March 24 TBA
Men's bball v Neosho County (away)	Wed, March 24 TBA
Baseball v Hutchinson (away)	Thur, March 25 @ 1:00 p.m. Thur, March 25 @ 3:30 p.m.
Softball v Hutchinson (away)	Thur, March 25 @ 2:00 p.m. Thur, March 25 @ 4:00 p.m.
Volleyball v Garden City (away)	Thur, March 25 @ 6:30 p.m.
Football v Independence (away)	Fri, March 26 @ 7:00 p.m.
Baseball v Hutchinson (home)	Sat, March 27 @ 1:00 p.m. Sat, March 27 @ 3:00 p.m.
Women's bball v Allen County (home)	Sat, March 27 TBA
Men's bball v Allen County (home)	Sat, March 27 TBA
Softball v NW Kansas Tech College (away)	Sun, March 28 @ 2:00 p.m. Sun, March 28 @ 4:00 p.m.
Women's bball v Cowley County (home)	Mon, March 29 @ 5:30 p.m.
Men's bball v Cowley County (home)	Mon, March 29 @ 7:30 p.m.
Soccer v Allen County (away)	Wed, March 31 @ 2:00 p.m.
Women's bball v Coffeyville (away)	Wed, March 31 @ 5:30 p.m.
Men's bball v Coffeyville (away)	Wed, March 31 @ 7:30 p.m.
Baseball v Colby (home)	Thur, April 1 @ 1:00 p.m. Thur, April 1 @ 3:00 p.m.
Softball v Independence (away)	Thur, April 1 @ 2:00 p.m. Thur, April 1 @ 4:00 p.m.
College Closed/No Classes	Fri, April 2
Soccer v Dodge City (away)	Sat, April 3 @ 1:00 p.m.
Baseball v Colby (away)	Sat, April 3 @ 1:00 p.m. Sat, April 3 @ 3:00 p.m.
Football v Hutchinson (home)	Sat, April 3 @ 7:00 p.m.
Soccer v Kansas City Kansas (away)	Wed, April 7 @ 4:00 p.m.
Baseball v Dodge City (away)	Thur, April 8 @ 1:00 p.m. Thur, April 8 @ 3:00 p.m.
Baseball v Dodge City (home)	Sat, April 10 @ 1:00 p.m. Sat, April 10 @ 3:00 p.m.
Softball v Seward County (home)	Sat, April 10 @ 2:00 p.m. Sat, April 10 @ 4:00 p.m.
Soccer v Hutchinson (away)	Sat, April 10 @ 2:00 p.m.
Football v Dodge City (away)	Sun, April 11 TBD
Softball v Dodge City (away)	Mon, April 12 @ 2:00 p.m. Mon, April 12 @ 4:00 p.m.
Soccer v Neosho County (home)	Wed, April 14 @ 7:00 p.m.

Baseball v Barton (away)	Thur, April 15 @ 1:00 p.m. Thur, April 15 @ 3:30 p.m.
Softball v Garden City (away)	Thur, April 15 @ 2:00 p.m. Thur, April 15 @ 4:00 p.m.
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.
Baseball v Barton (home)	Sat, April 17 @ 1:00 p.m. Sat, April 17 @ 3:00 p.m.
Softball v Pratt (away)	Sat, April 17 @ 1:00 p.m. Sat, April 17 @ 3:00 p.m.
Softball v Fort Scott (home)	Mon, April 19 @ 2:00 p.m. Mon, April 19 @ 4:00 p.m.
Soccer v Coffeyville (away)	Mon, April 19 @ 7:00 p.m.
Soccer v Johnson County (home)	Wed, April 21 @ 7:00 p.m.
Baseball v Seward County (away)	Thur, April 22 @ 1:00 p.m. Thur, April 22 @ 3:00 p.m.
Softball v Barton (home)	Thur, April 22 @ 2:00 p.m. Thur, April 22 @ 4:00 p.m.
Instrumental Music Spring Concert	Fri, April 23 @ 7:30 p.m. Sat, April 24 @ 7:30 p.m.
Soccer v Garden City (away)	Sat, April 24 @ 1:00 p.m.
Baseball v Seward County (home)	Sat, April 24 @ 1:00 p.m. Sat, April 24 @ 3:00 p.m.
Softball v Hutchinson (home)	Sat, April 24 @ 2:00 p.m. Sat, April 24 @ 4:00 p.m.
Football v Coffeyville (away)	Sun, April 25 @ 1:30 p.m.
Softball v Labette (home)	Mon, April 26 @ 2:00 p.m. Mon, April 26 @ 4:00 p.m.
Baseball v Northern Oklahoma College – Enid (home)	Tue, April 27 @ 1:00 p.m.
Baseball v Labette (away)	Thur, April 29 @ 1:00 p.m. Thur, April 29 @ 3:00 p.m.
Softball v Independence (home)	Thur, April 29 @ 2:00 p.m. Thur, April 29 @ 4:00 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.
Soccer v Cowley County (home)	Sat, May 1 @ 10:00 a.m.
Baseball v Labette (home)	Sat, May 1 @ 1:00 p.m. Sat, May 1 @ 3:00 p.m.
Football v Highland (home)	Sat, May 1 @ 7:00 p.m.
Softball v Cowley County (home)	Mon, May 3 @ 4:00 p.m. Mon, May 3 @ 6:00 p.m.

Soccer v Kansas City Kansas (home)	Mon, May 3 @ 5:00 p.m.
Woodwind Chamber Recital	Mon, May 3 @ 7:30 p.m.
Brass Chamber Recital	Tues, May 4 @ 7:30 p.m.
Soccer v Neosho County (away)	Wed, May 5 @ 7:00 p.m.
Percussion Chamber Recital	Wed, May 5 @ 7:30 p.m.
Baseball v Pratt (home)	Thur, May 6 @ 1:00 p.m. Thur, May 6 @ 3:00 p.m.
Dance Showcase	Thur, May 6 @ 7:00 p.m.
Baseball v Pratt (away)	Sat, May 8 @ 1:00 p.m. Sat, May 8 @ 3:00 p.m.
Football v Arkansas Baptist College (home)	Sat, May 8 @ 7:00 p.m.
Soccer v Barton (home)	Sun, May 9 @ 11:00 a.m.
Student Art Sale	Tues, May 11 10:00 a.m. – 4:00 p.m.
Soccer v Coffeyville (home)	Wed, May 12 @ 7:00 p.m.
Commencement	Fri, May 14 @ 7:00 p.m.
Football v Fort Scott (away)	Sat, May 15 @ 7:00 p.m.
Soccer v Johnson County (away)	Sat, May 15 @ 7:00 p.m.
Grades Due by Noon	Mon, May 17
Football v Garden City (home)	Sat, May 22 @ 7:00 p.m.
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 Smith seconded. The motion passed unanimously. The regular meeting of December 8, 2020 was adjourned at 6:01 p.m.

Doug Law – Secretary