Butler
Community College

- Let's Take Tomorrow -

BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING
4:30 p.m., Tuesday, April 13, 2021 – Dankert Board 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** – Dankert Board Room, Upper Level of the Hubbard Welcome Center, 901 S. Haverhill Road, El Dorado, Kansas.
	Executive Session – Not to exceed 30 minutes for consultation with legal counsel regarding confidential student information and regarding real estate to include Kim Krull, Lori Winningham, Tom Borrego and Ray Connell

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I.   **CALL TO ORDER**

II. **PLEDGE OF ALLIGIENCE**

III. **APPROVAL OF AGENDA**

IV. **EXECUTIVE SESSION** --- 3

V.   **RECOGNITIONS** -- 4

VI. **PUBLIC COMMENT**
     If you wish to address the Board during Public Comment, please complete
     this form: https://bit.ly/3b36GXi

VII. **STANDING REPORTS**
     A. Student Government Association Report – Kiersten Kamholz
     B. Operational Staff Report – Lisa Bolin
     C. Professional Employees Report – Terry Sader
     D. Board Finance Committee Report – Doug Law, Shelby Smith
     E. Foundation Board Report – Forrest Rhodes, Kim Krull
     F. President's Report – Kim Krull
     G. Education Facilities Authority Report –Jim Howell, Doug Law, Kim Krull

EXECUTIVE SESSION

TRUSTEE MOTION: By _____

Mister Chair I move that the Board recess into executive session for consultation with legal counsel in regards confidential student information and acquisition of real estate to include the Board, Dr. Kim Krull, Lori Winningham, Tom Borrego, and Ray Connell with action to follow as appropriate.

The open meeting will resume here in the Dankert Board Room in 30 minutes.

CALL FOR A SECOND: Trustee _____

CALL FOR A VOTE

ENTER EXECUTIVE SESSION @ _____ P.M.

RETURN TO OPEN SESSION @ _____P.M.

ANY ACTION REQUIRES A MOTION, SECOND, and VOTE

APRIL BOARD RECOGNITIONS

- **Tucker Ashburn, Owen Berk, Deanna Bonn, Kameron Buss, Ross Cole, Wesley Hager, Bryce Hirayama, Raymond Hoare, Madeline Reida, Riley Wagner** – Kansas Association of Broadcasters Awards

- **Scott Willis, Ben Bunck, Bruce Fiscus, Dr. Mindy Trenary** – Tutoring Lab Assistants

- **Trustee Jim Howell** – April 7 Birthday

- **Trustee Doug Law** – April 19 Birthday

BOARD OF TRUSTEES REPORT
Division of Humanities and Social and Behavioral Sciences
April 2021

The Division of Humanities and Social and Behavioral Sciences consists of seven academic departments:

Behavioral Sciences	History and Social Sciences
Economics	English Language and Literature/Humanities
Foreign Languages	Philosophy and Religion
Reading	

Together, these departments provide related academic programs and services with the aim of fulfilling the Butler Community College mission, which is to develop responsible, involved lifelong learners and contribute to the vitality of the communities it serves.

Division Mission and Key Processes
The Division of Humanities and Social and Behavioral Sciences engages students in learning about humanity and its expression in place, time, and language; through human behavior; through systems of belief, thought, and government; and through its use of resources. The Division serves students and stakeholders in the region by

- Preparing students for transfer to colleges and universities
- Preparing students for careers related to the Humanities and Social and Behavioral Sciences
- Providing training in related skills
- Providing instruction through Guided Pathways
- Developing Learning PACT skills
  - Personal Development Skills
  - Analytical Thinking Skills
  - Communication Skills
  - Technological Skills
- Assessing student outcomes
- Evaluating and improving instruction
- Designing and revising curriculum
- Providing access through multiple locations and delivery systems
- Providing instructional leadership
- Providing and sponsoring events

Division Credit Hours

Humanities and Social and Behavioral Sciences courses are taught in traditional lecture, blended, online, distance learning, academy, and high school formats. The number and variety of these offerings--and the many Butler employees who contribute to their delivery-- underscore the importance of the Humanities and Social and Behavioral Sciences to degree and certificate programs as well as transfer pathways. In Academic Year (AY) 2020, total institutional credit hours were 152,118. At 52,502 credit hours for the same year, the HSBS Division comprised 35% of the total. Credit hours were provided by the Butler Office of Research and Institutional Effectiveness.

Department	AY2015	AY2016	AY2017	AY2018	AY2019	AY 2020
Economics	3033	3420	3204	3903	3396	2997
English/Literature	22020	22131	23145	21465	18711	18693
Foreign Language	2104	1879	1697	1935	1946	2213
History	6075	5904	5901	5775	4230	4134
Humanities	678	630	738	648	423	198
Philosophy/Religion	6039	6522	5583	5970	5199	4533
Political Science	1122	1239	1530	1649	1578	1698
Social Science	1593	1473	1341	1221	1302	1185
Beh Science			18609	18591	17400	15627
Reading			732	927	936	987
		Totals	62480	62084	55121	52502

Division Majors

In spring 2020, these discipline-specific or associated Liberal Arts majors graduated from Butler:

Economics	3
English/Literature	4
Foreign Language	2
History	3
Political Science	1
Pre-Law	1
Psychology	10
Sociology/Social Work	8
Religion	0
Liberal Arts	600
	632

Personnel

In spring 2021, the Humanities and Social Sciences Division consisted of 3 administrators, 2 staff, 33 full time faculty, and 138 adjunct faculty for a total of 176 personnel. The deans, administrative assistants, and department chair or lead faculty members are

Dean	Dr. Susan Bradley
Associate Dean	Dr. Troy Nordman
Associate Dean	Jonathan Craig
Administrative Assistant BOE	Zachary Cannady
Administrative Assistant BOA	Lana Ryan
Department Chairs or Lead Faculty Members	
Behavioral Sciences Chair	Cheree Encapera
Economics Chair	Dr. Noreen Templin
English Chair	Jim Buchhorn
English Lead	Sheryl LeSage
Developmental English Lead	Katheryn McCoskey
Foreign Language Chair	Dr. Kelsey Harper
History and Social Sciences Chair	Dr. Tim Myers
Philosophy and Religion Lead	Dr. Regina Turner
Reading Chair	Dr. Elena Allen

General Division
- Launch of a new LT 201 Introduction to Literature OER
- Launch of a new FL 130, Spanish for Culinary Arts OER
- Continued use of the Butler EG 101 and 102 OER course materials
- Textbook Affordability Team leadership and service
- Ed Tech Master Course development
- KBOR Kansas Core Outcomes Group and committee leadership and service
- Emphasis on AVID high engagement techniques in division classes
- Online Writing Lab (OWL) management and service
- Curriculum Team membership and service
- Learning Calendar development and coordination
- Inclusion Council membership and service
- Faculty Development Team membership and service
- Retention Team leadership and service
- +1 Retention program participation
- Institutional Review Board leadership and service
- Personal Development leadership
- AVISO leadership and service
- PROVIDE leadership and service
- Covid Classroom Protocol composition
- Presentations, service club memberships, and charity work.

Division Highlights 2020-21
The 2020-21 division highlights are broken into two subsets by department, Professional and Covid-19. The subsets overlap but are separated to highlight the successes and demands of this challenging year. Overall, HSBS departments and faculty members took extended, even

extraordinary measures to serve students during the pandemic, including learning and applying new technical skills and offering lenience and understanding.

Behavioral Sciences
Professional
The Behavioral Sciences Department worked hard on developing Master courses. Master Courses encourage consistency while honoring academic freedom. Behavioral Science Master Courses are Quality Assured Team (QAT) reviewed and approved and meet accessibility, design, content, and workload standards. Corresponding publisher resource course shells exist for each of these courses. Mary McMackin, who led the effort, and Cheree Encapera developed and worked on the following Master Courses:

BS105 ETMC 8WK Online - Sociology
BS105 ETMC 12WK Online - Sociology
BS105 ETMC 16WK Online - Sociology
BS160 ETMC 8WK Online - General Psychology
BS160 ETMC 12WK Online - General Psychology
BS160 ETMC 16WK Online - General Psychology
BS160 ETMC 16WK Blended - General Psychology
BS212 ETMC 16WK Blended - Abnormal Psychology
BS260 ETMC 16WK Online - Developmental Psychology
BS260 ETMC 16WK Blended – Developmental Psychology (in QAT review)

In addition, face to-face or online adaptable templates were developed for many courses. When using templates, instructors add their own assignments, instructor materials, and policies. A corresponding publisher resource is available for each of these courses:

BS103 16WK - Human Sexuality
BS105 16WK - Sociology
BS107 16WK - Women and Gender Studies
BS160 16WK - General Psychology
BS210 16WK - Marriage and Family
BS260 16WK - Developmental Psychology
BS270 16WK - Child Psychology

In the area of textbook affordability, Cheree Encapera and Nathan Swink worked on finding and implementing an Open Educational Resource (OER) for Contemporary Social Problems. This OER is offered at no cost to students with the hope of increasing enrollment through the use of free, quality materials. Monica Lorg and Nathan Swink are also looking at possible OER for Women and Gender Studies, and Cheree Encapera is investigating OER for Diversity and Inequality.

To further encourage course completion and success, the Behavioral Sciences Department moved all classes except Social Work and Contemporary Social Problems to McGraw Hill

Inclusive Access. This change reduced textbook costs and provided students with day one access to textbooks.

Terry Hutter created a new sub-module in online Cultural Anthropology, with videos, text and songs of the Zulu Culture of KwaZulu-Natal.

Nathan Swink is co-chair of the Butler Institutional Research Board (IRB), which ensures the ethical treatment of research participants in studies conducted in the name of the College and performed by students, faculty or staff. Cheree Encapera and Jon Craig also serve on the IRB.

Nathan Swink presented at the Kansas Adult Education Association in 2021. The presentation was developed by Nathan and Andy Jones and focused on testing methods that feel more like games to Gen Z students because the methods make information easier to catalog and retain.

Cheree Encapera is serving her second term as co-chair on the Child Psychology Kansas Core Outcomes Group (KCOG) committees. Nathan Swink is also a KCOG co-chair, and numerous faculty serve on KCOG committees.

Cheree Encapera is on the Butler Quality Assured Team, the Textbook Affordability Team, and the Review and Appeal Committee. Cheree also attended the national psychology conference, NITOP, in January. Due to Covid, the conference was virtual and free.

Cheree Encapera and Sue Cecil were nominated for the Teaching Excellence award hosted by Faculty Development.

Monica Lorg is the Co-chair of both the Butler Inclusion Council and Retention Team. She is part of the AVISO Team and a Title IX Advisor for the College. She is a member of the Advance Kansas class of 2021. On the state level, she is a member of the Kansas Board of Regents Diversity, Equity, and Inclusion State Board.

Multiple Behavioral Science faculty help with mental health issues on campus by offering counseling services to students.
Brynn Thompson published her paper entitled "Marital Satisfaction in Older Adults".

Mary Corrigan is on the advisory council for Health Concepts Foundations.

Regina Peasley, Cheree Encapera and Nathan Swink are members of the American Psychological Association, as well as many adjunct faculty.

Many Behavioral Sciences faculty are American Association of Marriage and Family Therapists, Kansas Association of Marriage and Family Therapists, Licensed Clinical Professional Counselors, or Licensed Master Social Workers affiliated and licensed.

Behavioral Science faculty are involved in many kinds of community service with various organizations. Faculty are involved in Special Olympics, Sunshine Children's Home, Wichita Children's Home, One Hundred Roses, Saint Paul's homeless outreach, Big Brothers/Big Sisters, Friendship Fields (Director is Val Wall, adjunct instructor), National Association for the Advancement of Colored People, National Organization for Women, and Black Minds Matter.

COVID
Marie Carroll helped with a recent Wichita Chapter of the Black Nurses Association event to vaccinate people of color. Sonja Milbourn has also volunteered to help at Covid clinics. Mary McMackin, Regina Peasley and Cheree Encapera volunteered on the college wide committee to help instructors transition to online during March/April 2020.

Master Courses and course templates helped greatly with the online and remote transition during Covid. Cheree Encapera and Mary McMackin worked with Behavioral Sciences faculty to set up their courses using Canvas, Zoom, and Connect and transition to remote and online in March 2020 and through the summer and fall semesters. This work involved hundreds of extra work hours. In turn, Behavioral Science faculty worked hard to complete the extra trainings. Faculty in the large Behavioral Sciences Department listed the following ways they dealt with Covid challenges in instruction:
1. Being more lenient with deadlines
2. Offering even more encouragement
3. Checking in with students more often
4. Offering Zoom classes, office hours, and tutoring
5. Extra cleaning of classrooms
6. Splitting classes to allow for social distancing and creatively providing necessary instruction
7. Creating large amounts of online content for students
8. Recording extra directions for students so they have written and verbal directions in the online modules.
9. Offering face-to-face classes while creating robust online materials for those who were sick and or quarantined. Everyone teaching face-to-face taught in three simultaneous modalities--face-to-face, online and blended—in order to accommodate everyone's needs
10. Taking additional trainings to be able to teach in a different environment
11. Working to connect with students even more deeply than before due to the unusual circumstances
12. Offering extra office hours including evenings and weekends to accommodate students' extra demands during the pandemic.

Many Behavioral Science faculty plan to retain the module format in their face-to-face classes to offer more materials to students outside of class. Faculty also mentioned that Zoom was very successful. Faculty teaching via Zoom had better attendance than previous semesters and felt it removed barriers such as transportation and childcare for some students and classroom distractions for others. Zoom was helpful for student consultations. More students could be

reached during more hours.   Faculty also plan to keep Zoom office hours as an option for students in the future. Overall, Behavioral Sciences faculty felt they improved as teachers during this challenging time. The push to retrain made them more versatile instructors than before.

Economics
Professional
Department Chair Dr. Noreen Templin worked with McGraw-Hill Connect on homework questions for the newest edition of Engineering Economics in summer 2020. She attended the National Economics Teaching Association (NETA) Virtual Conference hosted by Cengage in November 2020. Dr. Templin developed the new course of DA120 Data Mining in summer 2020 and then taught it in Fall 2020 for Butler's new Data Analytics program. She also continues to serve as Treasurer of the Butler Community College Educational Association (BCCEA).

Kris Estes completed 135 hours of voluntary faculty professional development and simultaneously completed the Summer Jam Practicum for the 2019-20 school year. In December 2020, she completed a week of faculty professional development after the final exams ended for the term. Kris continues to complete other faculty development courses and currently serves as VP of the BCCEA.

Leah Barnhard attended the NETA Virtual Conference hosted by Cengage and EconEd 2020 Virtual Conference hosted by Macmillan Learning.

Randy Doll continued to network and build relationships at the national level as it relates to agricultural economics and legislative action.

COVID
In Noreen Templin's face-to-face classes, COVID protocols required the seating to be rearranged for social distancing. Because of limited space, the classes needed to have fewer students than the total enrollment. Consequently, Noreen Templin made her classes a version of "lecture capture" that she learned about at a conference several years ago. Her "lecture capture" format included using her own technology to securely webcast her lecture synchronously via Zoom to the students outside of the classroom while simultaneously teaching students in the classroom. The students had the option of which modality to attend. Noreen did an informal survey at the end of the Fall 2020 semester to find the general student acceptance of and satisfaction with this approach. The results were positive and continuation of the approach was requested. Noreen continued to use this approach in Spring 2021 with data to Spring Break. So far, 47% of students have been attending in-person classes while 44% have attended via Zoom. Less than 10% have been absent and the withdrawal rate is less than 2%. Lecture capture resulted in 90% student attendance with high retention compared to the Fall 2019 attendance rate of about 80%.

Kris Estes also had to split classes over the COVID capacity stated limit. This created a difficult and challenging situation in teaching the material. She taught many classes by Zoom and took

additional training sessions from Butler on the use of technology and remote teaching techniques. She also learned AVISO and used it daily for attendance and alerts and increased notes for possible COVID quarantining. Kris loaded increased amounts of information into Canvas Modules in case the class needed to suddenly go remote or online and increased the number of emails and Canvas postings to keep communication clear with students who typically did not use technology or just relied on coming to class for information. She found that many students were not technologically ready for the adjustment and were not as savvy on their computer skills as the college would have expected.

Jaime Goering taught split classes to honor Covid capacity limits. This worked well enough, but from the instructor's perspective, splitting the class made it difficult to mark participation/attendance in AVISO as well as gave her less time with students. Creating Zoom offerings for her courses resulted in some improved attendance, but she did not see a major difference between Zoom and the split class arrangement in which they met face-to-face. Student feedback was that face-to-face was preferred. Finally, Jaime noted that a major accomplishment was being able to still feel connected to each student despite the course delivery method. It was important as an instructor to not only be able to interact but to also be helpful and see progress throughout the course.

Leah Barnhard taught a 12-week online class to accommodate students who preferred online delivery during the pandemic and used Zoom to record an introduction to the modules and a video lecture covering their content.

Randy Doll found not too much changed in his online classes, although he offered more flexibility to students due to Covid challenges and difficulties.

English
Professional
Department Chair Jim Buchhorn helped many teachers transition to online-only instruction. He wrote protocols for safely reopening English classrooms during the pandemic, served on several hiring committees, and is now participating in the +1 program to help retain students.

Xavia Dryden worked on the team that developed the new LT 201 textbook, took over as Online Writing Lab (OWL) Director, and survived teaching from home with two toddlers.

Kathy McCoskey helped plan an October 2020 virtual conference for the National Organization for Student Success-Midwest (NOSS), as board secretary. The conference was held in Oct. 2020. Kathy also continues to be part of the KBOR Developmental Education Working Group, which is now evaluating Kansas Accuplacer cut-scores and encouraging use of multiple measures in co-requisite models.

Jennifer Montgomery and a team of English faculty members—Kathy McCoskey, Jenny Kidd, and Mindy Trenary--have started to develop an OER for EG 060, Fundamentals of English.

Jenny Kidd attended two seminars in summer 2020: a Black Minds Matter online seminar that focused on educational issues faced by students of color and a Co-Requisite Composition online seminar that focused on teaching strategies in co-requisite classes like ALP classes.

Rebecca Yenser taught her first semester at Butler. Her nonfiction book was accepted for publication with ELJ Editions in December 2021. Along those same lines, she published over a dozen different pieces of writing in various literary journals and was awarded Honorable Mention in three different writing contests.

Mark Jarvis pursued creative writing and certifications in professional development. He worked with KCOG representatives to identify and include transferrable learning outcomes and objectives in LT 260, Children's Literature. As an instructor, Mark experimented with 'read alouds' and peer feedback (via a product called Flipgrid) and test questions embedded in videos (via a product called EdPuzzle). He is sharing what he learned with peers.

Jeff Roper spent his first academic year (2020-21) on the 14-member national team of college and high school educators developing the Advance Placement (AP) Literature and Composition exam for 2021. He regularly reviews and sculpts questions for the 2021 multiple choice and essay question portions of the test. In addition, Jeff has had great ALP experiences in fall 2020 and this term.

Marie Ullrich is celebrating the new LT 201 Introduction to Literature OER and how it has helped her revitalize her teaching of the course.

Michelle Ast is currently working on the +1 initiative. She has expanded the types of courses she is ableto teach and is creating new curricula to support them.

Ruth Vernon began working on a book of poetry this year.

Mac Thompson presented virtually and was published in the proceedings of the SASSI Conference (Society for the Academic Study of Social Imagery) with his essay "Antoine de Saint-Exupery and a Response to Fascism." In addition, he was nominated for the Teaching Excellence Award sponsored by the Faculty Development Team and re-elected to Secretary of the BCCEA, for which he began to publish a newsletter, "The Advocate."

Masako Maeda attended more virtual workshops, meetings, and webinars than ever (offered inside and outside the College, nationally and internationally) to gather helpful information and gain knowledge on how to use various online resources.

Mary Higgs has been working diligently to delete color fonts and all caps from her online courses to meet online course accessibility requirements.

COVID

Xavia Dryden translated her active learning strategies to Zoom classes, and she found that she was mostly able to replicate the energy of synchronous in-person classrooms by incorporating interactive tools like Google docs and offering students multiple options for accomplishing learning objectives each day. This allowed flexibility and helped to establish everyone as co-creators of a shared learning experience that was responsive to the social and emotional needs of the group. For her asynchronous online classes this semester, she used Zoom to encourage more in-person meetings with students whose location or schedule made it difficult for them to meet on campus. Professor Dryden will continue to offer Zoom consultation hours as one option when she is back on campus.

Kathy McCoskey found that her face-to-face classes operated much like hybrids in that most content and all student submissions were in Canvas. This big shift led to tremendous growth even though her prior experience with online instruction helped her be aware of what students needed in the pandemic environment of more stress and loneliness. She tried two different methods of split class schedules. Last fall, she used a hybrid model in which each half of the class attended once a week and were to do online work the rest of the week. That worked well for the strong students, but not well enough for the others. This spring she split her class in 37-minute time slots for each group on both course days, with cleaning in between the time slots. Her students have reported that they like it much better than remote learning during the week; they seem weary of remote learning and see the value of face-to-face instruction. Class splitting and planning has taken additional time but has become easier as Kathy adjusted to it. She uses Zoom for her face-to-face and online student appointments, just-in-time help, and instruction for face-to-face students who need to be absent. She uses AVISO much more for alerts to the nurse, alerts and notes about concerns about students, and to check students' progress and backgrounds in other academic areas.

Sheryl Lesage has had a few problems with accessibility this semester, but most of them have been resolved by the Educational Technology Department. Her students are great.

Dr. Mindy Trenary attended several conferences related to OER and open access materials in the hope of discovering new strategies to encourage the development and use of these materials at Butler. She is just about done creating 16, 12, and 8-week shells to accompany the new LT 201 OER textbook, and is working with a committee to begin the creation of an OER textbook for EG 060. Mindy is Co-Chair of the Textbook Affordability Team and a member of the Inclusion Committee. In addition, Mindy is working on two academic articles, one about community college students as border figures and one about popular culture and paranormal beliefs.

Marie Ullrich met many colleagues for the first time through the availability of Zoom, resulting in a deeper sense of connectedness to BCC.

Diana Morton learned the importance of focusing on gratitude: the pandemic made her conscious of everyday graces in life.

For Michelle Ast, Zoom has provided an online option for face-to-face students who are sick or in quarantine during this year's pandemic. Video recordings of lessons posted in Canvas have also provided extra learning reinforcement for students who may have needed to review lessons when they were unable to attend class. Attendance seems to have improved as a result. She has also been able to offer virtual office hours that better fit students' busy schedules.

Ruth Vernon believes teaching during the pandemic has been challenging but fun in figuring out new ways to engage students. She has minimized group work and maximized personal work time in class. However, because students benefit greatly from peer review, she had them email their papers to each other and do a discussion board-style review of topic proposals as well.

Masako Maeda needed to change her course delivery format to remote teaching via Zoom. Technology is not her forte, so she pushed herself to get out of her comfort zone and learn how to use computer-based technology. This gave her a great opportunity to grow.
Mary Higgs found she needed to tweak her courses every semester, especially to promote student engagement.

Jennifer Montgomery first thought she had "gotten out of the groove" of usual course delivery, but realizes that she must change more than anticipated now and in future semesters.

Hannah Hornung navigated the switches between in-person classes and Zoom classes smoothly. Over the summer, she reconfigured all of her classes so students could easily access all assignments from any modality. Several students mentioned how glad they were to be able to continue taking her classes even though they were quarantined.

Rebecca Yenser shifted her planned English Composition 101 face-to-face class to a remote one in fall 2020. The class went extremely well: students joined in lively discussions over Zoom, and Rebecca was told by a student that she looked forward to class because it helped her feel connected to people during a time of isolation caused by the pandemic.

Jennifer Kidd split her fall 2020 face-to-face classes with half of the class attending one class day and half the other. This worked fairly well in addition to online assignments to replace in class group activities. Jenny split her spring 2021 face-to-face classes into halves again except each half attended class both days, half in the first 40 minutes of class and half in the second 40 minutes of class. Online assignments again replaced in class group activities. This has worked well: Jenny feels more connected to the students since she sees them more often and feels they are getting a better understanding of material this way, too. As needed due to illness and especially quarantine situations, Jenny Zoomed students into class on a laptop. In Fall 2020, she used classroom laptops for this, but sometimes the technology did not work. In Spring 2021, she has a college issued laptop that makes this much easier. It is challenging to teach the

face-to-face students while still keeping the Zoom students involved, especially as it is on an as needed basis. Also, it is a challenge to remember to move the laptop to face the board or projector as she moves the teaching focus.

Mindy Trenary has created face-to-face and online versions of all of her courses so if a student must miss, they can still complete the online modules. Mindy is recording her lectures for those who miss, and although she can't say it helped increase participation in assignments, many students are using these videos to reinforce their notes and review concepts. Mindy is more likely to accept late assignments. This seems to help participation in the short term, but many students stay behind and are not able to catch back up. Essentially, it helps them, but until the larger issues causing them to struggle are addressed, it is only a band aid. Mindy uses AVISO more to track students and send out alerts. She sees other departments reach out to help students, but is not yet seeing vast improvement. Mindy is emailing students via Canvas more when they miss assignments. This measure has been quite effective in finding out what is going on with the student and reminding them about the requirements of the course. However, this uses up time that can be spent in grading. Mindy usually spends one day of office hours per week addressing missing assignments, not signing in, and checking emails.

Jim Buchhorn began teaching remotely over Zoom to replace his face-to-face interactions in the classroom. His classes are now fully online for all sections, including his face-to-face classes, where all work is now available in Canvas. This required a complete re-write of EG 102 and some adaptations to EG 101. At the beginning of the pandemic, Jim had to make many changes to his plans for all of his classes, but the class that required the most creation of new content was EG 060, where every assignment had to change and many new pages of instructions had to be written because most of what he was planning to do in the classroom would not translate to the online setting.

Sheryl Lesage taught remotely because of her late mother's vulnerability regarding the pandemic. Teaching away from campus helped her avoid bringing home the virus from Butler. Unexpectedly, using Zoom allowed her to see students in their homes, which was rather agreeable, almost cozy at times. The students appear to like this format, too. Sheryl was fortunate, in that she had several sections of English Comp II last spring. Thus, her students mostly understood "how to college," and were able to adapt to the change in instruction. She had also recently redesigned Comp II so that the major operations of the course were front-loaded (how to find sources, how to avoid plagiarism, how to choose good sources, how to quote, summarize, and paraphrase), and so when Butler went to remote instruction, her students were prepared to create their big research projects with her guidance rather than hand-holding. They did well, and she was proud of them. In the Fall, the need to split one class was unpleasant although everyone adapted. Sheryl's ALP Fundamentals students were one of the best groups she has ever had in terms of willingness to adapt to the new classroom rules (masks, distancing, etc.) and those who persisted passed. Sheryl also designed two blended courses: LT 204, Introduction to Poetry, and LT 201, Introduction to Literature. She built in a Talking Points assignment because she was worried that Butler might suddenly switch to remote instruction or that many students might need to isolate or self-quarantine and

classroom participation might be affected. Anticipating this, she created a weekly assignment that asked students to send her five questions or comments based on the weekly reading assignments—to say whatever they might say during an in-person class discussion. She compiled these questions and used them during class to direct instruction. Because the students knew their questions would be anonymous, they asked some really great and honest questions that led to more pointed in-class time. Sheryl did self-quarantine for two weeks, but the course design allowed her to switch to Zoom classes with no loss of good "classroom" work. Lastly, Sheryl finally read Tolstoy's *War and Peace* and was able to reach her goal of reading 75 books over the course of the year, a combination of literary fiction, popular fiction, history, journalism, and poetry.   She also bought an indoor spin bike and an iFit membership and used them.

Foreign Language
Department Chair Dr. Kelsey Harper completed online development of FL 130, Spanish for Culinary Arts, and developed an OER for the course. Kelsey gave a conference presentation: *"OER in Spanish for the Professions"* at the Foreign Language OER Conference, University of Kansas, in March.

Leslie Pierson and Kelsey Harper, Spanish, are creating updated assessment banks for face-to-face courses that reflect current Kansas (and national) world language standards. They are also working together to organize our online workbook, MindTap.

Leslie Pierson attended the World Language Teacher Summit 2020 and the Kansas World Language Association virtual conference 2020. Leslie continues her involvement and collaboration with KU. She was asked to serve as a mentor for KU Foreign Language education program students and graduates. Leslie will attend the KU School of Education's Virtual Professional Development on educational neuroscience research and their Virtual Summer Conference on socio-emotional health. Leslie attended the "Seminarios de formación de profesores de español, Universidad de Salamanca" Spain teaching trainings and joined the AATSP (American Association of Teachers of Spanish and Portuguese). Leslie also wrote letters of recommendation for students and received a nomination for the Teaching Excellence Award.

Amanda Hadley, Alyssa Rumple, and Kelsey Harper are improving Butler online Spanish courses through integration of more interpersonal activities and assessments in FL 107, 108 and 201. The department also implemented a proofreading process for FL 107, 108, and 201 to help students edit their written work.

Dr. Elena Allen has developed enough Russian courses online that students can now complete an Associate of Arts online in Foreign Language if they choose. Dr. Allen developed Russian 1, 2, 3, and 4 as ADA compliant courses and included assignments with video recordings, audio recordings, and online submissions, even for face-to-face classes. One student majoring in Russian tested into intermediate level Russian at KU and all her credits from Butler transferred. Elena also received a nomination for the Teaching Excellence Award.

Because Christian Lira Luna, Spanish, is taking classes for Business Administration, he has used some of the technology he has learned in his program. He used Flip Grid, an app which records, for student presentations, and because his students were not nervous, their pronunciation was better. Christian recently taught himself to write Arabic and completed online instruction training.

Amanda Hadley started using Bongo, a program within MindTap that enables viewing and evaluating live student presentations. This gave online students extra practice and feedback in "real time". Amanda received the Teaching Excellence Award and was recognized for her honor at the February Board of Trustees meeting.

COVID
In response to COVID, the Foreign Language Department created assessments to be delivered fully online in the Spring and Summer 2020 semesters and collaborated on a shared document to compile resources for teaching world languages remotely.

Masako Maeda, who teaches Japanese, found that switching the course delivery format from face-to-face to online gave her an opportunity to grow. She had to push herself to get out of her comfort zone and to learn how to use computer-based technology. Changing her approach to meet the new needs helped her develop skills and become more flexible. Masako attended more virtual workshops and conferences than ever nationally and internationally. As a result, she was able to gain knowledge on online resources and how to adopt them to her classes. It was also a valuable experience to find a support network.

Leslie Pierson provided face-to-face instruction to all classes this academic year as well as remote access to the simultaneous live class via Zoom. Students who were unable to attend live class due to COVID received the same quality of dynamic, continuous interaction in Spanish with the instructor and fellow students for 5 hours per week (75 hours per course). Leslie recorded all sessions and gave students access to all materials used in the lesson via an online lesson planner: the recordings, PowerPoints, handouts and website links. She received complimentary feedback from students for offering the "best of both worlds," the engagement of a live class and the convenience of an online one. Leslie enhanced courses to increase students' sense of connection to each other (community) and the world (relevance), addressing feelings of isolation. Course activities included sharing of personal content, a recorded interview with a native Spanish speaker by each student, a Zoom trip to Costa Rica, and a culminating semester Vlog project on "a Day in the Life of a Butler athlete, actress, or student, etc." Leslie supported students via her consistent on-campus presence and helped them to overcome academic and emotional challenges. She checked-in frequently with students and offered study strategies and mindfulness resources to alleviate their stress levels.

History and Social Science
Professional
Tim Myers made videos of all of his PowerPoints and embedded them into his Canvas course shells. Plus, all of Tim's assignments and tests are now paperless and embedded in Canvas. Tim is the Vice President of the Kansas Oil Museum in El Dorado, where he gave a lecture on pandemics through the centuries as a part of their Speakers Series in July. Finally, Tim helped develop US History 1 and 2 into Ed Tech Master Courses.
Chad Gaudet found that the last year forced him to reevaluate his approach to teaching and become a better, more flexible instructor.

Vicki McKain attended Second Saturdays and is part of the Retention program group. She attended two KBOR OER workshops last fall.

Bill McCarthy finished up an article and got it in print: "Pond Freshets in the Early Days of the Oil Industry." O*il-Industry History,* vol. 21 (1), 2020, pp 57-72. Bill also completed online training last spring and remains on the Butler Veterans Advisory Board.

Sheldon Christenson will be graduating with his Doctor of Religious Education in May.

Kara Belew, Butler adjunct and Andover Central High School teacher, will finish her Kansas Teacher of the Year (KTOY) 2020 Region 4 Finalist term in May. She represented Kansas educators, students, and families at multiple conferences, Kansas State Board of Education meetings, and during college visits and helped fulfill the requirements and responsibilities of both the 2020 and 2021 KTOY teams. Kara was also named to the National Constitution Center (NCC) Teacher Advisory Committee in February 2021. This group advises the NCC on everything from professional development to advocacy for their programs. Kara will be contributing to new national civics education curriculum and advocacy for that curriculum.

COVID
Chad Gaudet approached the face-to-face courses that needed to be split with a more blended/hybrid approach. He posted notes for the students to save time; thus, he had more time for conversations and discussions regarding the material. He also avoided in-class assessments and shifted them online due to concerns about spreading germs. Classes were more interactive because of these changes, and Chad is considering posting notes for students in the future to allow for a more interactive environment. He will resume face-to-face assessments once COVID-19 is managed.

In order to deal with the Covid shut down, Bill McCarthy typed up lecture notes and used those in place of having students in class; he posted the notes and then discussed them with students through emails and online meetings. He also adjusted assignments to make them more hands-on.

Sheldon Christenson provided a Zoom class option for every class period for quarantined students.

Janice Zuk taught off-site at the fire department training center when El Dorado High School closed, used Zoom for students attending remotely, and created proctored testing zooms.

Billy Flynn learned how to teach remotely, which helped him to be prepared in fall 2020 and have class information, lectures, and instructions posted in their respective Canvas shells. Covid taught him to be flexible to give the best benefit to students. While having everything turned in on time is good, due to Covid exposure and sickness, many students had to have their assignment due dates adjusted to meet their needs. This flexibility helped many students to achieve their class goals. Billy found that wearing a mask while lecturing and trying to hear student's responses to questions was certainly no fun. Accepting and adapting to these hardships helped everyone move on with their work as normal. Having students wear masks and be involved in sterilizing everything helped to make them "own" the responsibility for preventing the spread of Covid. Having the knowledge of being able to teach online meant Billy was prepared in case Butler goes remote again.   Billy believes Butler's efforts to train teachers made all the difference in successful spring and fall semesters.

Kara Belew taught in a hybrid learning model from August until after Spring Break. This led her to use a synchronous model in which she utilized Zoom with the chat feature and breakout rooms, Swivl, Padlet, Google Classroom, Canvas, Pixton, and varied office hours.

Philosophy and Religion
Professional
Angela Sager will be defending her dissertation in Philosophy on April 16.

Sheldon Christenson is graduating with a Doctor of Religious Education from Pneuma Theological Seminary in May.

Dr. Terry Sader has continued piloting an open-resource approach to his face-to-face Ethics sections, as well as for all of his Philosophy sections. He has developed lectures to the point where he can extend the Ethics pilot to his online sections beginning in Fall 2021. Terry attended the National Education Association (NEA) Higher Education and Leadership conferences and KNEA Higher Education Summit, and continued to serve on the local Uniserve Advisory Board. He will be a delegate to the KNEA Representative Assembly in April. As Association President, he continues to serve on the Critical Incident Management (CIMT) and Retention Teams as well. He continues to study the roots of socio/economic national and global inequities and work on a paper about the Ontological Argument that he hopes to be able to present next year. He continues to work on Philosophy Club opportunities.

COVID
Dr. Anol Beahm made the notable change of putting all four exams and ten quizzes on Canvas.

Last semester, Pat Cameron had two confirmed (and one probable) cases of COVID in his classes, which meant those students were out for two weeks. He accommodated them by

providing his lecture notes and delaying due dates for some of their assignments. The combination of COVID protocols and small classes this semester has limited the methodologies he can use. Many of the AVID strategies he had been using the past five years could not be used because they involve close contact. Last semester, he had a class of ten; had it not been for COVID, he could have grouped them, and his teaching would have been more effective. Consequentially, he has resorted to more lecture than usual.

In the Fall of 2020, Angela Sager taught one face-to-face Logic class that required her to split the class into two sections due to seating restrictions. Because of the halved time, she was not able to do as much in-class practice work as she had in previous semesters; however, having every assignment and quiz except the exams online actually gave her more time to answer questions within lectures. Overall, she did not see any substantial difference in performance between that class and other face-to-face classes she had pre-COVID.

Dr. Terry Sader substituted Zoom times for office hours in order to limit close contact with students. He observed little difference in how often students seek face-to-face meetings. He also recorded and posted many more videos of his lectures and lecture notes for those students who must temporarily quarantine so they can still get some sense of the classroom information. Students seem to appreciate this while in quarantine. He also put all of his assignments online to limit contact. Students seem fine with this form of assignment submission. Participation and grades have been largely unaffected by these measures. Students have adjusted to social distancing and wiping down their area before leaving the classroom such that he rarely has to remind them. He does end class a few minutes early for this.

Dr. Regina Turner reports that because the Covid-19 situation caused Butler to go remote in March of 2020, she had no other option than to put all of her graded assignments into Canvas. She was surprised and pleased with the way the Canvas system worked for her students and for herself, and she will not return to the use of on-paper quizzes, tests, or papers after the Covid-19 situation has passed. In regard to quizzes and exams, Canvas enables her to provide students with a three-day window to complete those items. In the event that students have doctor's appointments, campus visits, jury duty, or such, on the day that an assignment is due, they can take the quiz or exam any time in the preceding three days. In the event that students have car trouble, childcare issues, or such, on the day that the items are due, they can take the quiz or exam from the comfort of their homes. The use of the Canvas Dropbox for papers has been a tremendous improvement over having students turn in paper copies of their work. It has decreased the incidence of late papers which was usually due to students waiting too long to find a printer on campus and then get to class on time. The Canvas Dropbox affords students the convenience of not having to find a working printer, and it saves the College money on paper costs. Before Covid-19, Dr. Turner had used the Canvas Modules to upload three categories of files: the learning units and their objectives, the general types of learning assignments for each unit, and the general kinds of learning assessments for each unit. After going remote, she began uploading the DVD transcripts and chapter worksheet keys to the Canvas Modules. It was a necessity in the Spring Semester 2020 after Butler went remote, but

since then it has been a tremendous help to students who have gone into quarantine and have had to complete their work from home. She will continue to use the Canvas Modules for this purpose after the Covid-19 situation has passed because of the benefit it affords students who have or will miss class for other reasons—the doctor's appointments, car trouble, jury duty, campus visits, childcare issues, etc. Regarding virtual office hours, holding office hours virtually has not been a detriment to her students. Regarding Zoom meetings, when the Covid-19 restrictions have been lifted and classes meet in large groups once again, she will miss holding meetings virtually via Zoom because of comfort, convenience, and focus factors.

Reading
Professional
Dr. Elena Allen found working from home gave her an opportunity to reevaluate her technology skills and get additional training through the office of Professional Development and Ed Tech. Since many webinars were offered virtually, she attended several on Quizlet, CPA, ALP, and ACTFL. She is grateful for those opportunities because not only did she acquire new knowledge but gained much needed support from colleagues around the country.

Shelly Hill has participated in Second Saturday book studies and projects in order to improve the quality of her online teaching.

Janet Ralston began graduate school for a Special Education degree from WSU. She holds a Master's in Curriculum and Instruction, yet finds that the classes she is currently taking are very applicable to the College Reading classes she teaches at Butler.

COVID
Diana Morton feels fortunate to be teaching the College Reading course Elena Allen created. The course is stimulating, and students are recognizing their own growth in reading skills. Diana has students distance themselves, as required, but they also face each other as much as possible. This has brought about student interaction and support that was missing last semester.

Shelly Hill focuses her awareness of how circumstances caused by the pandemic affects students. She intentionally develops relationships with students in order to offer BCC services/assistance where applicable.

Janet Ralston is giving more grace on deadlines for assignments. Everyone was dealing with so many issues concerning the pandemic that it was imperative to be sensitive to the stress this was causing.

During the spring semester, Elena Allen learned that flexibility is crucial. Working adults attending college are sandwiched between taking care of their kids, ill parents, work, and college work on top of that. Due dates were extended, and additional support provided via emails, texts, phone calls and Zoom. Elena appreciated the opportunity to attend meetings and

collaborate with her colleagues in summer 2020 during the development of the policies and procedures regarding the COVID-19 situation for fall 2020.

Division Special Reports

Program Viability Determination (PROVIDE) Committee

In the academic year 2018-2019, the PROVIDE Committee for program cluster evaluation was launched with Jon Craig, Associate Dean of Humanities and Social and Behavioral Sciences, and Jaime Goering, Director of Resource Development as co-chairs. The committee is comprised of cross-institutional representation from faculty, marketing, foundation, finance, registrar, institutional research, and academic administration.

As an advisory group, the committee developed language and determined metrics for evaluating program clusters following the Index to Measure Program Viability and Effectiveness (IMPROVE) model. Each program cluster is scored in the following 5 components: Community Stake (20), Market Outlook (25), Mission Compatibility (10), Performance (20), and Resourcing/Revenue/Costs (25). The resulting total score out of 100 for the program viability determination is a recommendation to academic divisions in of one of the following four outcomes: Program Discontinuation (50 or less), Program Modification (51-60), Status Quo (61-80), or Program Initiation (80+).

Now in the third year, the committee has implemented recommendations for program clusters to be evaluated on a two-year cycle rotating between Career & Technical Education & General Education program clusters. In the 2020-2021 evaluation cycle, scores will be published for the following 11 program clusters: Agriculture, Auto Technology, Business Education, Culinary Arts & Hospitality, Early Childhood Education, Engineering, Fire Science, Information Technology, Nursing, & Welding.

Jonathan Craig
Associate Dean

AVISO

Butler's commitment to the Higher Learning Commission (HLC) Open Pathway accreditation requires it to implement a Strategic Institutional Improvement Initiative between 2019-2020 and 2022-2023 (the year of its next accreditation determination.) This Initiative must have significant impact on the college and address a strategic priority. It must involve a major portion of the institution's students and employees and entail two to four years of implementation. The AVISO Student Retention software, implemented January 2020, has become the operative tool for the initiative helping Butler keep students engaged, optimizing their chances for success, and avoiding attrition.

AVISO's predictive analytics tool (student data of Butler students from the past seven years) has proven successful in helping Butler identify students at high, medium, and low risk for overall persistence (semester to semester) and for individual course completion. With this real-time

information, faculty, advisors, and student services staff can monitor individual students and/or student cohorts in specific risk levels and, when alerted, intervene quickly to assist students. To date, the AVISO system has issued over 104,000 automated alerts for current grade (grade falls below 70%), participation (two successive absences), and LMS login (no activity online for seven successive days). Faculty response (responding to an alert via the system) to these automated alerts has steadily increased over three semesters, and the Butler Retention Team's (chaired by Associate Professor Monica Lorg, Behavioral Sciences) +1 Initiative is utilizing AVISO to enhance their institutional retention efforts. Staff-initiated alerts (a set of non-academic issues) to date number 1,327. The closure rate for these alerts is currently over 95%.

Covid-19 challenged the institution in many ways; however, the AVISO platform became an essential tool in helping us efficiently and confidentially identify students with a Covid-19 related issue, communicate the protocols, and communicate with faculty and staff to help facilitate students' being able to continue their coursework without lag or interruption. Butler was featured in AVISO's recent article, <u>COVID-19 Year in Review: How Aviso's Higher Ed Partners Found Innovative Ways to Succeed,</u> for utilizing the platform "to loop in the right people to take action when a case arose on campus or connect a student with resources. At Butler, 750 COVID-related alerts were created and resolved."

Dr. Troy Nordman
Associate Dean

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

TOPIC for INFORMATION
COP Refinance

REPORT:
The college has been in contact with John Haas regarding the refinancing of Butler's Certificates of Participation Series 2013B. John works with Ranson Financial. Butler has a long and successful history of history of public financing with John as Financial Advisor. John, who is a Butler County resident and semi-retired, currently works mainly with a few of his long-term clients.

John's analysis is attached. Based on current conditions he estimates that we can obtain a front-end savings of approximately $214,000. It needs to be emphasized that this estimate may change due to fluctuation in the market place prior to selling the securities. Also, it is always an estimate until the bids are actually opened.

The COPs cannot be refinanced until July so the proposed timeline follows:
- May BOT meeting – John will present an updated savings estimate and overview of the sale process
- June BOT meeting – the board will approve a sale for the refinancing COPs
- July BOT meeting – the board will approve the sale of the COPs as a result of the bid which will take place a few days prior

Submitted by: Kent Williams
Supervisor: Dr. Krull
Date: April 1, 2021

Table 1

$5,875,000
Butler Co. CC
Certificates of Participation

Series 2013 B

Outstanding Debt Service of Certain Maturities

Payment Date	Principal	Interest Rate	Interest	Total Debt Service
1-Nov-21	390,000.00	2.500	53,600.00	443,600.00
1-May-22			48,725.00	48,725.00
1-Nov-22	400,000.00	2.500	48,725.00	448,725.00
1-May-23			43,725.00	43,725.00
1-Nov-23	410,000.00	3.000	43,725.00	453,725.00
1-May-24			37,575.00	37,575.00
1-Nov-24	420,000.00	3.000	37,575.00	457,575.00
1-May-25			31,275.00	31,275.00
1-Nov-25	435,000.00	3.200	31,275.00	466,275.00
1-May-26			24,315.00	24,315.00
1-Nov-26	450,000.00	3.350	24,315.00	474,315.00
1-May-27			16,777.50	16,777.50
1-Nov-27	465,000.00	3.500	16,777.50	481,777.50
1-May-28			8,640.00	8,640.00
1-Nov-28	480,000.00	3.600	8,640.00	488,640.00
1-May-29			0.00	0.00
1-Nov-29			0.00	0.00
1-May-30			0.00	0.00
Totals	3,450,000.00		475,665.00	3,925,665.00

Redemption	1-Nov-21
Accrual	1-May-21
Days	180.00
Ratio	1.00
Principal	3,450,000.00
Interest	53,600.00

Table 2
Alternative A: Front-End Savings

$3,335,000
Butler Co. CC
Refunding Certificates of Participation

Series 2021 B

Estimated Debt Service to Maturity

Payment Date	Principal	Interest Rate	Interest	Total Debt Service
1-Nov-21			0.00	0.00
1-May-22			18,858.64	18,858.64
1-Nov-22	470,000.00	0.500	12,666.25	482,666.25
1-May-23			11,491.25	11,491.25
1-Nov-23	470,000.00	0.550	11,491.25	481,491.25
1-May-24			10,198.75	10,198.75
1-Nov-24	470,000.00	0.650	10,198.75	480,198.75
1-May-25			8,671.25	8,671.25
1-Nov-25	475,000.00	0.750	8,671.25	483,671.25
1-May-26			6,890.00	6,890.00
1-Nov-26	480,000.00	0.850	6,890.00	486,890.00
1-May-27			4,850.00	4,850.00
1-Nov-27	485,000.00	0.950	4,850.00	489,850.00
1-May-28			2,546.25	2,546.25
1-Nov-28	485,000.00	1.050	2,546.25	487,546.25
1-May-29			0.00	0.00
1-Nov-29			0.00	0.00
1-May-30			0.00	0.00
Totals	3,335,000.00		120,819.89	3,455,819.89
	0.01			

Dated Date:	3-Aug-21		Net Interest Cost	1.0826%
Settlement Dat	3-Aug-21		Arb Yield	0.8470%
Bond Years:	14,240,222		Accrued Interest:	0.00
Average Life:	4.27			

Table 3
Alternative A: Front-End Savings

$3,335,000
Butler Co. CC
Refunding Certificates of Participation

Series 2021 B

Savings Report

Period Ending 30-Jun	Refunding Debt Service	Issuer Cash	Outstanding Debt Service	Cash Savings
2022	18,858.64	253,961.43	492,325.00	219,504.93
2023	494,157.50		492,450.00	-1,707.50
2024	491,690.00		491,300.00	-390.00
2025	488,870.00		488,850.00	-20.00
2026	490,561.25		490,590.00	28.75
2027	491,740.00		491,092.50	-647.50
2028	492,396.25		490,417.50	-1,978.75
2029	487,546.25		488,640.00	1,093.75
2030	0.00		0.00	0.00
	3,455,819.89	253,961.43	3,925,665.00	215,883.68

Accrued Interest:	0.00
Rounding Amount:	0.01
Net Cash Savings	215,883.69
Present Value of Savings:	214,386.36
Percent of Refunded Issue:	6.21%

Table 4
Alternative A: Front-End Savings

$3,335,000
Butler Co. CC
Refunding Certificates of Participation

Series 2021 B

Sources and Uses of Funds

Sources		
Certificates		3,335,000.00
Original Issue Discount		0.00
Forward Purchase Contract		0.00
Issuer Cash		253,961.43
Accrued Interest		0.00
Total Sources of Funds		3,588,961.43

Uses		
Escrow Deposit		3,503,600.00
Deposit to Bond Fund		0.00
Underwriter's Discount	1.00%	33,350.00
Costs of Issuance	1.56%	52,011.43
Rounding Amount		0.01
Total Uses of Funds		3,588,961.43

TOPIC for DISCUSSION
Tuition and Fees

REPORT:
At the March Board meeting, discussion and questions occurred with the change in revenue with the tuition increase in $2.00/credit hour and concerns that the calculations were inaccurate. While the rationale for the expected revenue with the tuition change was discussed by Kent Williams during the latter part of the discussion, he will review this information again for the Board.

RECOMMENDED ACTION:
This is for discussion purposed only.

RECOMMENDED FUNDING SOURCE:
N/A

Submitted by: Kent Williams
Supervisor: Dr. Kim Krull
Date: April 13, 2021

	2/9/21 BOT	2/23/21 Option 2	Change
Rates			
In-State In-Dist	$102.00	$102.00	$0.00
In-State Out-Dist	$120.50	$122.50	$2.00
Out-State	$180.50	$182.50	$2.00
International	$219.50	$219.50	$0.00
Revenues			
In-State In-Dist	$2,108,502	$2,100,228	($8,274)
In-State Out-Dist	$9,721,264	$9,829,620	$108,356
Out-State	$1,376,695	$1,391,799	$15,104
International	$611,351	$610,405	($946)
Total Tuition	$13,817,812	$13,932,052	$114,240
Activity Fee	$3,365,400	$3,391,687	$26,287
Stu Union Fee	$262,700	$261,443	($1,257)
Tech Fee	$2,512,240	$2,500,215	($12,026)
Total Fees	$6,140,340	$6,153,344	$13,004
Total Tuition and Fees	$19,958,152	$20,085,396	$127,244
Waivers & Scholarships incr	$174,521	$210,278	$35,757
Net revenue	**$19,783,631**	**$19,875,119**	**$91,488**

TOPIC for DISCUSSION
McConnell Discussion

REPORT:
Given the recent decline in enrollment and concerns about expenditures, information was presented at the February 2021 Board of Trustees meeting. Based on questions posted during the February 2021 discussion and requests for additional data, the information provided has been compiled for discussion purposes.

The presentation will reiterate the staffing, faculty teaching assignments, and the impact of multiple site compensation on the McConnell budget, as well as the challenges and opportunities on base. Additionally, a site analysis estimate has been compiled for McConnell and the Butler Service Center for AY21 as requested.

RECOMMENDED ACTION:
This information is for discussion only

RECOMMENDED FUNDING SOURCE:
Not applicable

Submitted by: Heather Rinkenbaugh
Supervisor: Lori Winningham
Date: April 1, 2021

Butler Community College
McConnell Airforce Base and Butler Service Center
Revenue and Expenditure Estimate for the Year Ended **June 30, 2021**

McConnell Airforce Base					
Revenues	Credit Hours				
In-State/In County	81	$	5,812		
In-State/Out County	897	$	80,057		
Out of State	16	$	2,372		
International	9	$	1,739		
Fees	1003	$	34,353		
Total Student Revenue		$	124,333		
State Aid Allocation	978	$	113,448		
Total Revenue				$	237,781
Expenses					
Administrative Personnel *		$	113,401		
Instructional Personnel *		$	137,269		
Advising Personnel *		$	46,394		
Non-Personnel Expenditures		$	3,037		
Total Expenses				$	300,101
Revenue over/(under) Expenses				$	**(62,320)**
* includes benefits					
Butler Service Center					
Revenues					
No direct revenue generated - this site is used for Enrollment, Advising, and Testing.				$	-
Expenses					
Administrative Personnel *		$	67,574		
Instructional Personnel *		$	-		
Advising Personnel *		$	154,988		
Non-Personnel Expenditures		$	40,453		
Total Expenses				$	263,015
*includes benefits					

Administrative Personnel	McConnell	Service Center
Full Time Director	100%	0%
Full Time Office Manager	50%	50%
Full Time Evening Coordinator	50%	50%
Part Time Enrollment Assistant	50%	50%
Part Time Enrollment Assistant	50%	50%
Advising Personnel	**McConnell**	**Service Center**
Full Time Advisor	0%	100%
Part Time Advisor	0%	100%
Part Time Advisor	0%	100%
Part Time Advisor	100%	0%

McConnell Enrollment Numbers		
Fall 2018	Spring 2019	Summer 2019
942	636	128
Fall 2019	Spring 2020	Summer 2020
936	812	244
Fall 2020	Spring 2021	Summer 2021
417	342	

*All enrollment numbers based on official 20th day reporting
*Indicates enrollment impacted by COVID-19

Enrollment at McConnell Air Force Base by Military Affiliation

AY 19		
Military Affiliation	Headcount	%
Air Force - Active	59	17%
Army - Active	2	1%
Dept of Defense Civilian	1	0%
Guard	8	2%
Marine - Active	2	1%
Military Family Member	68	19%
Military Retirees	3	1%
Military Veteran	9	3%
Navy-Active	2	1%
No Military Affiliation	195	55%
Reserves	7	2%
(blank)		
Grand Total	**356**	

AY 20		
Military Affiliation	Headcount	%
Air Force - Active	74	17%
Army - Active	0	0%
Dept of Defense Civilian	1	0%
Guard	9	2%
Marine - Active	0	0%
Military Family Member	77	18%
Military Retirees	2	0%
Military Veteran	7	2%
Navy-Active	0	0%
No Military Affiliation	251	58%
Reserves	8	2%
(blank)	7	2%
Grand Total	**436**	

AY21 (No Summer)		
Military Affiliation	Headcount	%
Air Force - Active	32	20%
Army - Active	1	1%
Dept of Defense Civilian	0	0%
Guard	5	3%
Marine - Active	0	0%
Military Family Member	33	21%
Military Retirees	1	1%
Military Veteran	1	1%
Navy-Active	1	1%
No Military Affiliation	82	52%
Reserves	3	2%
(blank)		
Grand Total	**159**	

*Report pulled 4/1/2021

BOARD ACTION ITEMS

TOPIC for ACTION
9100 Building

REPORT:
For a few years, the Board and Administration have discussed the future of the 9100 Building. With the completion of the 5000 Building renovation project, classes and offices were moved from Andover High School as well as some classes from the 9100 Building. As has been noted previously, Dr. Krull contacted John Rupp, ReeceNichols Real Estate for assistance in understanding options related to the 9100 Building. Dr. Krull, Kent Williams, and Lynn Umholtz have met with John Rupp, ReeceNichols Real Estate to walk through the 9100 Building.

RECOMMENDED ACTION:
The administration recommends entering into an agreement with John Rupp, ReeceNichols to assist in providing recommendations for the future of the 9100 Building.

RECOMMENDED FUNDING SOURCE:
N/A

Submitted by: Dr. Kimberly Krull
Supervisor:
Date: April 13, 2021

TOPIC for ACTION
SB 40

REPORT:
As was noted at the special Board meeting on April 1, 2021, the Legislature passed Senate Bill 40, on March 18, 2021 giving board of trustees the ultimate authority to make decisions concerning course modality and safety interventions to combat the spread of COVID-19. Specifically, the bill states that during the state of disaster emergency related to the pandemic, which is now slated to expire on May 28, 2021, boards of trustees have full authority and responsibility over any decision that:
(A)   Closes or has the effect of closing any community college or technical college;
(B)   authorizes or requires any form of attendance at any community college or technical college; or
(C)   mandates any action by any students or employees of a community college or technical college while on college property

Subparagraphs (A) and (B) of the bill apply to closings and learning modalities. The broad grant of authority in subparagraph (C) covers masks and other interventions that have been in place throughout the school year.

SB 40 now bars the governor's office or the health department from directly intervening in local decisions on the issues listed above. The new law requires districts to employ the "least restrictive means possible" to achieve the objective of maintaining a safe educational environment during the pandemic. The bill also includes procedures for an employee, student, or parent to redress grievances against the board's action.
Employees, students, or parents who are aggrieved by a board's decisions concerning pandemic interventions may seek a hearing with the board of education within 30 days of the action being taken. After receiving a complaint, the board must conduct a hearing on the matter within 72 hours, and it must issue a decision within 7 days of the hearing. If the complainant is unhappy with the outcome of that process, a civil action may be filed in the district court. That petition must also be heard within 72 hours and decided within 7 days of the hearing. The court must side with the individual making the complaint unless the board's action is "narrowly tailored" to respond to the pandemic and uses the "least restrictive means" to do so. If no decision is rendered after seven days, the relief requested by the complaining party shall be automatically granted.

RECOMMENDED ACTION:
After May 28, 2021, Butler classroom, college, and campus protocols related to social distancing will be eliminated. Masks will continue to be recommended.

RECOMMENDED FUNDING SOURCE:
N/A

Submitted by: Dr. Kimberly Krull
Supervisor:
Date: April 13, 2021

PERSONNEL

TOPIC for ACTION
Retirement

REPORT:
Lori Llewellyn, Administrative Assistant to Athletics, has submitted her notice of resignation (retirement) effective April 30, 2021. Lori has been a full-time employee of Butler Community College for 15 years.

RECOMMENDED ACTION:
The administration recommends that the Board accept the resignation notice for Lori Llewellyn.

RECOMMENDED FUNDING SOURCE:
N/A
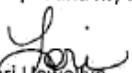
Submitted by: Shelley Stultz
Supervisor: Dr. Kim Krull
Date: April 1, 2021

February 1, 2021

Todd Carter, Athletic Director
Butler Community College
901 S. Haverhill Rd.
El Dorado, KS 67042

Dear Todd,

Please consider this letter my formal resignation as Athletic Secretary at Butler. I plan to retire the end of April and my last day on the job will be April 30th.

Lori Llewellyn
Athletic Secretary

Cc: Kathy Conner

Butler
Community College

- Let's Take Tomorrow -

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., March 9, 2021 – Dankert Board Room**
Meeting Recording can be viewed at https://youtu.be/BfoLtn8N5yk

STAFF ATTENDANCE

Lora Jarvis	Lori Winningham (Z)
Esam Mohammad (Z)	Kent Williams (Z)
Tom Borrego (Z)	Kim Krull
Terry Sader (Z)	Bill Rinkenbaugh (Z)
Shelley Stultz (Z)	Matt Jacobs
Bill Young (Z)	Jessica Ohman (Z)
Niomi Thompson (Z)	Mark Jaye (Z)
Kim Sherwood (Z)	Caleb Ediger
Christy Streeter	

BOARD ATTENDANCE

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

GUESTS

Ray Connell	Dave Black (Z)
Tyler Dehn (Z)	Anthony Dahl (Z)
Conner Sherwood (Z)	

*** (Z) – Denotes attendance via Zoom

CALL TO ORDER
Chair Lechtenberg called the regular monthly meeting of the Board of Trustees to order at 4:32 p.m.

PLEDGE OF ALLEGIENCE

APPROVAL OF THE AGENDA
Trustee Good moved to approve the agenda as presented. Trustee Law seconded. Lora Jarvis called a roll call vote and the motion passed unanimously (with Trustee Winslow absent for the vote).

EXECUTIVE SESSION
Trustee Good moved that the Board recess into Executive Session for consultation with legal counsel in regards to confidential student information pursuant to the open meetings exception for matters affecting a person as a student which if discussed in open meeting might violate their right to privacy and that the Board. President Kim Krull, Lori Winningham, and Ray Connell be

included. The open meeting will resume here in the Dankert Board Room in 30 minutes. Trustee Rhodes seconded. Lora Jarvis called a roll call vote and the motion passed unanimously (with Trustee Winslow absent for the vote).

The Board entered executive session at 4:35 p.m.

The Board returned to open session at 5:05 p.m.

RECOGNITIONS
- Scott Faulkner – CCNA Certification

PUBLIC COMMENT – NONE

STANDING REPORTS
Student Government Association – Kristen Kamholz reported that SGA had their first official meeting for Spring on February 17th in El Dorado. Various organizations came and reported on their events. A member of inclusion council also spoke about helping partner to get more student participation in student discussion groups.

On March 4th, they had their first free bowling night at Grizzly Bowl with free pizza and drinks for the students.

Today SGA provided sandwiches and drinks for the financial aid literacy program. They will be providing pizza for Andover, El Dorado and Rose Hill campuses Thursday in celebration of Pi Day.

They are still awaiting the charging stations they have purchased for various locations around campus. Trustee Good asked what the charging stations would look like and if they would be accessible to everyone. Kiersten said they are going to divide the 5 stations between Andover and El Dorado and will get a picture for the Trustees once they have been installed.

Their first meeting in Andover will be March 24th at 4:00 p.m.

Operational Staff – OpStaff President Lisa Bolin said there wasn't anything to report for the Operational Staff, but that they were all looking forward to Spring Break next week.

Professional Employees – Dr. Terry Sader echoed looking forward to Spring Break and that they were all hopeful the students would mind their COVID protocols during spring break.

Board Finance Committee – Trustee Smith reported that they had gone over the audit with the BKD representative, Michael Gerber, and the audit was clean. They also reviewed the budget page in the back of the Board book and everything is as they expected though the college will be getting more state aid than anticipated.

Dr. Krull also added that Michael wanted to congratulate the financial aid department for their hard work because even though that is a very difficult portion of the audit, there were zero findings.

Foundation Board Report – Trustee Rhodes reported that the fair market value of the Foundation Endowment as of the end of 2020 was $14.5 million which reflects a 9.7% return since it started. The Foundation is on schedule to pay out $750,000 in student scholarships for this fiscal year and the Board approved a 6% distribution for scholarship money next year which will equate to at least that same amount.

He also reported that the virtual auction was a success. They had 114 registered bidders and over 200 people viewing the event. They have not closed the donation portion yet, but preliminary numbers indicate they raised $110,000 which exceeded expectations for the virtual event.

Trustee Winslow asked how much of the $750,000 that is awarded in scholarships is given to Butler County students. Dr. Krull said she would work with the Foundation staff to get that amount.

KACCT Quarterly Meeting Report – Trustee Good reported that they met Saturday morning and she wanted to congratulate the Phi Theta Kappa winners from Butler. The requirements of the award are to have a 3.5 GPA and be taking 12 credit hours. The winners were Ivette Martinez-Jimenez, Abraham Olvera, Kaylie Hansen, and Jessie Nibarger.

KACCT reported that there is talk about ending the taxation of Pell grants because students who receive Pell grants and use the surplus money for anything other than tuition and books pay taxes on that money.

They are still trying to pass the Kansas Promise Scholarship Act which allows the state to help pay for schooling for those who have targeted majors that will then stay in Kansas for two years following their schooling.

President's Report – Dr. Krull reported that the PTK luncheon Trustee Good mentioned is usually a face-to-face event. Last year's was the last big event everyone had together before everything began to shut down.

Farm Bureau is sponsoring several legislative coffees in Butler County. This Saturday, Butler is partnering with them to host one in Andover in the Kanza Room from 9:00 – 11:00 am. Senator Masterson and Representative Humphries are the two legislators scheduled to be at the event. They are also hosting one in Augusta on March 20th at the Augusta Depot and March 27th at the Civic Center in El Dorado. Lora will email the Trustees a list of the coffees.

Tomorrow the Andover Chamber is hosting a State of the Community gathering in the Kanza Room in the 5000 building at 11:00 a.m. Those presenting information include Will Johnson from the county, Steve Shook from the Andover Chamber, Brett White from the Andover School District, Mayor Ronnie Price and Dr. Krull. Seating will be limited in the Kanza Room and once

registered, individuals will either be given instructions to the Zoom event or told they can attend in person.

Dr. Krull is trying to set up tours for Butler's campuses and had 3 recommendations of dates for the tours from 1:00 – 4:00 p.m. The dates she is considering are April 6, April 20, and April 29. She wants to do the tours when campus is open and there are individuals on campus. Lora will poll the Trustees via email.

Dr. Krull is also considering a tour of the outreach sites. If the tour is done in one day, it will be a full day from 8:00 a.m. – 5:00 p.m. They could also split it into two half days with a north route and a south route. The Trustees agreed that two half days would be better for those with working schedules.

Trustee Good said that she enjoyed the tour of the fire science building with Dean Christy Streeter prior to the meeting. She explained that all of the students in the residency program receive scholarships and there are two females in the program who have a separate dorm room. The college even has its own fire truck. Trustee Winslow asked if the internships were only available through El Dorado fire or if there was a way to spread them out through the county and Dr. Krull said Christy would share more information about that in her division report later in the meeting.

The community college presidents meet every Friday for a conference call and a great deal of the conversation is still relating to the federal money that is being given to the colleges and the guidelines on spending. The student distribution will begin at the end of the month, but the institutional guidelines are less clear as to how it can be spent, so they are still trying to get clarification on how it can be used.

Items requested at the last meeting have been uploaded to SharePoint and Esam will give an overview of the Key Performance Indicators later in the meeting tonight. The information on the Culinary program is still available at Ray's office as well. Trustee Smith had put in a KORA request with WSU-Tech and received the 2018, 2019 and 2020 emails at his residence.

Educational Facilities Authority Report – Trustee Law informed the Trustees that the water line and sprinkler system at the stadium froze and burst during the extreme cold last month. There was damage to the press box, mostly the 2nd floor. This then fell through into the promenade below. Work is currently being done so that the stadium will be ready for the upcoming games. There is a $10,000 deductible with the insurance. The HVAC system was previously only monitored by the school district, but now all three entities will monitor it.

The Authority has contracted with Simpson Construction to handle the repairs as the general contractor via their insurance agent.

Trustee Law also said that the City is considering withdrawing from the Authority though not as a result of the damages, the conversations had started before this event. They are concerned about costs for the city as well as citizens. A letter has been drafted by the school district and college that will be delivered to the City tomorrow in response.

MONITORING REPORTS
Dean Christy Streeter and Associate Dean Caleb Ediger presented the annual report for the Health, Education, and Public Services Division.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES
BOT Professional Development Training – Chair Lechtenberg said that Dr. Krull would introduce some opportunities for the Board to receive training that has been requested previously and try to narrow down some dates for that training. Former Chair Howell and Dr. Krull had visited with the Association of Governing Boards last fall, but their training was cost prohibitive. Dr. Krull has talked with Tom Bordenkircher, the presidents at Western Nebraska Community College and Southeast Community College as well individuals with ACCT (Association of Community College Trustees). Chair Lechtenberg and Dr. Krull also visited with the current and former Chair of the Board of Trustees for Southeast Community College.

As a result of these conversations, Chair Lechtenberg and Dr. Krull feel it would be beneficial to use the resources and trainings offered by ACCT and hold the training in a face-to-face format here at Butler. They feel the best way to conduct the training would be to have the trainer come in on a Friday afternoon and spend the afternoon getting to know each Trustee and then hold an all-day training on Saturday with follow-up virtual trainings. The final two dates for discussion are April 16, 17 and April 30, May 1. Lora will follow up with Trustees by email and then Dr. Krull will work on arranging the training.

BOARD ACTION ITEMS
Approval of 2021 Tuition and Fee Rates – Dr. Krull reminded the Board that last month the Board saw this information for discussion. The team that develops this information has been working on it for months looking at student demographics and enrollment trends among other data.

In creating the FY2022 tuition and fee rate recommendation the senior administrative team considered three key interests:
- Affordability for all students
- Discount for Butler County students
- Revenues to support college operations

The FY2022 tuition and fee rate recommendation contains a significant change in the fee structure. The $10.43 per-credit-hour Technology Fee and the $53 per-course Online Fee will be eliminated for FY2022 and replaced by a head-count Technology Access Charge. The rates for the new Technology Access Charge will be assessed to students each term (fall, spring, summer) based on a graduated scale as shown in Table 1 below.

Table 1: FY2022 Recommended Technology Access Charge	
Credit Hours Enrolled for the Term	Charge per Term
3 credit hours or less	$50
3.5 to 6 credit hours	$100
6.5 to 11.5 credit hours	$175

12 credit hours or more	$250

Table 2: FY2022 Per-Credit-Hour Tuition and Fee Rates

	FY2021 Actual	FY2022 Recommended	Increase (Decrease)
Total Tuition and Fee Rates			
In-District Tuition	**$106.00**	**$102.00**	**($4.00)**
In-State Tuition	**$123.50**	**$120.50**	**($3.00)**
Out-State Tuition	**$182.50**	**$180.50**	**($2.00)**
International Tuition	**$227.50**	**$219.50**	**($8.00)**

<u>Breakdown of Tuition and Fee Rate</u>

	FY2021 Actual	FY2022 Recommended	Increase (Decrease)
Tuition Rates			
In-District Tuition	$71.75	$76.45	$4.70
In-State Tuition	$89.25	$94.95	$5.70
Out-State Tuition	$148.25	$154.95	$6.70
International Tuition	$193.25	$193.95	$0.70
Credit-Hour Fee Rates			
Activity Fee	$22.97	$23.70	$0.73
Student Union Fee	$0.85	$1.85	$1.00
Technology Fee	$10.43	$0.00	($10.43)
Total Credit-Hour Fee Rates	$34.25	$25.55	($8.70)

Table 3: FY2022 Per-Credit-Hour Tuition and Fee Rates for Employees and Qualified Family

	FY2021 Actual	FY2022 Recommended	Increase (Decrease)
Tuition	$0.00	$0.00	$0.00
Student Union Fee	0.85	1.85	1.00
Technology Fee	10.43	0.00	(10.43)
Total per Credit Hour	$11.28	$1.85	($9.43)

Note: Employees and family members qualifying for the tuition waiver will pay the FY2022 Technology Access Charge, which will be assessed on a headcount basis each semester and summer.

Attachments A, B and C provide additional information about the recommendation. Attachment D shows the added/reduced revenue estimate for a $2 increase/decrease to the recommended rates for –out-district and out-state students.

FY2022 Tuition and Fee Rate Recommendation
Revenue Estimates

	Rates	FY2021 Estimated Cr Hrs	Estimated Revenue	Rates	FY2022 Estimated Cr Hrs	Estimated Revenue
In-District Tuition	$71.75	27,580	$1,978,876	$76.45	27,580	$2,108,502
In-State Tuition	$89.25	102,383	$9,137,681	$94.95	102,383	$9,721,264
Out-State Tuition	$148.25	8,885	$1,317,167	$154.95	8,885	$1,376,695
International Tuition	$193.25	3,152	$609,144	$193.95	3,152	$611,351
Total estimated tuition revenue		142,000	$13,042,868		142,000	$13,817,812
Student Union Fee	$0.85	142,000	$120,700	$1.85	142,000	$262,700
Technology Fee/Access Charge (below)	$10.43	142,000	$1,481,060		NA	$2,512,240
On-Line Fee			$1,533,492	NA	NA	
Activity Fee	$22.97	142,000	$3,261,740	$23.70	142,000	$3,365,400
Total listed revenues for comparison			$19,439,860			$19,958,152
Less associated waivers & scholarships						174,521
Net listed revenues for comparison (Note 3)			$19,439,860			$19,783,631

Summary of Estimated Revenue Increase

Estimated FY2022 revenue	$19,783,631
Estimated FY2021 revenue	$19,439,860
Estimated increase	$343,771

FY2022 Estimated Technology Access Charge Revenue

Credit Hours Enrolled by Term	Estimated Duplicate Headcount	Headcount Rate by Term	Estimate Revenue
Less than or equal to 3	4,182	$50	$209,100
Greater than 3 up to and including 6	3,816	$100	$381,600
Greater than 6 but less than 12	3,209	$175	$561,575
Equal to 12 or greater	5,440	$250	$1,359,965
Totals	16,647		$2,512,240

Butler County Community College
Recommended Tuition and Fee Rates for FY 2020
Description of Fees

Per-credit-hour fees are charged to in-state, out-state and international students. Students receiving tuition scholarships or tuition waivers (including employees and senior citizens) are required to pay fees.

Payment of the Activity Fee entitles students to attend College activities such as athletic events and theatrical productions on a first-come first serve basis.

The proceeds of the Activity Fee are used to provide scholarships.

The proceeds of the Student Union Fee are used to support the payment of long-term debt and operational costs of the Student Union.

The proceeds of the Technology Access Charge are used to offset the costs of providing computer equipment, networking, support, and technologically advanced equipment for instructional purposes and student services.

The proceeds of the Registration Fee supports Student Health Services, Public Safety operations, enrollment processing and commencement activities.

The proceeds of the various course fees are used to provide supplies and equipment necessary for delivery of specified courses.

Butler County Community College - Tuition and Fee Rate History   Attachment C

	In-County			In-State			Out-State			International		
	Rate	Incr	%	**Rate**	Incr	%	**Rate**	Incr	%	**Rate**	Incr	%
YE 97	**$41.00**	$4.50	12.3%	**$41.00**	$4.50	12.3%	**$78.50**	($11.00)	-12.3%	**$126.00**	$11.50	10.0%
YE 98	**$42.50**	$1.50	3.7%	**$42.50**	$1.50	3.7%	**$83.50**	$5.00	6.4%	**$134.50**	$8.50	6.7%
YE 99	**$44.00**	$1.50	3.5%	**$44.00**	$1.50	3.5%	**$89.50**	$6.00	7.2%	**$136.00**	$1.50	1.1%
YE 00	**$44.50**	$0.50	1.1%	**$44.50**	$0.50	1.1%	**$90.50**	$1.00	1.1%	**$137.00**	$1.00	0.7%
YE 01	**$46.50**	$2.00	4.5%	**$46.50**	$2.00	4.5%	**$92.50**	$2.00	2.2%	**$139.00**	$2.00	1.5%
YE 02	**$48.00**	$1.50	3.2%	**$48.00**	$1.50	3.2%	**$94.50**	$2.00	2.2%	**$141.00**	$2.00	1.4%
YE 03	**$51.00**	$3.00	6.3%	**$53.00**	$5.00	10.4%	**$95.00**	$0.50	0.5%	**$149.00**	$8.00	5.7%
YE 04	**$56.25**	$5.25	10.3%	**$63.50**	$10.50	19.8%	**$105.50**	$10.50	11.1%	**$170.25**	$21.25	14.3%
YE 05	**$58.75**	$2.50	4.4%	**$66.00**	$2.50	3.9%	**$108.00**	$2.50	2.4%	**$172.75**	$2.50	1.5%
YE 06	**$59.00**	$0.25	0.4%	**$69.00**	$3.00	4.5%	**$113.00**	$5.00	4.6%	**$180.50**	$7.75	4.5%
YE 07	**$59.50**	$0.50	0.8%	**$70.50**	$1.50	2.2%	**$115.50**	$2.50	2.2%	**$190.50**	$10.00	5.5%
YE 08	**$61.25**	$1.75	2.9%	**$72.25**	$1.75	2.5%	**$118.25**	$2.75	2.4%	**$194.75**	$4.25	2.2%
YE 09	**$63.00**	$1.75	2.9%	**$74.00**	$1.75	2.4%	**$121.00**	$2.75	2.3%	**$199.00**	$4.25	2.2%
YE 10	**$68.00**	$5.00	7.9%	**$79.00**	$5.00	6.8%	**$129.00**	$8.00	6.6%	**$212.00**	$13.00	6.5%
YE 11	**$71.00**	$3.00	4.4%	**$82.00**	$3.00	3.8%	**$134.00**	$5.00	3.9%	**$220.00**	$8.00	3.8%
YE 12	**$74.00**	$3.00	4.2%	**$85.00**	$3.00	3.7%	**$139.00**	$5.00	3.7%	**$225.00**	$5.00	2.3%
YE 13	**$78.00**	$4.00	5.4%	**$89.00**	$4.00	4.7%	**$145.00**	$6.00	4.3%	**$231.00**	$6.00	2.7%
YE 14	**$84.00**	$6.00	7.7%	**$95.00**	$6.00	6.7%	**$153.00**	$8.00	5.5%	**$239.00**	$8.00	3.5%
YE 15	**$84.00**	$0.00	0.0%	**$95.00**	$0.00	0.0%	**$153.00**	$0.00	0.0%	**$239.00**	$0.00	0.0%
YE 16	**$88.00**	$4.00	4.8%	**$99.00**	$4.00	4.2%	**$159.00**	$6.00	3.9%	**$214.00**	($25.00)	-10.5%
YE 17	**$91.00**	$3.00	3.4%	**$102.00**	$7.00	7.4%	**$162.00**	$3.00	1.9%	**$214.00**	$0.00	0.0%
YE 18	**$98.00**	$7.00	7.7%	**$109.00**	$7.00	6.9%	**$169.00**	$7.00	4.3%	**$214.00**	$0.00	0.0%
YE 19	**$106.00**	$8.00	8.2%	**$117.00**	$8.00	7.3%	**$177.00**	$8.00	4.7%	**$222.00**	$8.00	3.7%
YE 20	**$104.00**	($2.00)	-1.9%	**$121.00**	$4.00	3.4%	**$180.00**	$3.00	1.7%	**$225.00**	$3.00	1.4%
YE 21	**$106.00**	$2.00	1.9%	**$123.50**	$2.50	2.1%	**$182.50**	$2.50	1.4%	**$227.50**	$2.50	1.1%
YE 22	**$102.00**	($4.00)	-3.8%	**$120.50**	($3.00)	-2.4%	**$180.50**	($2.00)	-1.1%	**$219.50**	($8.00)	-3.5%

Attachment D

Analysis of Options – Increase/Decrease to Recommended Rates						
	Recommended Rates		2/23/21 Option 1	Increase (Decrease)		2/23/21 Option 2	Increase (Decrease)
Rates						
In-State In-Dist	$102.00		$102.00	$0.00		$102.00	$0.00
In-State Out-Dist	$120.50		$122.50	**$2.00**		$118.50	**($2.00)**
Out-State	$180.50		$182.50	**$2.00**		$178.50	**($2.00)**
International	$219.50		$219.50	$0.00		$219.50	$0.00
Net revenue	$19,783,631		$19,875,119	**$91,488**		$19,689,423	**($94,207)**

Trustee Smith questioned why the enrollment number stayed the same when the enrollment has dropped every year for the last several years. Kent explained that this is the best way for the accounting department to see a comparison between the two years assuming that all of the assumptions were to come true.

Trustee Winslow said that in her experience it was always best to use the most realistic numbers available and would like to see the same information with 135,000 credit hours. Kent shared that while it is a valid point that enrollment could decrease, there is also a significant information available that says community college enrollment could increase in the fall because the pandemic will be over.

Chair Lechtenberg said that he felt the administrative team had the knowledge and experience to set the numbers as they have been for several years. Trustee Rhodes moved to accept the recommendation of the administration as presented:

	Recommended Rates
Rates	
In-State In-Dist	$102.00
In-State Out-Dist	$120.50
Out-State	$180.50
International	$219.50
Net revenue	$19,783,631

Trustee Howell seconded. Trustee Smith said that in 2019 Butler lost 6.2%, in 2020 Butler lost 5.7% with a 2021 estimate of losing 8.2% and the figures presented for 2022 represent a 0% loss. Trustee Rhodes confirmed with Jessica that Butler is in a position where difference between the in and out district rates are the highest in the state at $18.50.

Trustee Winslow said that there was a day when the mission statement of the college was much different. She said that in the past, if you were a Butler County resident, you came to the college tuition free. Trustee Law expressed his concern of raising the out-district fee to the point where Butler loses students to other colleges. Dr. Krull said that the college has some unspent scholarship dollars for this year and are in conversations about reallocating that money for next year to offer more scholarships to Butler County students. There is also the CAREs money that could be used as well as scholarships from the Foundation.

Trustee Law said that he would support raising out of district tuition before raising the mil levy.

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

Trustee Law moved to adopt the $2 increase for out-district and out-state tuition as presented:

	2/23/21 Option 1	Increase (Decrease)
Rates		
In-State In-Dist	$102.00	$0.00
In-State Out-Dist	$122.50	**$2.00**
Out-State	$182.50	**$2.00**
International	$219.50	$0.00
Net revenue	$19,875,119	**$91,488**

Trustee Smith seconded. Lora Jarvis called a roll call vote with all Trustees voting in favor. The motion passed unanimously.

The board approved Option 1 as presented. The details are as follows:

FY2022 Technology Access Charge	
Credit Hours Enrolled for the Term	Charge per Term
3 credit hours or less	$50
3.5 to 6 credit hours	$100
6.5 to 11.5 credit hours	$175
12 credit hours or more	$250

FY2022 Per-Credit-Hour Tuition and Fee Rates	
Total Tuition and Fee Rates	
In-District Tuition	$102.00
In-State Tuition	$122.50
Out-State Tuition	$182.50
International Tuition	$219.50

Breakdown of Tuition and Fee Rates	
Tuition Rates	
In-District Tuition	$76.15
In-State Tuition	$96.65
Out-State Tuition	$156.65
International Tuition	$193.65
Credit-Hour Fee Rates	
Activity Fee	$24.00
Student Union Fee	$1.85

Technology Fee	*$0.00*
Total Credit-Hour Fee Rates	*$25.85*

FY2022 Per-Credit-Hour Tuition and Fee Rates for Employees and Qualified Family	
Tuition	$0.00
Student Union Fee	1.85
Total Tuition and Fees per Credit Hour	$1.85
Note: Employees and family members qualifying for the tuition waiver will pay the FY2022 Technology Access Charge, which will be assessed on a headcount basis each semester and summer.	

Approval of Room and Meal Plan Rates FY2022 – The Residence Hall Committee has analyzed the room and meal rates and is recommending the following rate structure for FY 2022. This option passes through an estimated 3.9% meal plan increase from our food service provider (Great Western Campus Dining), raises the room rates by 2.0% and caps the overall increase to the student residents at 2.6%.   Also, attached is rate comparison data from other local colleges and universities.

Proposal- All Room Rates and Meal Plan Rates			
	West Hall	Cummins & East	BCC Apart.
Meal Plan Charge (19 Meals per Week)	$2,285.00	$2,285.00	$2,285.00
Residence Hall Charge	$3,180.00	$4,300.00	$4,610.00
Total Annual Charge	$5,465.00	$6,585.00	$6,895.00

Fire Science Residence Hall:
It is also recommended to increase the Fire Science Residence Hall rate by 2.0 % for FY 2022.

Current Rates:
- Spring and Fall $930
- Summer $670

Recommended Rate Proposal:
- Spring and Fall $950
- Summer $680

Trustee Law moved to approve the rate structure as presented. Trustee Good seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

Acceptance of the Audit Report – Trustees were presented with the June 30, 2020 financial statements to the Finance Committee on February 9, 2021 and March 9, 2021 as prepared by BKD, LLP.

Trustee Good asked the cost of the audit report and Kent said he did not know the exact amount at this time, but they will get the figure to the Trustees. The bidding process is done every few years, but there are not very many firms who prepare higher education audit reports.

Trustee Law moved to accept the report. Trustee Good seconded. Lora Jarvis called a roll call vote and the motion passed unanimously (with Trustee Rhodes absent for the vote).

Acceptance of the Diesel Technology Certificate – At the request of industry, over the past 12 months, Butler Community College staff and administration have been meeting with diesel industry representatives to develop a Diesel Technology AAS degree. Following these conversations, Butler concluded that there is a recognized demand for diesel mechanics within the Southcentral Kansas region.

Trustees were presented the proposed Diesel Technology AAS degree which administration believe meets the educational needs of the local diesel industry. Companies included in our conversations include, but are not limited to, Jet's Diesel, Foley Tractor Company, Freightliner Truck Center Companies – Wichita, and Wildcat Construction. The program curriculum focuses on meeting regional demand for diesel mechanics. The closest Diesel Technology programs within the region are Salina Area Technical College and Pratt Community College.

As part of the approval process for any program through TEA and KBOR, the program must be represented in the minutes of the local Board meeting and approved to go forward with the program. Niomi Thompson, Associate Dean of the STEM division, introduced the advisory board members who were present via Zoom for the meeting including Conner Sherwood from Wildcat Construction, Dave Black from Freightliner, Anthony Dahl from Foley, and Tyler Dehn from Wildcat Construction as well as Mark Jaye who is the full-time Auto-Tech faculty member for Butler.

Trustee Smith asked to narrow the 100-mile radius around Wichita to 40, but Lori Winningham shared that Zip Recruiter would only go down to 50-mile radius. As of this morning, Zip Recruiter had 56 job openings and Indeed lists 37 job openings. In the 100-mile radius, Zip Recruiter was up to 72 jobs and Indeed was at 45.

Butler would like to start the program in the Fall of 2021 with current budget dollars available to shift to cover the one full-time position required. There are some start up costs as well. Calculations show that with just the technical courses, it will take about 3

years to break even with class sizes of 10 students. If more students enrolled or if donations are given of equipment needed, that time frame could be significantly lower.

Industry representatives were asked if they required a 2 year degree to hire mechanics and they indicated the degree was not required but that mechanics were better prepared and better employees if they had the degree. The industry representatives have been discussing the program with Butler since December 2019.

Trustee Smith expressed that he felt uncomfortable making such a big decision without more notice to look into it. Trustee Winslow indicated she believed students could succeed with just the certificate program and didn't need an AAS degree. Lori explained that the 2nd year of the program includes the gen ed courses and an internship option. Students can complete the certificate only and go straight to work or continue and complete the degree option. When a request is sent to KBOR, both the certificate and degree program are submitted at the same time.

Dave Black from Freightliner said that his company is very supportive of this program as they have gone as far as Texas to recruit workers.

Trustee Winslow asked if it was necessary to offer both the certificate and the AAS degree because the AAS degree requires more money to teach more classes. Chair Lechtenberg explained that the classes in the 2nd year are classes already being taught with available space for these students so it would not require more money.

Trustees Winslow and Smith were hopeful for more time to vote on the program as they didn't feel they had had enough time to research and understand it. Dr. Krull explained that in order to launch the program in the fall, there are several more approvals needed through TEA and KBOR. Because these boards don't meet in the summer months, all approvals need to be completed in June to start the program in the fall.

Trustee Law moved to accept the Diesel Technology Certificate program as presented. Trustee Howell seconded. Trustee Winslow said she would have liked to have seen it sooner and that she would have voted yes if it were only a certificate program. Trustee Smith said he would like to have future program information available sooner for discussion and review.

Lora Jarvis called a roll call vote. Trustees Good, Law, Rhodes, Lechtenberg and Howell voted in favor. Trustee Smith voted against. Trustee Winslow abstained because she did not have any knowledge of the program, enough information to vote on it, and wanted only to support the certificate. The motion passed.

Student Account Center Provider – Accounts Receivable, Accounting, and Information Services are recommending the acceptance of the Transact/Cashnet (Cashnet) proposal to become Butler's Student Account Center provider. This would be a direct replacement of the services currently provided by TouchNet and ECSI, including Online Payment Gateway, Payment Plan Client, Electronic Statements, Electronic Refunds, eCommerce,

and 1098-T services., as well as adding the new services of Cashiering and Departmental Deposits.

The committee reviewed three different options with this RFP. This goal was to minimize budget and administration needs while maximizing the student experience.
1. Full solution replacement, comparable to current TouchNet solution. *(Selected)*
2. Partial solution replacement. Utilize Self Service Banner for the Student Account Center along with a provider for the remaining services. *(The cost was too close to Option 1's cost with fewer services, it proposed many IS and AR conversion complications, as well as a loss to the student experience.)*
3. Discontinue solution. Utilize Self Service Banner along with existing vendors to cover remaining services. *(Too great a loss to the student experience and existing vendors didn't have the individual product replacements needed.)*

Responses to the RFP were received from TouchNet, Cashnet, NelNet, Flywire, and Commerce Bank. Cashnet was selected for meeting all Butler's needs while maintaining or improving services to students and staff. Additionally, they bring a very substantial cost savings, more modern interface with Banner, and improved student experience over TouchNet. The other respondents either did not provide the same level of cost savings or all product options required.

Cashnet's solution subscription is for a five-year period, paid on an annual basis. Over the initial five-year period, acceptance of Cashnet's proposal, versus staying with TouchNet, will provide an increase in services while reducing Butler's average cost by $96,000 each year.

Cost Observations	TouchNet Current	Cashnet Proposal	TouchNet Proposal
Student Acct Ctr + eCommerce per yr	$173,288 + escalator	$64,000 waived yr 1	$119,900 + 10% annual escalator
Cashiering Module per yr	N/A	$14,400	$12,500 + escalator
1098-T Service	$9,500	$9,500	$9,500
5 Year Cost (2021-2026)	N/A	$373,516	$855,815

Currently Butler has two contracts with TouchNet: one for Student Account Center that will expire September 2021, and one for eCommerce (a dependent of Student Account Center), that will expire October 2023. The eCommerce contract will require a buyout of the final two years at a cost of $43,000 per year. The cost of this buyout was a consideration but did not change the decision to move ahead with the Cashnet solution, due to the large overall cost savings. Butler will work with both Cashnet and TouchNet, to negotiate any further cost reduction possible before authorizing a final contract.

Butler presented the RFP with an understanding that the solution needs to go live by July 2021, to be ready for the Fall term. An exact go-live date will be determined based on Information Services availability.

Trustee Smith moved to approve the recommendation to contract with Transact/Cashnet to supply Butler's Student Account Center and other related functions for a five-year period, replacing the current TouchNet and ECSI services. Trustee Law seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

Approval of Mutual Gaines Bargaining Notice Up Letter – The professional employees and administrative representatives on the Mutual Gains Bargaining Team finalized the agreed upon Notice Up Letter for 2021-2022 Mutual Gains Bargaining as presented to the Board.

Trustee Good moved to approve the Notice Up Letter for 2021-2022 contract year. Trustee Law seconded.

Trustee Winslow asked why the letter was not included in the packet. Dr. Krull explained that the team had just met on Monday to discuss the letter and final edits were not completed until Thursday after the Board Book had been produced and sent to the Trustees.

Lora Jarvis called a roll call vote and the motion passed unanimously. The MGB Letter is on the next page.

3/9/2021

Butler Community College
Education Association

Butler Community College
Board of Trustees
901 S. Haverhill Road
El Dorado, KS 67042

The Interest Based Bargaining Team hereby notifies you of the items that have been selected
for consideration during the mutual gains bargaining process:

1. **Introduction**
    a. Issue: Change the dates of the agreement to be reflective of the agreed upon
       duration
    b. Purpose: to work towards a mutually acceptable resolution to this issue

2. **Article VIII – Compensation, Section A – Salary, Part 3 – Placement of New Professional
   Employees**
    a. Issue: Hiring Schedule
    b. Purpose: To work towards a mutually acceptable resolution to this issue

3. **Article VIII – Compensation, Section A – Salary, Part 8 – Salary Increase for Existing
   Professional Employees**
    a. Issue: Salary for Existing Professional Employees
    b. Purpose: To work towards a mutually acceptable resolution to this issue

4. **Article VIII – Compensation, Section A – Salary, Part 10 – Overload**
    a. Issue: Overload Rate of Pay
    b. Purpose: To work towards a mutually acceptable resolution to this issue

5. **Article VIII – Compensation, Section A – Salary, Part 12 – Summer School Pay**
    a. Issue: Summer School rate of pay
    b. Purpose: To work towards a mutually acceptable resolution to this issue

6. **Article VIII – Compensation, Section A – Salary – Placement of New Professional
   Employees**
    a. Issue: Allow flexibility in hiring rates for CTE or other defined positions
    b. Purpose: To work towards a mutually acceptable resolution to this issue

7. **Article VIII – Compensation, Section B – Group Insurance**
    a. Issue: Group health insurance benefits – family and single coverage
    b. Purpose: To work towards a mutually acceptable resolution to this issue

8. Letter of Understanding – Dated 2020 - Article XXIII - Evaluation of Professional Employees
    a. Issue: Review content and update as applicable
    b. Purpose: To work towards a mutually acceptable resolution to this issue

9. Article XI – Leaves of Professional Employee, Section A – Health Leaves
    a. Issue: Offer paid parental leave
    b. Purpose: To work towards a mutually acceptable resolution to this issue

10. Article VIII – Compensation, Section A – Salary, Part 11, Multiple Site Pay
    a. Issue: Review current language and make updates due to location changes
    b. Purpose: To work towards a mutually acceptable resolution to this issue

11. Article XIX – Reduction in Force
    a. Issue: Review language to include updated language items regarding situations that may be implemented based on exigencies
    b. Purpose: To work towards a mutually acceptable resolution to this issue

12. Article V – Professional Workload – Section B. Normal Professional Workload, Part 3 Advisors
    a. Issue: Review normal workload for full time advisors
    b. Purpose: To work towards a mutually acceptable resolution to this issue

13. Article VIII – Compensation, Section D. Retirement and Early Retirement
    a. Issue: Health insurance coverage for dependents of covered employees
    b. Purpose: To work towards a mutually acceptable resolution to this issue

14. Article V – Professional Workload, Section D – Special Projects
    a. Issue: Add pay for course updates made by faculty for ADA Accessibility. Letter of Understanding – Dated 2020 Article VIII
    b. Purpose: To work towards a mutually acceptable resolution to this issue

15. Article VIII – Compensation, Section A – Salary
    a. Issue: Compensation for major revisions or updates to current on-line courses and master courses
    b. Purpose: To work towards a mutually acceptable resolution to this issue

16. Article I—Rights of the Association, Section C
    a. Issue: Mandatory representation on College committees
    b. Purpose: To work towards a mutually acceptable resolution to this issue

17. **Attachment A, B, D —Major Responsibilities of Full-Time Faculty, Lead Instructor, Department Chair**
    a. Issue: Determine and implement the optimal class modality during critical situations and review language for specificity of responsibilities
    b. Purpose: To work towards a mutually acceptable resolution to this issue

18. **Article VIII—Compensation, Section A—Salary**
    a. Issue: Frequency of pay disbursements
    b. Purpose: To work towards a mutually acceptable resolution to this issue

19. **Article VIII—Compensation, Section A—Salary**
    a. Issue: Pay advances
    b. Purpose: To work towards a mutually acceptable resolution to this issue

20. **Article VIII – Compensation, Section A – Salary, Part 2 – Base Salary – Professional Employees**
    a. Issue: Step-Raise schedule
    b. Purpose: To work towards a mutually acceptable resolution to this issue

21. **Article XI—Leaves of Professional Employees**
    a. Issue: Approved absences not requiring leave
    b. Purpose: To work towards a mutually acceptable resolution to this issue

22. **New Article: Establishment of a Health and Safety Committee** with equal numbers appointed by the Board and the Association for the purpose of monitoring the safe and healthful condition of the workplace and for reviewing and recommending appropriate health and safety procedures to the Board to be implemented and maintained.

In accordance with KSA 72-2228 we acknowledge and accept items within this letter as Notification of Intent to open the Master Agreement for negotiations.

Lance Lechtenberg
Chairperson, Board of Trustees

Terry Sader
President, BCCEA

CONSENT AGENDA – Trustee Law moved to approve the consent agenda as presented. Trustee Rhodes seconded. Lora Jarvis called a roll call vote and the motion passed unanimously. Items included in the consent agenda include:

- Approval of Minutes of the Regular Board Meeting of February 9, 2021
- Approval of Bills and Warrants for February 2021 in the amount of $3,689,344.56 (includes Expenditure Approval List - $1,279,962.94 and Payroll - $2,409,38,.62)
- Approval of Arc Flash Assessment in the amount of $72,500
- Ratification of Clinical Site Agreement with Medicalodges of Goddard
- Ratification of Agreement with MindEdge

SUPPLEMENTAL INFROMATION

Key Performance Indicators Update – Submitted by Esam Mohammad

Esam gave the Board an overview of the information presented. Each of the indicators is an annual indicator meaning that in any given academic year, each of them is updated once. This means that updates are done every few months for each indicator.

This month there is an update to the transfer GPA and hours. This is a measure of Butler students who go immediately to a public Kansas four-year institution after they leave Butler. This indicator shows the aggregate GPA and number of hours transferred of all of Butler students who transferred to one of those universities. The update in the board book is from the Fall of 2019, the most recent semester authenticated by the Kansas Board of Regents. There is also the immediate past cycle shown for comparison. As shown, Butler is pretty competitive even doing a little better than our competitor colleges.

The amount of transfer hours is important because it shows that the students are saving money, but also that the courses offered by Butler transfer well to the four-year institutions. The Trustees role in that is to approve the articulation agreements presented allowing students to transfer more hours to the four-year institutions. As shown, in the Fall of 2019 Butler students entered the four-year institutions with an average 3.24 GPA and transferred in a little more than 50 hours.

In the next few months a few more updates including the CTE placement rates and retention numbers will be included.

Esam gave a brief overview of each of the other Performance Indicators. The Completion rate is based on first-time students who tell the college when they enroll their intent is to seek a degree or transfer out measured over a three-year period. In this month's update, 28% graduated and 26% transferred to show the completion rate for Butler.

The Completion number show that in Academic Year 2019, Butler awarded 1,446 certificates or Associate Degrees of any kind.

The retention is specifically defined by the federal government as those first-time, full-time students who come in the fall and are still enrolled the following fall after removing those who have already completed a certificate or associates degree. Butler has been at about 60% for awhile and no significant changes are expected with upcoming updates. Trustee Smith asked if the 71% goal was something Butler was striving for or if it was mandated by someone. Esam said it is not mandated, but it was guided by the states 2020 foresight plan.

The CTE placement rates is a self-reported indicator. A standardized annual KBOR survey mandates information on Butler's alumni in the technical programs in the year following completion of a diploma or certificate. The 73% represents those students who self-reported being in the workforce or taking the next step to be ready to enter the workforce.

The KBOR Performance Agreement, representing a three-year performance agreement, is included as well.

Trustee Winslow had to leave the meeting at this time due to an emergency at home.

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – NONE

Board Calendars

BOARD OF TRUSTEES CALENDAR OF ACTIVITIES MARCH - APRIL		
March Board Finance Committee	Tuesday, March 9, 3:30 p.m. President's Conference Room	**Doug Law Shelby Smith**
March Board Meeting	Tuesday, February 9, 4:30 p.m. Dankert Board Room	**ALL TRUSTEES**
April Board Finance Committee	Tuesday, April 13, 3:30 p.m. President's Conference Room	**Doug Law Shelby Smith**
April Board Meeting	Tuesday, April 13, 4:30 p.m. Dankert Board Room	**ALL TRUSTEES**

2020-2021 Board Meeting Dates
Tuesday, March 9, 2021
Tuesday, April 13, 2021
Tuesday, May 11, 2021
Tuesday, June 8, 2021
Tuesday, July 13, 2021

LOOKING AHEAD		
May Board Finance Committee	Tuesday, May 11, 3:30 p.m. President's Conference Room	**Doug Law Shelby Smith**
May Board Meeting	Tuesday, May 11, 4:30 p.m. Dankert Board Room	**ALL TRUSTEES**
June Board Finance Committee	Tuesday, June 8, 3:30 p.m. President's Conference Room	**Doug Law Shelby Smith**
June Board Meeting	Tuesday, June 8, 4:30 p.m. Dankert Board Room	**ALL TRUSTEES**

Spring 2021 ACTIVITY CALENDAR

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.
Vollebyall 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

EXECUTIVE SESSION – Trustee Law moved that the Board recess into executive session to discuss acquisition of real estate to include the Board, Dr. Kim Krull, and Lori Winningham with action to follow as appropriate. The meeting will resume here in the Dankert Board Room in 15 minutes. Trustee Rhodes seconded. Lora Jarvis called a roll call vote and the motion passed unanimously (with Trustee Winslow absent for the vote).

The Board entered Executive Session at 8:23 p.m.

The Board returned to Open Session at 8:31 p.m.

ADJOURNMENT
Trustee Good moved to adjourn the meeting. Trustee Rhodes seconded. The motion passed unanimously. The regular meeting of March 9, 2021 was adjourned at 8:33 p.m.

_____
Forrest Rhodes – Secretary

Butler
Community College

- Let's Take Tomorrow -

BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
8:00 a.m., April 1, 2021 – Dankert Board Room
Meeting Recording can be viewed at https://youtu.be/gRpkP7RB6Ag

STAFF ATTENDANCE
Kim Krull
Lora Jarvis
Matt Jacobs
Tom Borrego
Lori Winningham (Z)

BOARD ATTENDANCE
Mary Martha Good
Jim Howell (Z)
Doug Law
Lance Lechtenberg
Forrest Rhodes (Z)
Shelby Smith (Z)
Julie Winslow (Z – Only for Exec Session)

GUESTS
Ray Connell

CALL TO ORDER
Chair Lechtenberg called the regular monthly meeting of the Board of Trustees to order at 8:00 a.m.

APPROVAL OF THE AGENDA
Trustee Good moved to approve the agenda as presented. Trustee Law seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

EXECUTIVE SESSION
Trustee Good 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, Tom Borrego, and Ray Connell with action to follow as appropriate. The open meeting will resume here in the Dankert Board Room in 20 minutes. Trustee Law seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

The Board entered executive session at 8:03 a.m.

The Board returned to open session at 8:23 a.m.

BOARD ACTION ITEMS
Approval of Butler-Johnson County Community College Culinary Partnership – Dr. Krull introduced the new partnership by saying that the partnership would require no new courses to be taught by either Butler or Johnson County. The attached CA1 packet is

the result of a partnership between Butler Community College (BCC) and Johnson County Community College (JCCC) to bring two additional certificate options to the students in south central Kansas. The certificates utilize existing Butler culinary courses paired with 2-4 practicum courses from JCCC. Students will be able to complete all courses, including practicum work in this area. This will prepare students for their American Culinary Federation Education Foundation (ACF) certification.

Trustee Law moved to approve the CA1 packet for submission to KBOR for the following certificates.
25 credit hour - Culinary Arts: (ACF Certificate: Culinarian) and
44 credit hour - Culinary Arts: (ACF Certificate: Sous Chef)
Trustee Good seconded.

Trustee Smith expressed his concern that he had not had an opportunity to look at the document and could not vote for something he had not read.

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

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES
SB40 – Dr. Krull shared the following information with the Trustees on the new Senate Bill.

On March 18 the legislature passed Senate Bill 40, legislation that give board of trustees the ultimate authority to make decisions concerning course modality and safety interventions to combat the spread of COVID-19. Specifically, the bill states that during the state of disaster emergency related to the pandemic, which is now slated to expire on May 28, 2021, boards of trustees have full authority and responsibility over any decision that:
(A)   Closes or has the effect of closing any community college or technical college;
(B)   authorizes or requires any form of attendance at any community college or technical college; or
(C)   mandates any action by any students or employees of a community college or technical college while on college property

Subparagraphs (A) and (B) of the bill apply to closings and learning modalities. The broad grant of authority in subparagraph (C) covers masks and other interventions that have been in place throughout the school year.

The bill passed after lengthy negotiation and with bipartisan support. Governor Kelly signed the bill into law on March 24. Boards of trustees must consider the new mandates when making decisions concerning masks and other requirements adopted for the purpose of conducting school while protecting students, staff and patrons from the risks associated with the pandemic. Boards across the system have, to a large extent, been making such decisions throughout the school year, except where mandates from the governor or state or local health agencies superseded the board's

authority. SB 40 now bars the governor's office or the health department from directly intervening in local decisions on the issues listed above. The new law requires districts to employ the "least restrictive means possible" to achieve the objective of maintaining a safe educational environment during the pandemic. The bill also includes procedures for an employee, student, or parent to redress grievances against the board's action.

Employees, students, or parents who are aggrieved by a board's decisions concerning pandemic interventions may seek a hearing with the board of education within 30 days of the action being taken. After receiving a complaint, the board must conduct a hearing on the matter within 72 hours, and it must issue a decision within 7 days of the hearing. If the complainant is unhappy with the outcome of that process, a civil action may be filed in the district court. That petition must also be heard within 72 hours and decided within 7 days of the hearing. The court must side with the individual making the complaint unless the board's action is "narrowly tailored" to respond to the pandemic and uses the "least restrictive means" to do so. If no decision is rendered after seven days, the relief requested by the complaining party shall be automatically granted.

ADJOURNMENT
Trustee Good moved to adjourn the meeting. Trustee Law seconded. The motion passed unanimously. The regular meeting of April 1, 2021 was adjourned at 8:43 a.m.

_____
Forrest Rhodes – Secretary

BILLS AND WARRENTS

TOPIC for ACTION
Bills & Warrants

REPORT:
(Bills and Warrants for March 2021 - $4,482,096.04 (includes Expenditure Approval List - $2,089,260.22 and Payroll - $2,392,835.82).

RECOMMENDED ACTION:
Approval of March 2021 bills and warrants.

RECOMMENDED FUNDING SOURCE:

Submitted by: Sariah Wilson
Supervisor: Yolanda Hackler
Date: April 1, 2021

BIDS AND PURCHASES

TOPIC for ACTION
Touchless Faucet Replacement

REPORT:
Facilities Management collected quotes for the replacement of 411 touchless water faucets on BOE and BOA campuses. This project will replace all existing non- touchless faucets. This will allow stakeholders to wash hands without having to touch the faucet. This project can be fully funded by COVID relief funding.

The following quotes were collected:
The Tap of Kansas-	$181,760.00
Ferguson-	$197,889.90
Hajoca-	$202,123.34

RECOMMENDED ACTION:
Board approval of The Tap of Kansas for $181,760.00

RECOMMENDED FUNDING SOURCE:
COVID Relief Funds.

Submitted by:	Ireland Turner
Supervisor:	Lynn Umholtz
Date:	March 31, 2021

QUOTE

The Tap of Kansas
620 South Washington
Wichita, Kansas 67211

Phone: (316) 265-4440
Fax: (316) 265-6771

thetapofks.com

Project:
SENSOR FAUCETS

Engineer:

Architect:

Number 1367083
Date Mar 24, 2021

Location	Quote By	Bid Date
BUTLER COUNTY COMMUNITY COLLEGE	MONTYC	3/24/2021

Qty	Description	Unit Price	Ext. Price
	SLOAN DECK MOUNT GOOSENECK FAUCET		
192	SLOAN 3365011BT ETF700 AC/DC DM GN BLUE TOOTH FAUCET	$480.00	$92,160.00
	SLOAN 4OC LAVATORY FAUCET		
199	SLOAN 33650231BT ETF880 AC/DC LAVATORY BLUE TOOTH FAUCET	$400.00	$79,600.00
	SLOAN REAR MOUNT GOOSENECK FAUCET		
20	SLOAN 3365343BT ETF500 RM GN BLUE TOOTH FAUCET	$500.00	$10,000.00

Total $181,760.00

HAJOCA
SINCE 1858

150 HAJOCA WICHITA
711 N HYDRAULIC ST
WICHITA KS 67214-3470
316-262-2471 Fax 316-262-1813

QUOTE DATE	QUOTE NUMBER
03/22/21	S016374029

QUOTED BY:
150 HAJOCA WICHITA
711 N HYDRAULIC ST
WICHITA KS 67214-3470
316-262-2471 Fax 316-262-1813

PAGE NO.
1 of 1

Printed : 06:47:20 24 MAR 2021

QUOTE TO:
BUTLER COMMUNITY COLLEGE
ATTN: ACCTS PAYABLE
901 S HAVERHILL RD
EL DORADO, KS   67042

SHIP TO:
BUTLER CO COMMUNITY COLLEGE
FACILITIES MANAGEMENT
901 S HAVERHILL RD
EL DORADO, KS 67042-3280
316-321-2222

QUOTED FOR	CUSTOMER PURCHASE ORDER NUMBER	CUSTOMER RELEASE NUMBER	SALESPERSON
PAT	SLOAN FAUCET BID		Kendall Hershberger

WRITER	SHIP VIA	TERMS	EXPIRATION DATE	FREIGHT ALLOWED
Casey Utt	OT OUR TRUCK	2% 10TH PROX NET 25TH	05/06/21	No

QUOTE QTY	OUR PART#	DESCRIPTION	Net Prc	Ext Prc
		LAV FAUCET ****************		
199ea	1581237	SLOAN 3365023BT ETF880-4-BOX-CP-0.5-GPM-MLM-FCT POL CHROME LAV FCT SNGL HOLE FCT **************	445.080/ea	88570.92
192ea	1696392	SLOAN 3365011BT ETF700-4-BOX-CP-1.5-GPM-SHR-FCT	533.340/ea	102401.28
1ea	1145202	SLOAN 0362035 SFP35A GANG ADPT KIT 100-240 VAC/6 VD WALL MOUNTED FAUCET ******************	55.540/ea	55.54
20ea	1696395	SLOAN 3365343BT ETF500-BOX-CP-1.5-GPM-SHR-FCT **TAXES NOT INCLUDED**	554.780/ea	11095.60

Prices contained in this quote are the prices in effect at the time of quotation, and are subject to
change at any time. We are not responsible for inaccurate quantity descriptions. Quantities should
be checked against plans and specifications for accuracy. Special order material is non-cancellable.
We are not responsible for delays not within our control.

Subtotal	202123.34
Bid Total	202123.34

Price Quotation # B839621

FEL WICHITA #216
2222 WEST HARRY STREET
WICHITA, KS 67213-2970

Phone : 316-262-0681
Fax : 316-262-1915

Bid No.......: B839621
Bid Date...: 03/24/21
Quoted By: MXS
Customer.: BUTLER COMMUNITY COLLEGE
901 S HAVERHILL RD
EL DORADO, KS 67042

Cust Phone: 316-321-2222
Terms.........: NET 30 DAYS
Ship To.......: BUTLER COMMUNITY COLLEGE
901 S HAVERHILL RD
EL DORADO, KS 67042

Cust PO#..: FAUCET UPGRADE PRJCT   Job Name.: FAUCET UPGRADE

Item	Description	Quantity	Net Price	UM	Total
	***QUANTITY OF FAUCETS				
	SUBJECT TO CHANGE				
	PER FINAL COUNT				
	BY INSTALLER				
	=========================				
	LAVATORY FAUCETS				
	MAIN CAMPUS				
	=========================				
S3365023BT	CCY LF ELEC LAV FCT BATRY CP	169	435.500	EA	73599.50
	=========================				
	MULTI STATION SINK FAUCETS				
	MAIN CAMPLUS				
	=========================				
S3365011BT	*CVR* CCY LF 1.5 ETF700-4-BOX-CP-1.	2	522.290	EA	1044.58
	=========================				
	SINK FAUCETS				
	MAIN CAMPUS				
	=========================				
S3365011BT	*CVR* CCY LF 1.5 ETF700-4-BOX-CP-1.	47	522.290	EA	24547.63
	=========================				
	LAB SINK FAUCETS				
	MAIN CAMPUS				

S3365011BT	*CVR* CCY LF 1.5 ETF700-4-BOX-CP-1.	102	522.290	EA	53273.58
	BACK SPLASH MOUNT FAUCETS				
	MAIN CAMPUS				
S3365343BT	*CVR* CCY LF 1.5 ETF500-BOX-CP	13	543.310	EA	7063.03
	ANDOVER SCHOOLS				
	FAUCET UPGRADE				
	***SINK FAUCETS				
S3365011BT	*CVR* CCY LF 1.5 ETF700-4-BOX-CP-1.	41	522.290	EA	21413.89
	**LAVATORY FAUCETS				
S3365023BT	CCY LF ELEC LAV FCT BATRY CP	30	435.500	EA	13065.00
	***WALL MOUNT FAUCET				
S3365343BT	*CVR* CCY LF 1.5 ETF500-BOX-CP	7	543.310	EA	3803.17
	ACCESSORIES IF REQUIRED				
	PRICED PER EACH-QUANTITY				
	TO BE DETERMINED BASED				
	UPON INSTALLATION				
	AND APPLICATION ACCORDING				
	TO JOB SPECIFICATION.				
	***SFP35A GANG ADAPTER KIT				
	IF REQUIRED				
S0362035	SFP35A GANG TRANS KIT	1	54.390	EA	54.39
	*MECHANICAL MIXING VALVE				
	IF REQUIRED				
S3326009	LF MIX60A MECH MIX VLV 1 FCT	1	25.130	EA	25.13

Subtotal: $197889.90

Inbound Freight: $0.00

Tax: $0.00

Order Total: $197889.90

TOPIC for ACTION
Campus Door Closer Replacement

REPORT:
Facilities Management collected quotes for the replacement of 560 Door closers on BOE and BOA campuses. This project will replace closers that are over 20 plus years old with a new designed closer that will automatically stay open. This will allow stakeholders to enter or exit classrooms, offices, and other areas without touching the hardware. This project can be fully funded by COVID relief funding.

The following quotes were collected:
DH Pace- $66,964.80
Smallwood Lock and Supply- $67,194.40
Grainger- $140,448.00

RECOMMENDED ACTION:
Board approval of DH Pace for $66,964.80

RECOMMENDED FUNDING SOURCE:
COVID Relief Funds.

Submitted by: Ireland Turner
Supervisor: Lynn Umholtz
Date: March 29, 2021

CONTRACT PROPOSAL

Key Systems • Entry Doors • Door Hardware • Access Control • Dock Equipment

BUYER (and billing address if different from site):	PROJECT (site address):
Butler County Community College	

Submitted To:	Ireland Turner	iturner@butlercc.edu
DH Pace Key Service Center Rep:	Jami Kauzlarich	816-480-2437 jami.kauzlarich@dhpace.com
DH Pace Salesperson:	Jim Bozeman	816-918-5983 jim.bozeman@dhpace.com
Proposal date:	February 12, 2021	

I am pleased to propose the following material delivered to your facility freight prepaid and added on invoice plus any applicable taxes:

				Order Total	S	66,964.80
Line#	Item Qty	Item Description-notes	Item Number	Unit Sell Price		Extended Sell Price
1	560	Closers	QDC1-12-R-689	119.58	S	66,964.80

Send Orders to: SecuritySolutionsWichita@dhpace.com

The proposal described herein, including all price(s) quoted, is made conditionally upon Buyer's continued credit status and must be accepted by Buyer as made by Seller. To accept this Proposal, Buyer must date, sign and return the original copy hereof to Seller within 30 days after the date hereof. Unless expressly disclosed and stated, the amount of any sales and use tax is not included in this proposal.

Buyer acknowledges and agrees that each and all of the terms and conditions on Attachment A (TERMS AND CONDITIONS) are a part of this Proposal and that upon Buyer's acceptance of this Proposal shall constitute a valid and binding contract between the parties and all prior proposals, discussions and agreements respecting the subject matter hereof are cancelled. DEPOSIT ON SPECIAL ORDER ITEMS IS NON-REFUNDABLE.

BUYER ACCEPTANCE

TYPE OR PRINT NAME OF BUYER

ACCEPTANCE DATE: ___ / ___ / ___

SIGNATURE of: ☐ Owner ☐ Partner ☐ Officer *(indicate which)*   MM / DD / YYYY

SMALLWOOD LOCK & SUPPLY
Leaders in locks since 1912™

120 ABBIE AVE
KANSAS CITY, KS 66103
913.371.5678 • 888.881.4245
F: 913.371.3201
leadersinlocks.com

QUOTE
Option #3

Butler Community College
901 South Haverhill Road
El Dorado, KS 67042

3/17/2021

Qty	Description	Net Each	Net Total
560	DH-416-FHO-AL	119.99	67,194.40

67,194.40

Total	67,194.40

THIS ESTIMATE IS FOR COMPLETING THE QUOTE AS DESCRIBED ABOVE.

More than 100 years of tradition, value and trust™

120 ABBIE AVE • KANSAS CITY, KS 66103 • 913.371.5678 • 888.881.4245 • F: 913.371.3201 • leadersinlocks.com

GRAINGER.

FOR THE ONES WHO GET IT DONE

Cart

Item Item Availability	Quantity	Total Price
STANLEY Manual Hydraulic Door Closer, Extra Heavy Duty, Interior and Exterior Item #455V66 Your Price: $250.80	560	$140,448.00

7 on Thu. Apr 1. Balance will ship as it becomes available.

*For immediate assistance, call us toll-free 1-800-GRAINGER (1-800-472-4643)

STANLEY.

QDC100 Door Closers

Versatility and durability for a wide variety of high-traffic applications.

We designed and engineered the QDC100 series with ultimate durability and versatility in mind. With cast iron construction, retrofit-compatible features, and a wide array of options, STANLEY Commercial Hardware QDC100 closers offer peak performance in the toughest applications over the long term. When you need a closer that delivers premium performance and flexibility and can withstand heavy use, trust the QDC100.

Trusted experts. Proven reliability. Simply STANLEY Commercial Hardware.

Reliable strength and performance in an easy-to-install design.

STANLEY Commercial Hardware's QDC100 series provides the strength and versatility institutional and industrial markets demand. Built with rugged materials and designed for easy customization and retrofit, the QDC100 delivers lasting security for even the most rigorous applications.

QDC100 Extra Heavy Duty Exit Device Specifications

Certifications	ANSI/BHMA A156.4 Series—Grade 1 ANSI A117.1 Accessibility Code (ADA Compliant) UL/cUL listed (3 hour) for self-closing UL10c positive pressure rated UL10b pressure rated
Materials	Body: Cast iron Covers: Metal and plastic available Arms & brackets: Tri-pack standard; additional heavy-duty arms optional Arms: Heat-treated carbon steel Springs: High-impact hand-drawn steel wire Pinions: Heat-treated chrome molybdenum steel Cylinders: Heat-treated free-cutting carbon steel Fasteners: Wood and machine screws standard; sex nuts and self-reaming, self-tapping screws standard
Door Weights and Sizes	BF option required to meet ADA compliance for standard arm and top jamb applications. 1: 33-55 lbs (15-30 kg) weight; 32" (0.81 m)-28" (0.71 m) width 2: 56-99 lbs (30-45 kg) weight; 36" (0.91 m)-32" (0.81 m) width 3: 99-143 lbs (45-65 kg) weight; 42" (1.07 m)-36" (0.91 m) width 4: 143-187 lbs (65-85 kg) weight; 48" (1.22 m)-42" (1.07 m) width 5: 187-264 lbs (85-120 kg) weight; 54" (1.37 m)-48" (1.22 m) width 6: 264-330 lbs (120-150 kg) weight; 58" (1.47 m)-54" (1.32 m) width 50% spring power adjustment over size 6
Door Closer Functions	QDC111: Tri-pack arm (non-handed) QDC112: Tri-pack arm with hold-open (non-handed) QDC113: Extra heavy-duty arm with compression stop (non-handed) QDC114: Extra heavy-duty arm with hold-open and compression stop (non-handed) QDC115: Extra heavy-duty arm (non-handed) QDC116: Extra heavy-duty arm with hold-open (handed) QDC117: Extra heavy-duty arm with stop (non-handed) QDC118: Extra heavy-duty arm with hold-open and stop (non-handed) QDC119: Extra heavy-duty arm with spring stop (non-handed) QDC120: Extra heavy-duty arm with hold-open and spring stop (non-handed)
Finishes	689: Painted Aluminum 690: Painted Duranodic Bronze 696: Painted Satin Brass
Warranties	Lifetime mechanical Three-year finish

689: Painted Aluminum

690: Painted Duranodic Bronze

696: Painted Satin Brass

Features

STANLEY Commercial Hardware QDC100

- **Ultimate durability.** With cast iron body construction, cold-forged pinion shaft, and forged steel arms, the QDC100 stands up to heavy use over the long term.
- **Easy to retrofit.** There's no need to re-prep your door. The QDC100 has the same footprint, bolt pattern, and rounded cover as the LCN4040 so it's a simple off-and-on exchange.
- **Industry-leading warranty.** Each QDC100 closer comes with a lifetime mechanical warranty and a three-year warranty on finish.
- **Exceeds certification standards.** The QDC100 is BHMA/ANSI Grade 1 certified, and significantly exceeds performance requirements. These closers are fully adjustable, with a barrier-free option to meet ADA requirements.
- **Outstanding versatility.** We engineered the QDC100 series with all-weather fluid, a variety of arm types and stop options, and non-handed and universal mount design, to make it easy to stock and use in a wide variety of applications.
- **Premium performance standard.** Get premium performance options like delayed action and a back check valve standard with the QDC100 series.
- **Proactive solutions.** Innovative construction features like stacked valves prevent oil leaks from screws being accidentally backed out too far.
- **Short lead time.** QDC100 closers are available for immediate shipment.

For your heaviest use applications, where strength and durability are paramount, choose STANLEY Commercial Hardware's versatile, reliable QDC100 Series—backed by the name more Americans trust.

TOPIC for ACTION
Contract for Learning Management System (Canvas)

REPORT:
Approval of the contract from Instructure for our Canvas subscription, URL, and support. Canvas is the Learning Management System that is used for all courses here at Butler Community College.

RECOMMENDED ACTION:
Approve payment of $121,290.00

RECOMMENDED FUNDING SOURCE:
Online budget

Submitted by: Haylee Dass
Supervisor: Heather Rinkenbaugh
Date: March 1, 2021

INSTRUCTURE

6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, United States

Services Order Form

Order #:	Q-25726-4
Date:	4/7/2017

Customer Information

Customer:	Butler Community College	Billing Contact:	
Contact:	Tracy Bray	Billing Phone:	
Phone:	(316) 323-6330 x. 6330	Billing Email:	
Email:	tbray@butlercc.edu		
Address:	901 S. Haverhill Rd		
City:	El Dorado	P.O. Required?	
State/Province:	Kansas	P.O. Number:	
Zip/Postal Code:	67042		
Country:	United States	State Sales Tax Exempt?	

Recurring

Description	Metric	Category	Start Date	End Date	Qty	Price	Ext. Price
Canvas Cloud Subscription	FTE	Cloud SaaS Subscription	7/1/2017	6/30/2018	6,050	USD 14.66	USD 88,693
24x7 Support	20% of Subscription (Min $2500)	Support	7/1/2017	6/30/2018	1	USD 17,739.00	USD 17,739
Custom URL	$1,500 (Per Year)	Subscription Add-ons	11/1/2017	6/30/2018	1	USD 1,000.00	USD 1,000
Year 1 Sub-Total							USD 107,432
Canvas Cloud Subscription	FTE	Cloud SaaS Subscription	7/1/2018	6/30/2019	6,050	USD 15.10	USD 91,355
24x7 Support	20% of Subscription (Min $2500)	Support	7/1/2018	6/30/2019	1	USD 18,271.00	USD 18,271
Custom URL	$1,500 (Per Year)	Subscription Add-ons	7/1/2018	6/30/2019	1	USD 1,500.00	USD 1,500
Year 2 Sub-Total							USD 111,126
Canvas Cloud Subscription	FTE	Cloud SaaS Subscription	7/1/2019	6/30/2020	6,050	USD 15.55	USD 94,078
24x7 Support	20% of Subscription (Min $2500)	Support	7/1/2019	6/30/2020	1	USD 18,816.00	USD 18,816
Custom URL	$1,500 (Per Year)	Subscription Add-ons	7/1/2019	6/30/2020	1	USD 1,500.00	USD 1,500
Year 3 Sub-Total							USD 114,394

Page 1 of 3

Description	Metric	Category	Start Date	End Date	Qty	Price	Ext. Price
Canvas Cloud Subscription	FTE	Cloud SaaS Subscription	7/1/2020	6/30/2021	6,050	USD 16.02	USD 96,921
24x7 Support	20% of Subscription (Min $2500)	Support	7/1/2020	6/30/2021	1	USD 19,384.00	USD 19,384
Custom URL	$1,500 (Per Year)	Subscription Add-ons	7/1/2020	6/30/2021	1	USD 1,500.00	USD 1,500
Year 4 Sub-Total							USD 117,805
Canvas Cloud Subscription	FTE	Cloud SaaS Subscription	7/1/2021	6/30/2022	6,050	USD 16.50	USD 99,825
24x7 Support	20% of Subscription (Min $2500)	Support	7/1/2021	6/30/2022	1	USD 19,965.00	USD 19,965
Custom URL	$1,500 (Per Year)	Subscription Add-ons	7/1/2021	6/30/2022	1	USD 1,500.00	USD 1,500
Year 5 Sub-Total							USD 121,290
Total							USD 572,047

Grand Total:	USD 572,047.00

Canvas FTE

Description

FTE means the number of full-time equivalent students calculated in accordance with the definition published by the Integrated Postsecondary Education Data System.

Canvas FTE Data Storage

Description

500 MB/subscription metric (FTE/User/Enrollment) of storage is included in the annual subscription fee. Additional storage can be purchased for $0.50 per 500 MB per total subscription metric count.

Duration: Instructure will commence the provision of support and cloud subscription services on the date that is the later of: (i) ninety days prior to the Start Date; and (ii) the date of the last signature on this Order Form ("Effective Date"). This order begins on the initial date listed above under Term, and continues until the last date listed above, unless sooner terminated under the Agreement. If Customer has purchased any third-party content under this order form, that content will be made available on the start date listed above.

Miscellaneous: In connection with certain services, Instructure shall provide Customer access to its application-programming interface ("API") for no additional fee. Usage and access to the API will be subject to the Instructure API Policy, as may be updated by Instructure from time to time.

Instructure's support terms can be found at:
Canvas & Catalog: http://www.canvaslms.com/policies/support-terms
Bridge: https://www.getbridge.com/support-terms
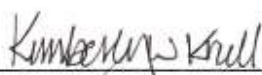
The price associated with the order form is only available if executed no later than **4/30/2017**.

Notes

Payment Terms: Customer agrees to pay to Instructure the applicable fees set forth on this order form. For any Year 1 recurring costs, training and implementation fees, Customer must pay such amount to Instructure Net 30 on the date of this order. For each subsequent term, Instructure will invoice Customer 30 days prior to the beginning of such term and Customer must pay such invoice within 30 days of receipt. Trainings will expire at 12 months from the later of the contract start date or the subscription start date, specific to this order form, unless otherwise specified by other start and end dates in the order above. All other contract items subject to expiration will be billed 30 days prior to expiration and due subject to standard payment terms unless otherwise explicitly stated elsewhere in this agreement.

By executing this order form below, each party indicates that it agrees to be legally bound by this order form, including the attached terms and conditions or terms and conditions of the Customer's initial order form which govern this order form.

Butler Community College

Signature:	Kimberly Krull
Name:	KIMBERLY W KRULL
Title:	President
Date:	4/11/17

Instructure, Inc.

Signature:	Mat Searle
Name:	Mat Searle
Title:	Director, Deal Desk
Date:	4/11/2017

Canvas Proposed 2017-2018 Renewal

Cloud	Term	Metric	QTY	Price Per FTE	Increase from Previous Year	Cost	Billed
	07-01-2017 to 06-30-2018	FTE	6050	$15.00	7.45%	$90,750.00	$90,750.00
	07-01-2018 to 06-30-2019	FTE	6050	$15.45	3.00%	$93,472.50	$93,473.00
	07-01-2019 to 06-30-2020	FTE	6050	$15.92	3.04%	$96,316.00	$96,316.00
	07-01-2020 to 06-30-2021	FTE	6050	$16.39	2.95%	$99,159.50	$99,160.00
	07-01-2021 to 06-30-2022	FTE	6050	$16.89	3.05%	$102,184.50	$102,185.00
Total over Five years							**$481,884.00**
Premium Support	07-01-2017 to 06-30-2018	20% of Subscription Min of $2,500.00	6050	$17,467.00	3.91%	$18,150.00	$18,150.00
	07-01-2018 to 06-30-2019	20% of Subscription Min of $2,500.01	6050		3.00%	$18,695.00	$18,695.00
	07-01-2019 to 06-30-2020	20% of Subscription Min of $2,500.02	6050		3.04%	$19,263.00	$19,263.00
	07-01-2020 to 06-30-2021	20% of Subscription Min of $2,500.03	6050		2.95%	$19,832.00	$19,832.00
	07-01-2021 to 06-30-2022	20% of Subscription Min of $2,500.04	6050		3.05%	$20,437.00	$20,437.00
Total over Five years							**$96,377.00**

	Metric	QTY	Price Per FTE	Difference Between Original Negotiated Renewal and Renewal	* Cost	Annual Savings
07-01-2017 to 06-30-2018	FTE	6050	$14.66	2.25%	$88,693.00	$2,057.00
07-01-2018 to 06-30-2019	FTE	6050	$15.10	2.29%	$91,355.00	$2,118.00
07-01-2019 to 06-30-2020	FTE	6050	$15.55	2.35%	$94,077.50	$2,238.50
07-01-2020 to 06-30-2021	FTE	6050	$16.02	2.28%	$96,921.00	$2,239.00
07-01-2021 to 06-30-2022	FTE	6050	$16.50	2.33%	$99,825.00	$2,360.00
						$11,012.50
07-01-2017 to 06-30-2018	20% of Subscription on Min of $2,500.00	6050	$17,739.00	1.55%		$411.00
07-01-2018 to 06-30-2019	20% of Subscription on Min of $2,500.01	6050	$18,271.00	2.29%		$424.00
07-01-2019 to 06-30-2020	20% of Subscription on Min of $2,500.02	6050	$18,816.00	2.37%		$447.00
07-01-2020 to 06-30-2021	20% of Subscription on Min of $2,500.03	6050	$19,384.00	2.28%		$448.00
07-01-2021 to 06-30-2022	20% of Subscription on Min of $2,500.04	6050	$19,965.00	2.34%		$472.00
						$2,202.00

85

Custom URL					otal over five ears	otal
07-01-2017 to 06-30-2018			($33.33)	$ 1,500.00	$1,000.00	
07-01-2018 to 06-30-2019			0	$ 1,500.00	$ 1,500.00	
07-01-2019 to 06-30-2020			0	$ 1,500.00	$ 1,500.00	
07-01-2020 to 06-30-2021			0	$ 1,500.00	$ 1,500.00	
07-01-2021 to 06-30-2022			0	$ 1,500.00	$ 1,500.00	
					$7,000.00	$585,261.00

Total Savings Over five years
Total over Five years

			$1,500.00		$1,000.00	$500.00
07-01-2017 to 06-30-2018			$1,500.00	($33.33)	$1,000.00	$500.00
07-01-2018 to 06-30-2019			$1,500.00	0	$1,500.00	$ -
07-01-2019 to 06-30-2020			$1,500.00	0	$1,500.00	$ -
07-01-2020 to 06-30-2021			$1,500.00	0	$1,500.00	$ -
07-01-2021 to 06-30-2022			$1,500.00	0	$1,500.00	$ -
					$500.00	$ 572,047.00

$13,714.50 Savings

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TOPIC for ACTION
Approval of App Armor Grizzly Safe

REPORT:
Grizzly Safe is our emergency notification app for BCC. This app sends out SMS emergency notifications as well as emails and phone calls to communicate to our faculty, staff and students. The purchase of Grizzly Safe from App Armor was approved June 2018. Grizzly safe is an important emergency notification tool and especially is important for COVID information and notifications. Information Services is requesting years 4 & 5 of our current contract be paid with Cares II HEERF funding. Utilizing Cares II HEERF funding would save the institution $35,700.

Year 1: $22,850 PAID
Year 2: $17,850 PAID
Year 3: $17,850 PAID
Year 4: $17,850
Year 5: $17,850

RECOMMENDED ACTION:
Recommend the board approve payment for years 4 & 5 of our current contract through App Armor with Cares II HEERF funding.

RECOMMENDED FUNDING SOURCE:
Cares II HEERF funding.

Submitted by: Bill Young, Vice President of Digital Transformation/CIO
Supervisor: Dr. Kim Krull, President
Date: 1 April 2021

TOPIC for ACTION
Approval of Ocelot AI Chat Bot

REPORT:
Due to the challenges presented in remote communication during the COVID pandemic, the Board of Trustees approved on November 2020 the purchase of an AI Chat Bot from Ocelot. Our chat bot, Grizzwold, was officially launched December 1st and has been very successful. Analytics show students are utilizing Grizzwolds features 24/7 and 7 days a week. Since launch, Grizzwold has had 9,218 conversations with users (3/31/2020 analytics). Grizzwold provides important information to students, especially COVID information. Grizzwold has and will continue to enhance our students ability to connect with information they need about Butler and information regarding COVID. The Board of Trustees approved the 3 year contract with year 1 payment from Cares Funding and years 2 & 3 funding from the Technology State Grant and Technology Fund. Information Services is requesting years 2 & 3 of our current contract be paid with Cares II HEERF funding. The funds from the Technology State Grant could then be shifted to another project. Utilizing Cares II HEERF funding would save the institution $64,800.

Year 1: $45,000 PAID with Cares funding
Year 2: $19,800
Year 3: $45,000

RECOMMENDED ACTION:
Recommend the board approve payment of years 2 & 3 of our current contract through Ocelot with Cares II HEERF funding.

RECOMMENDED FUNDING SOURCE:
Cares II HEERF funding.

Submitted by: Bill Young, Vice President of Digital Transformation/CIO
Supervisor: Dr. Kim Krull, President
Date: 31 March 2021

TOPIC for ACTION
Approval of CampusM

REPORT:
CampusM software is provided by ExLibris and is our student and employee portal replacement for pipeline. The purchase for CampusM was approved by the Board of Trustees in July 2020. CampusM offers many enhancements for student and employee engagement that our current pipeline portal does not offer. CampusM layout and design is forward thinking and student focused. The upgrade from pipeline to CampusM is vital to student and employee engagement and learning and especially to students and employees remote learning/working.
Information Services is requesting to pay our contract with Cares II HEERF funding. Utilizing Cares II HEERF funding would save the institution $114,890.06

Year 1: $22,500
Year 2: $22,500 (escalator waved if paid in full)
Year 3: $22,500 (escalator waved if paid in full)
Year 4: $23,287.50
Year 5: $24,102.56

RECOMMENDED ACTION:
Recommend the board approve payment of our contract through ExLibris with Cares II HEERF funding.

RECOMMENDED FUNDING SOURCE:
Cares II HEERF funding.

Submitted by: Bill Young, Vice President of Digital Transformation/CIO
Supervisor: Dr. Kim Krull, President
Date: 1 April 2021

TOPIC for ACTION
Approval of Microsoft Licensing Renewal

REPORT:
Annual Microsoft Licensing renewal through CDW in the amount of $53,324.96 as detailed on the attached quote from CDW-G.

RECOMMENDED ACTION:
Recommend the board approves the renewal for $53,324.96

RECOMMEND FUNDING SOURCE:
Information Services Operating Budget

Submitted by: Bill Young, Vice President of Digital Transformation/CIO
Supervisor: Dr. Kim Krull
Date: April 1, 2021

QUOTE CONFIRMATION

CDW•G PEOPLE WHO GET IT

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
MBCX935	3/31/2021	P0036977	0345781	$53,324.96

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Microsoft Azure Active Directory Premium - subscription license - 1 user Mfg. Part #: GN9-00009 UNSPSC: 43232901 Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	1100	3634211	$6.95	$7,645.00
Microsoft Azure Active Directory Premium P1 - subscription license (1 month Mfg. Part #: LE6-00001 Electronic distribution - NO MEDIA Contract: MARKET	61300	5163841	$0.00	$0.00
Microsoft Desktop Education w/Enterprise CAL - license & software assurance Mfg. Part #: 2UJ-00007 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	648	2320201	$61.70	$39,981.60
Microsoft SQL Server Standard Core Edition - license & software assurance - Mfg. Part #: 7NQ-00050 UNSPSC: 43232304 Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	8	2673545	$308.62	$2,468.96
Microsoft Identity Manager - license & software assurance - 1 user CAL Mfg. Part #: NK7-00068 UNSPSC: 43232901 Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	648	3800300	$1.81	$1,172.88
Microsoft Identity Manager - External Connector License & Software Assuranc Mfg. Part #: PL7-00061 UNSPSC: 43232901 Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	1	3830311	$1,545.41	$1,545.41
Microsoft Project Professional - license & software assurance - 1 ProjectSe Mfg. Part #: H30-03427	6	2319926	$63.66	$381.96

Page 1 of 2

QUOTE DETAILS (CONT.)

UNSPSC: 43231507
Electronic distribution - NO MEDIA
Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)

Power BI Pro - subscription license (1 month) - 1 user	5	3800281	$25.83	$129.15

Mfg. Part#: DW7-00001
UNSPSC: 43232314
Electronic distribution - NO MEDIA
Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)

PURCHASER BILLING INFO		SUBTOTAL	$53,324.96
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	**$53,324.96**
DELIVER TO		Please remit payments to:	
Shipping Address: BUTLER COUNTY COMMUNITY COLLEGE ATTN: FINANCE OFFICE 901 S HAVERHILL RD EL DORADO, KS 67042-3280 **Phone:** (316) 321-2222 **Shipping Method:** ELECTRONIC DISTRIBUTION		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/content/terms-conditions/product-sales.aspx
For more information, contact a CDW account manager

© 2021 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

TOPIC for Action
Classroom Audio/Video Replacement Plan

REPORT:
Annually Butler Community College invests a portion of the student technology fee to upgrade and maintain the classroom and collaboration equipment including audio and video presentation systems. Information Services recommends the purchase of Epson projectors and associated audio/video equipment through CDW utilizing the Kansas Board of Regents contract. Information Services will be replacing and/or upgrading 38 audio/video systems. The Epson projectors are designed for a classroom application and proved to be reliable equipment for Butler. Information Services is requesting approval to purchase this equipment utilizing the student tech fee budget. Once approved, staff can begin refreshing classrooms and collaboration rooms during the summer down time and ensuring classrooms will be ready for returning fall students.

CDW: $56,027.63
Cytek: $56,138.00
B&H: $68,850.06

RECOMMENDED ACTION:
Approval to purchase 38 Epson 725Wi projectors and other associated Audio/Video equipment required for setup through CDWG.

RECOMMENDED FUNDING SOURCE:
Current Audio/Video Classroom Technology Replacement Budget, Information Services

Submitted by: Matt Jansen, Director of Client Services
Supervisor: Bill Young, Vice President of Digital Transformation / CIO
Date: 30 March 2021

QUOTE CONFIRMATION

CDW•G PEOPLE WHO GET IT

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
1C49ZWH	3/11/2021	2021 AV UPGRADES DAN BOYD	0345781	$56,027.63

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Chief RPA Elite Series RPMAU Keyed Locking (A version) - mounting component Mfg. Part #: CHF-RPMA-U UNSPSC: 31162313 Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	5	1300603	$160.66	$803.30
Epson BrightLink 725Wi WXGA 3LCD Interactive Laser Display Mfg. Part #: V11H998520 Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	38	6236506	$1,435.00	$54,530.00
Epson Ultra-Short Throw Wall Mount for BrightLink 1485Fi Projector Mfg. Part #: V12HA06A05 Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	7	5801894	$99.19	$694.33

PURCHASER BILLING INFO		
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		

SUBTOTAL		$56,027.63
SHIPPING		$0.00
SALES TAX		$0.00
GRAND TOTAL		**$56,027.63**

DELIVER TO

Shipping Address:
BUTLER COUNTY COMMUNITY COLLEGE
ATTN: AMY KERSCHNER
901 S HAVERHILL RD
EL DORADO, KS 67042-3280
Phone: (316) 321-2222
Shipping Method: UPS Ground

Please remit payments to:

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/content/terms-conditions/product-sales.aspx
For more information, contact a CDW account manager

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Page 1 of 1

Quotation

Cytek
MEDIA SYSTEMS
INCORPORATED

126 NW Jackson St.
Topeka, KS 66603-3310
Main Office: 785-295-4200
Toll Free 800-255-0064
Fax 785-295-4290
eMail: rob.smith@cytekmedia.com

Quote #: 221-19502-1
Project: 2021 AV Upgrades
Quote Date: 3/22/2021   **Quote Valid:** 45 Days
Terms: Net/30
Freight: 067 Paid By Cytek

State of Kansas 42599

Prepared for: Amy Kerschner
Butler Co CC
901 S Haverhill Rd
El Dorado KS 67042-3280

Item	Manufacturer	Model	Qty	Unit Price	Price
Epson 725Wi					
1	Epson	725Wi	38	$1,436.00	$54,568.00

4000 Lumens BrightLink WXGA 3LCD Interactive Laser Display

Bring bright, easy-to-read projection to your classroom with the BrightLink 725Wi interactive laser display. Providing 4,000 lumens of color and white brightness and 3LCD technology, this state-of-the-art interactive WXGA display delivers true-to-life 16:10 images up to 100" and offers 85 percent more interactive space vs. a 75" flat panel. A convenient and seamless solution, the BrightLink 725Wi works with new or existing touch modules for BrightLink 595Wi/695Wi models, and features built-in wireless, automatic image alignment and pen calibration for time-saving installation. Plus, it provides a virtually maintenance-free, 20,000-hour laser light source engine with no lamps to replace ever. Designed to enhance classroom collaboration, the BrightLink 725Wi instantly makes nearly any wall or whiteboard interactive, supporting up to eight users when used with new or existing touch modules. Mount not included.

Item	Manufacturer	Model	Qty	Unit Price	Price
Mounting					
2	Epson	ELPMB46	7	$100.00	$700.00

Ultra-Short Throw Projector Mount

Designed exclusively for use with Epson PowerLite/BrightLink 47X, 48X, 5XX/6XX, and BrightLink Pro series ultra-short throw projectors, this wall mount offers an easy, affordable solution for integration with a variety of interactive or standard dry erase whiteboards. The wide mounting plate and telescopic extension arm offer convenient and flexible installation from 53 – 100", while the vertical and horizontal adjustments provide easy image alignment. And, when your ultra-short throw projector is attached to the wall mount, there is less shadow interference and glare, which ensures a more optimal presenting and viewing experience.

Item	Manufacturer	Model	Qty	Unit Price	Price
3	Chief	RPMAU	5	$174.00	$870.00

RPA Elite Universal Projector Mount with Keyed Locking (A version)

Focusing on speed of installation, these universal elite mounts are packed with easy-to-use features that save time and maximize projector security.

Cytek
MEDIA SYSTEMS
INCORPORATED

Prepared by:
Rob Smith
Cytek Media Systems
126 NW Jackson St.
Topeka, KS 66603-3310

Phone: (800) 255-0064
Direct: (785) 295-4237
Fax: 785-295-4290
E-mail: rob.smith@cytekmedia.com

Bid Quote - Rev 1
March 22, 2021
Page 1 of 2

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Item	Manufacturer	Model	Qty	Unit Price	Price
				Total:	**$56,138.00** *

All freight is prepaid and included in the quote price.

WARRANTY EXTENSION BONUS!
The quoted projector has a added 2-year Warranty bonus offer. 5-year warranty, if projectors are purchased through Cytek before April 30, 2021.

State Contract 42599

Cytek
MEDIA SYSTEMS

Prepared by:
Rob Smith
Cytek Media Systems
126 NW Jackson St.
Topeka, KS 66603-3310

Phone: (800) 255-0064
Direct: (785) 295-4237
Fax: 785-295-4290
E-mail: rob.smith@cytekmedia.com

Bid Quote - Rev 1
March 22, 2021
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Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

Phone: 800-947-8003 / 212-239-7503
Fax: 800-858-5517 / 212-239-7759
Email: Education: email bids@bhphoto.com   Fed Gov: federalsales@bhphoto.com
Corporate: corporatesales@bhphoto.com   State and Local: biddept@bhphoto.com

The Professional's Source — 420 Ninth Avenue, New York City, NY 10001 · www.bhphotovideo.com

Prices Are Valid Until: 04/11/21

Quote No.: 1073385540
Reference No.: CNR01341-P

Sold To: Yolanda Hackler
Butler County Community Coll.
901 S Haverhill Rd
Attn: Accounts Payable
EL DORADO, KS 67042

Bill Phone: (316)321-2222 Ext.:MAIN
Work Phone: (316)323-6861
Fax Phone: (316)323-6010   Ext.:FAX

X

Date	Customer Code	Terms	Salesperson	Ship Via
03/11/21	2895648	N/A	WB	FDX GROUND

Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
38	EPSON BRIGHTLINK 725WI INTRACTIV LASER DSPLY/REG *This Is A Special Order Item, And Is Not Returnable.*	EPBL725WI (V11H998520)	1,772.62	67,359.56
7	EPSON ULTRA-SHORT THROW WALL PROJECTOR MOUNT/REG	EPV12H777020 (V12H777020)	91.80	642.60
5	CHIEF RPMAU CEILING MOUNT/REG	CHRPMAU (RPMAU)	169.58	847.90

```
PLEASE NOTE: --------------------------------------------------
    ****  Please reference your quote number on all PO's ****
    Certain items may be enforced by vendor to sell at the
    vendor-imposed price posted at the time of order.
```

Payment Type - NO PAYMENT TYPE SELECTED	- Amount	Sub-Total:	68,850.06
		Shipping:	Free STND
		Total:	68,850.06

Customer Copy

TOPIC for ACTION
Clifford/Stone Update Plan

REPORT:
The proposed upgrades to the Clifford/Stone room include a full videoconferencing interface with cameras and microphones and will introduce enhancements to the venue that allow for remote participation, digital streaming, and hybrid-style events, where both in-person and virtual participation are effectively accommodated. Additionally, a local video studio will support the streaming of classes or events to digital platforms such as YouTube and allow for audio/video production and recording, either locally in the control room or remotely from the TV studio.

Making these features available would mitigate the impact of COVID limitations on both classes and events held in the venue by allowing remote attendance and participation. Events and classes could be run by a minimal group of staff/instructors. Attendants could be remote and/or in person as needed to accommodate COVID restrictions and social distancing guidelines. In addition to the remote attendance and streaming capabilities, the upgrades would allow vocal music and any events where bands are performing to easily connect to the audio system and utilize the sound system. Nursing classes would make use of the additional wireless microphones with rechargeable batteries. The additional projector at the back of the room will benefit anyone presenting from the podium and make viewing presentations much easier during large gatherings where attendees are seated at round tables throughout the space.

Heartland AV: $129,134.96

Cytek: $134,445.00

RECOMMENDED ACTION:
We recommend the approval to contract with Heartland AV to install and configure the associated Audio/Video equipment required for setup in the Clifford Stone room.

RECOMMENDED FUNDING SOURCE:
Cares II HEERF

Submitted by: Matt Jansen, Director of Client Services
Supervisor: Bill Young, Vice President of Digital Transformation / CIO
Date: 30 March 2021

Wichita, KS
Kansas City, MO

☎ 316.351.8334
✉ info@heartlandav.com
🌐 www.heartlandav.com

Heartland **AV**
2001 N. Essex Heights Rd
Halstead, KS 67056

Dan Boyd
Butler Community college
901 S Haverhill Rd
El Dorado, KS 67042

Proposal Submission

Dear Dan,

We are happy that you have invited Heartland AV to propose improvements to the integrated audio/video system in your Welcome Center. We would be more than happy to participate in the project and as such have prepared and attached a document that highlights our estimate of the total cost it would take to partner with us to get the job done.

Heartland AV is an end-to-end audio-visual solutions partner that is dedicated to providing integrated and easy to use audio/video systems. While we primarily focus on serving the education, government, and house of worship institutions, our work frequently takes us to many other businesses as well. It is my personal desire that we can offer our experience in integrated audio/visual systems to Butler Community College.

The system we have proposed consists of replacing and upgrading the current technical systems in your Welcome Center Meeting Room. Our proposal is built as a base proposal with 3 options for adding live video/streaming to the system. We understand that upgrades such as this are a process, and we are more than happy to revise and adjust to meet the needs of your program and/or budget.

We are hoping for good news and looking forward to working with you. Please do not hesitate to reach out with any questions you may have as you consider this proposal.

Sincerely,

Ryan Kucharo
President

Heartland AV

2001 N. Essex Heights Rd
Halstead, KS 67056

Wichita, KS
Kansas City, MO

316.351.8334
info@heartlandav.com
www.heartlandav.com

General Notes

All systems include full design services (drawn plan set) for easy service and expansion. Our programming, design and commissioning team will test and tune the final system and train your staff how to operate and feel comfortable with the system. If the systems have internet access available and with your approval for us to place a remote assistance PC onsite, we provide 30 days of complimentary 24x7 remote assistance at no cost on top of our 1 year warranty.

Should our proposal be selected, we would like to schedule a pre-construction meeting to go over our plan onsite before we begin design to make sure our work and placement of components fits within the goals/design of the space. Some portions of this system requires datacom and/or electrical connections to be installed, this work has not been included in this proposal.

Prices do not reflect sales tax. Sales tax will be added to final bill unless a valid sales tax exemption certification is on file.

Base AV System

- Provide and replace existing 12' projection screens with three (3) 16' (120"x192") projection screens (3rd screen at rear of space)
- Provide and replace two (2) existing projectors with three (3) Epson 9000 Lumen Laser Projectors.
- Replace the existing wireless equipment with:
    - One (1) 4-Channel Quad Digital Wireless Receiver with internal power supply
    - Two (2) Digital Wireless Bodypack Transmitters each with an omni lavalier microphone, a headworn microphone and Lithium-Ion Rechargeable Battery
    - Two (2) Handheld Transmitters with SM58® Microphone capsule and Lithium-Ion Rechargeable Battery
    - Two (2) Dual Docking Chargers (installed in a location of customer's choosing)
- Replace existing mic wiring and distribution with the following A/V Connectivity (installed in a location of customer's choosing):
    - One (1) multi wall plate interface with Bluetooth, RCA and 1/8" connections
    - One (1) wall plate interface with 4 mic/line inputs
    - One (1) wall plate interface with 1 line outputs (press/Record out)
    - Two (2) HDMI Wall Plates
- Upgrade Presentation Cart with the following components. Cart umbilical to consist of only 110v Power and tactical data cable. Various data locations can be installed for connection of the cart at multiple locations
    - One (1) Catchbox Plus Audience Microphone Custom Color AND Custom Graphics on 4 Sides + Wireless Charger
    - One (1) Professional Blu-ray, DVD & CD/SD/USB Player
    - One (1) 8.0" Table Top Touch Panel
    - One (1) HDMI Connection for Presentation PC
    - One (1) HDMI Connection for a guest laptop
    - One (1) HDMI Connection for for Blu-ray, DVD & CD/SD/USB Player
    - One (1) 1000VA/750W UPS
- Provide and install one (1) 8.0" Touch Panel wall mounted (installed in a location of customer's choosing)
- Remove old components from AV Rack and rewire and reorganize as necessary
- Provide and install one (1) 2200VA/1650W UPS in equipment rack.

Heartland AV
2001 N. Essex Heights Rd
Halstead, KS 67056

Wichita, KS
Kansas City, MO

316.351.8334
info@heartlandav.com
www.heartlandav.com

- Provide and install one (1) assistive listening server
- Provision an iPad User Control Interface for advanced wireless control of audio/video in the space.
- System would be configured for simple operation similar to Kanza Room
- Repair any refurbish existing wiring and connections. Tune room.
- Alternate 1: Upgrades to Epson 12,000 lumen projectors

Base Price: $87,215.28

Alt 1: 17,102.40

Zoom/Teams Room (Base)

- Provide and install two (2) PTZ Cameras with 20x Optical Zoom and 60° horizontal fields of view.
- Provide and install two (2) ceiling mounted ambient microphones.
- Interconnect cameras into Presentation PC via USB for Video and Audio. (Zoom and Teams managed from PC)
- Provision Camera presets and control functions on touch screens and iPad interface of base system
- Configure audio to and from remote party with acoustic echo cancellation

Price: $ 13,193.20

Local Video Studio + Streaming and Recording

- Provide and install one (1) BNC HD-SDI Connection wall plate
- Provide and install one (1) Blackmagic Design ATEM Television Studio Pro HD. Connect two (2) PTZ Cameras, one (1) BNC HD-SDI Wallplate and one (1) Projection source as inputs to switcher
- Provide and install one (1) 49" LED TV for Multiview
- Provide and install one (1) H.264 Streamer & Recorder as output of switcher
- Provision a iPad User Control Interface for basic wireless control of switcher, streamer and recorder. (iPad not included)
- Provision a iPad User Control Interface for advanced audio mixing for video. (iPad not included)
- *Cameras included in above listed option*

Price: $ 7,805.47

NDI Backhaul to BCTV Studio

- Provide interfaces for individual NDI backhaul across campus LAN to BCTV Studio of the following sources:
    - two (2) PTZ Cameras (with record audio embedded)
    - one (1) BNC HD-SDI Connection wall plate
    - one (1) Projector video source
- *Cameras and interfaces included in above listed options*

Base Price: $ 3,818.61

Quotation

Cytek
MEDIA SYSTEMS
INCORPORATED

126 NW Jackson St.
Topeka, KS 66603-3310
Main Office: 785-295-4200
Toll Free 800-255-0064
Fax 785-295-4290
eMail: rob.smith@cytekmedia.com

Prepared for: Matt Jansen
Butler Co CC El Dorado Welcome Ctr
901 S Haverhill Rd
El Dorado KS 67042

Item	Manufacturer	Model	Qty	Unit Price	Price
Display					
1	Da-Lite	14786LC	2	$5,993.00	$11,986.00
	106 x 188 (216D) Advantage Screen - 16:9 - Matte White - CUSTOM				
	The Dalite 106 x 188" Advantage Electrol Projection Screen is a unique design. The exceptionally quiet motor gives it an edge over similarly priced screens. Quiet "up" and "down" operation makes the Advantage more professional in appearance as well as less distracting to your audience. The Advantage Electrol has several options which make it a great choice for schools, lecture halls, libraries and corporate environments.				
2	Epson	L1490UNL	2	$6,361.00	$12,722.00
	WUXGA 3LCD Laser Projector w/4K Enhanc. - White - No Lens				
	Experience the vibrancy of crystal-clear projection with the Epson Pro L1490U. Equipped with powerful 3-chip, 3LCD and native WUXGA with 4K Enhancement Technology, this state-of-the-art, large-venue laser projector displays crisp, luminous images at 9,000 lumens of color and white brightness. Designed with ease in mind, the Pro L1490U's laser light engine and electrostatic air filter provide virtually maintenance-free operation for up to 20,000 hours. Plus, this elegant, white projector features a full range of inputs, Edge Blending and 10 optional powered lenses (one lens included), making it an ideal solution for conference rooms, auditoriums and live events. No Lens.				
3	Epson	ELPLW06	2	$1,785.00	$3,570.00
	Wide Throw Lens #2 for G7000 & L1000 Series				
	Epson's Wide Zoom Lens (ELPLW06) is an interchangeable lens that works with PowerLite Pro G7XXX and Pro LXXX Projectors (excludes the Pro L25000 Projector). Zoom Ratio: 1.0 - 1.4x. Throw Ratio (4.3): 1.66 - 2.27. Throw Ratio (16:10): 1.62 - 2.22. Throw Ratio (16:10): 1.19 - 1.62, for Pro L1500 and Pro L1505.				

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Item		Manufacturer	Model	Qty	Unit Price	Price
4		**Chief**	**VCMUW**	2	$351.00	$702.00
		Heavy Duty Universal Projector Mount				
		This mount provides the strong support you need for mounting heavy LCD/CRT projectors. Micro adjustments allow you to quickly achieve registration. The VCMU mount includes the universal HBU bracket that is compatible with most heavy duty projectors. • Independent roll, pitch and yaw adjustments for quick and precise projector registration • Multiple installation options: flush mount to ceiling, use 0.5" threaded rods, use a 1.5" NPT extension column • Quick connect/disconnect for convenient lamp and filter access on most projectors • Cable management through top of the mount without additional accessories • Easy 3-Step Installation • Heavy Duty Steel Construction • Weight Capacity: 250lbs				
5		**Sharp**	**PN-LE9XX**	4	$4,771.00	$19,084.00
		90" Commercial LCD TV				
		Sharp's 90-inch-class (90 1/64" diagonal) PN-LE9XX commercial LCD TV combines full-HD image quality and a stylishly thin profile with a built-in digital tuner for the ultimate display experience. The PN-LE9XX has cutting-edge picture technology that delivers amazing detail and consistent color. This value priced commercial LCD TV is perfect for sports bars, retail stores and other businesses that need to grab the attention of consumers for a new level of engagement.				
6		**Chief**	**XTM1U**	4	$269.00	$1,076.00
		X-Large Fusion Micro-Adjustable Tilt Wall Mount				
		Chief upgraded tilt wall mounts based on installer feedback and direct observations of installers in the field. Many new features join Fusion favorites like Centerless shift, Centris tilt, ControlZone leveling adjustment and ClickConnect Latching. Works with flat screen 55" - 100", weight capacity 250 lbs. New benefits included added stability, faster install, improved lateral shift, easier cable management and enhanced security.				

Video

Item		Manufacturer	Model	Qty	Unit Price	Price
7		**Crestron**	**DM-TX-4KZ-302-C**	1	$1,299.00	$1,299.00
		DM 8G+ 4K60 4:4:4 HDR Transmitter 302				
		Provides a multi-input, auto-switching interface and controller for 4K HDMI and DisplayPort sources as part of a complete DigitalMedia System. Supports 4K60 4:4:4 and HDR video signals. Connects to the DM 8G+ input of a DM Switcher or Receiver via a single CATx cable. Includes IR, RS-232, and Ethernet control ports, and USB HID device and host signal extension ports. Compatible with HDBaseT and Crestron Connect It.				
8		**Crestron**	**DM-RMC-4KZ-SCALER-**	6	$1,169.00	$7,014.00
		4K60 DigitalMedia 8G+ Receiver & Room Controller w/Scaler				
		Provides a controller and interface for an HD or 4K display device as part of a complete DigitalMedia System. Includes built-in 4K/60 scaler and analog audio output. Connects to the DM 8G+® output of a DM Switcher or Transmitter via CAT5e, DM 8G, or DM Ultra Cable. Compatible with HDBaseT. Includes IR, RS-232, Ethernet, and relay control ports.				

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Item	Manufacturer	Model	Qty	Unit Price	Price
9	Crestron 8x8 DigitalMedia Switcher	DM-MD8X8-CPU3	1	$2,792.00	$2,792.00
	A fully modular and expandable 8x8 DigitalMedia matrix switcher offering ultra-fast digital video and audio switching and lossless HD multiroom signal distribution for all types of AV sources. Based on the 3-Series® platform. Provides complete management of SD, HD, UHD, 2K, 4K60 4:4:4 HDR, and computer signals with advanced HDCP support, EDID resolution management, CEC signal management, USB signal routing, integrated Ethernet switch, simultaneous 7.1 and stereo audio, H.264 streaming, and a full range of selectable input and output types.				
10	Crestron DM 8G+ 4K60 4:4:4 HDR Input Card for DM Switchers, HDBaseT Compatible	DMC-4KZ-C	1	$714.00	$714.00
	The DMC-4KZ-C is an input card designed for use with any card-based Crestron DigitalMedia Switcher. It provides one DM 8G+ input, with complementary HDMI pass-through and analog audio outputs. Using a single CAT type twisted pair cable, the DM 8G+ input enables the connection of a DM 8G+ transmitter, the output of another DM switcher, or an HDBaseT certified source.				
11	Crestron 2-Channel DigitalMedia 8G+ 4K60 4:4:4 HDR Output Card for DM Switchers	DMC-4KZ-CO-HD	3	$844.00	$2,532.00
	The DMC-4KZ-CO-HD is an output card designed for use with any card-based Crestron DigitalMedia Switcher. It provides two independent DM 8G+ outputs, plus one HDMI output. The HDMI output carries the same signal as the first DM 8G+ output. Both DM 8G+ outputs are compatible with HDBaseT. Using a single CAT type twisted pair cable, each DM 8G+ output enables connection to a DM 8G+ receiver, the input of another DM switcher, or an HDBaseT certified display device or receiver.				
12	Crestron 2-Channel HDMI 4K60 4:4:4 HDR Scaling Output Card	DMC-4KZ-HDO	1	$1,169.00	$1,169.00
	A modular output card for card-based Crestron DigitalMedia switchers. Provides two independent 4K HDMI outputs with complementary analog audio outputs. Supports 4K60 4:4:4 and HDR video signals and provides built-in scaling.				
13	Crestron 3G-SDI Input Card for DM Switchers	DMC-SDI	3	$779.00	$2,337.00
	The DMC-SDI is an input card for a Crestron® DigitalMedia™ Switcher, providing one SDI input to support high-end professional cameras and other AV sources. The DMC-SDI supports SD-SDI, HD-SDI and 3G-SDI formats, handling high-definition video signals up to 1080p60 and 2 channels of 24-bit digital audio[1] through a single coaxial cable. An SDI loop-thru output is included for connection to a local monitor or other SDI device.				
14	QSC PTZ-IP 20x60 Conference Camera	PTZ-20x60	3	$3,896.00	$11,688.00
	Q-SYS PoE camera for AV-to-USB Bridging 20x Optical Zoom 60° horizontal field of view. For medium to large conference rooms. Includes Lan, 3G-SDI and HDMI				
15	QSC Integrate Networked Q-SYS via USB Connection	I/O-USB Bridge	1	$1,388.00	$1,388.00
	Stop hassling with the limitations of distributing media over USB. Q-SYS™ I/O-USB Bridge puts USB access right where you need it, close to every device that needs Q-SYS audio, video, and/or control. The Q-SYS I/O-USB Bridge is the latest addition to the Q-SYS Platform that allows users to integrate networked Q-SYS conference room camera video alongside industry leading audio processing into soft-codec applications via USB connection, all without installing special drivers.				

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Item	Manufacturer	Model	Qty	Unit Price	Price
16	**Magewell**	**Pro Convert SDI TX**	3	$532.00	$1,596.00
	One Channel HD Signal Convertor SDI to NDI				
	Convert one channel of SDI signal with embedded audio to NDI® stream				

Audio

Item	Manufacturer	Model	Qty	Unit Price	Price
17	**QSC**	**Core 510i**	1	$5,195.00	$5,195.00
	Q-SYS Integrated Core Processor				
	The Core 500i Integrated Core has the capability of directly accommodating eight Q-SYS input and/or output cards for a total onboard channel capacity of 32 channels (more if AES or CobraNet™ cards are used). Channel count may be further expanded by the addition of Q-SYS I/O Frames and other peripheral devices. Network Channel capability: 128 Flex Channels; AEC count: 32The Q-SYS Core 510i processor is an audio, video and control processing system that leverages Intel™ CPUs and motherboards as well as a dedicated, Linux™ realtime operating system developed by QSC to provide class-leading capabilities for AV systems of any scale. The Q-SYS Core 510i processor offers the most flexible audio I/O of any Core in the Q-SYS Platform, perfect for applications that require a diversity of analog, digital and networked audio connectivity. It features eight onboard I/O card slots that can be				
18	**QSC**	**SL-QSE-510-P**	1	$584.00	$584.00
	Q-SYS Core 510 Scripting Engine Software License, Perpetual				
	Q-SYS Core 510 Scripting Engine Software License, Perpetual				
19	**JBL PRO**	**Control 47HC-WH**	16	$269.00	$4,304.00
	2-Way 6.5" High Ceiling Focused Coverage Loudspeaker				
	The Control 47HC features a narrow 75° coverage pattern ideal for use in highly reverberant spaces and high ceiling applications. This focused pattern helps minimize sound reflecting off of room surfaces as well as, time arrival anomalies from adjacent loudspeakers resulting in improved speech intelligibility. The Control 47HC features the same sonic character the Control 47C/T and is ideal for busy transit centers or large convention center spaces.				
20	**QSC**	**CIML4**	1	$280.00	$280.00
	Mic/Line Analog Input Card				
	Four channels of switchable microphone and/or line-level analog audio input with 48 V phantom power as well as high-quality preamplification and A/D conversion. This card provides inputs for microphones, mixers and CD/DVD players.				
21	**QSC**	**COL4**	1	$253.00	$253.00
	QSC I/O Frame Line Output Card				
	Four channels of Balanced, line-level analog output				
22	**QSC**	**CX-Q 2K4**	1	$1,908.00	$1,908.00
	Four-channel Network Amplifier				
	CX-Q Series network amplifiers combine a legacy of robust power amplifiers, advancements in high-efficiency output devices and native network transport, control and monitoring capabilities of the Q-SYS Ecosystem. CX-Q 2K4 features four channels, capable of delivering customized power output loading and a total maximum power of up to 2000 W. Low-Z, 70 V or 100 V direct drive are available on all channels.				

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Item	Manufacturer	Model	Qty	Unit Price	Price
Audio Microphone					
23	CatchBox	CatchBox Plus Grey	1	$799.00	$799.00
	CatchBox Plus System w/Wireless Charger				
	The Audience Engagement Solution with Large Coverage - Catchbox Plus (DECT) is a complete wireless microphone system with increased coverage and rechargeable Li-ion battery for both large and small events. Add Wireless Charger for easier charging. Ships with one replaceable cover. Catchbox Plus allows you to connect two Catchbox transmitters to the same receiver simultaneously				
24	Shure	MXW2/SM58	3	$527.00	$1,581.00
	Handheld Transmitter w/SM58 Microphone				
	With an interchangeable SM58® microphone cartridge, MXW2/SM58 features dual transmit antennas that maximize transmission strength based on the user's hand placement. Featuring lightweight yet durable construction, MXW2/SM58 delivers vivid lifelike sound, intelligent wireless performance, encrypted transmission, and advanced rechargeability for conferencing and presentation applications. Features AES 256-bit encryption for secure transmission and bi-directional wireless capabilities				
25	Shure	MXW1/O	3	$513.00	$1,539.00
	Bodypack Transmitter w/Integrated Omni Mic & 4-Pin Mini				
	The MXW1 Bodypack Transmitter from Shure is a bi-directional bodypack transmitter designed for use with Shure's Microflex wireless conference system. It can be used in various environments for audio applications such as, boardrooms, corporate theaters, training/seminar centers, government, and more. It features an integrated omnidirectional microphone as well as a TA4M connector for an optional lavalier or headset mic. In addition to transmitting audio, the MXW1 receives a return channel of audio that can be monitored with an optional earphone through the unit's earphone output. The MXW1 protects your audio with 256-bit AES encryption, allowing for secure transmission.				
26	Shure	WL185	3	$111.00	$333.00
	Cardioid Condenser Lavalier Microphone				
	Recommended for general purpose sound reinforcement applications requiring good rejection of ambient noise, the WL185 is an cardioid lavalier microphone with a 130 degree pickup angle. It has a 1.2 meter (4 ft.) cable terminated with a miniature 4-pin mini connector. Included tie clip can be rotated in 90 degree intervals for placement flexibility. Use of windscreen highly recommended.				
27	Shure	MXWNCS8	1	$1,633.00	$1,633.00
	8-port Networked Charging Station				
	MXWNCS8 is designed to blend into conference room aesthetics, allowing Microflex® Wireless components to charge without a tangle of cables. Allows handheld, bodypack and boundary transmitters to charge in one port each, and gooseneck transmitters to charge in two ports each.				
28	Shure	MXWAPT8	1	$3,133.00	$3,133.00
	Access Point Transceiver - 8 Channel				
	The eight-channel MXWAPT8 uses automated frequency coordination to assign clean frequencies to wireless microphone transmitters.				
Control					
29	Crestron	CP4N	1	$1,818.00	$1,818.00
	4-Series Control System Dual Network				
	The CP4N is a secure, high□performance control processor with a powerful 4-Series control engine. The CP4N is designed to integrate and automate technology within any modern networked home, commercial building, or government facility. An isolated control subnet port provides a Gigabit Ethernet LAN dedicated to Crestron devices.				

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Item	Manufacturer	Model	Qty	Unit Price	Price
30	Crestron **10.1 in. Wall Mount Touch Screen - Black Smooth**	TSW-1070-B-S	1	$1,818.00	$1,818.00

The Crestron® TSW□1070 series is a stylish and versatile wall mount touch screen that is ideal for residential and enterprise applications. The TSW□1070 features a 10.1 in. (257 mm) capacitive touch screen display with custom□programmable control buttons and support for Smart Graphics® software and HTML5□based custom UI projects. PoE and Wi□Fi® network connectivity and a comprehensive assortment of mounting accessories simplify new and retrofit installations.

Item	Manufacturer	Model	Qty	Unit Price	Price
31	Crestron **7 in. Tabletop Touch Screen - Black Smooth**	TS-770-B-S	1	$1,299.00	$1,299.00

The Crestron TS-770 series is a stylish and versatile tabletop touch screen that is ideal for residential and enterprise applications. The TS-770 features a 7 in. (178 mm) capacitive touch screen display with custom-programmable control buttons and support for Smart Graphics software and HTML5 based custom UI projects. PoE and WiFi network connectivity and a modern tabletop design allow the touch screen to be deployed just about anywhere.

Item	Manufacturer	Model	Qty	Unit Price	Price
32	QSC **24-Port Gigabit Managed PoE Switch 190W PoE Budget**	NS-1124P	1	$1,974.00	$1,974.00

The Q-SYS NS Series offers a range of enterprise-grade, Dell-manufactured network switches that have been pre-configured specially to meet the performance requirements of the Q-SYS Platform, as well as network AV technologies including AES67 and Dante. With a primary focus on Q-SYS audio, video & control (AV&C), these network switches provide an out-of-the-box, plug-and-play solution for Q-SYS integrators building local AV networks.

24-port network switch preconfigured for Q-SYS Audio, Video and Control with 12x PoE+ ports. With advanced QoS and IGMP to also support AES67 and Dante in same VLAN.

System Integration

Item	Manufacturer	Model	Qty	Unit Price	Price
33	Cytek **Installation, Testing, and Commissioning**	INT	1	$16,375.00	$16,375.00

Professional Installation and Testing
Travel included

Item	Manufacturer	Model	Qty	Unit Price	Price
34	Cytek **Custom Programming & Design**	PGM	1	$4,150.00	$4,150.00

Cytek Programming and Design

Cables and Connectors

Item	Manufacturer	Model	Qty	Unit Price	Price
35	Cytek **Cables Connectors, Misc.**	CABLES	1	$3,800.00	$3,800.00

Cytek Professional Grade Cables, Connectors, Peripheral Hardware, etc.

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Item	Manufacturer	Model	Qty	Unit Price	Price
Service Contract					
36	Cytek **Service Contract 1 Year**	SC1	1	$0.00	$0.00
	Cytek Support 1-Year Contract includes Service Call fees. Unlimited phone support Monday-Friday, 8-5 CST. Assistance with RMA returns. 800-255-0064 / support@cytekmedia.com				

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Item	Manufacturer	Model	Qty	Unit Price	Price
				Total:	**$134,445.00** *

Upgrading the current A/V system to full HD, new brighter Laser projectors, adding peripheral displays, updating control system, adding Web Conferencing, adding web conferencing speakers.

VIDEO:
-- Current 139" screens to be replaced with larger 188" wide (216" diagonal) electric screens, 16:9 matte white format, mounted in same locations. Custom extra black drop required for desirable image height.
-- New 9000 lumens, WUXGA + 4KE resolution LASER Projectors. Laser light engine and electrostatic air filter provide virtually maintenance-free operation up to 20,000 hours. A **Wide-throw** lens is required to mount the new projectors in the same locations with the new larger screens. A **Middle-throw** standard/stock lens is approx. $1,000 cheaper but would require the projector to be mounted approx. 8 feet farther back, between the next gap in the acoustical cloud ceiling.
-- (4) new 90" HD flat panels wall-mounted on the side and rear walls for flexible content viewing from all directions. 98" models are available, but they are approx. $2,500 more expensive EACH.

WEB CONF:
-- OPE computer, located in the Lectern, will run the web conferencing software. (3) wall-mounted SDI PTZ cameras for video capture. NDI converrters added for remote/network camera feed and control to BCTV control room. Room microphones and source audio will also feed web conferencing and far site audio will feed through the room speakers.
-- *Phone audio conference dialing from the Touch Panels is an optional add-on, if requested.

AUDIO:
-- New ceiling recessed down-facing distributed speakers will need to be installed for web conferencing AEC purposes. These new speakers will be used for Local Presentations and/or 2-way Web Conferencing.
-- The existing Front PA speaker arrays and existing Delay PA speakers will not work for 2-way Web Conferencing due to existing and required delay processing. These existing speakers and existing power amplifiers will be used for Live performance events only.
-- (3) New wireless Lapel microphones and (3) new wireless Handheld mics added into the permanent audio system for additional microphone support. Lapel/HH combo units will not work for web conferencing and EQ processing; each microphone will need to have its own dedicated channel.
-- Use existing Lectern microphone.
-- New upgraded CatchBox Plus microphone and wireless charger will be integrated into the audio system.
-- Existing stand-alone mixing consoles will no longer be necessary for general room audio usage, but instead, will be available for outside groups to use for Live performances or concerts. A single audio input patch will be available so outside groups can patch into the existing room speakers.
-- New assistive listening system for ADA.

CONTROL:
-- New replacement Touch Panel for the Lectern for system on/off, input selection and basic room control.
-- New 10" wall-mounted Touch Panel in the back to incorporate advanced room controls, to include camera controls.
-- Along with camera controls on the room control Touch Panel, cameras can also be network controlled from the BCTV control room in Building 100.
-- Wireless tablet or iPad control will also be available via WiFi in the room.

LABOR includes full turnkey installation of all specified A/V, including all required A/V wiring and terminations. Programming, audio tuning, complete system testing and commissioning is included.
-- Any new network or new Electrical is not included. any New Network and Electrical wiring and terminations will be provided by others. New TV locations will require new Electrical.

School can provide Cytek with a 2-person scissor lift for installation.

SUPPORT: Owner System Training included. Cytek 1-Year support contract included.

New large projection screens will plan to be drop shipped directly from the manufacturer to Butler CC in El Dorado. Truck freight cost is

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SABBATICAL LEAVE

TOPIC for ACTION
Sabbatical Leave Request for William "Jim" Buchhorn

Report:

The Sabbatical Review Committee recommends the approval of William "Jim" Buchhorn, Professor and Department Chair of English, for Sabbatical Leave during fall semester 2021. The main objective of Professor Buchhorn's proposed sabbatical project is to build a program to train teachers (specifically English) to develop creative and rigorous courses that uniquely challenge and engage students. Jim has already conducted research to this end and has previously published "Leading the Transition to Active Learning Strategies and the High-Engagement Teaching Model" *The Department Chair* Vol. 29 Issue 1: Summer 2018 (a collaboration with Prof. Elena Allen from the Reading Department). Jim's proposed sabbatical activities and deliverables include:

- Researching creative course design techniques to supplement his current findings. The plan is to conduct research over the summer before sabbatical begins in the fall.
- Writing a training manual of approximately 50 pages that will accompany the training course also being developed. Writing one page per day is an achievable goal. The training manual developed will act as a textbook for the course for teachers.
  Timeline: August to October 2021
- Creating a training course in Canvas consisting of 8 Modules to train teachers to design creative and rigorous courses. Designing one Module per week is achievable.
  Timeline: October to December 2021

These activities will enable Jim to better understand and share techniques to continually improve courses delivered at Butler. The projects will also benefit students, English teachers, and Butler as a whole. Students will be more engaged because teachers will be able to create classes that are challenging, unique, and engaging; leading to more student success. In his role as the English Department Chair, completion of these activities directly relates to his leadership role in developing and training new English teachers. Jim's proposed projects will benefit the College's mission to "develop responsible, involved lifelong learners and to contribute to the vitality of the communities it serves" by developing our teachers to be more skillful and engaging at their craft.

RECOMMENDED ACTION:
Approve Sabbatical Leave for William "Jim" Buchhorn, Professor and Department Chair, English for fall semester 2021.

RECOMMENDED ACTION:
General Fund.

Submitted by:	Prof. Kris Estes, Chair of the Sabbatical Review Committee
Supervisor:	Dr. Susan Bradley, Dean of Humanities & Social Sciences
Date:	March 31, 2021

SECTION 14: SABBATICAL LEAVE

14.7 Comments and Recommendations

Applicant's Name ___ PROF. JIM BUCHHORN ___

Directions: The Sabbatical Review Committee will evaluate this applicant's request for sabbatical leave using the criteria outlined in the Sabbatical Leave Application Instructions. Please comment on the merits of the proposal relative to each of these criteria. Attach additional sheets if necessary.

PROCESS FLOW

I have reviewed this request for sabbatical leave and recommend the following:

✓ I recommend this application be considered for sabbatical leave.
___ I do not recommend this application be considered for sabbatical leave.**

electronic signature Dr. Susan Bradley   _3-31-2021_
Academic Dean/Supervisor   Date

We have reviewed this request for sabbatical leave and recommend the following:

Overall committee ranking: __8.1__
Overall Committee Ranking Average (all committee's members' individual ranking) must equal or exceed 6 for recommendation to be considered for sabbatical leave

X We recommend this application be considered for sabbatical leave.
___ We do not recommend this application be considered for sabbatical leave.**

Prof. Kristine Estes   _March 31, 2021_
Sabbatical Review Committee Chairperson   Date

I have reviewed this request for sabbatical leave and recommend the following:

_____ I recommend this application be considered for sabbatical leave.
_____ I do not recommend this application be considered for sabbatical leave.**

_____   _____
President   Date

We have reviewed this Professional Employee's request for sabbatical leave and recommend the following:

_____ We recommend this application be approved for sabbatical leave
_____ We do not recommend this application be approved for sabbatical leave.**

_____   _____
Board of Trustees Chair   Date

**Please attach comments on a separate page.

7

14.4 Sabbatical Leave Application Cover Page

Complete this cover page through "applicant signature". Attach additional application materials as specified in the Sabbatical Leave Application Instructions. Forward these materials to your Dean/Director by February 16th for fall semester sabbatical leave requests and September 16th for spring semester sabbatical leave requests.

Name: _____William James Buchhorn_____ Position: _____English Professor / Department Chair_____

Division: _____HSBS_____ Years of full-time service: _____10_____

Date of first employment at BUTLER: _____2009_____

Have you received a previous sabbatical leave from BUTLER? _____No_____

If yes, date of the leave: _____

Period of requested sabbatical leave:
Fall Semester___2021_____Spring Semester _____ Fall & Spring Semester _____

Education
Highest degree: _____MA_____ Date: ___2003_____

Degree awarding institution: _____Wichita State University_____

Number of hours earned beyond highest degree: _____60_____

Other significant accomplishments:

- English Department Chair, Butler Community College
- Publication: "Leading the Transition to Active Learning Strategies and the High-Engagement Teaching Model" *The Department Chair* Vol. 29 Issue 1: Summer 2018. (a collaboration with Elena Allen from the Reading Department).

Applicant Signature: Jim Buchhorn   Date: 1-29-2021

Dean/Director Signature: Susan Bradley Date: 2-12-21

*********************************** Sabbatical leave committee's recommendation:

√ Prof. Kris Estes, Chair recommend _____ do not recommend
3-31-2021

Sabbatical Leave Application

William James Buchhorn, English Professor and Department Chair

Resume:

Publication: "Leading the Transition to Active Learning Strategies and the High-Engagement Teaching Model" *The Department Chair* Vol. 29 Issue 1: Summer 2018. (a collaboration with Elena Allen from the Reading Department).

English Department Chair, Butler Community College: 2015-Present.

English Professor, Butler Community College, Full time: 2010-2020.

English instructor, Butler Community College, adjunct: 2009-2010.

English / History instructor, Cowley Community College, adjunct: 2008-2010.

English Teacher, 9th and 11th grade, Haysville High School, 2007-2008.

English Graduate Teaching Assistant, Wichita State University, 2000-2007.

Profession Development Plan on File.

Application Narrative.

1. **Purpose and significance:** The goal of this project will be to build a program to train teachers (specifically English teachers at Butler but potentially all teachers at Butler) to develop creative and rigorous courses. Innovative course design is the key to student success and courses with a strong teacher presence, a strong teacher "voice," are better able to engage students than courses that lack a clear "creative vision" on the part of the individual instructor; however, instructors are often reluctant to develop creative and

unique content of their own, sometimes choosing instead to rely on pre-packaged course materials developed by other instructors. This is due to a lack of familiarity with the techniques of creative course design, a lack of confidence in the creative implementation of their own ideas. The goal of this project is to develop training materials to help instructors learn this skill so that they might become better instructors, teachers more willing and able to implement a creative vision of their own as they design their courses. This training program will also address "rigor," an essential supplementary topic whenever creative course design is discussed. The goal of developing rigorous courses is not to create courses that are "hard," necessarily, but courses that are "college-level" and "challenging" and, as a result, "engaging." Research shows (as does our experience in the ALP program here at Butler) that students do better when challenged by rigorous courses, especially courses that offer support, not just challenge; therefore, the training program I will develop will teach instructors how to create course content that is innovative and challenging and unique. This project is significant because it aims to make teachers at Butler better, more successful teachers. As English department chair, I've noticed that many of our teachers, especially our new teachers fresh from graduate school, lack training in effective and innovative course design, so this project seeks to develop a program that would help these teachers specifically, and would also be one that even long-serving professors could learn from / be improved by. It's my goal to make the English department at Butler the most innovative, creative English department in the state, one that attracts students to our courses by the strength of their reputation in our competitive local market. I believe that innovative course design also leads to greater student success and retention. A course that reflects a teacher's "creative vision" and

innovative "voice" will be much more engaging to students than a "standardized" course filled with content the teacher does not truly connect with.

2. **Work to be accomplished:** During this sabbatical, I will conduct research into creative course design techniques to supplement those I already know, and I'll likely begin this process during the summer of 2021, before the sabbatical semester starts, perhaps carrying over into the beginning of Fall 2021 (projected research timeline: May 2021-July 2021, before the start of the sabbatical). I aim to create two major components during the sabbatical semester: a textbook and a training course in Canvas for instructors. This will require the writing of many different pages of content / modules of content. I will first create this content as a book to accompany the course, a book that will be used throughout the course as a textbook (I project a training manual roughly fifty pages long). I will require two months to write this course textbook (projected timeline: Mid-August to Mid-October). I will then create course training modules in Canvas. The projected length for this course is eight modules. I will require two months to compose and create this training course (projected timeline Mid-October to the end of the fall semester in December). I believe this is an achievable goal. This project will require the creation of 1 page per day of course textbook material during the two months of active writing of the book and the creation of one module per week during the two months when I'm creating the Canvas course. Both are, I think, reasonable time frames. I am an accomplished writer; I am an accomplished designer of courses in Canvas. These are, I feel, appropriate objectives for me personally. My plan to create both a textbook and a training course is designed to engage a wide variety of "students" (these students are themselves teachers) and also to better organize and present my material. I believe I can accomplish this work

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in the given time frame by keeping a consistent schedule of writing throughout the work week of the semester (one page per day of writing and one module per week are both levels of production I've achieved before during other creative projects).

3. **Projected Results:** The tangible result of this project will be a set of training materials for English teachers (primarily, but hopefully this will also be useful to other instructors). I aim to produce a brief textbook and a training course teachers can access through Canvas (drawing on the model of a colleague, Kathy McCoskey, who produced a training course in Canvas when she did her sabbatical a year ago). I also hope to be allowed to present the results of this project as a PDD / IDD training session. I believe these materials will be of great interest to other teachers. I also believe that this sabbatical will make me (and others) much more effective in my (our) teaching in the classroom. My thesis is that a teacher's "voice" and "presence" in course design leads to increased student success as well, so training other teachers in techniques to enhance their creative potential and develop more innovative courses should also lead to increased student success and retention. That's why I hope to develop something that speaks to teachers beyond the English department. This project is one that every teacher at Butler, every student at Butler, could potentially benefit from. The concept of "rigor with support" is one that has, as far as I know, not caught on with teachers outside the ALP program, which includes only a subset of English teachers. I aim to use the training course I'll produce as a way to spread this concept beyond those who already have been trained in it, and if the results from our ALP program carry over to a wider set of teachers (including teachers in other disciplines than English, potentially), then the benefits for student success and retention could be impressive.

4. **Justification:**

    a. **How will the sabbatical enhance your personal / professional development?**

        I will study the techniques and theories of creative course design and this will make me a better teacher regardless of any benefit to others (although benefiting other teachers is a primary goal of this project). Writing up this material will benefit me personally as well, by helping me incorporate the material into my understanding of what teaching is, how it works. I will develop professionally through this sabbatical by researching and processing materials related to creativity and related to course design. I have studied both subjects before, but this sabbatical project is designed to add to my knowledge, not just utilize my existing knowledge. I believe this project is one that contributes both to my personal and professional development.

    b. **How will the sabbatical benefit students, your program / content site or service programs, and Butler as a whole?** This project will benefit students, English teachers (and potentially other teachers), and Butler as a whole. Students will be more engaged because, as a result of this project, teachers will create classes that express a teacher's unique voice, which, in theory, should lead to more student success. As a result of this project, teachers will learn to create personalized classes that express their own interests and ideas. Butler will benefit from an increase in student success and from an increase in students' desire to take courses at Butler. A strong, innovative teaching force can only make Butler more competitive against schools that do not promote the individual creative voice of each teacher.

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c. **How does the purpose of the sabbatical relate significantly to your professional assignment as related to courses taught or students served?** One aspect of my professional assignment that has not been highly emphasized so far in this proposal is my role as English Department Chair. I am in a leadership role in my department and need, therefore, to lead the department with a clear vision for our future. I believe that the English department at Butler is one of the most innovative and creative departments at the college and this sabbatical project is designed to further develop the potential that teachers in my department already possess. I also see many new teachers come to our department who lack a creative vision for their own courses, a creative voice and classroom presence of their own. I've begun to suspect that these new teachers were not trained the same way I was trained in Grad School, that they don't know how to bring themselves into the classroom and are over-reliant on content created by others. I do not believe that this benefits anyone, the teachers or our students, and it's part of my personal mission as the leader of the English department to bring out the full potential of each of our instructors. And, as I've mentioned previously, I also feel that this belief I have in the creative potential of all teachers translates beyond the English department. I would like to see a culture of creativity flourish at Butler; I would like to see more teachers gain the confidence to bring their unique vision into the classroom. But I am also a teacher, and this sabbatical project will directly affect my own students. I will apply the techniques of the training course I create in my own course design. I've never been a "static" teacher, choosing instead to re-write my courses from time to time because doing so only improves

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them. Applying the ideas of creative course design to the classes I teach will lead to more student success in those classes. I already receive compliments from students about the creative voice I bring to the classroom: a student who nominated me for a Teaching Excellence Award in Fall 2020 said, "Through his methods, I fully believe I have gained a significant amount of knowledge regarding more than just English. I've learned, in depth, about the history of the country, how they affect the world today, and how to challenge myself. He is genuinely one of a kind." This type of response is due to the fact that I strive to bring my own "voice" and interests to the classroom. I believe that pursuing this sabbatical project will help me to do this even more effectively.

d. **How does the sabbatical project relate to the vision and mission of Butler?**

This project corresponds with Butler's vision and our mission to "develop responsible, involved lifelong learners and to contribute to the vitality of the communities it serves" in several direct ways. First, it will contribute to the community by helping our teachers to become more skillful at their craft, making them more engaging and effective, promoting Butler's impact and reputation in the community. The implementation of the techniques I'll be teaching other instructors after this sabbatical project will help to make Butler "the Learning College of Choice for the Region." Creative, inspired, innovative teachers attract more students than those who are repeating the lines prepared for them by someone else; teachers who effectively bring their own voice to their teaching are simply better teachers and the more excellent teachers we have at Butler, the more attractive our college is compared to our local competition. This project will also ultimately inspire more of our students to become "involved lifelong learners"

because teachers who effectively express their own voice and interests in their teaching will, I know, be much more successful instilling a love of learning into their students, will be better able to show how a wide range of knowledge connects in an educated mind. One of the things I always tell teachers in the English department is that one of our jobs at Butler is to "turn students into college students." I know that many of our students do not come to us prepared for college and that we have to work to help them become students who are able to succeed not just at Butler but at their next institution as well. Our ability to "prepare them for success" rests on our ability to inspire them and show them that there's more to learning than rote repetition. Teachers who share their passion for learning are better able to turn students into the engaged participants in their own education that they will need to be in order to be successful; teachers who are not bringing their own "voice" and "vision" to the classroom will fail their students in the way that many of these students have previously been failed by teachers at a lower level who were not as engaged or as inspired as students needed them to be. I feel that the only way our institution can continue to offer "exceptional instructional programs" is to encourage more teachers at Butler to bring their passions, their interests, their unique perspectives and deep knowledge into their teaching. And since the training materials I'll produce will also focus on the creation of "rigorous," and "college-level" materials, students who take courses developed by teachers who complete my training will automatically become better students more likely to succeed at Butler and beyond.

e. **Is the length of the leave appropriately proportionate to the scope of activities and the intent of the work plan?** It is. It may look like I've set myself up for too much to do in a single semester, but I feel these are appropriate goals and an appropriate timeline overall. My plan calls for me to create two major components, a short book and a training course in Canvas. I think either one of these could be seen as being a semester's worth of work, and I worry that I'll be seen as trying to take on too much, but I don't feel this is too much for me. I'm a skilled writer and my first impulse toward this material is to turn what I want to say into a book. I think a short book of fifty pages or so is a good amount to start with and something that I may want to turn into a longer work at a later date. I've thought about this project for a few years now and I believe that this is a topic that would be of interest to many teachers beyond Butler, so my hope is to create a short form of a work that I can later develop into a full-length book I could publish. I think, however, that a full-length book is a goal beyond the scope of this current project, and not a goal that would be entirely useful to Butler teachers right now. So I will aim for a short book to accompany a Canvas training course for teachers. I understand that the material might be better received / utilized if it's presented in training course form. I've been inspired to present the material this way by a colleague, Kathy McCoskey, who developed a training course for her sabbatical last year. We've seen several teachers in the English department take that course and they are even able to earn PD points by doing so. I hope to produce something similar. I'm also limiting my planned work to the actual writing of material during the sabbatical semester, not adding

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in the research time into those plans. I've done some research into this topic already—enough to know that it's a viable line of argument—and I am certain I can compile what I need before the sabbatical semester starts. I am passionate about this project and I'm happy to be studying it. The problem is that I simply don't normally have the time to put all this together into the training course I know it could be, and a sabbatical semester would allow me to do that. I also have plans to put together PDD / IDD training lectures, but I'm not factoring in the time to develop those into the plans for this semester. I've put together several presentations like that before and I feel confident that I could do this work in the time between semesters and be able to present on overview of this work to colleagues in the spring of 2022. For all these reasons, I feel that the goals of this project are both appropriate and achievable goals for me. Thank you for considering this request to be allowed to work on this project.

TOPIC for ACTION
Sabbatical Leave Request for Sarah Flora

Report:
The Sabbatical Review Committee recommends the approval of Sarah Flora, Professor of Nursing, for Sabbatical Leave during fall semester 2021. The main objective of Professor Flora's proposed sabbatical project is to improve her ability to facilitate the lab experience for students and to strengthen her knowledge base of simulation by obtaining certification as a Certified Healthcare Simulation Educator (CHSE). Additionally, Sarah plans to develop a debriefing model and an interprofessional simulation to promote inclusion and better understanding of the transgender community. Finally, the NCLEX nursing test will upgrade to the next generation in 2023 and is heavily weighted toward clinical judgment of students. Developing improved clinical simulation methods now will increase our student success pass rates in the future. Sarah's proposed sabbatical activities and deliverables include:

- Obtaining certification for Certified Healthcare Simulation Educator (CHSE) by prepping for the exam during the fall and sitting for the exam by January 2022
- Designing a classroom simulation that promotes clinical judgment, teamwork, collaboration, and inclusion for students and faculty
- Developing a debriefing model where learning is enhanced to improve clinical judgment
- Sharing new research and strategies with Butler faculty during Spring IDD and Second Saturday professional development opportunities

These activities will enable Sarah to grow in her new leadership role as the Clinical Learning Center Facilitator. As the Nursing program takes on new faculty, she will be better equipped to deliver simulation education. Additionally, to keep the College's nursing program strong, pass rates need to continually be high on the next generation NCLEX RN exam. Sarah's proposed projects will benefit the College's mission to "develop responsible, involved lifelong learners and to contribute to the vitality of the communities it serves" by promoting its profession where nurses serve many roles and functions: advocates, teachers, care providers, counselors, managers, collaborators, role models, change agents, mentors, policy shapers, and researchers. As technology and evidence-based practices advance, it is essential that nurse educators engage in lifelong learning.

RECOMMENDED ACTION:
Approve Sabbatical Leave for Sarah Flora, Professor of Nursing for fall semester 2021.

RECOMMENDED ACTION:
General Fund.

Submitted by: Prof. Kris Estes, Chair of the Sabbatical Review Committee
Supervisor: Dr. Susan Bradley, Dean of Humanities & Social Sciences
Date: March 31, 2021

SECTION 14: SABBATICAL LEAVE

14.7 Comments and Recommendations

Applicant's Name _____PROF. SARAH FLORA_____

Directions: The Sabbatical Review Committee will evaluate this applicant's request for sabbatical leave using the criteria outlined in the Sabbatical Leave Application Instructions. Please comment on the merits of the proposal relative to each of these criteria. Attach additional sheets if necessary.

PROCESS FLOW

I have reviewed this request for sabbatical leave and recommend the following:

__X__ I recommend this application be considered for sabbatical leave.
_____ I do not recommend this application be considered for sabbatical leave.**

_____   __3/31/2021__
Academic Dean/Supervisor   Date

We have reviewed this request for sabbatical leave and recommend the following:

Overall committee ranking: __8.6__
Overall Committee Ranking Average (all committee's members' individual ranking) must equal or exceed 6 for recommendation to be considered for sabbatical leave

__X__ We recommend this application be considered for sabbatical leave.
_____ We do not recommend this application be considered for sabbatical leave.**

__Prof. Kristine Estes__   __March 31, 2021__
Sabbatical Review Committee Chairperson   Date

I have reviewed this request for sabbatical leave and recommend the following:

_____ I recommend this application be considered for sabbatical leave.
_____ I do not recommend this application be considered for sabbatical leave.**

_____   _____
President   Date

We have reviewed this Professional Employee's request for sabbatical leave and recommend the following:

_____ We recommend this application be approved for sabbatical leave
_____ We do not recommend this application be approved for sabbatical leave.**

_____   _____
Board of Trustees Chair   Date

**Please attach comments on a separate page.

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SECTION 14: SABBATICAL LEAVE

14.4 Sabbatical Leave Application Cover Page

Complete this cover page through "applicant signature". Attach additional application materials as specified in the Sabbatical Leave Application Instructions. Forward these materials to your Dean/Director by February 16*for fall semester sabbatical leave requests and September 16*for spring semester sabbatical leave requests.

Name: Sarah Flora   Position: Nursing Faculty

Division: HEP   Years of full-time service: 6.5

Date of first employment at BUTLER: August 2014

Have you received a previous sabbatical leave from BUTLER? No

If yes, date of the leave: _____

Period of requested sabbatical leave:

Fall Semester____✓____Spring Semester_____Fall & Spring Semester_____

Education
Highest degree: MSN   Date: 2014

Degree awarding Institution: Wichita State University

Number of hours earned beyond highest degree: 0

Other significant accomplishments: _____

Applicant Signature _(signature)_   Date 2/10/2021

Dean/Director Signature _(signature)_ Associate Dean HEP   Date 2/16/2021

****

Sabbatical leave committee's recommendation:

✓ _Prof. Kris Estes_ recommend   _____ do not recommend
Chair; 3-31-2021

Sarah Flora, MSN, APRN, RN

3608 N. Crest Ct. • Wichita, Kansas 67226
(316) 573-3400 • sflora2@butlercc.edu

EDUCATION

Master of Science in Nursing, Adult Clinical Nurse Specialist   Summer 2014
Wichita State University, Wichita, Kansas   GPA 3.9/4.0
Bachelor of Science in Health and Human Performance   December 2008
Fort Hays State University, Hays, Kansas   HHP GPA 4.0/4.0 | Overall GPA 3.52/4.0
Bachelor of Science in Nursing   May 2006
Fort Hays State University, Hays, Kansas   GPA3.49/4.0

Employment

Professor in Nursing   August 2014-Present
Butler Community College, El Dorado, Kansas

- Clinical Learning Lab Facilitator (Fall 2020-Current)
- Clinical Learning Lab (2019- Spring 2020)
- First Semester Lead Faculty (2017-2019)
- Advanced Standing Coordinator/IV Therapy Coordinator (2014-2017)

Registered Nurse: Telemetry unit   September 2008 – October 2016
Kansas Medical Center, Andover, Kansas

- Pre and post open heart, thoracic and vascular surgery, cardiac catheterization, pacemaker/AICD implants, cardiac dysrhythmias, CHF, MI, CAD, DVT, and PE patients
- Charge nurse
- Preceptor
- Nursing assessment, diagnosis, planning, and implementation

Registered Nurse: Medical floor   May 2006 – September 2008
Hays Medical Center, Hays, Kansas

- Pneumonia, COPD, GI bleed, CHF, and chest pain patients
- Preceptor
- Pain management committee member
- Floated to Surgical, Oncology, OB, and Rehab floors
- Nursing assessment, diagnosis, planning, and implementation

LICENSURE

- State of Kansas RN license   2006-Present
- APRN   2014-Present

CERTIFICATIONS

- BLS   2006-Present

Additional Training/Continuing Education

OADN   November 2020
Kansas City Healthcare Simulation Conference   September 2019
BCC Faculty Development Training   August 2019
BCC Facilitating Deep Conceptual Clinical Learning Workshop   May 2019
Kansas Council of Associate Degree Nursing Educators Conference   October 2018
Accessibility Training   Fall 2018

Kansas City Healthcare Simulation Conference	September 2018
BCC Summer Jam	June 2018
Nurse Educator Conference	May 2018
Iggy's Concept-Based Curriculum Conference	April 2018

Professional Committees/Memberships

Butler Community College, El Dorado, KS
Accreditation Commission for Education in Nursing
Faculty and Staff Committee

August 2014-Present

Butler Community College, El Dorado, KS
Concept-Based Curriculum Committee
Co-developed Professional Nursing 1 (2019)
Simulation Development: Developed 7 new simulations (2019-2020)

August 2018-Present

Butler Community College, El Dorado, KS
Curriculum Committee

August 2014-2019

Wichita State University, Wichita, Kansas
Sigma Theta Tau International Honor Society of Nursing

2011

Awards/Nominations

Teaching Excellence Award Nominee   2018
Butler Unsung Hero Award   2019

Sarah Flora

Sabbatical Leave

Purpose and significance

The purpose of my sabbatical is to improve my ability to facilitate the lab experience for students and to strengthen my knowledge base of simulation. By obtaining my certification as a Certified Healthcare Simulation Educator (CHSE), will help me reach my overall goal of being an expert in simulation. In addition to gaining certification, I want to develop a debriefing model and an interprofessional simulation to promote inclusion and better understanding of the transgender community.

Debriefing is a critical part of simulation, it allows students to work on development of clinical judgment, critical thinking, and clinical reasoning. I plan to develop the debriefing model during my sabbatical and the following semester test the model with students during the debriefing process of simulation. My ultimate goal is to disseminate my model at the local, state, and national level.

Interprofessional education (IPE) is a method to bring together students from multiple disciplines to learn about a specific issue or topic (American Association of Colleges of Nursing [AACN], 2021). This IPE would include: nursing, allied health, emergency medical technicians, sociology/social work, and criminal justice. The students within these departments would collaborate to provide care to a transgender patient. The simulation's primary focus would be on clinical judgment, teamwork and collaboration, and inclusion. Other supporting concepts that would be integrated into the simulation include professionalism, evidence-based practice, information and technology, legal/ethical practice, safety and quality, patient-centered care, mental health, and culturally competent care.

Finally, I want to disseminate my new knowledge with my fellow faculty members to help them improve student clinical judgment skills, teamwork and collaboration, and inclusion. I plan to share my knowledge by putting together documents of best practices and presenting in workshops during

Sarah Flora

Professional Development Days and 2nd Saturdays. I also plan to develop simulation training modules in Canvas for nursing faculty (full-time and adjunct) to complete prior to them participating in simulation.

Objectives

- Obtain certification for Certified Healthcare Simulation Educator (CHSE)
- Design an IPE simulation that promotes clinical judgment, teamwork and collaboration, and inclusion
- Develop a debriefing model
- Teach faculty strategies to improve student clinical judgment

Work to be accomplished

- Obtain certification for Certified Healthcare Simulation Educator (CHSE)
  - Prep for exam by reading recommended textbooks and articles and taking practice tests
  - Take exam by Jan. 2022
- Design an IPE simulation that promotes clinical judgment, teamwork and collaboration, and inclusion
  - Identify who will participate (nursing, allied health, emergency medical technicians, sociology/social work, and criminal justice)
  - Complete a needs assessment to identify patient diagnosis/problem (transgender patient)
  - Write student learning outcomes
  - Develop pre-simulation activity
  - Develop simulation (patient chart, facilitator guide)
  - Develop debriefing guide
  - Develop post simulation reflection activity

- o Schedule the simulation with the interdisciplinary team

- o Identify the location of the simulation

- o Identify the supply needs and set up

- o Brief the faculty about the simulation

- Develop a debriefing model

  - o Research various existing debriefing models

  - o Research strategies to improve clinical judgment

- Teach faculty strategies to improve student clinical judgment

  - o Develop a presentation to teach best practices of simulation to faculty

  - o develop simulation training modules in Canvas for nursing faculty (full-time and adjunct) to complete prior to them participating in simulation.

  - o Present best practices of simulation to faculty at the end of my sabbatical

Projected results

- Improve clinical judgment by improving MSAT scores, NCLEX pass rate, and student confidence.

- Improved student clinical judgment has been shown to reduce medical errors and improves patient outcomes.

- Improve inclusion within the college by teaching students and faculty how to provide patient-centered care to a transgendered person.

Justification

I currently teach full time in the clinical learning center on the El Dorado campus. The previous clinical learning center facilitator recently retired in May 2020 and I want to ensure I am prepared to assist the students and nursing faculty in simulation with the most up-to-date evidence-based practice.

Sarah Flora

This sabbatical will enhance my professional development by providing the knowledge needed to be a leader/expert in simulation. It will allow me to use and apply the technology (manikins, SimChart-practice electronic medical record, infusion pumps, computers, bar code scanning, monitors) to improve instruction. It will also improve my teaching skills by learning teaching strategies to improve clinical judgment and inclusion.

The Nursing Program at Butler also has several new nursing faculty members who need simulation education. The nursing program has a clinical learning center facilitator (me) and one additional full-time clinical learning center faculty member. The full-time clinical learning center faculty member was hired August 2020 and this is her first teaching job.

I believe that the knowledge learned from this sabbatical can also be transferred to other disciplines at Butler. Inclusivity is being emphasized at the college at this time, and is very important for faculty and students to better understand how this might impact them in their daily lives. The IPE simulation would also directly benefit several programs as they will be actively participating in the simulation.

The next generation NCLEX RN exam is projected to be implemented in 2023 and will be heavily focused on measuring student's ability to use clinical judgment. In order to be a strong nursing program, we need to ensure pass rates stay above the national average and meet our ACEN accreditation requirements. New nurses across the nation are graduating with limited ability to translate their knowledge into practice. One recent study showed that only 28% of new nurse graduates met a safe or acceptable score for the ability to make sound clinical judgments when an acute patient deterioration occurred (Gonzalez, 2018). The NCLEX is changing to the NextGen exam to better evaluate the student's ability to critically think and make the right decisions for clients (National Council State Boards of

Sarah Flora

Nursing [NCSBN], 2021). Therefore, we need to teach students how to make sound clinical judgments in order to provide safe, high quality, cost effective care.

Mission

Butler Community College exists to develop responsible, involved lifelong learners and to contribute to the vitality of the communities it serves.

Nursing is a profession in which nurses collaborate with members of the health care team to promote health through health promotion, disease prevention, and illness management. Nurses contribute to the vitality of the communities it serves by providing care for people related to their health, recovery, or peaceful death. Nurses utilize clinical judgment through the nursing process to care for patients. Nurses have many roles and functions; advocates, teachers, care providers, counselors, managers, collaborators, role models, change agents, mentors, policy sharpers, and researchers. As technology and evidence-based practice advance, it is essential that nurse educators engage in lifelong learning.

The nursing department also contributes to the vitality of the community by volunteering for various opportunities and being a resource person for our clinical partners. It is important for me as a nurse educator to make sure that my students are prepared to make clinical decisions that improve the patient's outcomes.

Vision

Butler will be the Learning College of Choice for the Region, engaging students and other stakeholders in exceptional instructional programs and services that directly relate to their needs and prepare them for success.

Butler's nursing program has a great reputation within the community. Due to this reputation the program is very competitive with students striving to obtain admission each semester. I want to

Sarah Flora

continue to make Butler Community College the best place for nursing education. I want students to recruit other students to come to Butler Community College because of the amazing simulation experience that Butler offers. Many students thrive when they are able to use hands on experience by applying what they learned in the classroom to the clinical setting.

The use of simulation provides a safe environment where early detection of errors can easily be addressed to decrease potential harm to patients. It is also important that we make the lab a safe learning environment so the student is not afraid to ask questions.

I believe that the length of the leave is appropriate in regards to the scope of activities and intent of the work plan. I will spend a great deal of the time researching best practicing in the simulation lab in order to pass the CHSE exam and develop the documents related to my objectives.

Sarah Flora

Reference

American Association of Colleges of Nursing. (2021). *Interprofessional education*.

   https://www.aacnnursing.org/Interprofessional-Education

Gonzalez, L. (2018). Teaching clinical reasoning piece by piece: A clinical reasoning concept-based

   learning method. Journal of nursing education, 57(12), 727-735. doi: 10.3928/01484834-

   20181119-05

National Council State Boards of Nursing. (2021). *Next generation NCLEX project*.

   https://www.ncsbn.org/next-generation-nclex.htm

Office of Research and Institutional Effectiveness
215 BOE
(316) 322.3338

Butler
Community College

Metric	Description	Latest Performance	Last Updated for BOT	Previous Three Years	Validation Source
Retention	Percentage of incoming first-time full-time degree/certificate seeking students from the first fall who continue to the next fall. Cohort members who graduate within a year are excluded from the calculation.	60% (Fall 2019 Cohort)	04/2021	60 % (Fall 2018), 60 % (Fall 2017), 60 % (Fall 2016)	IPEDS Fall Enrollment Collection/US Dept of Education
Graduation Rate and Transfer Rates	Percentage of incoming first time full time degree/certificate seeking students who graduate or transfer to a 4 year institution within three years of starting at Butler	28 % Graduation Rate/26 % Transfer Rate (Fall 2017 Cohort)	01/2021	26 % Graduation/30 % Transfer (Fall 2016 Cohort); 26 % Graduation/26 % Transfer (Fall 2015 Cohort); 23 % Graduation/29 % Transfer (Fall 2015 Cohort)	IPEDS Graduation Rate 150 Collection/US Dept of Education
Transfer GPA and Hours	Aggregate GPA and accepted transfer credit hours of Butler students who leave to transfer to any of the public universities in Kansas	3.24 & 50.2 hours (Fall 2019 cohort)	03/2021	3.22 & 49.9 hours (Fall 2018), 3.20 & 48.7 hours (Fall 2017); 3.21 & 47.0 hours (Fall 2016)	Kansas Board of Regents KHESTATs Transfer Tab
CTE Placement	Self-reported job placement of technical program concentrators & completers	76% (AY 2020)	04/2021	76.3 % (2019), 77.64 % (2018), 70.54 % (2017)	Kansas Board of Regents AY Follow Up Collection
Completions	Number of associate degrees and certificates granted by the institution	1446 (AY 2020)	10/2020	1513 (AY 2019), 1496 (AY 2018), 1436 (AY 2017)	Kansas Board of Regents AY Completions File

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Student Lifecycle Tools
Responsible individual	Jessica Ohman, Phil Speary, Troy Nordman
Report for the BOT meeting of	April 13, 2021
Strategic Goal: **Ensure Student Success**	Priority Number: **4b** (Increase the usage of student lifecycle tools with further implementation of Ellucian Recruit and AVISO in FY2021)

Narrative
Fall 2019 saw the initial launch of Butler's AVISO Student Retention software, a configurable system tracking all Butler students and automatically alerting faculty and staff when students are at-risk academically (grades, participation, and online progress) and with the capability for faculty and staff to respond to non-academic student needs by sending alerts to entities at the college who can provide the necessary assistance.

Data reveals students are more likely to persist and complete their coursework if they are aware of their current grade and if they are participating in the course. AVISO complements the classroom work of faculty and staff by indicating which students might be more or less at risk in their abilities to persist and complete thus allowing faculty and staff to intervene early in order to retain the student.

Recruit CRM is an engagement software for communication with prospective students. The system is integrated with Banner (student information system), allowing for automated email, event management, territory assignments, and inquiry/application form processing.

Current Outcomes
Student Services (Aviso):
Welcome text and response to Welcome text recorded in AVISO by the end of the 2nd week of 15-week classes.
Goal - 90% of students in AVISO sent text and/or email.
Texts to at risk students (high risk/suspension) sent and recorded in AVISO at week 4, 8, 10.
Goal: 90% of these students in AVISO sent text and/or email.
Enrollment text and email sent and recorded in AVISO by the end of the 9th week of 15-week classes.
Goal: 90% of students in AVISO sent text and/or email

Student Services (Recruit CRM):
International student and BETA admission applications created
Workflow emails to all accepted students implemented
Program emails completed
Online campus visit request implemented
Grizzly Junior Day, Grizzly Senior Days, group visits, and virtual visit registrations implemented

Developed a strategy for managing duplicate student records
Refined the communication and workflow messages
Utilizing Recruit CRM branded emails for prospective student communication

Academic:
FL 20 –
Faculty respond to Automated Alerts by closing with Note (50% of those generated by system)
Attendance
Grades
Log-in
Faculty generate Staff-initiated Alerts on behalf of students (baseline to be determined by use this semester)
Navigators respond to Automated Alerts by closing with Note (50% of those generated by system)

Longterm – (most likely through Spring 2022)
Faculty respond to Automated Alerts by closing with Note (increase rate 25% incrementally each term SP21, FL21, SP22 to 100%)
Attendance
Grades
Log-in
Faculty generate Staff-initiated Alerts on behalf of students (increase rate incrementally each term SP21, FL21, SP22)
Navigators respond to Automated Alerts by closing with Note (increase rate incrementally each term SP21, FL21, SP22 to 100%)
Attendance
Grades
Log-in

Institutional:
FL 20 –
Butler employees respond to Automated Alerts by closing with Note (50% of those generated by system)
Attendance
Grades
Log-in
Butler employees respond to Staff-initiated Alerts on behalf of students (set baseline this semester)
Course completion baseline rate set

Long-term –
Butler employees respond to Automated Alerts by closing with Note (increase rate 25% incrementally each term SP21, FL21, SP22 to 100%)
Attendance
Grades

Log-in

Butler employees respond to Staff-initiated Alerts on behalf of students (increase rate 25% incrementally each term SP21, FL21, SP22 to 100%)
Develop a goal for "churn" numbers
Course completion increases rate incrementally each term SP21, FL21, SP22 (looking at small percentage rates, e.g., 1.5%)
Term to term persistence increases rate incrementally each term SP21, FL21, SP22 (looking at small percentage rates, e.g., 1.5%)

Student:
FL 20 –

- Students download Student App (50% of students)
- Students use Student App (set baseline this semester)
- Students respond to employee messages (50% of messages)

Long-term –

- Students download Student App increase rate incrementally each term SP21, FL21, SP22 to goal) - Goal to be determined fall 2021
- Students use Student App increase rate incrementally each term SP21, FL21, SP22 to goal)
- Students respond to employee messages increase rate incrementally each term SP21, FL21, SP22 to goal)

Action items for future outcomes
AVISO outcomes:
Due to circumstances related to Covid in spring and into fall 2020, our AVISO implementation goals were slowed somewhat; fortunately, AVISO proved to be an extremely useful tool as the institution was able to quickly respond (via college health) to confidential alerts sent regarding students who had tested positive or were needing to quarantine. This reporting provided an efficient way to communicate between faculty, staff, and students keeping students current with their coursework.

The Faculty Retention Team created a Plus 1 initiative to encourage both full-time and part-time faculty to commit to using AVISO in advancement of the AVISO goals listed above, to increase support of students, and to improve retention and student success rates. More than fifty faculty committed to the initiative this semester.

We plan to continue with the above strategic goals during the spring/fall 2021 calendar year and monitor the AVISO usage for those goals through reports we are now able to create through the AVISO reporting features.

Recruit CRM outcomes:

Continued system maintenance and integration within Recruit CRM
Implement real-time workflows
Utilize the desirability and probability ratings

Utilize texting through Recruit CRM when an integrated, cost-effective product is available
Task assignment in Recruit CRM from Marketing's Act-On platform to follow up with prospective students

Strategic Alignment
Ensure Student Success

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Act On with Recruit
Responsible individual	Kelly Snedden & Jessica Ohman
Report for the BOT meeting of	April 13, 2021
Strategic Goal: **Ensure Student Success**	Priority Number: **4c** (Refine the implementation Act On with Recruit to cultivate priority prospects)

Narrative

The marketing automation platform Act-on was implemented last year. It syncs with Ellucian Recruit CRM, Admissions' recruiting software. Act-on allows for greater personalization and timely communications based on the prospect's actions.

Marketing and Admissions can now begin to understand behavior attributes and learn where to effectively tweak messaging and timing of messages to better drive traffic. Once we understand the meaning of the range of scores, we can have the system alert designated persons, i.e. admissions counselors, when a prospect reaches a critical score metric.

Current Outcomes

This past fall, Admissions and Marketing worked to refine the scoring metrics within the system so that admissions recruiters can see how prospects have interacted with college based on a score.

We are one year in with the system and are quite pleased with how it functions and what it is capable of doing with personalized communications and measurement.

	April 2020	March 2021
Contract	15,000	26,500 *increase subscription due to growth
Active Contacts	17,357	20,279
Total contacts w/ email		40,818

Action items for future outcomes
- Continue to build academic and student service related communication flows for automated content
- Implement phase 2 of form fills to further build customer profiles
- Integrate the system with the college's chatbot for enhanced prospect tracking
- Integrate Act-on and Recruit to capture student major/academic interest – will need to explore costs and technical needs
- Implement task assignment in Recruit CRM to follow-up with prospective students

Strategic Alignment

Ensure Student Success

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Electronic Repository
Responsible individual	Lori Winningham, Peggy Krause
Report for the BOT meeting of	April 13, 2021
Strategic Goal: **Contribute to Our Communities**	Priority Number: **1c** (Implement an electronic repository for all articulation agreements during AY2020)

Narrative
Butler has created a central repository in SharePoint to house articulation agreements with the goal of providing access to deans, faculty, and advisors the information needed to review/update existing agreements and/or build new ones. With the scanning of existing documents currently underway, this repository will continue to grow and be the main stay for all future partnerships.

Current Outcomes
Over this past year, 22 partnering institutions folders have been created to house current agreements. During academic year 2019-20, 23 agreements have been implemented with others currently in discussions.

Action items for future outcomes
- Review/update existing agreements, upload to repository
- Continue to develop new working relationships resulting in agreements
- Develop best practices on processes for information sharing among departments

Strategic Alignment
Partnered program articulations are an important building block for all institutions and the students they serve. To aid in their future success, Butler will continue to engage with our institutional partners, work with community leaders and shareholders to keep in step with industry developments and career opportunities, with the goal of building strong strategic agreements to help students succeed.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Comprehensive Conversations
Responsible individual	Kim Krull, Lori Winningham, Inclusion Council
Report for the BOT meeting of	November 11, 2020
Strategic Goal: **Advance Institutional Effectiveness**	Priority Number: **1a** (Engage students and staff in comprehensive conversations to better understand barriers and needs in FY2021)

Narrative
A team from the Inclusion Council is facilitating both small focus group discussions and larger open forums for faculty and students to gather input regarding student and employee experiences at Butler particularly in terms of individual and group needs and the perception of barriers/obstacles for those needs being addressed. The team created a template of discussion questions based on best practice models from higher education and the corporate world. The team has worked with faculty, staff, and student leadership to schedule and facilitate focus groups and open forums both face to face and on zoom. The sessions are recorded and transcripts are being made for analysis to discover what patterns of concerns arise from the participants' input. Data about our students from this Spring's administering of the Community College Survey of Student Engagement which this year is focusing on Diversity & Inclusion will also inform the analysis.

Current Outcomes
Faculty:
- Open forum break-out session during PDD
- Second Saturday open forum

Students:
- Open invitation student focus group BOE
- Open invitation student focus group BOA
- Student athletes focus group
- Disabilities services focus group
- Latinx focus group

Action items for future outcomes
- Four more scheduled student focus groups
- Planning for at least open invitation forum for employees before June
- Transcripting of forum and focus group conversations
- Analysis of the transcripts

Strategic Alignment
The Comprehensive Conversations aligns with Advancing Institutional by helping inform the decision-making processes through providing information about student and employee perception of their Butler experience.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	HLC Visit Preparations
Responsible individual	Phil Speary, Kim Krull
Report for the BOT meeting of	April 13, 2021
Strategic Goal: **Advance Institutional Effectiveness**	Priority Number: **2b** (Begin comprehensive preparation for FY2023 HLC Visit)

Narrative
HLC has scheduled the next Comprehensive Evaluation Visit to Butler CC for April 2023. The CEV will be a major component in HLC's determination to extend the College's accreditation for another ten years. Requirements of the CEV include the preparation of a 35,000 word Assurance Narrative with linked documentation which gives evidence of how Butler addresses all the Core Components of HLC's Five Criteria for Accreditation. The Accreditation Liaison Officer for BCC will submit the Assurance Narrative to HLC in March 2023 through the electronic Assurance System. A team of three to seven Peer Evaluators will study the document, visit the College for one and a half days in April 2023, and complete an evaluative report by the end of June 2023 submitted for HLC approval. Assuming there will be no significant concerns found by the Visiting Team, HLC will extend Butler's accreditation through 2033 by September 2023.

Best practice suggests the College begin preparation for the HLC Visit two years in advance. Preparations during the first year include:
- Formation of a Steering Committee to oversee the creation of the Assurance Narrative (The focus of the Five Criteria is very much on Academics so the leadership of the process comes primarily from Academics personnel.)
- Initial analysis of College processes and procedures in relation to the Five Criteria by the administration.
- Planning to address any areas of concern arising from that analysis
- Planning by the Steering Committee for how to formulate the narrative for each criterion and collect supporting documentation.

Current Outcomes
After discussion with Dr. Krull, VPA Winningham, and Dr. Speary, the Steering Committee will include:
- HLC CEV Coordinator: Dr. Phil Speary, Butler ALO and ASE Dean
- Criterion One Lead: Dr. Heather Rinkenbaugh, Online, HS & Comm Learning Dean
- Criterion Two Lead: Dr. Caleb Ediger, HEP Associate Dean
- Criterion Three Lead: Dr. Donnie Featherston, Early College Academies Associate Dean
- Criterion Four: Jon Craig, Humanities, Behavioral & Social Sciences, Associate Dean
- Criterion Five: Dr. Esam Mohammed, Associate VP, Research & Institutional Effectiveness

Action items for future outcomes
- Initial analysis of College processes and procedures in relation to the Five Criteria by the administration.
    - CEV Coordinator and relevant Criterion Lead will conduct initial analysis of each Criterion with Executive Council, Deans Council, and Student Services Directors
- Planning to address any areas of concern arising from that analysis
    - CEV Coordinator and relevant Criterion Lead will meet with relevant leadership to address area of concern
- Planning by the Steering Committee for how to formulate the narrative for each criterion and collect supporting documentation.
    - Steering Committee will formulate initial action plan for creation of the narrative and collection of documentation

Strategic Alignment

The HLC Visit Preparations align with Strategic Goal: Advance Institutional Effectiveness because continuation of Butler's accreditation by HLC ensures the eligibility for federal and state funding, acceptance/transferability of students' academic credits, and credibility of the College's academic legitimacy.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Long-Term Financial Plan
Responsible individual	Kent Williams
Report for the BOT meeting of	April 13, 2021
Strategic Goal: **Advance Institutional Effectiveness**	Priority Number: **2c** (Develop long-term financial plan to address deferred maintenance and continue college innovation)

Narrative
The Facilities Management team and the Vice President for Finance reviewed the Campus Master Plan, the proposed deferred maintenance plan, and the Designated Facilities Fund plan during February 2021. The information was shared with the VP group in March.

Current Outcomes
The plans are still in the formative stage at this time.

Action items for future outcomes
During the upcoming months the plans will be reviewed by the Capital Projects Team and the Board of Trustees.

Strategic Alignment
The deferred maintenance plan aligns with institutional effectiveness.

Butler Community College
Statement of Revenue, Expenditures, Other Changes
As of 3/31/2021

FISCAL YEAR 21, PERIOD 09
OPERATING FUNDS

	2021				2020			
	Budget	Actual	Variance (Over)Under	Percent of Budget	Budget	Actual	Variance (Over)Under	Percent of Budget
REVENUES:								
Tuition/Fees	18,513,393	17,314,270	1,199,123	93.52%	18,744,257	17,810,457	933,800	95.02%
Local Sources	13,746,419	9,053,513	4,692,906	65.86%	14,960,063	9,427,529	5,532,534	63.02%
State Sources	16,286,151	15,949,683	336,468	97.93%	15,870,398	15,672,196	198,202	98.75%
Auxiliary Sources	17,724	18,600	(876)	104.94%	17,724	15,470	2,254	87.28%
Federal Sources	0	0	0	0.00%	0	0	0	0.00%
Other Sources	654,963	438,945	216,018	67.02%	1,042,959	546,817	496,142	52.43%
Transfers	432,135	432,134	1	100.00%	82,134	63,352	18,782	77.13%
TOTAL REVENUES:	49,650,785	43,207,144	6,443,641	87.02%	50,717,535	43,535,821	7,181,714	85.84%
EXPENSES:								
Instruction	15,474,035	9,560,744	5,913,291	61.79%	16,040,050	10,238,018	5,802,032	63.83%
Other Expenditures	0	0	0	0.00%	0	0	0	0.00%
Public Service	0	0	0	0.00%	0	109	(109)	0.00%
Academic Support	3,452,183	2,041,665	1,410,518	59.14%	3,565,639	2,303,708	1,261,931	64.61%
Student Services	6,280,407	3,736,122	2,544,285	59.49%	6,634,087	4,403,810	2,230,277	66.38%
Institutional Support	16,801,827	12,483,540	4,318,287	74.30%	17,045,624	12,783,941	4,261,683	75.00%
Physical Plant Operations	3,516,342	2,051,588	1,464,754	58.34%	3,474,006	2,070,657	1,403,349	59.60%
Student Financial	3,405,385	3,211,171	194,214	94.30%	3,610,385	3,190,071	420,314	88.36%
Auxiliary Enterprise	0	0	0	0.00%	251,400	0	251,400	0.00%
TOTAL EXPENSES:	48,930,179	33,084,832	15,845,347	67.62%	50,621,191	34,990,313	15,630,878	69.12%
TRANSFERS AMONG FUNDS:								
Mandatory Transfers	874,214	728,117	146,097	83.29%	1,132,056	924,547	207,509	81.67%
Non-Mandatory Transfers	512,273	512,273	0	100.00%	637,273	631,273	6,000	99.06%
TOTAL TRANSFERS:	1,386,487	1,240,390	146,097	89.46%	1,769,329	1,555,820	213,509	87.93%
NET INCREASE/DECREASE IN NET ASSETS	(665,881)	8,881,922			(1,672,985)	6,989,688		
Fund Balances, Beginning of year	9,086,097	9,086,097			7,135,350	7,135,350		
Fund Balances, End of Period	8,420,216	17,968,019			5,462,365	14,125,039		

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

Thank you so much for the beautiful flowers. Mom so much loved flowers and the earth they came from. She also instilled in her family the importance of supporting our community. The thoughts and prayers from the Butler Community Family have been a great comfort to me and my family. Thank you so very much!
Don & Susan (Rommelfanger)

Dear Dr. Krull,
I cannot begin to thank you and the members of the Butler family for all the cards, calls, and support during our loss of my sister, Susan! The book in the library, "Life in the Studio: Inspiration and Lessons on Creativity", is spot on. Susan was an inspiration to all in our family and to many beyond. The support we have felt will continue long into the future. The Butler Family is the Best!
The Entire Rinkenbaugh Family

On behalf of the family of Gordon Cannady, we would like to thank the Butler Family for their thoughts, telephone calls, cards, food, flowers, plants, and support of all of us during this time of loss! Our family lost a daddy, father-in-law, grandpa and pops and he will certainly be missed. It is good to know that a book will be placed in the Nixon Library in Gordon's memory and that students will benefit from the link that Gordon had with Butler. There is nothing quite like the Butler family to rally around individuals that have experienced a significant loss. During this past week, that could not have been more true with what we experienced as individuals and as an entire family. Thank you all for your care, concern and support! We appreciate it more than words can express.
Sincerely,
Teri and Bill Rinkenbaugh
Heather Rinkenbaugh
Megan Chambers

BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
APRIL - MAY

April Board Finance Committee	Tuesday, April 13, 3:30 p.m. President's Conference Room	**Doug Law** **Shelby Smith**
April Board Meeting	Tuesday, April 13, 4:30 p.m. Dankert Board Room	**ALL TRUSTEES**
Early College Academy Graduation	Saturday, May 8, TBD Clifford/Stone Room	
May Board Finance Committee	Tuesday, May 11, 3:30 p.m. President's Conference Room	**Doug Law** **Shelby Smith**
May Board Meeting	Tuesday, May 11, 4:30 p.m. Dankert Board Room	**ALL TRUSTEES**
Nurses Pinning	Thursday, May 13, TBD	
Honors Ceremony	Friday, May 14, 1:30 p.m. Gym	
Commencement	Friday, May 14, 7:00p.m. BG Products Stadium	

2020-2021 Board Meeting Dates
Tuesday, April 13, 2021
Tuesday, May 11, 2021
Tuesday, June 8, 2021
Tuesday, July 13, 2021

LOOKING AHEAD

June Board Finance Committee	Tuesday, June 8, 3:30 p.m. President's Conference Room	**Doug Law** **Shelby Smith**
June Board Meeting	Tuesday, June 8, 4:30 p.m. Dankert Board Room	**ALL TRUSTEES**
El Dorado, Inc. Steak Bonanza	Friday, June 11, 5:00 p.m. Gordy Park, El Dorado	
July 4	OFFICES CLOSED	
July Board Finance Committee	Tuesday, July 13, 3:30 p.m. President's Conference Room	**Doug Law** **Shelby Smith**
July Board Meeting	Tuesday, July 13, 4:30 p.m. Dankert Board Room	**ALL TRUSTEES**

Friday, May 14, 2021
6:00 p.m.   Gathering of dignitaries on second level of Stadium (More details closer to date)
6:45 p.m.   Procession to Field
7:00 p.m.   Commencement:

- Welcome – _____

- Intro of Junetta Everett, Speaker – _____

- Introduction of Cory Teubner, 2021 Master Teacher – ____Terry Sader____

- Presentation of the Hubbard Award of Excellence – _____

Spring 2021 ACTIVITY CALENDAR

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	April 15 – May 7
Reception	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
El Dorado, Inc Steak Bonanza	Fri, June 11
Summer Semester Ends	Fri, July 30

ADJOURNMENT

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

CALL FOR A SECOND: Trustee _____

CALL FOR A VOTE

MEETING ADJOURNED @ _____ P.M.