

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING
4:30 p.m., Tuesday, July 12, 2022 – Dankert Trustee 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 Trustee Board Room, Upper Level of the Hubbard Welcome Center, 901 S. Haverhill Road, El Dorado, Kansas. Executive Session – For discussion of non-elected personnel pursuant to open meeting exceptions for said matters

REGULAR BOARD MEETING

- I. **CALL TO ORDER (4:30 p.m.)**
- II. **PLEDGE OF ALLEGIANCE (4:30 p.m.)**
- III. **APPROVAL OF AGENDA (4:35 p.m.)**
- IV. **RECOGNITIONS (4:40 p.m.)** ----- 3
- V. **PUBLIC COMMENT (4:50 p.m.)**
If you wish to address the Board during Public Comment, please complete this form:
<https://bit.ly/3ioB30n>
- VI. **STANDING REPORTS (5:15 p.m.)**
 - A. Student Government Association Report – none
 - B. Operational Staff Report – Lisa Bolin
 - C. Professional Employees Report – Terry Sader
 - D. Board Finance Committee Report – Mary Martha Good, Linda Jolly
 - E. Foundation Board Report – Forrest Rhodes, Kim Krull
 - F. President’s Report – Kim Krull
 - G. Education Facilities Authority Report – Mary Martha Good, Dave Sherrer

VII.	MONITORING REPORTS (5:30 p.m.)	
	A. DIVISION REPORT – Science, Technology, Engineering & Math (Whiteside) ---	4
VIII.	BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES (5:40 p.m.)	
	A. Board Annual Evaluation (Krull)-----	31
IX.	BOARD ACTION ITEMS	
	A. Approval of Notice of Intent to Exceed the Revenue Neutral Rate (Williams) (6:00 p.m.) -----	36
	B. Approval of Paid Parental Leave Policy (Stultz) (6:20 p.m.)-----	38
	C. Approval of Negotiated Agreement (Stultz) (6:30 p.m.)-----	40
	D. Approval of Compensation Increases for Staff and Part-Time Faculty (Williams) (6:40 p.m.) -----	51
	E. Approval of Butler-Cowley Nursing Partnership, Cowley Winfield Campus (Nevill) (6:50 p.m.) -----	52
	F. Approval of Service of Alcoholic Beverages Policy Revision (Krull) (7:00 p.m.)	59
X.	CONSENT AGENDA (7:10 p.m.)	
	A. Approval of Minutes	
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	2. Special Board Meeting of June 27, 2022 -----	68
	B. Approval of Bills and Warrants for June 2022 (Hackler) -----	70
	C. Official Appointments and Designations	
	1. Affirmation of Legal Service Provider (Krull) -----	71
	2. Affirmation of Designated Newspaper for 2022-2023 (Krull)-----	72
	3. Approval of Designated Depository Accounts for 2022-2023 (Potter) -	73
	D. Bids and Purchases	
	1. ServiceNow Shared Services Agreement with DiffSix (Young)-----	74
XI.	SUPPLEMENTAL INFORMATION (7:20 p.m.)	
	A. Key Performance Indicators Update -----	77
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XIII.	ADJOURNMENT (8:30 p.m.) -----	82

JUNE BOARD RECOGNITIONS

- **Kevin Lann-Tuebner, Janice Akao, Daniel Higdon** – Boys and Girls Club Tour
- **Heather Ward and the Financial Aid Team** – Kansas Promise Scholarship Act
- **Eric Schafer, Jentry Squires, Hunter Miller, Caleb Edens** – Livestock Judging All Americans

MONITORING REPORTS

BOARD OF TRUSTEES REPORT DIVISION of SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS (STEM) July 2022

Dean: Mel Whiteside
Associate Dean Math/Science: Shannon Covert
Associate Dean CTE: Niomi Thompson

The STEM division prepares students in the areas of Agriculture, Biology, Business and Industry, Chemistry, Engineering, Mathematics, and Physics/Physical Science. Through this preparation, students are able to transfer to the next educational level of higher education or enter the work force with knowledge, skills and experiences which contribute to their own personal success and the needs of the community. The experienced and credentialed faculty, both educationally and industry recognized, within the STEM division facilitate learning through the use of high engagement learning strategies and state-of-the-art technology. Students pursuing a degree in the STEM division will have a competitive advantage in the increasing need for STEM skills as well as the high skill, high wage, high demand global marketplace. STEM faculty and staff continue to diligently work as a team in the evaluation of effective internal processes, efficient budgeting, and conducting program reviews based on sound data gathering and analysis. This assessment allows the potential to:

- Facilitate instructional collaborations across departments
- Enhance faculty's role in shared governance at the division level
- Streamline course offerings
- Augment communication between faculty and academic administration
- Develop processes to increase efficiency and effectively utilize available resources
- Support long-term strategic growth
- Facilitate opportunities for faculty professional development

We offer programs geared to helping our local economy and communities, and develop awareness of programs offered by other Butler academic divisions. As a division, we continuously seek outside funding sources to supplement the need for advanced technology equipment, software and personnel.

HONORS AND RECOGNITIONS

- **Order of the Purple**

Over one third of STEM faculty were recognized by Order of Purple students! Janice Akao, Connie Belden, Bob Broyles, Robert Carlson, Beth Cunningham, Dr. Mark Diskin, Brett Eisenman, Melissa Elliott, Bruce Fiscus, Brian Foster, Taylor Frank, Kamielle Freeman, Larry Friesen, Jaromy Green, Danny Mattern, Jared McGinley, Dr. Jeff Meyer, Dr. Ruth Meyer, Jonathan Penley, Darryl Runyan, Lisa Schmidt, Jon Simpson, Rhonda Thomas, and Kristy Zieman

- **Student Life Awards** – 23 full-time faculty and staff nominations

Sandy Derry (received *Outstanding Student Advocate Award*) Andrea Scharenberg, Beth Cunningham, Betty Taylor, Brian Foster, Taylor Frank, Susan Forrest, Bruce Fiscus (received *Outstanding Instructor Award*), Cindy Bond, Connie Belden, Dani Anthony, Darryl

Runyan, Melissa Elliott, Dr. Jeff Meyer, John Penley, Jordnn Cogan, Karen Waddell, Kevin Lann-Teubner, Lori Winningham, Luis Pena, Robert Zavala, Kristy Zieman



Sophia Dawson is named as the Business Student Leader Award winner

This year's Butler Community College Business Student Leader Award recipient is Sophia Dawson, who was nominated by Marketing Department Chair Jared McGinley.

Sophia is very involved at Butler. In her two years on campus, she has been a member of the Phi Theta Kappa honor society, the Hispanic American Leadership Organization, Collegiate DECA, Grizzly Ambassadors, Phi Beta Lambda, and serves as Vice President of the

Student Government Association. In addition, she has served in the role of Resident Assistant in the Butler dorms. Outside of Butler she has served as an Economic Development intern through the [Barber County Commissioners](#), and as a member of the Medicine Lodge [P.E.O. Sisterhood Chapter](#), an organization committed to helping women pursue higher education.

After Butler, Sophia, who is a native of Medicine Lodge, will travel to Boston to serve in a Residence Life internship at the Berklee College of Music, then attend Emporia State University in the fall to pursue a degree in Human Resources.

Phi Beta Lambda

Chapter Advisors: Janice Akao and Noreen Templin

Six Butler Community College students won awards in Phi Beta Lambda (PBL) Kansas State competition at Emporia State University. Four students competed at the National PBL conference in Chicago, June 24-27. Students and their award categories are noted below.

State Competition, Emporia State University, March 4-5, 2022

- Tyler Joyce of Towanda: 1st place in Client Service, 2nd place in Small Business Management Plan and in Sports Management & Marketing.
- Sophia Dawson of Medicine Lodge: 1st place in Business Ethics and in Emerging Business Issues, 2nd place in Business Communication.
- Naomi Galindo of El Dorado: 2nd place in Website Design.
- Kodi Custine of Hays: 3rd place in Administrative Support Technology.
- Kaelib Harp of El Dorado: 2nd place in Help Desk and in Impromptu Speaking, 3rd place in Desktop Publishing.
- Erik Torres of El Dorado: 3rd place in Computer Concepts and in Help Desk.

National Competition, Chicago, IL, June 24-27, 2022

- Kaelib Harp - 3rd place in Help Desk
- Kaelib Harp - 6th place in Desktop Publishing
- Sophia Dawson - 5th place in Business Communication
- Sophia Dawson - 7th place in Emerging Business Issues
- Tyler Joyce - 10th place in Sports Management & Marketing
- Naomi Galindo - 10th place in Digital Media





Agriculture professor, Joe Leibbrandt, was presented with The Friends of Agriculture award by the [Kansas State Farm Bureau Association](#). The award recognizes individuals who have made significant contributions to Kansas Farm Bureau and/or agriculture. Leibbrandt has dedicated his life's work to educating others about agriculture and fostering ag-based programs such as 4-H, livestock judging, and swine research. In addition, during his seven years with Butler Community College's agriculture department, he has worked with fellow faculty to implement a high tunnel for crop science, and recently developed and launched an online ag degree.

Leibbrandt was also named the recipient of the [Butler County Farm Bureau](#) Distinguished Service to Agriculture Award earlier this fall. The award, presented in September, recognizes outstanding service on a national or significant statewide basis in the interest of agriculture. The Butler County Farm Bureau Association recognized Leibbrandt for his dedication to the industry, particularly in Ag Education for all ages; from 4-H to collegiate as well as consumer to producer.

Livestock Judging team members Eric Schafer, Jentry Squires, Hunter Miller, and Caleb Edens, were selected **as Academic All-Americans**. This honor combines both academic success and success in livestock judging.



Livestock Judging: The 2021-2022 sophomore team finished second nationally.

High School Partnerships

We continue to look at ways to maximize educational opportunities (e.g., Career Pathways) offered to high school students through the Excel in CTE initiative and maintain a healthy relationship with each USD. We will work in formalizing regular department meetings with program

specific advisors who specialize on getting student enrolled in the programs. Our program recruitment efforts will develop better marketing through the web and increase our community outreach efforts. Moreover, we will strengthen student engagement inside and outside the classroom by increasing participation of STEM students within the college organizations.

Academies

- Construction Technology: This fall (2022) we will offer our first Construction Academy courses at Rose Hill High School.
- Culinary Arts: Continue our partnership with Augusta High School at Augusta's Central Kitchen.
- Welding: We continue to offer the Welding Academy program at our BOE facility.

Retirements

- Skyler Goldbarth—Interactive, Digital, & 3D Technology

The STEM Division is composed by the following departments:

- **Agriculture:** Agribusiness, Agriculture, Livestock Management & Merchandising, Farm and Ranch Management
- **Automotive:** Automotive Technology; Diesel Technology
- **Business & Professional:** Accounting, Accounting Assistant, Business Administration, Construction Technology, Professional Culinary Arts, Entrepreneurship, Hotel Management, Marketing & Management, Restaurant Management
- **Business Systems Technology:** Business Administrative Technology, Business Medical Specialist, Physician Coding
- **Information Technology:** Digital Media, Cyber Security, Interactive 3D Technology, Internetworking Management, Software Development, Web Development
- **Engineering/Engineering Technology:** Pre-Engineering, Engineering Graphics Technology, Welding Technology
- **Mathematics**
- **Science:** Biology, Chemistry, Environmental, Physics, Physical Sciences, Pre-Med, Pre-Vet

The academic departments assigned to the STEM division and the degree/certificate programs offered within the division are designed to contribute and facilitate Butler Community College strategic priorities and goals by providing state-of-the-art programs that are responsive to the needs of regional industry. The quality of our programs, state-of-art facilities, and relevant curriculum are validated by Kansas Board of Regents (KBOR), NSF National Center for Academic Excellence in Cyber Security, American Welding Society (AWS), Automotive Service Excellence (ASE) National Automotive Technicians Education Foundation (NATEF), National Center for Construction Education and Research (NCCER) and various memberships in national professional organizations the National Council for Workforce Education (NCWE). Additionally, industry advisory boards play a key role in the departments' new courses, new programs, curriculum updates, and offering opportunities to our students via incentive programs and internships. Our faculty are recognized experts in their fields and work closely with local industry as well as workforce development representatives to ensure that we are preparing a high skilled workforce not only knowledgeable in the utilization of the latest technologies, but also a well-rounded workforce.

During the 2021-2022 academic year, the STEM division placed a stronger focus on recruitment, relationships and retention with our **Recruit, Relate, Retain** plan. For the 2022-2023 academic year, we will continue this focus while focusing on faculty well-being.

Recruit

- Increase recruitment efforts
 - Increase STEM recruiting efforts
 - Create new STEM scholarship opportunities
 - Increase paid student internship opportunities
- Increase marketing efforts of each STEM program
- Market current university articulation agreements

Relate

- Focus on relationships
 - Focus on strengthening current relationships with high schools, industry, universities and other stakeholders
- Create and strengthen relationships with faculty, staff and students
 - Create new university articulation agreements

Retain

- Increase student retention efforts
- Provide retention training opportunities for faculty, staff and administration

Vision

The STEM division will provide exceptional instructional programs in advanced technologies, business and industry for workforce development, laboratory sciences, and mathematics.

Mission

The STEM division exists to provide students with high engagement learning experiences which prepares them to succeed in STEM related fields and advanced educational programs through collaborative partnerships with universities, business and industry, workforce development centers and local school districts.

Key Unit Processes

- Design and refine curriculum with a differential to provide a competitive edge
- Effectively deliver coursework
- Hire and schedule qualified instructors & staff
- Fiscally responsible division budget management
- Evaluate and support faculty
- Gain and maintain outside accreditation for programs
- Provide professional staff development/training/mentoring
- Provide instructors and students with state-of-the-art technology
- Recruit high performing students into programs to provide employers with skilled employees
- Assist students and graduates with employment opportunities
- Assess student learning in courses and programs
- Monitor student satisfaction with courses and programs
- Monitor employer satisfaction with graduates' performance
- Provide industry recognized credential opportunities for students

Division's Core Values

Professional – We provide education and training that directly contributes to successful transfer, employment, or career advancement and retaining our stakeholders.

Economic – We provide education and training that has an impact on the earning power of our stakeholders and strengthening of our regional economy through workforce and community development

Service – We provide learning experiences that enable our stakeholders to take responsibility for the welfare of their communities.

Excellence – We seek excellence in all our actions and we are committed to continuous improvement.

Diversity – We respect and value diversity of opinion, freedom of expression, and other ethnic and cultural backgrounds.

Transfer Agreements (2+2)

College/University	AAS/AS Degree	BS Degree
Wichita State University	Business (2.5+1.5)	Business Administration
Oklahoma State University Institute of Technology	Cybersecurity and Information Technology Agreements in Work	Cybersecurity and Information Technology
McPherson College	Business	Business Administration
Friends University	Cyber Security	Cyber Security
Fort Hays State	Cyber Security	Cyber Security

Program Data

Completers – All STEM Programs 2017 – 2021

DEPARTMENT	AY 2017	AY 2018	AY 2019	AY 2020	AY 2021
Agriculture	85	88	86	92	119
Auto Tech	33	22	27	23	37
Biology	93	94	130	168	181
Bus Admin	744	784	936	1,017	993
Bus Sys Tech	131	144	143	128	179
Chemistry	33	28	28	36	34
Eng&Manf	443	461	430	418	419
Hosp&Culin	190	154	145	143	126
Info Tech	488	434	456	479	488
Mathematics	26	32	30	28	37
Mktg Mgmt	122	151	131	142	155

Physics	13	15	30	33	30
Welding	38	31	33	40	41

2,439 2,438 2,605 2,747 2,839

Credit Hours – All STEM Programs 2017-2021

PROGRAM	2017	2018	2019	2020	2021
Agriculture	1,172	1,172	1,088	936	1,207
Auto Tech	455	585	504	180	639
Biology	10,995	10,854	10,261	9,322	9,288
Bus Admin	5,589	5,406	5,328	4,837	4,934
Bus Sys Tech	3,837	4,280	4,293	3,926	4,295
Chemistry	5,316	5,475	5,998	5,050	5,270
Eng&Manf	1,050	1,337	1,152	1,101	935
Hosp&Culin	1,982	1,721	1,606	1,569	1,135
Info Tech	6,543	5,880	5,574	4,890	5,073
Mathematics	26,098	21,885	20,873	19,524	17,347
Mktg Mgmt	1,952	2,758	2,820	2,574	2,616
Physics	4,636	4,660	4,480	4,376	4,766
Welding	851	545	579	587	514
TOTAL	70,877	66,900	64,817	59,011	58,105

PROGRAM UPDATES

Accounting/Business:

1. Department mission statement
The Business Administration/Accounting program facilitates learning through collaborative methods using critical thinking, small and large groups, and discipline-specific technology for students in the region. This dynamic program prepares students to enter the workforce, pursue entrepreneurial endeavors or transfer to a four-year university.
2. Enrollment Comparison; Credit Hour Chart

PROGRAM	2017	2018	2019	2020	2021
Bus Admin	5,589	5,406	5,328	4,837	4,934
3. List of FT faculty
 - a. Janice Akao
 - b. Connie Belden
 - c. Mike Rose
 - d. Andrea Scharenberg (split with Math)
 - e. Rhonda Thomas
4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)

The department worked with WSU's Business department on developing a 2.5+1.5 agreement for a Business Administration degree.

The department submitted a subgrant proposal for the ARISE grant which was awarded. Janice Akao will represent Butler and assist in the creation of an interdisciplinary data-science curriculum, which connects students from 11 institutions to community organizations through a new Kansas Data Science Consortium (KDSC).

Janice Akao represented the department at the October KCOG meeting where Business Law was discussed and approved to be part of the Kansas System-wide Transfer courses.

Several course sections began being offered as hyflex which allows the students the flexibility of attending in-person or online via zoom.

Janice Akao was re-elected as VP of Finance for the Kansas Council for Workforce Education. Janice Akao and Connie Belden are now serving on Augusta's Advisory Board for Finance and Marketing. Janice Akao represented the department at Grizzly Senior Day in Andover on November 12 and in El Dorado on November 13.

Janice Akao had a booth at Butler's career fair in El Dorado on October 5.

Janice Akao, Connie Belden, and Rhonda Thomas were all recognized at the Order of the Purple for being influential instructors. Connie Belden presented the Power of Praise at Cengage virtual conference on April 8. Connie Belden presented Making Your Managerial Class Unforgettable at the Teachers of Accounting at Two Year Colleges Conference on May 20. Five Butler students qualified to compete at the National PBL conference in Chicago in June.

5. Goals: 2022-2023 academic year
 - Incorporate a data analytics project into all Managerial Accounting courses.
 - Complete the development of an A.S. degree in Data Analytics along with a 2+2 agreement with Newman University for this degree.
 - Develop a Sales and Use tax online course as recommended by the Accounting Assistant Advisory Board.
 - Develop BA178 Payroll Accounting into an online Master course.
 - Add three additional hyflex sections to BA courses.

Agriculture:

1. Department mission statement
Provide an industry recognized agricultural education which supports students career and higher education goals, supply a skilled workforce, and contribute to the economic vitality of our communities.
2. Enrollment Comparison; Credit Hours

PROGRAM	2017	2018	2019	2020	2021
Agriculture	1,172	1,172	1,088	936	1,207
3. List of FT faculty
 - a. Joe Leibbrandt
 - b. Taylor Frank
 - c. Derek Foust

4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)
 - a. Continued work in high tunnel which allows for lab space for crop production and plant science education
 - i. Students gain hands on experience in soils, soil nutrition, plant growth and reproduction, and managing crops
 - ii. Produce from these activities was donated to local food banks

Derek Foust

- a. Received FAA 107 Drone Operator License for teaching classes for next year.
- b. Took students to the Young Farmers and Ranchers Conference in Manhattan.
- c. In 2021, co-authored two additional publications in Microbiology Spectrum and Applied and Environmental Microbiology dealing with pathogen detection and enumeration in agricultural irrigation water in the Mid Atlantic Region
- d. Served as advisor to Ag Ambassadors and Collegiate Farm Bureau.
- e. Presented to students for Disability Mentoring Day.

Taylor Frank

- a. Junior Colleges Coaches Assoc. Vice-President/ secretary and Treasurer
- b. Livestock Judging: Four Academic All-Americans
- c. Announcer at the World Pork Exposition
- d. In charge of Exposition pee-wee judging contest
- e. Kansas state judging camps.
- f. Butler County Fair superintendent
- g. Butler County Youth Foundation board member
- h. Helped host Walnut River Spring Showdown
- i. Tonganoxie livestock judging camp and clinic hosting over 100 kids
- j. Flint Hills Mid-America Classic contest chair member
- k. Team was District FFA officials and reasons takers
- l. Colorado State judging contest official
- m. Judged the Indiana state fair open show
- n. Judged numerous jackpots and county fairs in multiple states
- o. Finalist for two different student life awards categories

Joe Leibbrandt

- a. Butler County Fair superintendent
- b. Helped host Walnut River Spring Showdown
- c. Judged numerous county fairs
- d. Helped with Bluestem Schools “Day at the Farm”
- e. Served as advisor to Collegiate Farm Bureau
- f. Received the Butler County Farm Bureau Association “Friend of Agriculture” Award
- g. Recipient of the Kansas Farm Bureau “Friend of Agriculture” Award
- h. Organized Agriculture Industry and Technology Tour for ag students. We toured SEK Genetics (a business that specializes in cattle, sheep and goat reproductive technologies), and GreenCover Seed in Iola (a business that specializes in the marketing and production of seeds used for cover crops).
- i. Secured grant funding to upgrade facilities to accommodate sheep and goats.

5. Order of the Purple Outstanding Faculty nomination from multiple students.
 - i. The 2021-2022 Livestock Judging Team ended the year as the Co-National Champion Livestock Judging Team

- ii. Four team members were selected as All Americans. This honor combines both Academic success and success in livestock judging.
 - b. Participated in Collegiate Farm Bureau
 - c. Faculty attended the following educational events
 - i. K-State Research and Extension Farm Bill meetings
 - ii. National Western Stock Show
 - iii. Butler County Kansas Livestock Association annual meeting
 - d. Online degrees are now available for Agriculture and Agribusiness
6. Goals: 2022-2023 academic year
- a. Increase student enrollment
 - b. Find innovative ways to improve student engagement
 - c. Develop stronger relationships with area FFA Advisors
 - d. Seek out external funding opportunities to improve learning environment
 - e. Faculty continue to attend educational events

Automotive Technology:

1. Department mission statement
Provide relevant technical education to support student goals, a skilled workforce, and the economic vitality of our communities.
2. Enrollment Comparison; Credit Hour Chart

PROGRAM	2017	2018	2019	2020	2021
Auto Tech	455	585	504	180	639
3. List of FT faculty
Mark Jaye/ Lead Instructor
4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)
 - a. Program *recertified* with ASE.
 - b. Rusty Eck Ford – Donated a Ford 6.7L Diesel Engine and stand
 - c. Students certified by MACS (Mobile Air Climate Systems Association) for handling of Freon.
 - d. Instructor was a judge in this year's Skills USA State competition.
 - e. Instructor attended 22 hours of professional development by attending VISION Hi Tech conference.
 - f. 80% placement of graduating students prior to actual graduation.
5. Goals: 2022-2023 academic year
 - a. Increase student enrollments by making personal visits to local High Schools.
 - b. Perform public clinics to create better public awareness of the program.

Business Systems Technology

1. Department mission statement
The Business Systems Technology Program is committed to providing stakeholders the competitive edge using state-of-the-art technology to develop and enhance essential business environment skills.
2. Enrollment Comparison; Credit Hour Chart

PROGRAM	2017	2018	2019	2020	2021
Bus Sys Tech	3,837	4,280	4,293	3,926	4,295

3. List of FT faculty:

Beth Cunningham

Beth teaches Computer Concepts & Applications, Business Communications, Records Management, Business Procedures, Intro to Health Information, and Internship. Beth serves on the following committees: Butler Foundation Benefit Auction Committee, BST Advisory Board Committee, Internship Advisory Board Committee, Butler 100th Anniversary Committee, Butler Online Ed Tech Advisory Committee, and QAT reviewer committee.

Andrea Scharenberg

Andrea divides her time between BA, BST, MA. She teaches Computer Concepts & Applications for our department.

Lisa Schmidt

Lisa is the co-chair of the Business Systems Technology Department. She teaches Computer Concepts & Applications, Business Math/10-Key, Human Relations, Presentation Graphics, and Desktop Publishing. Lisa serves on the Butler Foundation Benefit Auction Committee, has served on various interview committees, is a member of the Grizzly Backers, and is a host parent for women's basketball. Along with Butler committees, she serves on the Kansas statewide curriculum and advisory committee for Business Administrative Technology programs. Lisa is also involved in the USD490 Vision 20/20 mentoring program and serves on the executive board for the El Dorado Sports Foundation.

Karen Waddell

Karen is the co-chair of the Business Systems Technology Department. She teaches Computer Concepts & Applications, Business English, Beginning and Intermediate Document Processing, Intro to Word, Excel and Access, Advanced Computer Applications, and MOS Test Prep. Karen serves on the BST Advisory Committee, Master Teacher Selection Committee, and has served on various interview committees. Along with Butler committees, she serves on the Kansas statewide curriculum and advisory committee for Business Administrative Technology programs. She is in charge of redesigning our BA104 (Computer Concepts and Applications) course every three to four years to keep up with the changes in Microsoft technology.

4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)

Department

- a. Co-chairs Lisa Schmidt and Karen Waddell provide support to adjuncts such as materials for the BA104 standardized final and technical support.
- b. The BST department has moved all courses using Cengage materials to "first day access" to ensure that students have the required materials on the first day of class providing them the opportunity for better success.

Faculty

- a. All full-time faculty attended the Virtual Cengage Computing Conference in March 2022.
- b. All full-time faculty attended the Cengage Fall 2021 Online Empowered Educator Conference.
- c. All full-time faculty attended the Cengage Spring 2022 Online Empowered Educator Conference.

- d. Beth Cunningham attended the Adobe Collaboration Virtual Conference in April.
- e. Lisa Schmidt attended the 2021 Online Fierce Education Conference.
- f. Lisa Schmidt and Karen Waddell attended the 2021 CERTIFIED Certiport Educator Conference.
- g. Lisa Schmidt and Karen Waddell attended the HandShake Access 2021 Conference.
- h. Lisa Schmidt attended the REMOTE: The Connected Faculty Summit.
- i. Lisa Schmidt attended the GSV+ASU Summit '22 virtual conference.
- j. Beth Cunningham and Mark Jarvis are creating a learning community around the Adobe Suite. Mining through standard online Adobe resources and adapting those training materials, they will incorporate Butler best practices and insights to create on-demand, localized, personalized training materials and videos. They are creating this learning opportunity in the Canvas environment to capture participant content and cultivate a creative culture.

Students

- a. Lisa Schmidt held a successful stem cell/bone marrow drive on the Andover campus and the STEM Division hosted the event. Several BST students helped work the event.
- b. The BST Department offers two third party credentialing opportunities for our students: Microsoft Office Specialist (MOS) and Certified Professional Coder (CPC). Fifteen students earned MOS 55 credentials and four students earned their CPC credential.

5. Goals: 2022-2023 academic year

- a. Increase enrollment by participating in the phone campaign.
- b. Increase program enrollment by 5%.
- c. A huge undertaking will be revamping the curriculum from Microsoft 2019 to Microsoft 2021/Microsoft 365 for all the computer courses: Computer Concepts & Applications, Intro to Word, Excel, and Access, Presentation Graphics, Desktop Publishing, and Advanced Computer Applications. Because all instructors use the same Canvas shell for BA104, assignments, and exams, this will require a coordinated effort among many full-time and adjunct faculty to ensure the consistency of the course work and that the content prepares students to certify at the national level.

Culinary Arts/Hospitality Management:

- 1. Department mission statement
To **empower** individuals with proper fundamentals in the culinary and hospitality industries, **encourage** growth in and out of the classroom, and to **entrust** individuals to make a positive impact within their community.
- 2. Enrollment Comparison; Credit Hour Chart

PROGRAM	2017	2018	2019	2020	2021
Hosp&Culin	1,982	1,721	1,606	1,569	1,135
- 3. List of FT faculty:
Chef Luis M. Peña
Chef Scott Peggie
- 4. Department/faculty highlights and accomplishments
The Culinary Arts and Hospitality Management departments are on track to finish construction and begin teaching classes at the new Redler Institute of Culinary Arts August 2022. The Culinary Arts department has officially added a Pastry Arts AAS and 30-Hour Certificate which falls under its current Culinary Arts AAS. Enrollment for pastry

arts has opened and the first class officially begins fall 2022. This addition allows the student to choose their preferred pathway in either culinary or pastry. In addition to pastry arts, the Culinary Arts department also added a Farm-to-Table course to its current pathway. Our evolving Culinary Arts program has been featured in several publications within the past year including the New York Times and Food Service Director (a nationwide service industry online magazine).

5. Goals:

- Increase enrollment by 50% within the next few years
- Maintain the standard of excellence in content delivery for which we have become known.
- Retain our current enrollment and work to promote our programs.
- Serve within our community and to continue to develop partnerships that are synergistically productive for all involved.



“The Culinary Arts program at Butler Community College is moving forward with what some are calling “Culinary 2.0.” Scott Redler, co-founder and COO of the fast-casual restaurant franchise, Freddy’s Frozen Custard & Steak burgers, and wife Betsy and Vantage Point Properties, Inc. made significant donations to the Butler Foundation to support the growth and expansion of Butler’s award-winning Culinary Arts program.”

Cybersecurity, Internetworking Management, and Software Development

1. Department mission statement

The mission of the Cybersecurity, Internetworking Management, and Software Development is to provide up to date curriculum across a wide variety of technology. Students who have completed our programs of study will be well prepared to be productive employees to meet the needs of the industry in our area.

2. Enrollment Comparison; Credit Hour Chart

PROGRAM	2017	2018	2019	2020	2021
Info Tech	6,543	5,880	5,574	4,890	5,073

3. List of FT faculty

- a. Brett Eisenman – Department Chair: Cyber Security & Software Development
- b. Michael Bohrer
- c. Kevin Lann-Teubner – Department Chair: Internetworking Management

4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)

- a. Brett Eisenman – Order of the Purple
 - b. Kevin Lann-Teubner – Student Life Award nominee
 - c. Certification Pass rate
 - i. TestOut PC Pro
 - 1. Butler 81%
 - 2. Kansas 63%
 - 3. Nationwide 61%
 - ii. TestOut Security Pro
 - 1. Butler 88%
 - 2. Kansas 79%
 - 3. Nationwide 50%
 - d. Internetworking Management and Cybersecurity are now available as fully online degree paths.
 - e. Software Development pathway update completed and approved by the College and KBOR.
5. Goals: 2022-2023 academic year
- a. Continue to develop online Software Development courses
 - b. Rewrite our Microsoft classes to match new certifications released by Microsoft
 - c. Continue to update CompTIA courses to map to their current certification version.
 - d. Implement our Capstone course for Cybersecurity and Internetworking Management.
 - e. Incorporate internships into Cybersecurity, Internetworking Management, and Software Development.

Construction Technology

- 1. Department mission statement
Provide relevant construction education to support student goals, a skilled workforce, and the economic vitality of our communities.
- 2. Enrollment Comparison; Credit Hours
19 declared majors; 293 credit hours
- 3. List of FT faculty
Brandon Leach/ Lead Instructor
- 4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)
 - a. Program *accredited under National Center for Construction Education and Research NCCER.*
 - b. Received protective equipment donations from Wildcat Construction.
 - c. Participated in EDCF grant partnership with BETA and the state Department of Corrections
 - d. Established partnership with Rose Hill School district to offer Const. Tech. classes at Rose Hill High School
 - e. Received supply donations from Star Lumber
- 5. Goals: 2022-2023 academic year
 - a. Increase student enrollments by making personal visits to local high schools.
 - b. Increase industry partnerships for internships and donations

Diesel Technology

1. Department mission statement
Provide relevant diesel education to support student goals, a skilled workforce, and the economic vitality of our communities.
2. Enrollment Comparison; Credit Hour
New program: Currently 5 students enrolled for the fall 22 semester.
3. List of FT faculty
Todd Williams/ Lead Instructor
4. Department/ Faculty highlights and accomplishments
 - a. First student passed and is in the workforce
 - b. Tremendous support from the advisory committee.
 - c. Received multiple donations from several diesel companies
 - i. Foley Tractor – Diesel engine and transmission
 - ii. Murphy Tractor – Diesel engine and miscellaneous truck parts
 - iii. Dustrol – Diesel truck and multiple parts
 - iv. Freightliner Truck Center - Diesel engine
 - d. Instructor attended specialty diesel classes to further training
5. Goals for the 2022-2023 academic year
 - a. Continue with professional development training
 - b. Obtain more tools and equipment
 - c. Increase public awareness of the program
 - d. Increase student enrollments by making personal visits to local high schools
 - e. Increase industry partnerships for student internships and donations
 - f. Begin ASE/NATEF accreditation process

Engineering Technology

1. Department mission statement
The mission of the Engineering Technology Department is to assist students, educational partners, and industry partners in developing personal, professional, and technical skills used in the technical and engineering fields
2. Enrollment Comparison; Credit Hour Chart

PROGRAM	2017	2018	2019	2020	2021
Eng&Manf	1,050	1,337	1,152	1,101	935
3. List of FT faculty
 - Daniel Higdon – Department Chair

Daniel teaches in every part of the Engineering Technology department. As Department Chair, Daniel facilitates adjunct courses in CAD and Manufacturing Pathways. He also assists in delivery of Pre-Engineering coursework, AOK pathways, and Engineering Academy Pathways. Daniel is actively recruiting to help build the SkillsUSA club. Daniel is also the lead developer of Engineering Technology online courses. The second course is set to be approved this summer.
4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)

- Daniel is ABD, with only Chapters 4/5 and defense left to complete.
 - Adjunct Instructors: Three of the four adjuncts are professionals fully employed in their fields with required hourly training to maintain their credentials in their fields.
5. Goals: 2022-2023 academic year
- Improve enrollment and retention numbers.
 - Enter SkillsUSA competitions this upcoming school year.
 - Bring CNC and Composites program up to date with smaller, more compact equipment over the next three years
 - Bring Automation Technology Pathway up to date with improved Programmable Logic Controllers.
 - Finalize programed updates course outlines for approval by advisory committee this upcoming semester.

Interactive Design and 3D

Department mission statement

Provide our students with a quality education and tools to achieve their career goals and bolster their love of game and simulation design, digital imaging, and graphic design.

1. Enrollment Comparison; Credit Hour Chart

PROGRAM	2017	2018	2019	2020	2021
Info Tech	6,543	5,880	5,574	4,890	5,073

2. List of FT faculty
- Darryl Runyan – Department Chair
 - Jon Simpson – FT Faculty
 - Holly Silvia – FT Faculty
3. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)
- Darryl attended the Adobe Max training week
 - Darryl will participate and host the ICT Game Jam Virtual Competition in late summer 2022. This is sponsored by the ID3D Department every year.
 - Successful ID3D Capstone Presentations.
4. Goals: 2022-2023 academic year
- Revamp of the ID3D Degree to include new technology
 - Creation of a new Degree Path that is heavy in credentials and certifications
 - Revamp of the Digital Media Degree

Marketing and Entrepreneurship

1. Department mission statement

The Marketing & Entrepreneurship Program seeks to:

- Prepare students for transfer to colleges and universities
- Prepare students for job placement in the fields of advertising, retail and wholesale management, sales, marketing management and as entrepreneurs
- Provide marketing and management experiences and training
- Provide instruction in personal interest areas

The department is compatible with the institution's mission by way of incorporating the Learning PACT across the curriculum and implementing strategies to align with the school's

strategic goals and objectives. In addition, we contribute to the mission by preparing our students to be lifelong learners. Since new technologies emerge every day, we teach our students to transfer and adapt their knowledge to a variety of situations and environments that are constantly changing.

2. Enrollment Comparison; credit hours

PROGRAM	2017	2018	2019	2020	2021
Mktg Mgmt	1,952	2,758	2,820	2,574	2,616

3. List of FT faculty

Jared McGinley – Department Chair

- The El Dorado campus section of *BA140 Intro to Marketing* created and presented a marketing plan for a local non-profit, the Family Life Center of El Dorado (FLC). The FLC provides comprehensive services to the victims of domestic violence, child abuse and sexual assault/abuse.
- Jared McGinley is presenting at the K-ACTE (Kansas Association of Career and Technical Education) Conference this summer, on Service Learning methods.
- Department Chair Jared McGinley serves on several area advisory boards, such as USD 259 Wichita's Marketing Advisory Board, and USD 385 Andover, and USD 205 Bluestem Business Programs' Advisory Boards.
- Worked with Wichita State University for greater transfer acceptance of program courses, including the creation of our new 2.5+1.5 for Business Administration.
- Represented Butler as the Higher Education Representative on the Kansas State Department of Education Business Management and Entrepreneurship Pathway Review.

4. Goals: 2022-2023 academic year

- Continue being among Butler's departments with the lowest overhead expenses (facility needs, equipment, etc.)
- Investigate adding a Social Media Marketing specific course to the curriculum.
- Investigate providing additional third-party credentials, badges, etc.
- Recruit at outside events.
- As part of the Business Administration program cluster, continue to maintain and IMPROVE (program review) rating of 80 or better.

Welding Technology

1. Department mission statement:

Provide industry recognized Welding education and credentials which supports students career and higher education goals, supply a skilled workforce, and contribute to the economic vitality of our communities.

2. Enrollment Comparison; Credit Hour Chart

PROGRAM	2017	2018	2019	2020	2021
Welding	851	545	579	587	514

3. List of FT faculty

- Matthew Galbraith

4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)
Attended the 2021 Fabtech show in Chicago, Illinois, to help keep abreast of the newest changes in industry technology.
5. Goals: 2021-2022 academic year
 - Continue to provide the best possible welding instruction and industry credentials available, while keeping up with current industry trends and standards.
 - Increase student enrollment in traditional and academy programs.

Biology

1. Mission Statement:

The Butler Community College Biology Department educates and prepares students in the biological sciences for careers in the health-related and biotechnology professions, for transfer to the next level of biological training and provides courses with lab-experiences for general education requirements.

2. Enrollment Comparison; Credit Hour Chart

PROGRAM	2017	2018	2019	2020	2021
Biology	10,995	10,854	10,261	9,322	9,288

3. List of FT faculty

Bob Broyles

- Continues to revise and edit his Anatomy and Physiology Revealed Workbook for McGraw-Hill. Bob teaches Anatomy and Physiology. He teaches on the Andover Campus

Jordnn Cogan

- Jordnn teaches online General Biology and Anatomy and Physiology at the Health Sciences Academy in Rose Hill. This year she took on the role of Lead Lab Coordinator for all microbiology labs and online general biology lab kit preparation. She is the Subject Matter Expert (SME) for the developing online anatomy and physiology classes and attended the KCOG meeting for anatomy and physiology and implemented changes to the course outlines. She has recently been appointed as the new Digital Support person for Pathophysiology.

Melissa Elliott

- Melissa teaches Anatomy and Physiology 1 and 2, Microbiology, Pathophysiology, and Engaging in Science, Engineering, and Math. She teaches primarily at the Early College Academies in Rose Hill. Melissa continues to work with about 50 students yearly in an informal TEAS test prep course and is currently developing a fully online version of Anatomy and Physiology 1.

Kerry Fahnestock

- Kerry teaches General Biology, Majors Biology 1, Anatomy and Physiology 1 and 2, and Environmental Issues. She serves on the textbook selection committee and is a member of the Faculty Development Team. She also has been selected to participate in the Adopt, Adapt, Create: Explore OER cohort. Kerry attended the KCOG meeting for Anatomy and Physiology and helped implement changes to the course outlines.

Lindsey Fields

- Lindsey is the Lead Instructor at the Andover campus and teaches General Biology, Majors Biology 1, Majors Biology 2 and Engaging in Health Sciences. She serves on search committees, textbook committees, the Institutional Review Board (IRB), is an Inclusion Council ally and a member of the Faculty Development Team. She attends KCOG for non-majors and majors biology and will serve as the non-majors committee chair in 2023. She continues to serve on the advisory board for the Biomedical Engineering undergraduate program at WSU.

Susan Forrest

- Susan teaches Majors Biology 1, Microbiology, and General Biology. She has worked on two faculty search committees and the Calendar Committee this year. She participated in the KCOG committee for aligning the Microbiology for non-majors. She organized the department updates of Course Outlines and updated the Microbiology Course Outline. She also mentored 2 new faculty members this year. As a lead faculty, she focuses on ordering, scheduling, and making sure the El Dorado and Rose Hill sites have materials needed throughout each semester. She is working with KU to organize a pathway for students interested in Biotechnology to transfer seamlessly to the biotechnology program at the KU-Edwards campus.

Kathy Gifford

- Kathy teaches Anatomy and Physiology 1 and 2. She has developed a fully online version of A&P 2, served on hiring committees, and helps transfer supplies and equipment between campuses. She is an advisor and on the advisory board for Phi Theta Kappa.

Glenn Manning

- Glenn teaches Majors Biology 1 and 2 and Microbiology. He teaches Majors Biology 2 for the Health Sciences Academy in Rose Hill. He serves on search committees and has helped with Grizzly Days.

Jeff Meyer

- Jeff teaches Anatomy and Physiology (one semester class), Anatomy and Physiology 1 and 2, and Pathophysiology. He teaches in El Dorado.

Martha Sager

- Martha teaches General Biology. She primarily teaches at the Andover campus and also teaches for the Early College Academies in Rose Hill. She is a member of the Faculty Development Team, Rose Hill Early Academy Advisory Council, and takes care of the Butterfly Garden at the Andover Library.

Kristy Zieman

- Kristy teaches Anatomy and Physiology 1 and 2, Microbiology, Cadaver Dissection, and Engaging in SEM. She has been a part of textbook selection committees, hiring committees, and is on the Institutional Review Board (IRB).

4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)

Bob Broyles

- Order of the Purple – Outstanding Faculty

Jordnn Cogan

- Student Life Awards – Outstanding Instructor Nominee, Kansas Regional Science Fair Judge, NABT member

Melissa Elliott

- Order of the Purple – Outstanding Faculty

Lindsey Fields

- Co-Author of a chapter for New Directions for Community Colleges published June 2021- “Professional Societies and Practitioner Networks within Community Colleges”, CC BioINSITES research fellow, attended National Association of Biology Teachers (NABT) online conference, NABT member, Kansas Regional Science Fair Judge

Susan Forrest

- Student Life Award – Outstanding Instructor Nominee, participated in Grizzly Days, Summer Enrollment Days, and STEM Day.

Jeff Meyer

- Order of the Purple – Outstanding Faculty

Apryl Nenortas

- Kansas Regional Science Fair Judge, member of the National Science Teachers Association and is an editor for their Journal of College Science Teaching, Co-Author of a chapter for New Directions for Community Colleges published June 2021- “Professional Societies and Practitioner Networks within Community Colleges”, CC BioINSITES research fellow and Co-PI

Kristy Zieman

- Order of the Purple – Outstanding Faculty, Student Life Awards – Outstanding Instructor Nominee, Instructional Assistant for NASA Community College Scholar’s program (NCAS). Kristy is a part of an international team that has been conducting research regarding International Experiences with Vaginal Lengthening Treatment Among Individuals with Mayer-Rokitansky-Küster-Hauser Syndrome - MRKH (two abstracts regarding vaginal lengthening trends and vaginal lengthening experiences among MRKHers have been accepted for poster presentations at i-DSD 2022 in Berlin, Switzerland; also awaiting decision on publication of manuscript in Fertility & Sterility).

5. Goals: 2022-2023 academic year

- Continue to develop and offer the online Anatomy and Physiology 1 and 2 courses
- Develop transfer agreement with the University of Kansas Edwards campus for their Biotechnology/Bioscience degrees
- Develop or identify Open Educational Resources for Environmental Issues
- Continue to develop the informal lab assistant training program for Microbiology and General Biology Lab assistants.

Chemistry

1. Department mission statement:

The Chemistry Department is dedicated to developing confident, well-prepared students by providing logical and physical development through the understanding of the

chemical foundation of matter and hands-on practical laboratory skills. The Chemistry Department's goal is to prepare our students to seamlessly transfer into their program of choice and excel in the remainder of their education and beyond.

2. Enrollment Comparison; Credit Hour Chart

PROGRAM	2017	2018	2019	2020	2021
Chemistry	5,316	5,475	5,998	5,050	5,270

3. List of FT faculty:

- a. Dani Anthony, MS – Lead Professor
- b. Robert Carlson, MS – Professor
- c. Mark Diskin, PhD – Professor
- d. Jacob Schesser, MS – Associate Professor
- e. Patrick Emery, MS – Lead, Assistant Professor
- f. Tao Wu, PhD – Assistant Professor
- g. Jen Sutter, MS – Assistant Professor

4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)

- a. Implementation of OER or instructor authored textbook for no cost in CH106, CH240, CH245 and CH275.
- b. Reduction in book costs for CH110 and CH115.
- c. Faculty represented department for STEM, Grizzly Junior and Senior days.
- d. Robert Carlson continues to conduct chemical demonstrations at all onsite campus admissions and recruitment events.
- e. Mark Diskin continues to conduct chemical demonstrations at various off site events.
- f. Patrick Emery has been and continues to lead a team within the Inclusion Council to identify student views of their experiences at Butler and work to improve them.
- g. Patrick Emery has become sponsor to the Esports Gaming Club alongside student leadership and will continue into the next year.

5. Goals: 2022-2023 academic year:

- a. To give our students an exceptional educational experience by teaching them the necessary scientific skills and instilling in them the drive to meet the challenges and needs of the future.
- b. With the creation of new pathway-based scheduling, faculty will be working with administration to find class times that are convenient to students and can be adequately staffed by faculty.

Mathematics

1. Department mission statement

The mathematics department exists to serve the needs of the following students and stakeholders:

- Students requiring remediation or skill upgrade
- Degree seeking students fulfilling their general education requirements
- Transfer students taking higher level math courses
- Departments with courses that require math prerequisites

2. Enrollment Comparison; Credit Hour Chart

PROGRAM	2017	2018	2019	2020	2021
Mathematics	26,098	21,885	20,873	19,524	17,347

3. List of FT faculty

Adam Anthony

- Adam teaches algebra, calculus, trigonometry, statistics and differential equations. He is assistant lead in Andover and has served on hiring and textbook committees. Adam presents at Faculty Development events. He contributes semiannually in the NASA Community College Aerospace Scholars (NCAS) program.

Cindy Bond

- Cindy is a co-lead instructor for Developmental Math. She is also a software administrator for our algebra courses. As a part of her role as co-lead and software administrator, she trains new hires in the software. She also updates the 14 Algebra course shells in Canvas. She is responsible for creating and updating the Module Handbook. She is heavily involved with technology in her teaching.

Dr. Ben Bunck – Department Lead

- As the lead instructor, Ben assists faculty in the development of department policies and training, serves as a liaison between the Butler Math department and other departments on campus, organizes several full-time and all-faculty department meetings each year, and works with other leads and administration to identify and address instructional needs. Ben regularly instructs courses in the Calculus 1/2/3 sequence, as well as other Mathematics courses as needed.

Dr. Bethany Chandler

- Bethany is a co-lead instructor for Developmental Math. She is a software administrator for Hawkes software. She is serving on two state committees: The Developmental Education Task Force through KBOR, and The Kansas Mathematics Alignment for Student Success Task Force. At Butler, Bethany serves on the tutoring hiring and evaluating committee, the Accessibility Task Force, and the Online Ed Tech Advisory Committee.

Sandy Derry

- Sandy teaches algebra, trigonometry, calculus, and statistics and is involved with teaching online. She uses technology heavily in her teaching and is a resource for integrating with Canvas. Sandy recently headed the textbook selection committee for Applied Statistics and has worked to develop the course for online deployment.

Caroline El Chaar

- Caroline teaches college algebra, calculus, pre-calculus and trigonometry. She mainly teaches face-to-face, but has recently also added online teaching to her repertoire. Her next long term objective is to work her way to adding differential equations to her course load. Caroline initiated and co-organizes the annual STEM gathering, as well as has served on textbook and interview committees.

Bonnie Ernst

- Bonnie has decided to focus her teaching on College Algebra and below in the effort to help the department's math redesign to be as successful as possible. She has been an integral member of the Math Redesign Committee, attending nearly every meeting over the past several years, and is the primary author of

“Instructor Created” module exam questions for all twelve Module Exams, as well as for the My Math Plan Assessments 1, 2, 3. She has been responsible for creating the exams and study guides using Hawkes software. She was deeply involved in adapting our existing MA 051-129 materials to the new Hawkes textbook, Preparation for College Algebra, and plans to be equally involved in adapting our existing college algebra material to the new Hawkes college algebra textbook (to be implemented Fall 2021). Additionally, Bonnie has served on a departmental hiring committee and on the department’s pathways assessment committee. She has volunteered numerous hours each week in the Andover Math Lab.

Bruce Fiscus

- Bruce teaches algebra, trigonometry, statistics and calculus at multiple sites. He served on the textbook committee for the new trigonometry book.

Kamielle Freeman

- Kamielle teaches algebra, trigonometry, and calculus. She chaired the textbook committee for calculus with applications, has served on the college algebra final exam committee, and is involved with preparing and teaching online courses. Kamielle is also part of the Mutual Gains Bargaining team which tries to find collaborative ways to craft a contract that is mutually beneficial to our common goal.

Larry Friesen

- Larry has moved over to take the lead position for the STEM Division’s Pre-Engineering program. He teaches calculus, differential equations and statics, as well as other engineering classes. Larry has been working on transfer 2+2 programs with WSU.
- From a pool of more than 60 nominees, a committee selected Larry as this year’s full-time Roueche Excellence Award faculty award winner.

Susan Gegner

- Susan teaches primarily statistics and college algebra. She has served on various textbook committees and has worked on department data analysis.

John Hendley

- John primarily teaches trigonometry and calculus. He served on the committee that selected the most recent calculus textbook. John also helped present to prospective students at the STEM Discovery Day.

Marj Hunter

- Marj teaches algebra and statistics. She is a lead math instructor in charge of coordinating the collection of module/final exams for MA 135 and below. She is also in charge of compiling the MSAT data and reporting results for the college algebra modules and three-hour course. Marj is still utilizing her iPad as a teaching medium in her classes. She has created videos for the college algebra modules that can be accessed via Canvas and Microsoft Stream.

Kamal Hussain

- Kamal has taught algebra, calculus and statistics. He served on the department data analysis team.

Dr. Ruth Meyer

- Ruth teaches calculus and statistics and has developed MA140, Trigonometry, and has developed the MA220 online statistics course and enrollments in this online course continue to grow. She is on the department web page committee.

Lori Winningham

- Lori teaches algebra and trigonometry at multiple sites, including high school concurrent sections and online. She returned full-time to the classroom this academic year after serving as an administrator for 30 years here at Butler.

Robert Zavala

- Robert teaches algebra, trigonometry, and calculus 1. He is on textbook committees, Faculty Development Team and Student Appeals Committee. He is also actively participating in the AVID for Higher Education Initiative.

4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)

- In Fall 2021 the Math department welcomed several new full-time faculty:
 - Lori Winningham - Lori returned to the Math department faculty after having served as a Vice President of Academics at Butler. Lori has worked at Butler for over 30 years.
 - John Hendley - John comes to Butler having taught Mathematics previously at both the high school and college level.
- The department welcomed Stacie Stricker in the role of Mathematics Program Coordinator. Stacie assists with advising and management related to the department's algebra module program, helps coordinate the Math Tutoring Labs at the Andover and El Dorado campuses, and assists with other departmental needs.
- Several Math Department faculty members were nominated by Butler's 2022 Order of the Purple as Outstanding Faculty: Bruce Fiscus, Kamielle Freeman, Larry Friesen, and Dr. Ruth Meyer.
- Several Math faculty and staff members were nominated at Butler's 2022 Student Life Awards: Andrea Scharenberg, Betty Taylor, Bruce Fiscus (winner of *Outstanding Instructor*), Cindy Bond, Lori Winningham, Robert Zavala, and Sandy Derry (winner of *Outstanding Student Advocate*).
- In Fall 2021, the textbook the department uses for MA210 Applied Statistics switched to a new online homework platform (ALEKS). Faculty that use the online homework in their MA210 course have converted homework and other assessments over to the new system. Sandy Derry has assisted faculty in this process, and is working to incorporate new "adaptive" components into the coursework.
- In Fall 2022, Adam Anthony will teach a section of PS 100 General Physical Science for the Physics Department at the Early College Academy campus at Rose Hill. Butler faculty like Adam that are qualified to teach in multiple departments can greatly help with staffing needs at the college.
- For Fall 2022, Susan Gegner will pilot an OER textbook in two sections of MA220 Statistics for Management, Life and Social Sciences. Open Educational Resources provide an opportunity for faculty to help lower the cost of education.
- Math faculty are working with the scholarship committees to identify promising students deserving of support.
- Full-time faculty provide support to adjuncts such as materials for the common finals and technical support. We also have adjunct faculty working with full-time faculty on some committees such as textbook selection.
- Departmental leaders continue to work on keeping algebra curriculum updated within software-based learning environments and by collaborating with IS,

working with book publishers, and supporting adjunct faculty with a knowledge base a policy manual. Cindy Bond, Bethany Chandler, Marj Hunter, and many other full-time and adjunct faculty are heavily involved.

- Online coursework continues to be a large area of instruction. Department faculty such as Ruth Meyer, Marj Hunter, Kamielle Freeman, Bethany Chandler, Sandy Derry, and others have worked to develop online or blended courses which offer flexible scheduling to meet student needs.
- Department faculty (both full-time and adjunct) are involved with tutoring at various sites. Many full-time and adjunct faculty volunteer as tutors for one or more hours a week in the Math Lab.

5. Goals: 2022-2023 academic year

- Several faculty in the department continue to investigate low-cost options, such as OER course materials and “Inclusive Access” programs, which may provide substantial cost savings to students.
- Math department leads and other faculty members will participate in the state’s annual Kansas Core Outcomes Group (KCOG) conference. The state’s Transfer and Articulation Council (TAAC) holds these conferences to encourage faculty at state universities and community colleges to work toward curricular agreement in common transfer courses. The Butler math department strongly advocates for curricular alignment, as it simplifies credit transfer for our students.

With the creation of new pathway-based scheduling, faculty will work with administration to find class times that are convenient to students and can be adequately staffed by faculty.

Physics/Physical Science

1. Department mission statement

The Physics department provides high quality physics education, producing well prepared students who are confident in their abilities and understanding of physics. The Physics department engages with the community providing greater understanding of the nature of physical science and an appreciation of physics in everyday life.

2. Enrollment Comparison; Credit Hour Chart

PROGRAM	2017	2018	2019	2020	2021
Physics	4,636	4,660	4,480	4,376	4,766

3. List of FT faculty:

Dr. Anne Gillis – Teaches Physics, Astronomy and Physical Science courses face to face and online.

Jaromy Green – Teaches Physics, Astronomy, and Physical Science courses.

Danny Mattern – Lead Instructor - teaches Physics and Astronomy courses both face to face and online

Jon Penley – Teaches Physics and Physical Geology courses both face to face and online

4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)

Physics-Math collaboration - For once it really was rocket science!

The pre-engineering students of Dr. Anne Gillis's physics class have studied the equations of motion for a rocket. When the effect of air resistance is included the resulting differential equations become complicated. Dr. Ruth Meyer, who teaches many of the students calculus, suggested a user-friendly numerical method for solving these equations to obtain accurate estimates of the rocket's position and velocity. The students built their rockets during lab time, then launched them on the soccer field. They were able to calculate velocities and the maximum height reached by the rockets with the results from the numerical calculation. In the introductory years of an engineering program, often the physics has to be simplified - it was wonderful to be able to give the students a more realistic and true-to life opportunity to apply their knowledge, and to see how the mathematics they are studying is directly applicable.

Jon Penley and Tao Wu (chemistry professor) are collaborating to develop a new Open Education Resource (OER) textbook for Physical Geology

Jaromy Green continues to volunteer his time in the Tutoring Lab in El Dorado to help Physics students looking for a little extra support.

Danny Mattern continues to work with the NASA Community College Aerospace Scholars Program (NCAS) teaching a five week online course for NASA a couple of times a year.

5. Goals: 2022-2023 academic year

- We will continue recruiting efforts to fill our course offerings in the physics/physical science department.
- Maintain and add additional equipment as needed to the Physics/Physical Science labs in Andover, El Dorado, Rose Hill and McConnell campuses.
- Continue evaluating the MSAT assessment results in our milestone Pathway courses to increase student content knowledge by adjusting teaching strategies and approaches to classroom activities.
- Continuing to evaluate the OER materials we currently use in our courses while looking or developing other resources for courses that do not have an OER available yet.

Pre-Engineering/ Computer Science

1. Department mission statement

The Pre-engineering and Computer Science program will allow students to build the strong math and science foundation needed for an Engineering or Computer Science degree at a four-year university.

2. Enrollment Comparison; Credit Hour Chart (Mel will complete this section)

PROGRAM	2017	2018	2019	2020	2021
Eng&Manf	1,050	1,337	1,152	1,101	935

3. List of FT faculty

Larry Friesen – lead instructor
Daniel Higdon

4. Department/faculty highlights and accomplishments (e.g., awards, degrees, certifications, publications, conference presentations, etc.)

Attended the following recruitment events with Admissions:

- Tu Futuro, WSU
- Wichita Home School Conference, Century II
- Various high schools including Clearwater, Goddard, and Life Prep Academy
- Received Outstanding Faculty award from Order of the Purple student
- Visited former students, WSU Engineering Open House

5. Goals: 2022-2023 academic year

- Recruiting efforts continuing at Asian Festival, Tu Futuro, local high schools and academies
- Continue to work with Advising to maximize transfer of Engineering courses to WSU and other four year schools
- Work on retention efforts through the use of AVISO and maintaining contact with students

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES
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TOPIC for DISCUSSION
Board of Trustees Annual Self-Evaluation

REPORT:

- The Board of Trustees completes an annual evaluation typically in January unless new Board members are seated in January and then it is completed in July. It includes a section for evaluation of the Board as a “whole” and a section for individual Trustees’ “personal self-evaluation” as a Board member. The evaluation form is included for discussion and review and will then be sent out electronically for completion. The evaluation instrument was developed and updated over time by Butler Trustees based on Butler Community College Board Policies, ACCT Trustee Education information, ACCT Trusteeship in Community Colleges, Association of Governing Boards information, and KACCT Board evaluation examples.

Process steps:

1. Review and discuss the included evaluation form understanding Institutional Research (IR) will develop the instrument into an electronic survey format that can be answered and submitted for results to be compiled.
2. Trustees complete the evaluation sent electronically by the Institutional Research Office by “July XX (exact date TBD)”
3. Compiled results of the overall Board evaluation and Self-evaluation will be provided to the Board and President.
4. The Board will review and discuss the results and identify areas of strength and areas in need of improvement before or during the August 9, 2022 Regular Board Meeting.
5. The Board determines an appropriate plan of action to apply the evaluation results.

RECOMMENDED ACTION:

Board will provide confirmation through discussion of the evaluation process and instrument and initiation of the annual performance review of the trustees.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Kim Krull, President
Supervisor: Forrest Rhodes
Date: July 12, 2022

Board of Trustees Evaluation - July 2022

This instrument is based upon a series of statements that have been designed to reflect the beliefs and practices associated with effective community college boards. Additional comments are appreciated at the end of each section.

Thank you for taking the time to complete this survey. All responses will be kept strictly confidential and reported as group data only. Please complete your evaluation by (date TBD)

THE FOLLOWING SECTIONS ARE TO EVALUATE THE BOARD AS A WHOLE

	Strongly Disagree (SD)	Disagree (D)	Do Not Know (DNK)	Agree (A)	Strongly Agree (SA)
<p style="text-align: center;"><i>MISSION</i></p> <p>The Board is committed to the Mission of Butler Community College: “Butler Community College exists to develop responsible, involved lifelong learners and to contribute to the vitality of the communities it serves”</p> <p>The Board is committed to Butler’s Timeless Institutional Values: “<i>Quality, Integrity, Service, Caring</i>”</p> <p><u>Comments:</u></p>					
<p style="text-align: center;"><i>GOVERNANCE COMMITMENT</i></p> <p>On behalf of the constituents of Butler Community College, the Board of Trustees governs the College through the expressions of its policies.</p> <p><u>Comments:</u></p>					
<p style="text-align: center;"><i>BOARD ORGANIZATION</i></p> <p>The Board:</p> <p>Integrates multiple perspectives into Board decision-making</p> <p>Encourages diversity in viewpoints</p> <p>Supports the final majority decision of the Board and speak with one voice</p> <p>Conducts meetings in an orderly, efficient manner that allows for sufficient discussion</p> <p>Recognizes the power rests with the Board, not with individual trustees</p> <p><u>Comments:</u></p>					
<p style="text-align: center;"><i>POLCY ROLE AND DIRECTION</i></p> <p>The Board:</p> <p>Understands the Board’s primary function is to establish policies by which the College is administered</p> <p>Focuses on policy in Board discussions, not on administrative matters</p> <p>Openly discusses issues and seeks the views of College constituents</p> <p>Assists in establishing the vision, mission, and broad institutional goals</p> <p>Bases its decisions in terms of what’s best for students and the community</p> <p>Is proactive, visionary, and future oriented in their discussions</p> <p>Is familiar with College strategic plans</p> <p><u>Comments:</u></p>					
<p style="text-align: center;"><i>COMMUNITY RELATIONS</i></p> <p>The Board:</p> <p>Knows the community and regional needs and expectations</p> <p>Effectively represents the “voice” of the community and is committed to protecting the public interest</p>					

	SD	D	DN K	A	SA
Maintains good relationships with community leaders					
Assists in developing educational partnerships with community agencies, businesses, and local government where appropriate					
<u>Comments:</u>					
<i>BOARD-CEO RELATIONS</i>					
The Board:					
Has a positive and cooperative relationship with the CEO					
Sets expectations for ongoing, successful CEO performance					
Maintains open communication with the CEO					
Effectively evaluates the CEO providing honest and constructive feedback					
Clearly delegates administration of the College to the CEO					
Encourages professional growth of the CEO					
<u>Comments:</u>					
<i>STANDARDS FOR COLLEGE OPERATIONS</i>					
The Board:					
Sets broad policy standards for high quality educational and student services programs					
Adopts policies that ensure high expectations and fair treatment of students					
Has policies that require fair and equitable employment processes and that attract and retain high quality personnel					
Adopts fiscal policies that reflect college priorities and ensure prudent use of funds					
<u>Comments:</u>					
<i>INSTITUTIONAL PERFORMANCE</i>					
The Board:					
Regularly reviews reports on student learning outcomes					
Monitors the effectiveness of the College in fulfilling the mission and strategic plan					
Monitors the impact the College has on the community					
Monitors adherence to operational policies					
Understands the financial audit and its recommendations					
<u>Comments:</u>					
<i>BOARD LEADERSHIP AND EDUCATION</i>					
The Board:					
Acts under the state laws of Kansas and endorses a code of ethics and standards of practice put forth by KACCT and ACCT					
Members are prepared for Board meetings					
Is engaged in a continuous process of training and development					
Members avoid conflicts of interest					
Maintains confidentiality of privileged information					
Works together as a team to accomplish the work of the Board					
Periodically evaluates itself					
<u>Comments:</u>					

	SD	D	DN K	A	SA
<i>ADVOCATING FOR THE COLLEGE</i>					
The Board:					
Promotes the College in the community					
Advocates the needs of the College with government officials and local constituents					
Actively supports the College by attending various events					
Actively supports the College's Foundation and fundraising efforts					
Plays a leadership role in the local community					
<u>Comments:</u>					

***THIS SECTION IS TO EVALUATE INDIVIDUAL TRUSTEE
PERFORMANCE***

	Strongly Disagree	Disagree	Do Not Know	Agree	Strongly Agree
<i>INDIVIDUAL BOARD MEMBERS</i>					
As an individual Trustee, you:					
Model a commitment to learning and to students					
Are knowledgeable about the College's history, mission, and values					
Maintain confidentiality on issues of a sensitive nature and information discussed in Executive Sessions					
Act with integrity and serve in an ethical and business-like manner					
Discuss positive College happenings in the community					
Avoid any conflict of interest with respect to your fiduciary responsibility					
Are prepared for Board meetings					
Participate in opportunities for training and development to gain knowledge about the roles and responsibilities of trusteeship and to increase the effectiveness of the Board					
Are tactful yet open with your thoughts and ideas in public sessions					
Regularly contribute to building an atmosphere of trust within the College through policy development					
Offer individual ideas and opinions to the Board for discussion prior to decisions being made, then support the consensus decision					
Relate to the needs and interests of the College employees					
Attend and support College activities					
Support Board agendas that give priority to presentations and discussion related to strategic planning, student development, and fiscal responsibility					
Support agendas that provide for open expressions of individuals and groups					
Are available to the CEO for support and feedback					
Refrain from exercising individual authority over the CEO, administration, faculty and staff					
<u>Comments:</u>					

What are the Board's greatest strengths?

What are the areas in which the Board could improve?

As an individual Trustee, I am most positive about....

As an individual Trustee, I have concerns about.....

Butler Board Evaluation Instrument developed using information from:

- Butler Community College Board Policies
- ACCT Trustee Education materials
- ACCT "*Trusteeship in Community Colleges*"
- Examples of Kansas Community College Board Evaluations obtained from KACCT
- Association of Governing Boards materials

BOARD ACTION ITEMS

TOPIC for ACTION

Notice of Intent to Exceed the Revenue Neutral Rate

REPORT:

As discussed in the Budget Recommendation handout at the June 27 work session, the administration recommends the Notice below to exceed the Revenue Neutral Rate (RNR).

The County Clerk's Budget Information sheet is reproduced on the following page. This document shows the RNR of 13.795 mills, the prior year mill rate of 15.262 mills, the estimated valuation for FY2023 of \$938,614,247, and the prior year valuation of \$848,351,216.

If the board approves the Notice as presented, a public RNR hearing will be held on September 13, 2022. The RNR hearing will be followed by the Public Budget Hearing, which will be followed by the regular September board meeting.

At the September board meeting the trustees will pass the FY2023 legal budget which will set the maximum amount of expenditures for the General Fund. This will in turn determine the mill levy based on the County Clerk's estimate of valuation. **Approval of the Notice as presented will allow the board to levy up to a mill rate of 15.262** for the upcoming year.

Notice of Revenue Neutral Rate Intent

THE GOVERNING BODY OF **Butler Community College**, HEREBY NOTIFIES THE **Butler** COUNTY CLERK OF INTENT TO EXCEED THE REVENUE NEUTRAL RATE.

 X Yes, we intend to exceed the Revenue Neutral Rate and our proposed mill levy rate is **15.262**.

The date of our hearing is September 13, 2022, at 4:30 pm and will be held at Butler Community College Welcome Center in El Dorado, Kansas.

WITNESS my hand and official seal on July 12, 2022.

(Seal)

Clerk or Officer of Governing Body _____

RECOMMENDED ACTION:

Approve the Notice of Revenue Neutral Rate Intent, as presented, to exceed the revenue neutral rate with a proposed rate of 15.262 mills, with the Revenue Neutral Rate Hearing to be held in the Welcome Center in El Dorado on September 13, 2022 at 4:30 pm.

A roll call vote is required.

RECOMMENDED FUNDING SOURCE: NA

Submitted by: Kent Williams, Vice President Finance

Supervisor: Dr. Krull

Date: June 30, 2022

Tax Year:
2022

COUNTY CLERK'S BUDGET INFORMATION FOR THE 2023 BUDGET
CMBLT032

Date - Time:
2022/06/08 - 18:38:05

BCCC- GENERAL

Other

1. Estimated Assessed Valuation Information as of July 1, 2022

	Estimated Assd Valuation	Territory Added	Property With Changed Use	Pending Exemption
Real Estate	765,122,151	0	10,091,013	718,366
Personal Property	15,112,552	0	0	327,647
Oil and Gas	12,337,127	0	0	345,880
State Assessed Utilities	146,042,417	0	0	
Severed Minerals	0	0	0	
Total	938,614,247	0	10,091,013	1,391,893
New Improvements	13,100,266	0		
Remodel	0	0		

2. All Personal Property excluding Watercraft 27,449,679

3. Actual Tax Rates Levied for the 2022 Budget

Fund	Rate
BCCC- GENERAL	15.262000
BCCC-CAPITAL OUTLAY	0.000000
	15.262000
Revenue Neutral Rate:	13.795000

4. Final Assessed Valuation from November 1, 2021 Abstract 848,351,216

5. All Personal Property excluding Watercraft for 2021 21,601,690

6. Gross Earning (Intangible) Tax Estimate 0.00

7. Neighborhood Revitalization District Valuation Subject to Rebates 8,164,654

8. 2021 Column (2020 Tax) Delq % for BCCC- GENERAL Fund 0.95 %

Tax Increment Financing - TIF/RHID:

TIF/RHID Base Assessed Valuation 170,506

TIF/RHID Current Assessed Valuation 2,969,823

TIF/RHID is not subtracted from Real Estate Value.

10. Watercraft Taxes 15,918.31



06/08/2022
Date


Provided by
BUTLER COUNTY
Name of County

TOPIC for ACTION

Paid Parental Leave Policy

REPORT:

Butler Community College prides itself on being a family friendly institution for both Students and Staff. Current Leave policies do not include any paid leave provisions for parents after the birth or adoption of a new child. This new policy will provide 6 weeks of paid leave to care for and bond with a new child in their family. The request for a Paid Parental Policy has been negotiated and presented to the Board as part of the 2022-2023 contract negotiations between the Professional Employees and the Board of Trustees. This policy will apply to all employees of the College who meet eligibility as stated.

Paid Parental Leave Policy

Purpose/Objective

Butler Community College will provide up to 6 weeks of paid parental leave to [full and part time classified employees] following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after August 1, 2022.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with Butler Community College for at least 90 days prior to the request for paid parental leave.
- Be a full-time or part-time, classified employee (temporary and non-classified employees are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed life partner of the person who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of 6 weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 6-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 6 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- Paid parental leave must be taken the 6-week period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this time frame.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on regularly scheduled pay dates.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the time frame indicated above. Upon termination of

the individual's employment, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

- Employees taking this leave must use the parental leave first. If the employee is approved for leave beyond the six weeks of paid parental leave, they must use their accrued sick, vacation or personal time.

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

Requests for Paid Parental Leave

- The employee will provide [his or her supervisor and the human resource department] with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must provide all documentation as required by the HR department to substantiate the request.
- As is the case with all company policies, Butler Community College has the exclusive right to interpret this policy or to change it at any time.

RECOMMENDED ACTION:

The Administration recommends the Board support the policy to provide paid parental leave to eligible employees of the College.

RECOMMENDED FUNDING SOURCE:

Operating Budget

Submitted by: Shelley Stultz, Associate Vice President, Human Resources

Supervisor: Dr. Kimberly Krull

Date: July 12, 2022

TOPIC for ACTION
Negotiated Agreement

Report: The Negotiations Bargaining Team reached a final package and was presented to the professional employees for ratification.

The following is a summary of the outcomes of the bargaining process. The table below shows a summary of the options selected. This package was accepted and ratified by the faculty as of July 1, 2022.

<u>ISSUE</u>	<u>OPTION (S)</u>
<p>Introduction</p> <p>Issue: Change the dates of the Master Agreement to be reflective of the agreed upon duration</p>	<p>Agreed to a one-year contract period for 2022-2023 school year. Changed the dates of the Master Agreement to reflect the current school year and contract term as 2022-2023.</p>
<p>Article V – Professional Workload – D. Special Projects</p> <p>Issue: Request that major course revisions be added to the language to be paid under special projects.</p>	<p>Language added that includes major revisions to on-line courses as duties that would be considered for payment as a special project.</p>
<p>Article VIII – Compensation, Section A – Salary – Placement of New Professional Employees</p> <p>Issue: Hiring Schedule for placement of new Professional Employees</p>	<p>Status Quo – Starting salary to remain at \$41,000 on the hiring schedule for 2022-2023 contract year.</p>
<p>Article VIII – Compensation, Section A, Part 8 - Salary increase for existing professional employees</p> <p>Issue: Salary increase for Existing Professional Employees</p>	<p>5% salary increase to base salary for professional employees and a one-time Service Recognition Award of \$1200 for Professional Employees currently employed before August 1, 2022.</p>
<p>Article VIII – Compensation, Section A – Salary, part 10 – Overload</p> <p>Issue: Increase Overload Rate of Pay</p>	<p>Overload pay rate increased from \$700 per credit hour to \$735 per credit hour</p>
<p>Article VIII – Compensation, Section A – Salary, part 11 – Multiple Site Pay</p>	<p>Multiple Site pay rate increased from \$125 per credit hour to \$175 per credit hour</p>

Issue: Increase Rate of Pay for Multiple Site Pay	
Article VIII – Compensation, Section A – Salary, Part 12 – Summer School Pay Issue: Increase Summer School rate of pay	Summer School pay rate increased from \$700 per credit hour to \$735 per credit hour
Article VIII – Compensation, Section B – Group Insurance Issue: Group health insurance benefit – family and single coverage	College Contribution to Health/Dental insurance premiums for 2022-23 plan year as follows: Status Quo Single coverage from \$602 to \$602 Employee + 1 coverage from \$1433 to \$1,433 Family coverage from \$1485 to \$1,485 No Change to Employee Paid Premium
Article VIII – Compensation, Section D – Retirement and Early Retirement Issue: Discontinue health insurance premium paid by the College for spouse/dependent coverage of retiring employee	Language changed to only provide insurance coverage for the retiree at a single rate. Coverage for family members (if previously elected) may be purchased by the employee. All coverages end on the first of the month the retiree turns 65. Letter of understanding from 2021-2022 contract has been <u>removed</u> from 2022-2023 contract (see page 43)
Letter of Understanding Article XI – Leaves of Professional Employee, Section A – Health Leaves Issue: Offer paid parental leave	Paid Parental Leave Policy added to the Master Agreement providing 6 weeks of Paid Parental Leave for the birth, adoption or placement of a foster child. Letter of understanding from 2021-2022 contract has been <u>removed</u> from 2022-2023 contract (see page 44) See TFA for College wide Parental Leave policy
Letter of Understanding Article XIX – Reduction in Force Issue: Review and update language to include items regarding situations that may be implemented based on exigencies	Status Quo – Letter of understanding for further discussion <u>removed</u>. (see page 45)
Letter of Understanding – Dated 2020 – Article XXIII- Evaluation of Professional Employees Issue: Review content and update as applicable	Letter of understanding dated 2020 has been <u>updated</u> to extend the time frame for organizing a task force to review and report findings from 2021-2022 to 2022-2023 contract year. (see page 46)

<p>Letter of Understanding – Dated 2019</p> <p>Issue: Pay for updating online content for accessibility requirements extend dates</p>	<p>Article VIII, Compensation – Section A - Salary Letter of understanding dated 2019 has been <u>updated</u> to extend the required changes date from 2022-2023 to 2023-2024 contract year. Regarding the request to add Pay for updating online content for accessibility requirements. Faculty will facilitate addressing student accessibility needs as identified to meet accessibility requirements but will not be required to complete accessibility required changes on their own until the 2023-2024 contract has been ratified. (see page 47)</p>
<p>Letter of Understanding Added Article VIII, Compensation – Section 7 – Advancement</p> <p>Issue: Increase the amount to be awarded to the professional employees base salary for credit hours earned and stipend payments.</p>	<p>Letter of Understanding Added. The issue was unable to be agreed upon in the 2021-2022 contract negotiations, and was mutually agreed to be set aside for further contract negotiation during 2022-2023. (see page 48)</p>
<p>Memorandum of Understanding - Dated - December, 2021</p>	<p>Memorandum of Understanding which was added in December 2021 to provide a one-time lump sum payment to each Professional Employee representing 5% of salary for days worked from August 1, 2021 to December 31, 2021 due to impasse at that time has been <u>removed</u>. (see page 49)</p>

RECOMMENDED ACTION: The Administration recommends the Board of Trustees ratify the final package as outlined and as ratified by the Professional Employees.

RECOMMENDED FUNDING SOURCE: Operating Budget

Submitted by: Shelley Stultz
Supervisor: Dr. Kimberly Krull
Date: July 12, 2022

REMOVED FROM 2022-2023 NEGOTIATED AGREEMENT

LETTER OF UNDERSTANDING

To Whom It May Concern:

By mutual agreement of the Bargaining Teams, the following Letter of Understanding will be in effect:

Article VIII – Compensation, Section D. Retirement and Early Retirement

Regarding the request to modify language to only pay the retiree Health Insurance premium at single rate. Coverage for family members (if previously elected by the employee) may be continued on the College plan through the termination of the retired employee coverage at age 65. The cost for the additional coverage above the single rate plan would be paid by the retiree.

The issue was unable to be agreed upon in the 2021-2022 contract negotiations, and was mutually agreed to be set aside for further negotiation during 2022-2023.

We, the undersigned, acknowledged on this _____ day of _____, 2022.

President, Professional Employee Association

President, Butler Community College

REMOVED FROM 2022-2023 NEGOTIATED AGREEMENT

LETTER OF UNDERSTANDING

To Whom It May Concern:

By mutual agreement of the Bargaining Teams, the following Letter of Understanding will be in effect:

Article XI – Leaves of Professional Employee, Section A – Health Leaves

Regarding the request by the Professional Employees to insert new language to include Paid Parental Leave for non-probationary employees within the bargaining unit.

The issue was unable to be agreed upon in the 2021-2022 contract negotiations, and was mutually agreed to be set aside for further negotiation during 2022-2023.

We, the undersigned, acknowledged on this _____ day of _____, 2022.

President, Professional Employee Association

President, Butler Community College

REMOVED FROM 2022-2023 NEGOTIATED AGREEMENT

LETTER OF UNDERSTANDING

To Whom It May Concern:

By mutual agreement of the Bargaining Teams, the following Letter of Understanding will be in effect:

Article XIX – Reduction in Force,

Regarding the request to modify language with regard to situations that may be implemented based on financial exigencies allowing the board to exercise discretion to change or reduce employment needs including positions within the bargaining unit.

The issue was unable to be agreed upon in the 2021-2022 contract negotiations, and was mutually agreed to be set aside for further contract negotiation during 2022-2023.

We, the undersigned, acknowledged on this _____ day of _____, 2022.

President, Professional Employees Association

President, Butler Community College

LETTER OF UNDERSTANDING

To whom it may concern;

By mutual agreement of the Bargaining Teams, the following Letter of Understanding will be in effect:

Article XXIII – Evaluation of Professional Employees

Initiate a task group to review of the current faculty evaluation process to ensure it meets current practice and make consideration for any changes. Two (2) members of the faculty negotiation team and two (2) members of the administration negotiating team will determine the task group to be assembled to review this process. Findings and/or recommendations of the task group to be reported to bargaining team during spring 2023 negotiations.

We, the undersigned, acknowledged on this _____ day of _____, 2022.

President, Professional Employees Association

President, Butler Community College

LETTER OF UNDERSTANDING

To Whom It May Concern:

By mutual agreement of the Bargaining Teams the following Letter of Understanding will be in effect:

Article VIII – Compensation, Section A Salary

Regarding the request to add Pay for updating online content for accessibility requirements.

Faculty will facilitate addressing student accessibility needs as identified to meet accessibility requirements using appropriate resources, but will not be required to complete accessibility required changes on their own until the 2022-2023 contract has been ratified.

We, the undersigned, acknowledged on this _____ day of _____, 2022.

President, Professional Association

President, Butler Community College

LETTER OF UNDERSTANDING

To whom it may concern;

By mutual agreement of the Bargaining Teams, the following Letter of Understanding will be in effect:

Article VIII, Compensation – Section 7 - Advancement

The Professional Employee's request to modify language with regard to an increase to the amount to be awarded to the professional employee's base salary for each nine (9) credit hours or 135 clock hours, and the one-time stipend payment.

The issue was unable to be agreed upon in the 2021-2022 contract negotiations, and was mutually agreed to be set aside for further contract negotiation during 2022-2023.

We, the undersigned, acknowledged on this _____ day of _____, 2022.

President, Professional Employee Association

President, Butler Community College

REMOVED FROM 2022-2023 NEGOTIATED AGREEMENT

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the "MOU") is made this 16th day of December 2021 by and between the Butler Community College (the "College") and the Butler Community College Education Association representing the College's professional employees (the "Professional Employees") (collectively referred to as the "Parties") and is incorporated into the Parties' 2020-2021 collective bargaining agreement ("Master Agreement").

WHEREAS, the Parties have engaged in mutual gains bargaining to attempt to negotiate the terms of a Master Agreement for the 2021-2022 school year;

WHEREAS, the Parties were unable to agree upon all issues presented for bargaining the 2021-2022 Master Agreement and, pursuant to K.S.A. 72-2231, petitioned the Kansas Department of Labor for a Declaration of Impasse on or about October 8, 2021;

WHEREAS, the Parties then proceeded to mediation on November 29, 2021 and December 16, 2021, in accordance with K.S.A. 72-2232, but were unable to successfully mediate a resolution to the bargaining of the 2021-2022 Master Agreement;

WHEREAS, pursuant to the impasse resolution procedures in K.S.A. 72-2233, the Parties intend to jointly file a written request with the Kansas Secretary of Labor to appoint a fact-finder on the sole remaining issue: the College's proposal to modify health insurance benefits as part of the early retirement incentive program; and

WHEREAS, notwithstanding the inability of the Parties to come to an agreement on all issues identified for mutual gains bargaining, the College proposes, as an act of good will toward the Professional Employees, to make a one-time lump sum payment to each active Professional Employee, employed prior to 08/01/2021; representing five percent (5%) of each active Professional Employee's salary on the Hiring Schedule according to the 2020-2021 Master Agreement and pro-rated for the days worked from August 1, 2021, to December 31, 2021.

The Parties agree, therefore, as follows:

1. Upon ratification of this MOU to the existing 2020-2021 Master Agreement by the Professional Employees no later than January 10, 2022, and the subsequent approval of this MOU by the College's Board of Trustees at its regular January 11, 2022, meeting, the payment to active Professional Employees, described in the following paragraph (the "Payment"), shall be made in a lump sum, less mandatory and customary withholding, in the January 2022 monthly payroll.
2. The Payment shall be the equivalent of, and shall represent, respectively, five percent (5%) of each active Professional Employee's salary on the Hiring Schedule according to the 2020-2021 Master Agreement and pro-rated for the days worked from August 1, 2021, to December 31, 2021.
3. This MOU does not guarantee that active Professional Employees will be entitled to any future increase to their base salary and does not effectuate a 5% raise as of January, 2022.

4. In the event a Master Agreement is implemented for the 2021-2022 school year which includes up to a 5% salary increase for Professional Employees, the Payment, made in January of 2022, to each active Professional Employee shall represent retroactive payment of such raise for the period August 1, 2021 to December 31, 2021 and shall satisfy the College's obligation to pay each Professional Employee their increased salary amount from August 1, 2021 to December 31, 2021.

Any changes to this MOU should be in writing acknowledged by both Parties.

APPROVALS:

Butler Community College Education Association

Date

Butler County Community College
President

Date

TOPIC for ACTION
Compensation Increases for Staff and Part-Time Faculty

REPORT:

The administration recommends the following compensation increases for YE2023 for the following employee categories: Operational Staff, Institutional Support Staff, Coaches, and Administrative Staff.

- **Recommendation for staff salary increase:**

The administration recommends a **5.0% salary increase** for each full-time and part-time staff member: Operational Staff, Institutional Support Staff, Coaches, and Administrative Staff, except for the President whose contract is considered separately.

Recommendation for a one-time Service Recognition Award:

The administration recommends a one-time service recognition award for each full-time and part-time staff member: Operational Staff, Institutional Support Staff, Coaches, Administrative Staff and Adjunct Instructors who are currently employed prior to August 1, 2022. Full-time employees will receive \$1200.00 and part-time employees receive \$700.00. Funds to be paid from COVID relief funds received in 2021-2022.

- **Recommendation for part-time faculty:**

The administration recommends an increase in the salary rate for part-time faculty of per credit hour from \$700 to \$735. This is a **5.0% increase** rounded to the nearest dollar.

- **Recommendation for staff health insurance contribution increase: - no change this year**

The administration recommends that the college contributions to staff health and dental insurance premiums remain the same.

	Actual YE 2022 College contribution per each staff member per month – for staff members participating in Butler’s group health insurance plan	Recommended YE 2023 College contribution per each staff member per month – for staff members participating in Butler’s group health insurance plan
Single Plan	\$602.49	\$602.49
Single + One Plan	\$1,433.98	\$1433.98
Family Plan	\$1485.60	\$1485.60

Note: All contributions by the college for employee group health insurance premiums are limited to the actual amount of the premium. Therefore, some contribution amounts in the preceding table may be reduced to the actual premium amount.

RECOMMENDED ACTION:

The administration recommends approval of salary and health insurance increases for staff employees and part-time faculty for the fiscal year ending June 30, 2023 as presented.

RECOMMENDED FUNDING SOURCE:

General Fund; HERFF Fund for Service Recognition Award

Submitted by: Kent Williams, Vice President, Finance

Supervisor: Dr. Kim Krull, President

Date submitted: July 12, 2022

TOPIC for ACTION
Butler - Cowley Nursing Partnership, Cowley Winfield Campus

REPORT:

Butler Community College's Nursing Program and Cowley College is requesting approval to enter into an agreement for a shared commitment to increase Butler's nursing program by 16 students total, adding 8 students per calendar year at a satellite location at the Cowley College's Winfield campus over the next two years.

Justification for need:

William Newton Hospital in Winfield Kansas and South-Central Kansas Medical Center in Arkansas City Kansas are both small critical access hospitals that are experiencing a shortage of nurses. Cowley County and Sumner County Kansas are small rural Kansas communities without Nursing programs to supply the demand for local health care within their geographic area. With the full support of both rural hospitals, the partnership between Butler Community College and Cowley College will provide potential nurses without the need to establish a new school of nursing at Cowley Community College.

William Newton Hospital is willing to provide clinical experience to Butler students as a 25-bed critical access hospital that offers full services, including OB, ER, Cath Lab, Cancer Care, Ambulatory Surgery, and med-surg experiences. Butler County healthcare facilities are currently at or near maximum capacity and the only way to add students to the program is to provide clinical experiences outside of the county. Serving Butler students closer to home increases the student's chances of being successful.

Student admissions will focus on Cowley and Sumner County residents, thus making open seats more available to Butler County residents. The following table demonstrates the number of Butler County residents, at the time of their application, who apply to the nursing program and the number who are accepted out of all applicants.

Semester	Fall 20	Spring 21	Fall 21	Spring 22	Fall 22
Total students admitted	56	56	56	56	56
Butler Co students	9	10	8	10	4
Total Applicants	207	181	147	121	135
Butler Co applicants	22	18	21	14	15

Addendum 1 shows where Butler's Nursing students currently come from, as well as the number of students within the program from Cowley County or Douglass (Butler County). Data from Cowley College suggests that there are at least 90 students who have declared nursing as their major and are currently having to find placement in a variety of nursing programs. As the data in Addendum 1 demonstrates, the strength of Butler's Nursing Program is dependent on out-of-district residents and remains Butler's number one program for highest out-of-district enrollment. The data also suggests that if given the choice of attaining their degree from Butler Community College within their own county, there are sufficient potential students to fill the open seats.

Butler County is experiencing a nursing shortage that is consistent with the nursing shortage being experienced nationwide. Many Butler County Residents benefit from and depend on healthcare services that are provided outside of the county.

This addition of “open seats” for Butler’s Nursing program has been approved by KSBN. This would expand the nursing program and bring financial dollars to Butler instead of another college.

Financial Implications:

Use of a partnership model to expand Butler’s excellent Nursing program meets Butler’s Strategic Plan to identify Partnerships, both internal and external, to find new funding sources. When expanding or building a new program, KBOR’s first question is, “Have you tried to partner with anyone?”. Partnerships provide low risk, a cost benefit, and are mutually beneficial for both colleges and students.

Butler Contributions - Addendum 2 outlines the start-up costs and revenue estimates for this project. The initial investment for Butler is relatively low compared to outfitting a new facility. Staffing levels have been adjusted since prior presentation to reflect partnerships. Information comparing KBORs Calculated Composite Rate is also included for Tiered Nursing funding demonstrates a 70.3% revenue rate per credit hour for out of district students compared to in-district rates. This is higher than the non-Tiered rate of 53.69% revenue per credit hour. Addendum 3 outlines a more complete accounting of the tuition and fee revenues and state aid reimbursement for the Year One and Year Two Cohorts.

Cowley College Contributions - Cowley College will provide space that includes 2 classrooms, classroom furnishings and technology, office space for 3 offices and student work desks, options for lab space, and simulation space for the cost of utilities. These associated contributions of equipment, technology, and space are reflected in Addendum 4. These would reflect additional costs to expand the Butler Nursing program without the Cowley partnership. At the minimum, Butler would incur conservative costs of more than \$500,000 to have comparable space for expansion. Through the partnership with Cowley, Butler will pay an annual lease of \$6000 and have access to the equipment, technology and space listed in Addendum 4 as compared to minimum costs of nearly \$800,000 to expand the Nursing program alone. Besides physical space, Cowley College will be sharing simulation mannequins which equates to a conservative estimate of an additional total savings to Butler Community College of over \$200,000 in equipment, technology, and space. A layout of the teaching and laboratory space is included.

William Newton Hospital is also willing to offer students scholarship opportunities and education reimbursement for students who are employees. William Newton Hospital is also willing to explore and verbally committed to providing the services of their Education Coordinator to act as Adjunct Faculty one day/ week- approximate value of \$2100/semester.

RECOMMENDED ACTION:

Board approval of Butler Cowley Nursing Partnership at Cowley College’s Winfield Campus

RECOMMENDED FUNDING SOURCE:

Nursing Department Budget
Cowley College shared resources

Submitted by: Janet Schueller, Associate Dean, Health, Education, & Public Services
Supervisor: Dr. Julio Guerrero, Dean Health, Education, & Public Services
Date: June 19, 2022

Addendum 1

Table 1: Overall residency distribution

AY	Butler County Resident	International	Kansas Resident- out of BC	Out of state Resident	Grand Total
2018	309	53	1570	50	1982
Nursing	53	3	271	2	329
PreNursing	256	50	1299	48	1653
2019	304	49	1592	43	1988
Nursing	54	2	269	3	328
PreNursing	250	47	1323	40	1660
2020	308	56	1495	78	1937
Nursing	63	5	252	5	325
PreNursing	245	51	1243	73	1612
2021	293	64	1424	64	1845
Nursing	63	10	254	4	331
PreNursing	230	54	1170	60	1514
2022	273	66	1268	52	1659
Nursing	60	19	256	1	336
PreNursing	213	47	1012	51	1323

Table 2: Cowley County and City of Douglass

AY	Cowley County	AY	Douglass, KS
2018	16	2018	14
Nursing	6	Nursing	0
PreNursing	10	PreNursing	14
2019	17	2019	20
Nursing	5	Nursing	2
PreNursing	12	PreNursing	18
2020	20	2020	21
Nursing	5	Nursing	6
PreNursing	15	PreNursing	15
2021	24	2021	15
Nursing	4	Nursing	4
PreNursing	20	PreNursing	11
2022	25	2022	12
Nursing	4	Nursing	2
PreNursing	21	PreNursing	10

Addendum 2

Butler / Cowley Partnership Revenue & Direct Instructional Expenses

Year One		
Revenue	\$ 111,108.00	Tuition and Fees
Expenses		
	\$ 70,000.00	1 FTE Faculty
	\$ 6,000.00	Lease
	\$ 2,000.00	Supplies
	\$ 23,280.51	Equipment (listed below)
	<u>\$ 9,827.49</u>	Revenue/Direct Instructional Expenses

Year Two		
Revenue	\$ 201,160.00	Tuition and Fees
Expenses		
	\$ 70,000.00	1 FTE Faculty
	\$ 55,000.00	1 FTE Staff
	\$ 6,000.00	Lease
	\$ 2,000.00	supplies
	<u>\$ 68,160.00</u>	Revenue/ Direct Instructional Expenses

Category	Vendor Name	Item Description	U/M	Quantity	Unit Price	Total Price
Manequins	Gaumard	Pediatric Hal	EA	1	\$ 22,450.00	\$ 22,450.00
	Pocket Nurse	Linen Cart	EA	1	\$ 239.20	\$ 239.20
	Pocket Nurse	Linen hamper	EA	1	\$ 16.31	\$ 16.31
	Pocket Nurse	2 wound model	EA	1	\$ 575.00	\$ 575.00
					TOTAL:	\$ 23,280.51

KBOR Calculated Composite Rate
Tiered Nursing \$519 vs Non-Tiered \$222

	In-District One Third	Out of District Two Thirds	Out of State/Int. Two Thirds
Nursing Tiered Rate per credit hour	\$ 173.00	\$ 346.00	\$ 346.00
Butler Tuition/Fees per credit hour	\$ 102.00	\$ 122.50	\$ 182.50
Total per credit hour	<u>\$ 275.00</u>	<u>\$ 468.50</u>	<u>\$ 528.50</u>

NG 101 (example) = 3 credit hours	\$ 825.00	\$ 1,405.50	\$ 1,585.50
		70.30%	92.12%
		Above In-Dist	Above In-Dist

VS.

Non Tiered Rate per credit hour	\$ 74.00	\$ 148.00	\$ 148.00
Butler Tuition/Fees per credit hour	\$ 102.00	\$ 122.50	\$ 182.50
	<u>\$ 176.00</u>	<u>\$ 270.50</u>	<u>\$ 330.50</u>

Ex. EG 101 (example) = 3 credit hours	\$ 528.00	\$ 811.50	\$ 991.50
		53.89%	67.78%
		Above In-Dist	Above In-Dist

Addendum 3

Year One Cohort

Second Term	Cr Hrs	Tuition & Fees (Kansas)	Total Tuition & Fees	State Reimb	2/3 Actual Reimb	Total State Reimb	Tech Access	Course Fees	T&F + State Total / student / Course Fees	8 Students
Second Term										
NR 101 Health Assessment	3	\$ 121.50	\$ 367.50	\$ 519.00	\$ 346.00	\$ 1,038.00		\$ 145.00		
NR 116 PN 1	1	\$ 122.50	\$ 122.50	\$ 519.00	\$ 346.00	\$ 346.00		\$ 691.00		
NR 102 PCC 1	4	\$ 122.50	\$ 490.00	\$ 519.00	\$ 346.00	\$ 1,384.00		\$ 77.00		
NR 161 Pharm 1	1	\$ 122.50	\$ 122.50	\$ 519.00	\$ 346.00	\$ 346.00				
BI 231 Patho	4	\$ 122.50	\$ 490.00	\$ 519.00	\$ 346.00	\$ 1,384.00				
Total 13			\$ 1,592.50			\$ 4,498.00	\$ 250.00	\$ 913.00	\$ 7,253.50	\$ 58,028.00
Third Term										
NR 122 PCC 2	7	\$ 122.50	\$ 857.50	\$ 519.00	\$ 346.00	\$ 2,422.00		\$ 77.00		
NR 262 Pharm 2	2	\$ 122.50	\$ 245.00	\$ 519.00	\$ 346.00	\$ 692.00				
NR 117 PN 2	1	\$ 122.50	\$ 122.50	\$ 519.00	\$ 346.00	\$ 346.00				
AH 111 Therapeutic Nutrition	3	\$ 122.50	\$ 367.50	\$ 222.00	\$ 148.00	\$ 444.00				
BS 260 Developmental Psych	3	\$ 122.50	\$ 367.50	\$ 222.00	\$ 148.00	\$ 444.00				
Total 16			\$ 1,960.00			\$ 4,348.00	\$ 250.00	\$ 77.00	\$ 6,635.00	\$ 53,080.00
29			\$ 3,552.50			\$ 8,846.00	\$ 500.00	\$ 990.00	\$ 13,888.50	\$ 111,108.00

Total

Year Two Cohort

Fourth Term										
NR 248 PCC 3	7	\$ 122.50	\$ 857.50	\$ 519.00	\$ 346.00	\$ 2,422.00		\$ 14.50		
NR 263 Pharm 3	1	\$ 122.50	\$ 122.50	\$ 519.00	\$ 346.00	\$ 346.00				
NR 218 PN 3	1	\$ 122.50	\$ 122.50	\$ 519.00	\$ 346.00	\$ 346.00				
BI 250 Microbiology	5	\$ 122.50	\$ 612.50	\$ 222.00	\$ 148.00	\$ 740.00				
Total 14			\$ 1,715.00			\$ 3,854.00	\$ 250.00	\$ 14.50	\$ 5,833.50	\$ 46,668.00
Fifth Term										
NR 244 PCC 4	5	\$ 122.50	\$ 612.50	\$ 519.00	\$ 346.00	\$ 1,790.00		\$ 145.00		
NR 246 Concept Synthesis	4	\$ 122.50	\$ 490.00	\$ 519.00	\$ 346.00	\$ 1,384.00				
Comp II or Public Speaking	3	\$ 122.50	\$ 367.50	\$ 222.00	\$ 148.00	\$ 444.00				
Total 12			\$ 1,470.00			\$ 3,558.00	\$ 250.00	\$ 145.00	\$ 5,423.00	\$ 43,384.00
26			\$ 3,185.00			\$ 7,412.00	\$ 500.00	\$ 159.50	\$ 11,256.50	\$ 90,052.00

Total

\$ 201,160.00

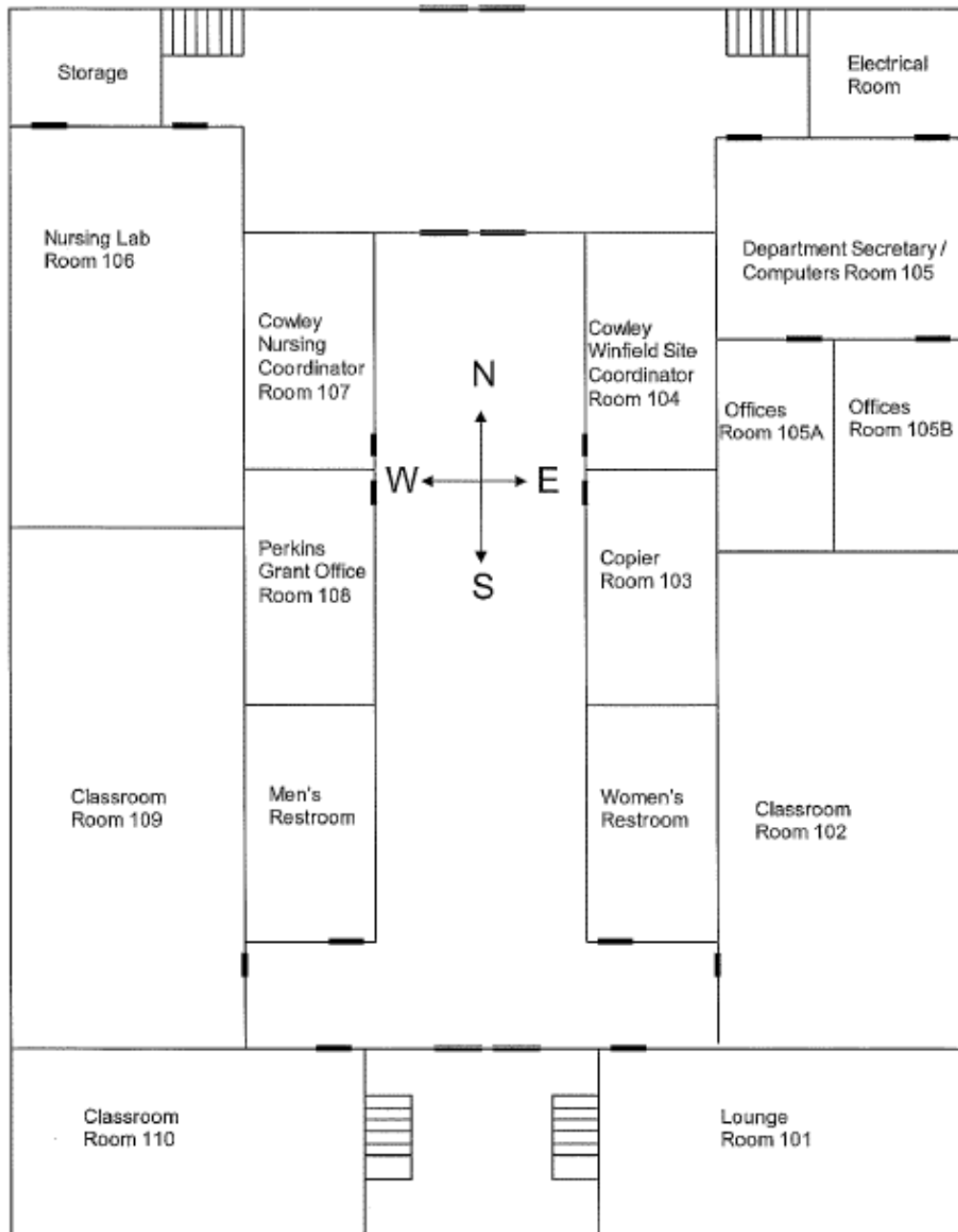
Addendum 4

Butler Community College - Cowley College Partnership Winfield Campus Building and Equipment Funded by Cowley College

Building (used by Butler CC)	Sq Ft.	Cost/Sq Ft.	Facilities & Equip Partnership	
			Cost	No Partnership
Construction	2,841	\$200		\$568,200
Classrooms	Cost	Qty Per Room	Rooms	Total
Projector	\$6,594	1	2	\$13,188
Smart board (4ft x 8ft)	-			
Multimedia Cart w/ Computer	-			
Tables	\$400	12	2	\$9,600
Chairs	\$140	24	2	\$6,720
Security Cameras	\$2,500	1	2	\$5,000
Door Access	\$2,500	1	2	\$5,000
				\$39,508
Laboratories	Cost	Qty Per Room	Rooms	
Victoria Mannequin Sim.	\$90,000	1	1	\$90,000
Pediatric Mannequin Sim.	\$22,450	1	1	\$22,450
Hospital Beds	\$6,000	4	1	\$24,000
				\$136,450
Faculty/Staff Offices	Cost	Qty Per Room	Rooms	
Desks	\$1,000	1	3	\$3,000
Chairs	\$300	1	3	\$900
Shelves	\$250	1	3	\$750
				\$4,650
Control Room	Cost	Qty Per Room	Rooms	
Computer	\$1,200	2	1	\$2,400
Docking station	-			
TV monitors	-			
Wireless Access Point	\$1,500	1	4	\$6,000
Internet Switch	\$5,000	1	1	\$5,000
Door Access	\$2,500	1	1	\$2,500
Security Cameras	\$2,500	1	3	\$7,500
Camera Server	\$2,416	1	1	\$2,416
Camera Server Licensing Fee	\$316	1	5	\$1,580
				\$27,396
Utilities	Cost/Month	Months		
Electricity	\$350	12		\$4,200
Gas	\$250	12		\$3,000
Water	\$150	12		\$1,800
Internet	\$1,200	12		\$14,400
				\$23,400
Estimated Total Cost			\$6,000	\$799,604

Winfield Center

1406 East 8th, Winfield, KS
Lower Level



TOPIC for ACTION
Service of Alcoholic Beverages Policy

REPORT:

The Service of Alcoholic Beverages policy was last revised in July 2020 with the addition of the 5000 Building Kanza Room to the list of approved locations where alcoholic beverages can be served at Butler. The policy is being presented for revision to add the Redler Institute of Culinary Arts to the list of locations where alcoholic beverages can be served in accordance with our policy and procedures. Future invited events held at that location may include the service of alcoholic beverages.

The attached policy indicates the addition of the Redler Institute of Culinary Arts in boldface print as an approved location. For some events, the movable classroom walls will be opened so the commons area, classrooms and patio will be a combined open space for seating.

RECOMMENDED ACTION:

The Board approve the revision to the Service of Alcohol policy.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Dr. Kim Krull
Supervisor: Forrest Rhodes
Date: July 4, 2022

SERVICE of ALCOHOLIC BEVERAGES

The Kansas Liquor Control Act (The Kansas Liquor Control Act (K.S.A. Chapter 41, Articles 1 through 11, as amended), at K.S.A. 41-719(d), generally prohibits the consumption of alcoholic liquor on public property. However, pursuant to K.S.A. 41-719(i):

“The board of trustees of a community college may exempt from the provisions of subsection (d) specified property which is under the control of such board and which is not used for classroom instruction, where alcoholic liquor may be consumed in accordance with policies adopted by such board.”

Accordingly, the Board of Trustees of Butler Community College exempts certain College property from K.S.A. 41-719(d) as set forth in this Policy and the Service of Alcoholic Beverages Operating Procedures.

In accordance with the Kansas Board of Regents:

Consumption of alcoholic liquor may be permitted under authorized and appropriately controlled conditions and guidelines to be determined by the chief executive officer of each university and set forth in an institutional policy on service of alcoholic liquor. The service of alcoholic liquor at such events must be approved, in advance, by the chief executive officer of the institution and may only be held in those non- classroom areas, and outside grounds immediately adjacent thereto, which are specifically designated for such activities in the institutional policy on service of alcoholic liquor. Each institution shall file and maintain a current copy of its policy on service of alcoholic liquor with the President and Chief Executive Officer on behalf of the Board.

This policy applies to all employees, students, and visitors.

No alcohol shall be brought onto, consumed, or served on college premises except in accordance with this Policy and associated Procedures. No person shall drink or consume alcoholic beverages on College property except in limited circumstances in accordance with this Policy and associated Procedures and only in the locations and in the manner set forth below:

- Hubbard Welcome Center Clifford/Stone Community Room
- Hubbard Welcome Center Lattner Family Entry
- Hubbard Welcome Center Foundation
- Hubbard Welcome Center Ted and Barbara Dankert Trustee Board Room
- Erman B. White Gallery of Art
- 5000 Building Kanza Room
- **Redler Institute of Culinary Arts (integrated and open commons, classroom, and patio locations when scheduled classes are not in session)**

No alcoholic beverages can be served or consumed on the 2nd floor of the Hubbard Welcome Center in the Presidential Overlook, made possible by Ken and Wilma Howell Family in honor of Korey Howell.

All Procedures, as directed by the College President, under this Policy shall be in full compliance with federal, state, and local laws and regulations, including the Kansas Liquor Control Act and all municipal codes. Approval of the college president is required for alcohol to be served and consumed on campus in accordance with this Policy.

Approved: 3/2010

Revised: 3/2014; 7/2014; 7/14/2020



**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., June 14, 2022 – Dankert Trustee Board Room**

Meeting Recording can be viewed at <https://www.youtube.com/watch?v=uU0mxQss58o>

STAFF ATTENDANCE

Lisa Bolin	Kelly Snedden
Christina Byrum	Shelley Stultz
Matt Jacobs	Dallas Thompson
Amy Kerschner	Ireland Turner
Dr. Kim Krull	Brice Vignery
Bekah Lill	Mel Whiteside
Dr. Esam Mohammad	Kent Williams
Dr. Tom Nevill	Bill Young
Dr. Jessica Ohman	
Kerry Potter	
Bill Rinkenbaugh	
Heather Rinkenbaugh	

BOARD ATTENDANCE

Forrest Rhodes, Chair
Mary Martha Good, Vice Chair
Linda Jolly, Secretary
Kim Braungardt
Dave Sherrer
Shelby Smith
Julie Winslow

GUESTS

Chris Conrade
Sonia Cox
Denise Goodnight
Vince Haines
Ryan Murry (z)
Tiya Tonn
Jeff Wiede

*(Z) denotes attendance via Zoom

CALL TO ORDER

Secretary Jolly served as Chair for the meeting as Chair Rhodes was out of town and joining the meeting by zoom. Trustee Jolly called the regular monthly meeting of the Board of Trustees to order at 4:30 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was said.

APPROVAL OF THE AGENDA

(YouTube @ 2:41)

Trustee Smith made a motion to add the Athletic Insurance to the agenda under Board Action Items as IX – C. Trustee Winslow seconded the motion. On a roll call vote, the motion passed unanimously. Trustee Braungardt was absent.

Trustee Smith made a motion to move Consent Agenda item B – Approval of Bills and Warrants to Board Action Item IX-D. Trustee Good seconded the motion. On a roll call vote, the motion passed unanimously. Trustee Braungardt was absent.

Trustee Smith made a motion to add BKD Athletic and Overhead Analysis modules to the agenda under Board Action Items as IX-E. Trustee Winslow seconded the motion. On a roll call vote, the motion passed unanimously. Trustee Braungardt was absent.

Trustee Smith made a motion to move Consent Agenda item D – iMac Computers to Board Action Item IX-F. Trustee Winslow seconded the motion. On a roll call vote, the motion passed unanimously. Trustee Braungardt was absent.

Trustee Smith made a motion to move Consent Agenda item E.4. – Handshake to Board Action Item IX-G. Trustee Winslow seconded the motion. On a roll call vote, the motion passed unanimously. Trustee Braungardt was absent.

Trustee Sherrer made a motion to approve the amended agenda. Trustee Winslow seconded the motion. On a roll call vote, the motion passed unanimously. Trustee Braungardt was absent.

RECOGNITIONS

(YouTube @ 9:48)

Dr. Krull provided recognition of Jesse Pantoja, Service Manager and Jordon Heinze, Shop Foreman both from Murphy Tractor for their donations of an engine, final drives, hydrostats, control valves, and a hydraulic tank to the Diesel Technology program. Sonia Cox, Marketing Director was present to accept their certificates.

Lindsey Fields was recognized for being accepted as an IDEAS Fellow in BIOME 2022 – Sparking IDEAS: Inclusive, Diverse, Equitable, and Accessible Communities in STEM Classrooms.

Also recognized were a number of Butler employees and football players who assisted with clean-up at the home of former Trustee Jim and Stephanie Howell a few days after the Andover tornado. Chris Mill was recognized for organizing the efforts for the team which included Kyle Thompson, Matt Jacobs, Bekah Lill, Brian Hickey, Jacob Meyer, Adam Deewall, Laramie Walford, Jim Taylor, Chip DuFriend, Joe Brazell, Christina Byram, Amy Kerschner, Tim Logue, Joe Lisac, Michael Epperson, Pat Wilson, Kim Krull, Bill Young, Sherri Conard, Brice Vignery, Dallas Thompson, Bud Crawford, Kale Hauserman, Caden Cox, Jaelon Travis, Qua'Vez Humphrey, Dante Daniels, Cooper Lovelance, Zach Wittenberg, Mason Thrash, Chance Omlil and Carson Arndt.

PUBLIC COMMENT

(YouTube @ 17:14)

Jeff Weide, an Augusta resident and Butler graduate shared concerns with the Board regarding the Butler County taxes and college mill levy as well as the student tuition and fees for in-county and out-district students.

Tiya Tonn, Executive Director of the Kansas Oil Museum was present to inform the Board about upcoming Butler County events on July 16th to promote restaurants, food trucks and retailers and the Farm to Fork Festival scheduled for July 23rd sponsored by the Butler County Farm Bureau. The Farm to Fork Festival will include day long educational tour of the northern half of Butler County ending with a dinner prepared by Butler Culinary Arts students at Fulton Valley Farms.

STANDING REPORTS

(YouTube @ 29:39)

Student Government Association - None

Operational Staff (YouTube @ 29:48)

Lisa Bolin reported on the OpStaff “Recharge” which will be held at the Sedgwick County Zoom. They are also accepting applications for the OpStaff book scholarship. To qualify, applicants must be a member of Operational Staff or an immediate family member.

Professional Employees - None

Board Finance Committee (YouTube @ 30:57)

Trustee Jolly reported that the statement of revenues and expenditures was reviewed. It is anticipated that at year end, the college will come in under budget.

KACCT (YouTube @ 32:22)

Dr. Krull provided an overview shared from KACCT Executive Director, Heather Morgan as Trustee Braungardt was unable to attend KACCT. The quarterly meeting was held in Colby on June 3-4. The report included information on the presentation from Ad Astra about class scheduling optimization, a final legislative session update, and Senator Caryn Tyson joining the meeting via phone to discuss KPERS, the tax policy that was passed and the 2023 Legislative tax plan. The Kansas Educational Risk Managements Services did a presentation on property/casualty insurance, and Jee Hang Lee, CEO of ACCT presented on upcoming changes to ACCT and challenges facing community colleges today. Heather Morgan presented KBOR’s strategic plan and the community college budget request was discussed. It was reported that Senator Rick Billinger joined the presidents and Trustees for dinner on Friday evening.

Foundation Board Report (YouTube @ 36:28)

Trustee Rhodes gave the Foundation report from May noting the record-setting Benefit Auction as well as reported the Foundation Board approved the 2022-23 Foundation budget and would be disbursing Foundation scholarships on the same past 5-year average rate of return on their investments. August 16th will be the ribbon cutting for the Redler Institute of Culinary Arts.

President’s Report (YouTube @ 39:00)

Dr. Krull reported the college will be presented with an updated NRP from Augusta at an upcoming Board meeting. Butler and WSU have signed an articulation agreement that will allow Butler students to transfer up to 75 credit hours to WSU toward a BS in Business Administration. She also shared some potential dates in August to bring in consultants from ACCT to work with the Board. The Board was also invited to join the Academic Deans and some administrators on a tour of Butler’s classroom and training space at EDCF. There was also discussion about how soon after the meetings and work sessions, the recorded videos should be posted to the website. It was generally determined the videos should be posted within

24 hrs if possible. Kent Williams provided a BKD update and indicated the draft results are being reviewed internally currently.

Education Facilities Authority Report (YouTube @ 55:39)

Trustee Sherrer reported that EFABC will meet again in August.

MONITORING REPORTS

(YouTube @ 55:50)

Dr. Tom Nevill provided an overview of the Academic Support and Effectiveness Division report.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

East Park Softball Field (YouTube @ 1:21:03)

Dr. Krull provided an overview of the draft information related to the updates to East Park concession stand, restrooms and softball field to also include a locker room for the softball team. Vince Haines from Gravity Works was present to discuss the information and answer questions. The City would like some direction from the college about whether there is interest in moving forward with the project. The initial proposed cost of the project is \$326,300. Trustee Smith suggested there should be some consideration to building a softball facility on campus but the Board consensus was to continue discussions with the city and bring back more information.

Governance (YouTube @ 1:48: 25)

Trustee Rhodes noted concern that Trustee Winslow reached out directly to employees regarding employees who had resigned rather than contacting Dr. Krull first for the information. Trustee Rhodes indicated the Board needs to follow the approved Board policies.

BOARD ACTION ITEMS

Insurance Renewal (YouTube @ 1:57:45)

Kent Williams presented information on the property and liability insurance proposals for FY2023 from ICI and KERMP. Butler has had a long standing relationship with ICI in providing the college's insurance. This year also, there is a program available through the Kansas Association of School Boards called KERMP (Kansas Education Risk Management Pool). The college had IMA complete a 3rd party review of both proposals and provide a summary of the coverages for comparison. Ryan Murry from ICI and Chris Conrade from Conrade Agency/KERMP were present to answer questions and provide additional information.

Trustee Winslow made a motion to approve the FY2023 property and liability insurance premiums of \$571,306 with the KERMP program represented by Conrade Agency and approve the Workers Comp premium of \$124,794 with Accident Fund represented by ICI. Trustee Smith seconded the motion. On a roll call vote, the motion passed unanimously. Trustee Braungardt was absent.

iMac Computers (YouTube @ 2:30:17)

Trustee Smith questioned the cost of the computers. Bill Young noted the Mac lab was being refreshed on the computer replacement schedule and that the computers with "ultra-studio" were needed to support instruction in several of Butlers Digital Media and Web Development courses as well as allow the college to teach Swift Coding.

Trustee Sherrer made a motion to purchase 21 Apple iMac 24" computers for a total not to exceed \$75,579.00. Trustee Jolly seconded the motion. On a roll call vote, Trustees Good,

Jolly, Rhodes and Sherrer voted in favor of the motion. Trustees Winslow and Smith voted against the motion. The motion passed. Trustee Braungardt was absent.

Handshake (YouTube @ 2:38:21)

Trustee Smith wanted some further explanation on what the Handshake software was and how it was used. Bill Young explained it is software that both students and employers can use to search for job openings and potential applicants.

Trustee Smith moved to approve the 3-year renewal of Handshake. Trustee Sherrer seconded the motion. On a roll call vote, the motion passed unanimously. Trustee Braungardt was absent.

KBOR Two Year Performance Report (YouTube @ 2:41:32)

Dr. Esam Mohammad presented the annual report of the college's Performance Report that once approved will be submitted to KBOR.

Trustee Sherrer moved that the Board accept the Year Two report for the Performance Agreement Bridge Period between the Kansas Board of Regents and Butler Community College and approves its transmission to the staff of the Kansas Board of Regents no later than July 15, 2022. Trustee Smith seconded the motion. On a roll call vote, the motion passed unanimously. Trustee Braungardt was absent.

Athletic Insurance (YouTube @ 2:46:29)

Dr. Krull noted the sports accident policy and catastrophic policy for athletics need to be renewed annually. Renewal rates were received from ICI and discussed. The cost for FY2023 will be \$206,149 which is up by \$6,398 over last year. The premiums are paid from the Athletic Budget.

Trustee Sherrer moved to approve the athletic insurance and catastrophic insurance from the athletic budget in the amount of \$206,149 for the 2022-2023 academic year. Trustee Smith seconded the motion. On a roll call vote, the motion passed unanimously. Trustee Braungardt was absent.

Bills and Warrants (YouTube @ 2:49:45)

Dr. Krull noted if any Trustees had questions from the expenditure approval list, to send an email with the questions and information can be provided back to the Trustee ahead of the Board meeting.

Trustee Smith moved to approve the Bills and Warrants. Trustee Sherrer seconded the motion. On a roll call vote, the motion passed unanimously. Trustee Braungardt was absent.

BKD Software Modules (YouTube @ 2:51:20)

Trustee Smith proposed the Board purchase the additional athletic and overhead options of the BKD software. Kent Williams noted he would verify the costs and determine a potential timeline. Trustee Smith moved to purchase the additional BKD modules. Trustee Winslow seconded the motion. On a roll call vote, Trustees Good, Winslow and Smith voted in favor and Trustees Jolly, Rhodes and Sherrer voted against the motion. The motion failed. Trustee Braungardt was absent.

CONSENT AGENDA

(YouTube @ 3:04:02)

Trustee Sherrer moved to approve the consent agenda as amended. Trustee Smith seconded. The motion passed unanimously on a roll call vote. Trustee Braungardt was absent.

In addition to the minutes of the May 10, 2022 Regular Board meeting, the consent agenda contained the following items for approval:

- Approval of Bill and Warrants for May 2022 - \$5,596,688.68 (includes Expenditure Approval List - \$2,553,655.50 and, Payroll - \$3,044,033.08)
- Approval of to continue to current procedure for payment of claims consistent with Resolution 98-4 for Payment of Claims
- Approval of the Advanced Practice Nurse Agreement
- Approval of the Registered Nurse/Collaborating Physician Practice Agreement
- Approval of the Local Area IV Workforce Development Board MOA
- Approval of Amanda Hadley as the Temporary Full Time Foreign Language Instructor, Casey McGraw as the Full Time Education Instructor, Jennifer Mertz as the Full Time Education Instructor and resignation of Doug Chance, Head Softball Coach.

SUPPLEMENTAL INFORMATION

(YouTube @ 3:04:30)

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kerry Potter

Board Calendars

BOARD OF TRUSTEES CALENDAR OF ACTIVITIES JUNE		
June Board Finance Committee	Tuesday, June 14, 3:30 p.m. President's Conference Room	Mary Martha Good Linda Jolly
June Board Meeting	Tuesday, June 14, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
June Work Session	Monday, June 27, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
July Board Finance Committee	Tuesday, July 12, 3:30 p.m. President's Conference Room	Mary Martha Good Linda Jolly
July Board Meeting	Tuesday, July 12, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
July Work Session	Monday, July 25, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES

2021-2022 Board Meeting Dates

Tuesday, December 14, 2021
 Tuesday, January 11, 2022
 Tuesday, February 8, 2022
 Tuesday, March 8, 2022
 Tuesday, April 12, 2022
 Tuesday, May 10, 2022
 Tuesday, June 14, 2022
 Tuesday, July 12, 2022

<u>LOOKING AHEAD</u>		
July Board Finance Committee	Tuesday, July 12, 3:30 p.m. President's Conference Room	Mary Martha Good Linda Jolly
July Board Meeting	Tuesday, July 12, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
July Work Session	Monday, July 25, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
August Board Finance Committee	Tuesday, August 9, 3:30 p.m. President's Conference Room	Mary Martha Good Linda Jolly
August Board Meeting	Tuesday, August 9, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
August Work Session	Monday, August 22, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES

SPRING 2022 ACTIVITY CALENDAR

Summer 8-Week Classes Begin	Mon, June 6
July 4 Observance – Offices Closed	Mon, July 5
Summer Semester Ends	Fri, July 30
Fall Semester Classes Begin	Mon, August 22

EXECUTIVE SESSION

(YouTube @ 3:05:40)

Trustee Sherrer moved and Trustee Winslow seconded the Board recess into Executive Session for discussion of negotiations, pursuant to open meetings exceptions for matters relating to employer-employee negotiations and discussion of non-elected personnel, pursuant to the open meetings exceptions for matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and that the members of the Board, President Kim Krull, Bill Rinkenbaugh, Shelley Stultz, Dr. Tom Nevill, and Kent Williams be included. The open meeting would resume in the Dankert Trustee Board Room in 60 minutes. On roll call vote, the motion passed unanimously. Trustee Braungardt was absent.

A short break was taken before entering Executive Session.

The Board entered Executive Session at 7:42 p.m. and returned to Open Session at 8:21 p.m.

ADJOURNMENT

(YouTube @ 3:53:00)

Trustee Smith moved to adjourn the meeting. Trustee Sherrer seconded. The motion passed unanimously after roll call vote. Trustee Braungardt was absent. The regular meeting of June 14, 2022 was adjourned at 8:22 p.m.

Linda Jolly – Secretary

BUTLER COMMUNITY COLLEGE

BOARD OF TRUSTEES

MINUTES OF THE SPECIAL BOARD MEETING

4:30 p.m., June 27, 2022 – Dankert Trustee Board Room

Meeting Recording can be viewed at <https://www.youtube.com/watch?v=alfzyxyd42g>

STAFF ATTENDANCE

Dr. Kim Krull
Heather Rinkenbaugh
Dylan Wittorff

BOARD ATTENDANCE

Forrest Rhodes, Chair
Mary Martha Good, Vice Chair
Linda Jolly, Secretary
Kim Braungardt
Dave Sherrer
Shelby Smith
Julie Winslow

CALL TO ORDER

Chair Rhodes called the Special Meeting of the Butler Board of Trustees to order at 5:42 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was said.

APPROVAL OF THE AGENDA

(YouTube @ 1:04)

Trustee Sherrer moved to approve the agenda. Trustee Winslow seconded the motion. On a roll call vote, the motion passed unanimously.

EXECUTIVE SESSION

(YouTube @ 1:49)

Trustee Smith moved the Board recess into Executive Session to discuss non-elected personnel, pursuant to the open meetings exceptions for matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and that only the Board members of the Board of Trustees be included. The open meeting would resume in the Dankert Trustee Board Room in 60 minutes. Trustee Winslow seconded the motion.

Significant discussion was held about whether Dr. Krull should be included in the Executive Session.

No vote was taken on the original motion.

(YouTube @ 16:20)

Trustee Smith agreed to amend the motion to hold the Executive Session initially for 30 minutes. Trustee Winslow seconded the motion. Trustees Good, Braungardt, Winslow and Smith voted in favor of the motion and Trustees Jolly, Rhodes and Sherrer voted against the motion. The motion passed 4-3.

The Board entered Executive Session at 6:03 pm and returned to Open Session at 6:33 pm.

(YouTube @ 51:21)

Trustee Good moved to re-enter Executive Session for 30 minutes for the same issue to include only the Board members. Trustee Winslow seconded the motion. On a roll call vote, the motion passed unanimously.

The Board entered Executive Session at 6:36 pm and returned to Open Session at 7:06 pm.

(YouTube @ 1:25:45)

Trustee Smith moved to re-enter Executive Session for the same issue for 60 minutes to initially include only the Board with Dr. Krull to be invited into the Executive Session within about 15 minutes. Trustee Good seconded the motion. On a roll call vote, the motion passed unanimously.

The Board entered Executive Session at 7:11pm, Dr. Krull joined the Trustees in Executive Session at 7:22 pm and the meeting was returned to Open Session at 8:11 pm.

ADJOURNMENT

(YouTube @ 2:29:00)

Trustee Good moved to adjourn the meeting. Trustee Sherrer seconded. The motion passed unanimously after roll call vote. The Special Board Meeting of June 27, 2022 was adjourned at 8:12 p.m.

Linda Jolly – Secretary

BILLS AND WARRANTS

TOPIC for ACTION

REPORT

Due to the July 4th holiday and timing necessary to submit the Board Book for printing and mailing, this information will be sent under separate cover and hard copies will be available at the Board meeting

OFFICIAL APPOINTMENTS AND DESIGNATIONS FOR 2022-2023

TOPIC for ACTION
Affirmation of Legal Service Provider

REPORT:

The College has a long-standing relationship with Connell and Connell as the designated legal firm. The administration has been well pleased with the service and advice received.

RECOMMENDED ACTION:

Approve the firm of Connell and Connell as the designated legal counsel for the college.

RECOMMENDED FUNDING SOURCE:

General Fund

Submitted by: Kim Krull
Supervisor: Forrest Rhodes
Date: July 12, 2022

TOPIC for ACTION
Designated Newspaper for Publication of Notices

REPORT:

The Butler County Times-Gazette is the official publication of college notices.

RECOMMENDED ACTION:

The Administration recommends that the Board designate the Butler County Times-Gazette as the newspaper to be used for the official publication of college notices.

RECOMMENDED FUNDING SOURCE:

NA

Submitted by: Kim Krull
Supervisor: Forrest Rhodes
Date: July 12, 2022

TOPIC for ACTION
Designation of Depository Accounts

REPORT:

The College will be maintaining the following bank accounts during fiscal year 2022-2023.

Commerce Bank El Dorado

- Claims Account
- Payroll Account
- Flex Plan Account (Employee payroll 125 plan deductions)
- Wire Transfer Account
- Federal Fund and Escrow Account
- Student Loan Account
- Health Insurance Account

Freedom 1st Federal Credit Union

Butler of McConnell Checking Account - This account is used for depositing funds collected at McConnell. These funds are then transferred to the claims account.

Andover State Bank

Butler of Andover Checking Account - This account is used for depositing funds collected at Andover. These funds are then transferred to the claims account.

Emprise Bank - Council Grove

Butler of Council Grove Checking Account - This account is used for depositing funds collected at Council Grove. These funds are then transferred to the claims account.

The Central Bank

Butler of Marion Money Market Account - This account is used for depositing funds collected at Marion. These funds are then transferred to the claims account.

American State Bank

American State Bank Checking Account - This account is used for depositing funds collected at Rose Hill. These funds are then transferred to the claims account.

RECOMMENDED ACTION:

The accounts listed above will be maintained during fiscal year 2022-2023. It is recommended the Board pass a motion to approve these accounts.

RECOMMENDED FUNDING SOURCE:

Operating budget of College.

Submitted by: Kerry Potter
Supervisor: Kent Williams
Date: June 24, 2022

BIDS AND PURCHASES

TOPIC for ACTION

ServiceNow Shared Services Agreement with DiffSix

REPORT:

Earlier this academic year, the KANE consortium sent out an RFP for shared services administration. The KANE Consortium is a collaboration of 8 Kansas and Nebraska institutions. As a consortium, 6 of the institutions utilizes ServiceNow in a domain separated shared services environment. The three responses from the RFP were CDW-G, Concentrix, and DiffSix. Based on the metrics of the RFP along with the lowest cost, DiffSix was selected as the preferred vendor.

DiffSix is an IT Service Management company that specializes in shared services framework and ServiceNow system administration. DiffSix has been servicing the KANE consortium since its inception. The IT Shared Services Framework (ITSSF) was born out of DiffSix's experiences in building the collaborative and shared services systems for KANE. DiffSix also developed the ServiceNow Handbook, a private guidebook to all things ServiceNow within KANE.

The Statement of work provided from DiffSix outlines the consulting and system administration services necessary to fully utilize ServiceNow at Butler Community College. Additionally, DiffSix in collaboration with KANE members, serves to augment each other's IT staff, work collaboratively to implement like IT products and services, problem solve and train IT staff, and support the multi-domain instance of ServiceNOW.

DiffSix offers Butler Community College and the KANE Consortium the following services:

- ServiceNOW Support, Development, and System Management
- Corporate Learning Portal
- Demand Management and Portfolio/Project Management
- Event, Change, Release Management Implementation
- ITIL Foundation Training
- Risk Management
- Strategic Reporting and Analytics
- Training and certification opportunities as members of KANE group
- Coordination and management of shared services
- Solution Development

Butler has been a member of KANE consortium for 7 years and current members include:

- Kansas - Butler Community College, Emporia State University
- Nebraska - Wayne State College, Central Community College, Northeast Community College, Doane University, Midland University, Clarkson College

RECOMMENDED ACTION:

Recommend board approves the DiffSix SOW for \$40,213.00

RECOMMENDED FUNDING SOURCE:

Information Services Operating Budget

Submitted by: Bill Young, Vice President of Digital Transformation/CIO

Supervisor: Dr. Kim Krull, President

Date: June 29, 2022

**Statement of Work
for IT Service Management Services**

This Statement of Work is prepared for Butler Community College ("Client") by Pleasant Tents, LLC ("Contractor") and is subject to the Terms and Conditions set forth in the Master Services Agreement entered into by the parties July 1, 2019.

The Contractor and the Client agree as follows:

1. Effective Date and Schedule

This Statement of Work will be executed from July 1, 2022 to June 30, 2023.

2. Services

The Contractor agrees to provide the following IT Service Management services to the Client:

- Serve as a driver and collaborative change agent to assist the CIOs in moving the institutions forward together in ITIL implementation.
 - Coordinating quarterly process reviews and roadmaps for improvement.
 - Facilitating alignment of priorities for solution development and process improvement.
- Provide operational platform Services for all instances in the domain separated environment.
 - ServiceNow Administration, including:
 - change control and documentation for change control processes
 - coordination of service owners
 - coordination of campus-based developers
 - upgrade coordination and implementation
 - instance health assessment and remediation
 - assessment and administration of needed annual ServiceNow labor hours
 - provide custom scripting (JavaScript) as necessary
 - common dashboard and report development
 - up to 750 hours over the contract to be used for all members with priorities agreed upon by the institutional CIOs
 - Documentation and facilitation of onboarding new institutions in the tenant.
 - Facilitate staff growth and improvement by:
 - Providing informal training opportunities for institutional staff on ServiceNow and ITIL skills.
 - Connecting staff members to others within the group who are demonstrating success in specific tasks.
 - Alert CIOs if staff are struggling with the platform and collaboration on the development of remedies.

The Contractor agrees the contract work shall not be performed on time that is paid for by any public funds other than those provided by the Client under this agreement.

3. Compensation

For the services described above, the Client agrees to pay the Contractor:

\$10,053.25/quarter invoiced at the beginning of each quarter. The total amount of this contract is \$40,213.00.

(Signature Page Follows)

For Client:

Signature: _____

Name: _____

Title: _____

Date: _____

For Contractor:

Signature: SD

Name: Shawn Davis

Title: Owner

Date: 2022-06-28

SUPPLEMENTAL INFORMATION

Office of Research and Institutional Effectiveness

215 BOE

(316) 322.3338



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 2020 Cohort)	02/2022	60 % (Fall 2019), 60 % (Fall 2018), 60 % (Fall 2017)	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	31 % Graduation Rate/24 % Transfer Rate (Fall 2018 Cohort)	02/2022	28 % Graduation Rate/26 % Transfer Rate (Fall 2017 Cohort); 26 % Graduation/30 % Transfer (Fall 2016 Cohort); 26 % Graduation/26 % 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	3.27 & 50.1 hours (Fall 2020 cohort)	12/2021	3.24 & 50.2 hours (Fall 2019); 3.22 & 49.9 hours (Fall 2018), 3.20 & 48.7 hours (Fall 2017)	Kansas Board of Regents KHESTATs Transfer Tab
CTE Placement	Self-reported job placement of technical program concentrators & completers	68.3 % (AY 2021)	04/2022	76 % (2020), 76.3 % (2019), 77.64% (2018)	Kansas Board of Regents AY Follow Up Collection
Completions	Number of associate degrees and certificates granted by the institution	1416 (AY 2021)	10/2021	1446 (AY 2020), 1513 (AY 2019), 1496 (AY 2018)	Kansas Board of Regents AY Completions File

MONTHLY STATEMENT OF REVENUE AND EXPENDITURES

Due to year end budget close-outs and the beginning of a new fiscal year the July agenda does not include a Statement of Revenue, Expenditures, and Other Changes.

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
JULY**

July Board Finance Committee	Tuesday, July 12, 2022 3:30 p.m. President's Conference Room	Mary Martha Good Linda Jolly
July Board Meeting	Tuesday, July 12, 2022 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
July Work Session	Monday, July 25, 2022 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
August Board Finance Committee	Tuesday, August 9, 2022 3:30 p.m. President's Conference Room	Mary Martha Good Linda Jolly
August Board Meeting	Tuesday, August 9, 2022, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
August Work Session	Monday, August 29, 2022, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES

2022-2023 Board Meeting Dates

Tuesday, July 12, 2022
 Tuesday, August 9, 2022
 Tuesday, September 13, 2022
 Tuesday, October 11, 2022
 Tuesday, November 8, 2022
 Tuesday, December 13, 2022
 Tuesday, January 10, 2023
 Tuesday, February 14, 2023
 Tuesday, March 14, 2023
 Tuesday, April 11, 2023
 Tuesday, May 9, 2023
 Tuesday, June 13, 2023
 Tuesday, July 11, 2023

LOOKING AHEAD

August Board Finance Committee	Tuesday, August 9, 3:30 p.m. President's Conference Room	Mary Martha Good Linda Jolly
August Board Meeting	Tuesday, August 9, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
August Work Session	Monday, August 22, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
September Board Finance Committee	Tuesday, September 13, 3:30 p.m. President's Conference Room	Mary Martha Good Linda Jolly
September Board Meeting	Tuesday, September 13, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES
September Work Session	Monday, September 26, 4:30 p.m. Dankert Trustee Board Room	ALL TRUSTEES

FALL 2022 ACTIVITY CALENDAR

Summer Semester Ends	Fri, July 30
New Faculty Institute	August 8-12
ACCT Training with the Board	August 12-13
New Faculty Orientation	Sat, August 20
Professional Development Days Begin	August 15 - 19
Fall Semester Classes Begin	Mon, August 22

EXECUTIVE SESSION

MOTION: Trustee _____

Mr. Chair,

I move that the Board recess into Executive Session to discuss non-elected personnel, pursuant to the open meetings exceptions for matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and that the members of the Board and President Kim Krull be included.

The open meeting will resume in the Dankert Trustee Board Room within 60 minutes.

CALL FOR A SECOND: Trustee _____

CALL FOR A VOTE

ENTER EXECUTIVE SESSION @ _____ PM

RETURN TO OPEN SESSION @ _____ PM

ANY ACTION REQUIRES A MOTION, SECOND and VOTE

ADJOURNMENT

MOTION: Trustee _____

Mr. Chair,

I move that the Board meeting be adjourned.

CALL FOR A SECOND: Trustee _____

CALL FOR A VOTE

MEETING ADJOURNED @ _____ **PM**