

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., Tuesday, November 14, 2017 – Dankert Board Room**

STAFF ATTENDANCE

Kim Krull	Lori Winningham
Bill Rinkenbaugh	Kent Williams
Bill Young	Shelley Stultz
Esam Mohammad	Kelly Snedden
Susan Bradley	Terry Sader
Lynn Umholtz	Lora Jarvis
Stacy Cofer	Ireland Turner
Sharon Rogers	

BOARD ATTENDANCE

Eileen Dreiling – Chair
JoAnn Craven – Vice Chair
Dr. Greg Joyce – Secretary
Ken Bohon
Ron Engelbrecht

ABSENT

Jim Howell
Tom McKibban

GUESTS

Belinda Larson – Butler County Times/Gazette

CALL TO ORDER

Chair Dreiling called the meeting to order at 4:31 p.m.

APPROVAL OF AGENDA

Trustee Bohon moved that the Board accept the agenda as presented. Trustee Craven seconded. The motion passed unanimously.

RECOGNITIONS

- Big Brothers/Big Sisters Fundraising Event
 - Elisa Brainard, Howard Goldsmith, Aaya Hamad, Shelbi Kind, Abbey Lassley, Sharon Maxwell, Nicole McFaul and Jesse Moore
 - Chef John Michael, Culinary Arts Instructor and Department Chair

- Kansas Association of Collegiate Registrars and Admissions Officers (KACRAO) Conference
 - Kirsten Allen - Laura Cross Distinguished Service Award

- Lai-L Daugherty – Ron Walters Civic Leadership Award

- College Relations and Marketing – National Council for Marketing & Public Relations District V Conference Short Video Award Winner

PUBLIC COMMENT – None

STANDING REPORTS

Student Government Association Report – Sierra Cargill reported that they had to reschedule homecoming, but the event was successful. This Tuesday they will be providing pies and cookies to celebrate the Thanksgiving holiday with students.

Operational Staff Report – Dr. Krull shared a written report provided by Rheann Leech, President of OpStaff. They will be hosting a Holiday Sale in the Art Gallery December 5 from 9:00 a.m. to 3:00 p.m. which will be open to the public with more information coming soon. This month they are hosting a soup luncheon for all members to come and go if they can't stay for the lunch.

Professional Employees Report – Terry Sader reported that faculty are in the depths of helping students push towards the end while advisors and counselors are busy with heavy enrollment.

Board Finance Committee Report – Trustee Engelbrecht reported that everything seems to be right on track for where we should be at this time of year. The CFI will be presented later in the meeting.

President's Report – Dr. Krull shared how Kansas Community Colleges are looking at entering a consortium for providing a better health insurance plan for all their employees. She reports that they are still in the information gathering stage and will report to the Presidents in December. After this meeting she will report more findings to the board.

The Veteran's Honor Roll listing everyone who had responded from campus was distributed and shows that just those reporting hours to Sharon had served almost 450 years. The Veteran's Square was also dedicated last Friday and she recommended everyone take a trip over and look at it.

Jessica Ohman provided an enrollment update showing we are at 99.1% of our target for end of term hours goal and 99.4% for number of students.

A few calendar updates were discussed including:

January 22 at 1:30 p.m. when John Rassmussen will be doing the mandatory training for the MGB team.

February 11-14 is the National Legislative Summit hosted by ACCT in Washington, D.C.

February 15 is the date of the All Kansas Academic Team luncheon in Topeka. The RSVP deadline is December 10.

Anyone interested in attending any of these should contact Lora Jarvis immediately to get reservations made.

Education Facilities Authority Report – Trustee Joyce reported that they are on track for the improvements needed to host the NJCAA National Track and Field meet in May. The only thing holding them back right now is creating a lane barrier at the lowest cost.

MONITORING REPORTS - None

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

Dr. Krull reintroduced the idea of having a member of the Board of Trustees on the MGB team. She reminded the board that the team meets every Monday starting in January until negotiations are complete from 1:30 p.m. to 4:00 p.m.

Chair Dreiling said she was okay with not having a board member present because the meetings are open and anyone can sit in on the meetings. She also relayed that Colby Trustees get an update following every meeting that is also forwarded to faculty.

Dr. Krull said that if a board member wanted to be included in the meetings, it would be important to be at every meeting because information is discussed at every meeting and it would be hard to follow if you hadn't been there for all of the discussions. Terry Sader agreed with Dr. Krull saying that the conversations in the meetings are much more organic in nature than linear so the problem with dropping in and out the missing part of the conversation is lost. Notes might be misleading without the full conversation.

Dr. Krull agreed that the team would come up with something at the January meeting that could work as an update for faculty and the Board of Trustees with the items that are being discussed at each meeting.

Kent Williams presented the Net Operating Revenue Ratio.

	FY2012	FY2013	FY2014	FY2015	FY2016
Butler Community College Net Operating Revenue Ratio	1.5%	2.1%	2.8%	3.7%	3.1%

The guidance from the KPMG document indicates in general that the NORR target should be at least 2 to 4 percent over time. By this measure we would judge that Butler has lived within its means in recent years.

Future use of CFI information:

The four ratios of the CFI are based on Butler’s Statement of Net Position and the Statement of Revenues, Expenses, and Changes in Net Position in our annual audit report. Thus this information is only available once a year. We do not have the staff required to prepare interim statements with the detail necessary for these ratios. Also because of our monthly revenue and expenditure patterns the results of interim statements would be questionable.

We anticipate receiving our audited financial statements in time for the December board meeting and should have the updated ratios and CFI available for presentation at the January board meeting.

While the CFI and its component ratios are designed to give simplified high-level view of an institution’s overall financial health, the KPMG guidance indicates that decision must also consider other aspect of the environment and operations. For instance the results for an institution with large capital improvements underway and an increased debt load would be expected to look different than institutions with other circumstances. Also the NORR may fall in acceptable range, but if strategic improvements are not being made that must be taken into consideration.

The CFI can provide valuable information to help guide the budget process.

One of the seven priorities listed at the end of the STRATEGIC PLAN EXECUTIVE SUMMARY FOR THE YEARS 2019-2021 that is included in the current Budget Development Manual is simply: **Build Reserves.**

That priority came in part from the administration’s consideration of the following information:

	FY2012	FY2013	FY2014	FY2015	FY2016
Butler Community College CFI	1.58	2.55	2.72	3.24	2.96

Explanatory Key included in Dr. George’s June presentation		
<u>CFI Scoring Range</u>	<u>Action</u>	
negative 4 to 3	Consider whether financial exigency is appropriate. KBOR definition of financial exigency: budget cuts have been made and continuing need for more reductions would require layoff of tenured faculty.	

negative 2 to 1	Consider structured programs to conserve cash and thus survive; assess debt and DOE compliance and remediation.
1 to 3	Consider substantive program adjustments, then re-engineer institution
3 to 5	Direct resources toward transformation
5 to 7	Focus resources to compete in future
7 to 9	Experiment with new initiatives; Design a robust mission
>9	Deploy resources to achieve robust mission

BOARD ACTION ITEMS

None

CONSENT AGENDA

Trustee Joyce moved that the Board approve the consent agenda as presented. Trustee Bohon seconded. The motion passed unanimously. The consent agenda contained the following items:

- Minutes of the Regular Board Meeting of October 10, 2017
- Approval of Bills and Warrants for October 2017 - \$5,001,432.83 (includes Expenditure Approval List - \$2,326,610.06 and October Payroll - \$2,674,822.77)
- Approval of Dynamic Controls System Bid for 2000 Building HVAC Web Control in the amount of \$71,626.00 from the Facilities Fund
- Ratification of Contract for Affiliated Clinical Site – Butler County Health Department
- Ratification of Contract for Affiliated Clinical Site – Midwest Health
- Ratification of EMSI Analyst Database License Renewal in the amount of \$11,500.00 from the Institutional Funds/IR Base Budget
- Ratification of Career Coach Renewal Agreement in the amount of \$15,00.00 from the Student Technology Fund
- Ratification of VA Heartland Network Agreement
- Ratification of CDW WiFi Survey Agreement in the amount of \$27,295.00 from the Capital Mill Levy
- Approval of John A. Marshall, Co. for Butler IS Service Desk in the amount of \$24,098.66 from the Tech Fees and Student Life budget
- Approval of Revised Internet Connection Agreement with FLEX Communications, Cox Communications and Level3 for a monthly cost of \$14,121.80 from the Information Services Budget
- Ratification of MOU with Wichita Indochinese Center
- Ratification of Walz Tetrick Advertising Services Agreement in the amount of \$40,000 from the existing Marketing Budget
- Approval of ASA Advertising Agreement in the amount of \$1000 from the College Relations and Marketing Advertising accounts

- Approval of Sabbatical Leave Request for Michael Heffron
- Approval of Sabbatical Leave Request for Noreen Templin
- Acceptance of the resignation of Catherine Wildman-Zoerb, Associate Professor of English

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Jamie & Mike Calvert and Cameron Jackson

Board Calendars

Nurses Pinning	December 7 @ 7:00 p.m.
Holiday Open House	December 11 @ 5:00 p.m. 222 N. Emporia
December Board Finance Committee	Tuesday, December 12 @ 3:30 p.m. President's Conference Room
December Board Meeting	Tuesday, December 12 @ 4:30 p.m. Dankert Board Room
Sharon Rogers Retirement Reception	Monday, December 18 @ 2:00 p.m. Hubbard Welcome Center 20006-200007
Winter Break – COLLEGE CLOSED	December 21 – January 1
Staff Return Following Winter Break	Tuesday, January 2

2017-2018 Board Meeting Dates
Tuesday, December 12, 2017
Tuesday, January 9, 2018
Tuesday, February 13, 2018
Tuesday, March 13, 2018
Tuesday, April 10, 2018
Tuesday, May 8, 2018
Tuesday, June 12, 2018
Tuesday, July 10, 2018

ADJOURNMENT

Trustee Joyce moved that the Board meeting be adjourned. Trustee Bohon seconded and the motion passed unanimously. The Board meeting of November 14, 2017 was adjourned at 5:38 p.m.


Dr. Greg Joyce – Secretary