



**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING**

4:30 p.m., Tuesday, January 10, 2017 – Dankert Board Room

STAFF ATTENDANCE

Kim Krull	Lori Winningham
Bill Rinkenbaugh	Kent Williams
Stacy Cofer	Kelly Snedden
Terry Sader	Vicki Long
Tom Erwin	Gene George
Christy Streeter	Lynn Umholtz
Tim Bryan	Callie Johnson
Sharon Rogers	Mel Whiteside

BOARD ATTENDANCE

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

ABSENT

Tom McKibban

GUESTS

Julie Clements – Butler County Times/Gazette

CALL TO ORDER

Chair Bohon called the regular monthly meeting of the Board of Trustees to order at 4:30 p.m.

APPROVAL OF AGENDA

Item IX. C. 1. Approval of CampusGuard for PCI DSS Consulting Services was pulled from the consent agenda for further discussion. Item IX. E. 17. Acceptance of Retirement of Kathy Starke, Professor Math was pulled from the consent agenda for individual approval.

Trustee Engelbrecht moved that the Board approve the agenda as amended. Trustee Craven seconded. The motion passed unanimously.

RECOGNITIONS

- NASA Community College Aerospace Scholars (NCAS) Program Instructional Assistants – Danny Mattern, Brett Trimpe, and Adam Anthony.

PUBLIC COMMENT – None

STANDING REPORTS

Student Government Association Report – Sierra Cargill reported that the SGA Officers would begin planning for the spring semester tomorrow.

Operational Staff Report – Callie Johnson reported that Op Staff are planning for the spring semester.

Professional Employees Report – Terry Sader reported that professional employees were back on campus this week for Professional Development Days. They are involved in Pathways development and planning for the spring semester. Mark Jarvis has been selected as the 2017 Master Teacher.

Board Finance Committee Report – There was no Board Finance Committee meeting for January.

President's Report – Kim Krull provided an enrollment update for the spring semester and announced that the Higher Ed Day at the Capitol on January 19th. The Board Self-Evaluation was reviewed and

will be sent to IS for conversion to electronic format. A link will be sent to the Trustees for completion by February 8th. Dr. Krull will be meeting with Andover USD Superintendent Greg Rasmussen later this month to further discuss the Butler lease at Andover High School. Discussion at the executive level has included the phase out of the Early College Public Safety Academy due to low enrollment. The plan would be to teach out the classes for students already enrolled in the program. There has been interest in an Early College Pre-Law/Criminal Justice Academy and Early College Education Academy at the Butler of Rose Hill location.

Education Facilities Authority Report – None

MONITORING REPORTS – None

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

Discussion of Proposed Revisions to the Travel Policy – Recently the Board of Trustees approved changes to policies in the employee handbook. At that time the administration indicated it was reviewing the Travel Policy and would bring recommended changes at a later date. The review is complete and administration is recommending changes as noted on the following document: (Strikethroughs reference wording to be removed from the policy and the red indicates new wording.)

Travel

Air Travel Procedure

The following options are available for employees to make air travel reservations for business travel and/or student trips:

- The employee may contact a travel agency to purchase airline tickets.
 - If the travel agency accepts purchase orders, the normal purchasing process shall be utilized. ~~i.e., an LPO will be used if the total is less than \$2500.00 or a requisition will be used to obtain a purchase order number from the Accounts Payable office if the total is \$2500.00 or more.~~ **An Electronic Requisition must be completed and a Purchase Order must be obtained from the Accounts payable department prior to placing an order.**
 - If the travel agency does not accept purchase orders, the employee may purchase airline tickets with a personal credit card. Reimbursement will be issued once the employee has **completed the related travel by turning in a** properly completed and approved expense report and receipt showing proof of payment to the Accounts Payable office.
- The employee may purchase airline tickets through on-line reservation services. Reimbursement will be issued once the employee **has completed the related travel and by turning in** a properly completed and approved expense report and receipt showing proof of payment to the Accounts Payable office. **Reimbursement will be for the most direct route available from the airport nearest the College site to the appropriate conference or meeting destination.**
- **If an employee's schedule or other circumstances require the employee to cancel all or a portion of a transportation ticket, the employee should obtain a written statement of cancellation from the transportation company or the company's agent and forward the cancelled or unused ticket to their supervisor and Accounts Payable with any documentation releasing the employee from the ticket. If the ticket was purchased from personal funds, the traveler should be reimbursed for the ticket as part of the reimbursement for allowable travel expenses incurred.**

Employee Travel Policy

To enhance Butler's recognized leadership role at the local, state and national level, its commitment to excellence and image as a progressive educational institution, travel for the college staff is valued and encouraged within budget constraints. Travel to conferences, seminars and workshops support professional and organizational growth, provides for networking and information gathering, identifies resources for organizational and programmatic development and promotes quality educational opportunities. **All out-of-state** travel must be approved by the appropriate supervisor, dean, vice-president or president. **All travel should be by the most economical or advantageous mode of travel and via the most direct travel route.** See Purchasing/Accounts Payable Procedure manual posted under the

Employee tab in Pipeline for procedures related to travel. **All in-state travel will fall under the individual's approval authority.**

Employees may use a college vehicle for travel under the following conditions:

- Employees must be cleared by the insurance company through Facilities Management
- Employee must submit a completed vehicle request signed by the appropriate dean or supervisor.

Site Travel

College employees who are authorized by their supervisors to travel to a site(s) other than their "home site", i.e. where their office is located or where they spend the majority of their working hours, may request reimbursement to and from the other site(s) at the college's current mileage reimbursement rate. (Refer to Travel Payment and Reimbursement section).

Mileage should be calculated from a college site to the appropriate destination **by the most direct route**—at no time should mileage be calculated from an employee's home except when an employee is asked to participate in college activities (i.e., search committees) when he/she is not on contract. Mileage will not be paid if the travel does not exceed the normal commute. Mileage for travel between college buildings in the same city will not be reimbursed.

Travel Payment and Reimbursement

The mode of transportation and costs for lodging and meals should be the most economical and advantageous.

Travel expenses will be reimbursed for the most direct route and mode of travel. For any travel, the place of meeting, conference, or lodging may be used as a point of official duty in determining mileage. Extended stays, additional activities, meals, and expenses unrelated to the primary purpose of the travel will not be reimbursed by the college.

If airline travel is the most advantageous, requests for reservations should be made as early as possible. Only authorized employees' travel accommodations are to be charged to the College. (See Air Travel Procedure in the previous section).

Car rental should only be used when no other means of transportation is available **and when it is the most economical** If car rental is required, the most economical rental should be utilized based on the number of travelers and average luggage capacity. (Full size vehicle for 5-6 persons and 6 pieces of luggage; compact for 4-5 persons with 4 pieces of luggage; economy with 4 persons or less and 3-4 pieces of luggage; mini-van for 7 persons and 8 pieces of luggage.) Vehicle use is for official meeting or conference use only. Personal or recreational use is prohibited and will not be reimbursed.

Requests for reimbursement for the following expenses related to official college business will be considered for payment:

Lodging

Lodging expenses for overnight trips require original itemized, dated receipts. **Lodging expense reimbursement is limited to the lodging establishment's lowest available rate for normal single occupancy on the day or days the lodging expense was incurred.** Reimbursement will be issued once a properly completed and approved expense report with the required receipts is received in the Accounts Payable Office. **The state standard lodging limitation of \$91 will be reimbursed. This daily lodging limitation may be exceeded by the lesser of either an additional 50% of the applicable lodging expense limitation or the actual lodging expense incurred upon approval by the individual's supervisor. Actual conference lodging may be paid without limit if travel is to an out-of-state high-cost or special high cost area as identified by the State of Kansas and as listed below.**

- Room sharing between Butler faculty/staff and students is prohibited.
- The College shall not incur any additional costs as a result of a family member traveling with the employee.
- **Tips associated with lodging expenses will not be reimbursed.**

Personal vehicle use: If it is necessary for a college employee to use a personal vehicle for professional travel, reimbursement will be made **for the most direct route to and from the college to the conference/meeting site and** at the rate approved in the budget plus turnpike and toll road fees. Any difference between the college's reimbursement rate and the IRS standard mileage allowance may potentially be a deductible expense on the employee's own income tax return. ~~(Check with your tax advisor.)~~ If it is necessary for an employee to leave a vehicle at a transportation terminal for the duration of the trip, parking fees will be reimbursed **based on conference or meeting length**. Requests for reimbursement of turnpike fees, toll road fees, and/or parking fees must be supported by original dated receipts.

When a college vehicle is requested and one is not available, the non-availability will be noted on the Vehicle Request Form and the requester is then authorized to use a personal vehicle and be reimbursed through the appropriate departmental budget.

- This provision for reimbursement applies to full-time and part-time employees but does not apply to adjunct faculty for part-time teaching assignments or for full-time faculty and administrators teaching on an overload or supplemental basis.
- Full-time faculty who teach part of their regular load away from their primary site may use a college vehicle (see employee handbook for college fleet vehicle policy), or be paid mileage for the use of a personal vehicle.
- Mileage will not be paid if the distance traveled is less than the employee's normal commute.
- Mileage will be reimbursed when an employee is asked to participate in college activities (i.e., search committee) when he/she is not on contract even if the travel does not exceed the employee's normal commute.

Taxicab charges: Taxicab charges will be allowed from bus, rail or plane terminals to the destination for college related business only.

Tips: Reasonable tips (maximum of 18 percent) will be reimbursed where applicable. Exceptions to the 18% maximum will be made when the provider assesses a minimum gratuity that exceeds eighteen percent (18%).

Telephone/Internet: Long distance telephone calls, fax messages and charges for internet use will be reimbursed for only college business.

Meals: When on official business, the cost of meals for college employees, board members, and official guests, plus a 18% (maximum) gratuity will be reimbursed. Exceptions to the 18% maximum will be made when the provider assesses a minimum gratuity that exceeds eighteen percent (18%). For meals attended by guests, the receipts must have the guests' name(s) written on them. Original itemized, dated receipts are required for reimbursement of the cost of meals.

Meals will not be reimbursed for employees solely on the basis that they have traveled to an outreach location of the college as a normal function of their position. Nor will reimbursement be approved for expenses incurred by the spouses or other relatives of board members or college employees.

Meal allowances for overnight or multi-day travel will be reimbursed as follows:

Meal allowances on the day of departure:

<u>Time of departure:</u>	<u>Meals allowed:</u>
<u>12:01 AM – 6:00 AM</u>	<u>breakfast, lunch and dinner</u>
<u>6:01 AM – 12:00 Noon</u>	<u>lunch and dinner</u>
<u>12:01 PM – 6:00 PM</u>	<u>dinner</u>
<u>6:01 PM – 12:00 Midnight</u>	<u>No meals allowed</u>

Meal allowances on the day of return:

<u>Time of arrival:</u>	<u>Meals allowed:</u>
<u>12:01 AM – 6:00 AM</u>	<u>No meals allowed</u>
<u>6:01 AM – 12:00 Noon</u>	<u>breakfast</u>
<u>12:01 PM – 6:00 PM</u>	<u>breakfast and lunch</u>
<u>6:01 PM – 12:00 Midnight</u>	<u>breakfast, lunch, and dinner</u>

Based on State of Kansas guidelines, meal expense reimbursement which includes charges for meals, taxes and all fees and tips to waiters should not exceed a combined total of \$51 per day for breakfast, lunch and dinner. Total cost of daily meal reimbursement may be exceeded in out-of-state high cost and special high cost areas and with approval of employee's direct Vice President.

According to IRS regulations, the value of meal reimbursements made to employees must be included as employee income with a few exceptions. Meals that fall under one of the following categories are non-taxable and will be reimbursed through the Accounts Payable office. Meals that do not fall under one of these categories are taxable to the employee and will be reimbursed through the Human Resources Office. The cost of taxable meals purchased with a Butler purchasing card will be forwarded from the Accounts Payable office to the Human Resources office where the appropriate payroll taxes will be withheld.

1. Travel:

- a. The meal expense is incurred while the employee is traveling on business and
- b. An overnight stay is required. According to IRS regulations, overnight travel must be long enough to require substantial "sleep or rest." Traveling a great distance does not automatically exclude a meal expense from employee taxable income if the employee returns from the trip without spending the night.

2. Travel (overnight stay not required):

- a. Meals are officially scheduled as part of a conference or convention, or
- b. Meal expenses are directly related to attending business meetings of certain exempt organizations. This exemption generally applies only to chambers of commerce or civic clubs such as Kiwanis or Rotary Club, and trade or professional organizations when the meeting is a breakfast, luncheon or dinner meeting.

3. Meals provided for the convenience of the employer:

- a. Meals are furnished on the business premises and
- b. The meals are provided due to a substantial business reason such as peak enrollment times, departmental meetings, etc.

4. Business Entertainment:

- a. The meal expense is incurred during the active conduct of business with someone other than college employees, and
- b. There must be a clear business purpose for incurring the expense and
- c. There is an expectation of getting a specific business benefit at some future time.

5. De Minimis Meals:

- a. De Minimis meals are employer provided meals provided and meal reimbursements with a value so small that accounting for them is administratively impractical (coffee, doughnuts, soft drinks, pizza, snacks, etc.) if meals are provided on an occasional basis only.
- b. Occasional parties and picnics for employees and their guests are also considered de minimis.

6. Overtime Work:

- a. Overtime work necessitates an extension of the employee's regular work day, and
- b. Meals must be consumed during the overtime period, and
- c. Meals must be provided on an occasional basis only.

~~Alcoholic Beverages: No purchase of alcoholic beverages will be reimbursed.~~

Non-reimbursable Expenses include:

- Alcoholic beverages
- Commuting costs between home and the College
- Dry cleaning
- Office supplies (See Purchasing Policy for centralized purchasing of office supplies.)
- Personal entertainment expenses (movies, games, personal telephone calls, optional conference activities not included in the general conference fee, etc.)
- Personal items (toiletries, magazines, aspirin, etc.)
- Snacks
- Spouse or other family member expenses
- Tobacco products
- Traffic and/or parking violation fines
- Tips to porters, maids, bellhops, etc.

Receipts: All requests for reimbursement must be supported by original itemized, dated receipts. The only expenses that will be considered for reimbursement without a receipt are tips for baggage handling, parking meter fees and meals purchased from concession stands. These exceptions do not include fees for parking garages or parking at a transportation terminal where receipts are given. Expenses must be submitted for reimbursement within the same budget year in which the expense was incurred unless a ~~cash~~ **travel** advance was obtained prior to a trip. In that case, the receipts, expense report and any unused cash must be returned to Accounts Payable within ten (10) days after the last official day of travel. All receipts for allowable meals (See "Meals" section), transportation, lodging and other allowable expenses must be attached to the Expense Report **and it is suggested these be** returned to Accounts Payable within ten (10) days after the last official day of travel.

Prepaid Expense Cards: Employees who frequently travel with student groups may apply for Prepaid Expense Cards to be used by students for the purchase of meals while traveling as part of a College sponsored activity. The student organization sponsor/coach may request the cards by completing a Prepaid Expense Card Request form which will be submitted to Executive Council for approval. Approval will be determined by considering the number of people traveling and the frequency of travel.

Purchasing Cards for Travel: Employees who frequently travel with student groups may apply for a Butler purchasing card to be used for travel expenses (hotel, employee meals, registration fees, etc.) while traveling as part of a College sponsored activity. The employee may request the card by completing a Purchasing Card Enrollment form which will be submitted to Executive Council for approval. Approval will be determined by considering the number of people traveling and the frequency of travel.

The Proposed Travel Policy was for discussion only and no action was taken.

BOARD ACTION ITEMS

Approval of FY2017 Modified Operating Budget – Proposed changes to the current year budget, based on year-to-date activities, were presented in detail and discussed at the board work session on December 13, 2016.

Trustee Craven moved that the Board approve the modified operating expense budget for the 2017 year in the amount of \$47,858,084 which includes \$49,330,035 of expenditures, \$1,471,951 of anticipated unspent budget. Trustee Joyce seconded. The motion passed unanimously.

Modifications to the operating budget for the current year (ending June 30, 2017) are summarized below:

Butler Community College				
YE 2017 Budget Update - Operating Funds Exec Council Discussion				
December 13, 2016				
(Designated Accounts, Development Funds and Facilities/Technology Plan Funds not Included)				
		FY2017		FY2017
		July 25, 2016		Dec 13, 2016
		<u>Approved Budget</u>	<u>Change</u>	<u>Budget Estimate</u>
1	Operating Revenues	\$46,516,832	(\$622,173)	\$45,894,659
2				
3	Expenditure Budget - Operations	49,402,802	(72,767)	49,330,035
4	Anticipated Unspent Budget	(1,474,134)	2,183	(1,471,951)
5	Total Expenditures and transfers	<u>47,928,668</u>	<u>(70,584)</u>	<u>47,858,084</u>
6				
7	Rev Over (Under) Exp	(1,411,836)	(551,590)	(1,963,426)
8	Transfer to Capital Project Reserve	0	0	0
9	Beginning unencumbered cash	\$7,677,400	\$0	\$7,677,400
10	YE 2016 post-closing adjustment	Note 410,460	0	410,460
11	Restated Beg Unencumbered Cash	<u>\$8,087,860</u>	0	<u>\$8,087,860</u>
12				
13	Unencumbered cash balance	<u>\$6,676,024</u>	<u>(\$551,590)</u>	<u>\$6,124,434</u>
14				
15	11.5% of Expenditures	\$5,681,322		\$5,672,954
16	Unencumb cash over 11.5%	\$994,702		\$451,480
Note:				
	Post-closing correction of term-based accrual adjustment			\$435,668
	Post-closing audit adjustment for revenues			\$74
	Post-closing audit adjustment for expenditures			<u>(\$25,282)</u>
	Total post-closing adjustment			\$410,460

Butler Community College				
YE 2017 Budget Update - Operating Funds Exec Council Discussion				
Revenue Summary - Year Ending June 30, 2017				
December 13, 2016				
(Designated Accounts, Development Funds and Fac/Tech Plan Funds not Included)				
		FY2017		FY2017
		July 25, 2016		Dec 13, 2016
		<u>Approved Budget</u>	<u>Change</u>	<u>Budget Estimate</u>
1	In-State Tuition	\$12,390,746	\$94,689	\$12,485,435
2	Out-State Tuition	1,091,399	(\$49,819)	1,041,580
3	International Tuition	939,748	\$299,597	1,239,345
4	Tuition Waivers	(868,349)	(\$492,151)	(1,360,500)
5	Continuing Ed Fees	601,676	\$55,225	656,901
6	Other Fees	<u>2,328,416</u>	<u>(\$79,393)</u>	<u>2,249,023</u>
7	Total Student Sources	<u>16,483,636</u>	<u>(171,852)</u>	<u>16,311,784</u>
8	Federal Grants	<u>78,062</u>	<u>(1,676)</u>	<u>76,386</u>
9	State Operating Grant	\$13,868,902	(\$442,625)	\$13,426,277
10	SB155 Funding	516,113	(\$46,450)	469,663
11	State Grants	<u>53,659</u>	<u>(\$2,666)</u>	<u>50,993</u>
12	Total State Sources	<u>14,438,674</u>	<u>(491,741)</u>	<u>13,946,933</u>
13	County Out-District	<u>0</u>	<u>0</u>	<u>0</u>
14	Current Ad Valorem Tax	\$11,470,059	(\$1)	\$11,470,058
15	Tax-in-Process	\$271,489	\$0	\$271,489
16	Delinquent Tax	\$332,245	\$0	\$332,245
17	Motor Vehicle Tax	\$1,446,246	\$0	\$1,446,246
18	Recreational Vehicle Tax	\$20,076	\$0	\$20,076
19	Watercraft Tax	\$0	\$0	\$0
20	In Lieu of Taxes	<u>\$9,762</u>	<u>\$0</u>	<u>\$9,762</u>
21	Total Local Sources	<u>13,549,876</u>	<u>(1)</u>	<u>13,549,876</u>
22	Interest	\$11,851	\$0	\$11,851
23	Reimbursements	\$274,597	\$21,650	\$296,247
25	Other Income	<u>\$943,609</u>	<u>(\$38,554)</u>	<u>\$905,055</u>
26	Total Other Revenue	<u>1,230,057</u>	<u>(16,904)</u>	<u>1,213,153</u>
27	Transfers	<u>736,527</u>	<u>60,000</u>	<u>796,527</u>
28	Total Revenues	<u>\$46,516,832</u>	<u>(\$622,174)</u>	<u>\$45,894,659</u>

Butler Community College				
Changes in Revenue and Expenditure Budgets				
December 13, 2016				
			<u>YE 17 Rev</u>	<u>YE 17 Exp</u>
1	Expenditure Budget approved by BOT July 25, 2016			49,402,802
2	Revenue Estimate presented to BOT July 25, 2016		46,516,832	
3				
4	Adjust Federal ABE to Actual	NP	(1,676)	(3,163)
5	Adjust State ABE to Actual	NP	(2,666)	(3,260)
6	Auction Proceeds	*NP*	15,906	15,906
7	McConnell Tuition Assistance (TA) repayment	*NP*		37,930
8	McConnell TA-Gen Fund reimb from Designated Acct	*NP*	22,721	
9	Fall unused Sabbatical	*P*		(36,944)
10	Temporary FT English position (Fall	*P*		22,983
11	Temporary FT English position (Spring)	*P*		23,558
12	Faculty of Distinction position - Foundation reimbursed	*NP*	1,650	1,650
13	Budget Officers reductions-Permanent	P		(27,700)
14	Budget Officers reductions-Permanent	NP		(236,800)
15	Budget Officers reductions-One Time	*NP*		(10,000)
16	Learning Spaces	NP		(150,000)
17	Transfer from Transcript Fee Account	*	60,000	
18	Compensation Increase	P		484,488
19	Additional Pay for Grizzly Adventures staff	*P*		1,500
20	Insurance deductibles - 2 floods	*NP*		50,000
21	Fire Science Dorm Adjustment	*	(14,150)	
22	Increase (Decrease) in General Fund Scholarships			(70,663)
23	Increase (Decrease) in Athletic Scholarships		(80,472)	(80,472)
24	Athletic Insurance	NP		1,725
25	Membership Jayhawk Conference	NP		2,778
26	Increase (Decrease) in State Operating Grant		(442,625)	
27	Increase (Decrease) in SB155 Funding		(46,450)	
28	Conversion of Continuing Ed Fees to Scholarships		(80,000)	
29	Increase (Decrease) in Tuition & Fees		480,771	
30	Increased tuition waiver estimate		(492,151)	
31	Adjustment to PT/Overload estimate	P		(96,283)
32	Adjust prior years claims cancelled estimate		(63,031)	
33	Adjust Foundation reimbursement for stadium		<u>20,000</u>	<u>0</u>
34	Change to revenue and expenditure budget		<u>(622,173)</u>	<u>(72,767)</u>
35	Recommended YE 2017 adjusted budgets		<u>45,894,659</u>	<u>49,330,035</u>
			(0)	0
	* = One-time P = Personnel NP = Nonpersonnel			

Approval PCI DSS Consultant Recommendation – The college is required by the Payment Card Industry Data Security Standard (PCI DSS) to meet certain compliance standards related to credit card processing and handling of credit card information. We have engaged CoalFire since 2013 to provide this consulting service and mandated vulnerability scans. We sent out a Request for Proposal (RFP) for PCI DSS consulting and quarterly network scans to 6 vendors that provide services in PCI DSS environment. We received 3 responses to the RFP.

The Administration recommends that Butler engage Campus Guard to provide consulting and PCI certification services to Butler. They work exclusively in the Higher Education space and are very familiar with our environment relative to PCI compliance. They will determine our current status of PCI DSS compliance and develop a roadmap to address any gaps that might exist and assist with the required Attestation of Compliance.

Additionally, they provide ongoing consulting and advisory services that will give Butler access to their compliance portal, quarterly vulnerability scans, policies and procedures templates, and online training and education. Of the two vendors that responded they provide the most comprehensive set of services and provide an online portal to manage the compliance process.

CampusGuard	\$41,500 (estimated cost with training)*
CoalFire	No bid
Control Scan	No bid
Security Matrics	No bid
Trust Guard	Incomplete Response
Trust Wave	\$34,225.84

*These are year 1 costs of an anticipated 3 year contractual agreement. Years 2 and 3 costs are anticipated to be \$24,000 each year depending on level of consulting needed. Total cost of \$41,600 plus expenses will be paid from the Student Technology Fee account.

Trustee Engelbrecht moved that the Board approve CampusGuard for PCI DSS consulting services at a cost of \$41,500 plus expenses. Trustee Craven seconded. The motion passed unanimously.

Acceptance of Retirement for Kathy Starke – Kathy Starke, Professor of Math, has taught at Butler Community College for 13 years and also helped with the Title III Grant. She will be missed by her friends and colleagues.

Trustee Joyce moved that the Board accept the retirement of Kathy Starke effective August 1, 2017. Trustee Dreiling seconded. The motion passed unanimously.

CONSENT AGENDA

Item IX. E. 1. Approval of Brian Foster as Temporary Full-Time Interactive Technology & 3D Instructor was amended to reflect the correct salary.

Trustee Engelbrecht moved that the Board accept the consent agenda as amended. Trustee Joyce seconded. The motion passed unanimously. The consent agenda contained the following items:

- Approval of Minutes of the Regular Board Meeting of December 13, 2016
- Approval of Bills and Warrants for December 2016 - \$4,351,504.82 (Including expenditure approval list - \$1,611,834.81 and December payroll - \$2,739,670.01.)
- Ratification of Contract for Affiliated Clinical Site with Hutchinson Regional Medical Center, Inc.
- Ratification of CCSSE & SOSE Institutional Agreements
- Ratification of EMSI Contract
- Ratification of MOU with City of Andover Police Department
- Approval of Brian Foster as Temporary Full-Time Interactive Technology & 3D Instructor at a salary of \$18,863 plus benefits

- Approval of David Tucker as Temporary Full-Time Welding Instructor at a salary of \$22,848 plus benefits
- Approval of Callie Johnson as Financial Aid Counselor at a salary of \$39,017 plus benefits
- Approval of Matt Jansen as Director of Client Services at a salary of \$72,000
- Approval of Chip DuFriend as Network Administrator at a salary of \$70,000
- Approval of Shelley Stultz as Associate Vice President of Human Resources at a salary of \$96,000
- Approval of Contract Renewal for Jordan Abbott, Assistant Football Coach at the annual salary of \$41,185
- Approval of Contract Renewal for Steve Braet, Assistant Football Coach at the annual salary of \$65,699
- Approval of Contract Renewal for Hope Harsh, Assistant Volleyball Coach at the annual salary of \$10,353
- Approval of Contract Renewal for Adam Hunter, Head Women's Soccer Coach at the annual salary or \$57,510 - \$54,583 paid by the college and \$2,927 paid by the Grizzlybackers
- Approval of Contract Renewal for Zach Rampy, Assistant Football Coach at the annual salary of \$40,320
- Approval of Contract Renewal for Tim Schaffner, Head Football Coach at the annual salary of \$90,286 - \$76,186 paid by the college and \$14,000 paid by the Grizzlybackers
- Approval of Contract Renewal for Wade Weibert, Assistant Football Coach at an annual salary of \$40,320
- Approval of Contract Renewal for Rick Younger, Head Volleyball Coach at the annual salary of \$58,246
- Approval of Contract Renewal for Brice Vignery, Assistant Football Coach at the annual salary of \$40,320
- Approval of Contract Renewal for Kyle Woodall, Assistant Football Coach at the annual salary of \$31,115

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Dr. Gene George

Monthly Statement of Revenue & Expenditures – Submitted by Edith Waugh

Thank You Notes – Allen Webster, Shirley Baier & family, Family of Wes Pletcher

Board Calendars

Trustee Candidates File for Office Beginning January 1 (Filing deadline is June 1 @ noon.)	January 1 – May 31
Martin Luther King Day – COLLEGE CLOSED	January 16
KBOR – Legislative Higher Education Day	January 19
February Board Finance Committee	February 14, 3:30 p.m.
February Board Meeting	February 14, 4:30 p.m.
PTK All-Kansas Scholar Luncheon/KACCT Meeting	February 16
Foundation Board of Directors Meeting	February 21, 4:00 p.m.
20 th Annual Butler Foundation Benefit Auction	March 3, 6:00 p.m.

ADJOURNMENT

Trustee Joyce moved that the regular meeting of the Butler Community College Board of Trustees be adjourned. Trustee Dreiling seconded. The motion passed unanimously. The meeting of January 10, 2017 was adjourned at 5:30 p.m.



 JoAnn Craven – Secretary