

**BUTLER COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR BOARD MEETING  
4:30 p.m., Tuesday, July 10, 2018 – Dankert Board Room**

**STAFF ATTENDANCE**

Stacy Cofer	Lora Jarvis
Kim Krull	Esam Mohammad
Jessica Ohman	Terry Sader
Kim Sherwood	Kelly Snedden
Shelley Stultz	Kent Williams
Lori Winningham	Bill Young
Katie Zarchan	Lynn Umholtz
Ireland Turner	Keith West

**BOARD ATTENDANCE**

Ken Bohon  
JoAnn Craven  
Eileen Dreiling  
Ron Englebrecht  
Greg Joyce

Absent:  
Jim Howell  
Lance Lechtenberg

**GUESTS**

Belinda Larsen, Butler Co. Times/Gazette  
Vince Haines, Gravity::Works  
Kandi Chilcott, Gravity::Works  
Maggie Smith, Gravity::Works  
Bob Simpson, Simpson Construction  
Josh Vogel, Simpson Construction  
John Haas, Ranson  
Kevin Cowan, Gilmore & Bell, P.C.

**CALL TO ORDER**

Chair Dreiling called the regular monthly meeting of the Board of Trustees to order at 4:32 p.m.

**APPROVAL OF THE AGENDA**

Trustee Engelbrecht moved to approve the agenda. Trustee Joyce seconded. The motion passed unanimously.

**RECOGNITIONS**

**BJ McVay** – Baseball Coach of the Year for the West, Coaching 7 All-KJCCC selection Students  
**Michelle Ponce** – AACRAO Hill Day Representative

**PUBLIC COMMENT** - None

## **STANDING REPORTS**

Student Government Association – None

Operational Staff – President Katie Zarchan reported the operational staff is busy gearing up for heavy enrollment times as well as getting ready for the Welcome Back Tables. She is also attempting to bring more professional development opportunities to the OpStaff Meetings and members so that they can have something to take back to their jobs. Tomorrow they are having a Potluck Potato Bar for their monthly meeting.

Professional Employees – None

Board Finance Committee – Trustee Engelbrecht reported that Fiscal Year 18 is done and the numbers they looked at during their meeting will also be looked at during the work session. He also mentioned that the Public Budget Hearing is set for later this month.

Foundation Board Report – Chair Dreiling reported that the Foundation will meet again on August 21<sup>st</sup> and she will report back at the September Board of Trustees meeting.

President's Report – Dr. Krull gave an update on the Listening Tour schedule and reported that Kelly Snedden would be joining the Trustees on the tour. She hoped there would be a good chance to debrief afterwards and that there was a possibility of making this an annual tradition.

There is a Council of Presidents (COP) meeting tomorrow regarding concurrent enrollment initiatives prior to the legislature meetings with KBOR and Department of Education. The COP will also be meeting on July 16<sup>th</sup> at Butler of Andover. Because Dr. Krull will be on the Listening Tour with the Board, Lori Winningham and Kim Sherwood will represent Butler at that meeting. This meeting will be held with Linda Fund from KACCT and Allie Devine prior to the KBOR annual retreat in August to discuss the best approach for budget and legislative updates this term.

A quick enrollment update was also given. We are at 57% of our 87,500 credit hour goal and 56% of our 8,800 head count goal which is a little behind, but continuing students often wait until the last minute to enroll.

Dr. Krull has three extra tickets to Drums Across Kansas which will take place on Monday, July 16<sup>th</sup>, that are complimentary as hosts of a team at the school.

Jessica Ohman gave a brief update on a solution to the parking challenge with remodeling at the Andover 6000 building. They have worked with Crystal Knowls from Butler County Department on Aging and have a Park and Ride plan allowing students to park at the 5000 building and get a ride over to the 6000 building. The routes would start at 8:00 a.m. and end at 4:00 p.m. with set times at each location. They have negotiated it down to a reasonable cost of \$8000 for both the Fall and Spring semesters which will not require an additional expense for the students. The Butler County

Commission will vote on the agreement at their July 24<sup>th</sup> meeting and we will present it to the Board for final approval at the August meeting.

Education Facilities Authority Report – Dr. Krull reported that the administration met last week to put the finishing touches on the annual report which will be shared with the board at the August meeting.

**MONITORING REPORTS** - None

**BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES** - None

**BOARD ACTION ITEMS**

Conflict of Interest Policy – Each year the Board reviews and approves the Board Conflict of Interest Policy. No changes were recommended.

Trustee Bohon moved that the Board approve the Board Conflict of Interest Policy for 2018-2019. Trustee Engelbrecht seconded. The motion passed unanimously. The policy and discloser form follow:

Conflict of Interest Policy  
Code of Ethics for the Board of Trustees and Certain Institutional Officers

The Board of Trustees believes that it should exercise a leadership role with respect to governmental ethics. The Board has accordingly adopted a Code of Ethics which goes beyond statutory requirements. Board members believe that it is important to avoid even the appearance of a conflict of interest. A potential conflict of interest is a situation that involves a personal, familial or business relationship between a trustee or certain institutional officers and the college or between a trustee or certain institutional officers and organizations that do business with the college that can cause the college or the Board to be legally or otherwise vulnerable to criticism, embarrassment, or litigation in the opinion of the public. It is with these thoughts in mind that the Board of Trustees has adopted this Code of Ethics.

1. Conflict of Interest

a. Scope

This statement of policy with respect to conflict of interest applies to each member of the Board of Trustees and to designated officers of Butler Community College. It is intended to serve as guidance for members of the Board of Trustees and for the following college officers: President, Vice-President for Academics, Vice President for Student Services, Vice-President for Finance, Vice President of Information Technology /CIO, Vice President of Institutional Advancement, and Internal Auditor.

b. Fiduciary Responsibilities

Members of the Board and designated college officers serve the public trust and have a clear obligation to fulfill their responsibilities in a manner consistent with this fact. All decisions of the Board and recommendations made by these designated officers are to be made solely on the basis of a desire to promote the best interest of the institution and the public good. The college's integrity must be protected and advanced at all times.

Men and women of substance inevitably are involved in the affairs of other institutions and organizations. An effective Board, administration, and faculty cannot consist of individuals entirely free from at least perceived conflicts of interest. Although most such potential conflicts are and will be deemed inconsequential, it is everyone's responsibility to insure that the Board is made aware of situations that involve personal, familial or business relationships that could be troublesome for the college.

Thus, the Board requires that each trustee and the designated officers annually (1) review this policy; (2) disclose any possible personal, familial or business relationships that reasonably could give rise to a conflict involving the college; and (3) acknowledge by his or her signature on the Disclosure Form for Trustees and Institutional Officers that he or she is in compliance with the letter and spirit of this policy. Thereby, it is the declared policy of the Board that trustees will not participate in Board discussions or votes on items or transactions where trustees have a conflict of interest or have developed a potential conflict of interest since the time of the filing of the required disclosure form. Similarly, the designated officers with a conflict of interest shall not participate in making a recommendation to the Board concerning a matter in which a conflict of interest exists.

c. Disclosure

All trustees and the designated officers are required to list on the attached form only those substantive relationships that he or she maintains or members of his or her family maintain with the college or with organizations that do business with the college or otherwise could be construed to potentially affect their independent, unbiased judgment in light of his or her decision-making authority or responsibility.

In the event that a trustee or designated officer is uncertain as to the appropriateness of listing a particular relationship, the chairman of the Board of Trustees, the college president or college counsel should be consulted. Trustees and the designated officers shall file this disclosure form on an annual basis after July 1 of each year and before July 31 of each year, with the chairman and the secretary of the Board of Trustees. These disclosure forms will be subject to public disclosure. New Board members or new designated officers shall be provided the disclosure forms immediately upon taking office and shall fill out, sign and file the same within 30 days of taking office.

d. Restraint on Participation

Trustees or designated officers who have declared a potential conflict of interest, been found to have a conflict of interest, or who have developed a potential conflict of interest since the date on which they last filed a disclosure form, shall refrain from participating in consideration of proposed recommendations or transactions, unless for special reasons, the Board or administration requests information or interpretation. Trustees who fall into one of these categories shall not vote, participate in discussion or be present at the time of the vote on any such recommendations or proposed transactions.

e. Definitions

The following definitions are provided to help Trustees or designated officers decide whether a relationship should be listed on the disclosure form or should prevent a Trustee or designated officer from participating in consideration of recommendations or proposed transactions:

- (i) Potential conflict of interest or conflict of interest: substantive relationships maintained by Trustees and designated officers, or members of their family, with the college or with organizations that do business with the college or that otherwise could be construed to potentially affect their independent, unbiased judgment in light of his or her decision-making authority or responsibility.

- (ii) Business relationship: one in which a Trustee, designated officer, or a member of his or her family as defined below, serves as an officer, director, employee, partner, Trustee or controlling stockholder of an organization that does substantial business with the college.
- (iii) Family member: A spouse, parents, siblings, children, or any other relative if the latter resides in the same household as the Trustee or officer.
- (iv) Substantive relationships: When a Trustee, designated officer, or member of his or family, (a) are the actual or beneficial owner of more than 5% of the voting stock or controlling interest of an organization that does substantial business with the college; (b) has other direct or indirect dealings with such an organization from which the Trustee, designated officer, or member of his or her family benefits directly, indirectly or potentially from cash or property receipts totaling \$10,000 or more annually; or (c) is employed by the college or receives fees, benefits or other compensation from the college.
- (v) Substantial business: An organization that does substantial business with the college is one that received more than \$10,000 from the college in the previous fiscal year.

2. Ineligibility for Employment

In accordance with Kansas Statute 71-1403(d), no member of the Board of Trustees of a community college shall be an employee of the community college.

**Disclosure Form for Trustees and Institutional Officers**

Please complete this disclosure form and return to the Chairman of the Board no later than **July 31, 2017**.

1. Are you aware of any relationships with the college between yourself or a member of your family as defined by the letter or spirit of the Board of Trustees Code of Ethics that may represent a conflict of interest or might be perceived as a conflict of interest?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list each such relationship and the details of annual or potential financial benefit, if any, as you can best estimate them.

- a.
- b.
- c.
- d.

2. Did you or a member of your family receive any gifts during the past 12 months from any source from which the college buys goods or services or with which the college otherwise transacts substantial business, as defined in the Code of Ethics?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list such fees, loans or goods/services, their source, and their approximate value.

- a.
- b.
- c.

d.

3. Do you have a business relationship with an organization that does substantial business with the college, as defined by the Board of Trustees Code of Ethics?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list each such business relationship.

- a.
- b.
- c.
- d.

I certify that the foregoing information is true and complete to the best of my knowledge.

Name \_\_\_\_\_

Date \_\_\_\_\_

Affirmation of ACCT Standards of Good Practice – Each year the Boards of the Association of Community College Trustees receive a copy of the Standards of Good Practice. Since the development of the standards, the Butler Board of Trustees has re-affirmed those standards each fall.

Trustee Joyce moved that the Butler Community College Board of Trustees affirm the ACCT Standards of Good Practice as developed by the Association of Community College Trustees. Trustee Bohon seconded. The motion passed unanimously. The ACCT Standards of Good Practice follow:

# ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

## *Standards of Good Practice*

In support of effective community college governance, the Board<sup>1</sup> believes:

- ◆ That it derives its authority from the community and that it must always act as an advocate on behalf of the entire community;
- ◆ That it must clearly define and articulate its role;
- ◆ That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO;
- ◆ That it always strives to differentiate between external and internal processes in the exercise of its authority;
- ◆ That its trustee members should engage in a regular and ongoing process of in-service training and continuous improvement;
- ◆ That its trustee members come to each meeting prepared and ready to debate issues fully and openly;
- ◆ That its trustee members vote their conscience and support the decision or policy made;
- ◆ That its behavior, and that of its members, exemplify ethical behavior and conduct that is above reproach;
- ◆ That it endeavors to remain always accountable to the community;
- ◆ That it honestly debates the issues affecting its community and speaks with one voice once a decision or policy is made.

<sup>1</sup>The term "board" refers to a community college board of trustees or appropriate governing authority.

Ratification of Mass Communication, Journalism, Radio Television, Sports Media Associates of Applied Science degrees – Lori Winningham gave a brief synopsis of the programs and how they have been adopted to go with the new Pathways programming and plans are to implement next academic year. Keith West said that when you look at the minutia of the program it is very unique in Kansas. There is a high demand for students, and Butler is the only option in the state for the two-year program.

They are restructuring programming and will use current funding with no new financial needs. They revamped several courses and created three new courses after doing an outside survey of what professionals in the fields of study thought students needed. The new courses will be implemented this fall.

Chair Dreiling commented on how impressed she was with the members of the advisory committee and their comments on the programming currently at Butler. Keith West gave all the credit for that committee to Mike Swan.

Trustee Engelbrecht moved to ratify the Mass Communication Associate of Applied Science Degree programs for Journalism, Radio Television and Sports Media. Trustee Joyce seconded. The motion passed unanimously.

### **CONSENT AGENDA**

Trustee Joyce moved to approve the consent agenda as presented. Trustee Craven seconded. The motion passed unanimously. The consent agenda contained the following items:

- Minutes of the Regular Board Meeting of June 12, 2018
- Approval of Bills and Warrants for June 2018 - \$4,243,135.03 (includes Expenditure Approval List \$2,002,260.83 and Payroll - \$2,240,874.20)
- Affirmation of Legal Service Provider – Connell & Connell
- Affirmation of Designated Newspapers for 2018-2019 for Publication of Notices – Butler County Times/Gazette
- Approval of Designated Bank Accounts for 2018-2019
- Approval of BSN Sports Apparel for Athletes with the guarantee of 40% off NIKE Team Apparel/Stock Uniforms, NIKE Team Shoes, 20% off BSN Product Catalog Prices and 10% BSN Catalog Branded Products. Additionally, Butler will receive \$10,000 in free product upfront from NIKE in years 1-5 plus a 10% rebate on all purchases made with BSN Sports paid from the general fund
- Approval of ProQuest, LLC Agreement in the amount of \$5,650 for an unlimited number of students paid from the library budget
- Approval of Veritiv Paper Bid for 2018 in the amount of \$24,064.00 paid from the Secretarial Management Center Budget
- Approval of VMWare Support Subscription Renewal in the amount of \$40,082.71 paid from Enterprise Application
- Approval of Oracle License and Support Renewal in the amount of \$197,036.11 paid from Informational Services Budget
- Approval of NRCCUA Contract in the amount of \$10,000 paid from the Marketing budget



- Approval of KACCT Dues in the amount of \$38,295.00 paid from the general fund
- Ratification of College Health Services Director Contract
- Ratification of the Butler of McConnell Lease Agreement in the amount of \$21,2660.00 paid from the Butler Service Center budget
- Ratification of the Bellevue University Articulation Agreement
- Ratification of the WIOA Youth Program Elements Contract
- Ratification of Lease Agreements for East Park North Field and McDonald Stadium with City of El Dorado
- Approval of Academic Year 2017 Performance Report
- Ratification of Contract with Parkside Homes Nursing & Rehabilitation

**SUPPLEMENTAL INFORMATION**

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Haylie B., Heather Hessman & Wyatt Hessman, 2018 Summer Jam Participants

Board Calendars

<b>July Board Finance Committee</b>	Tuesday, July 10, 3:30 p.m. President's Conference Room	<b>JoAnn Craven Ron Engelbrecht</b>
<b>July Board Meeting</b>	Tuesday, July 10, 4:30 p.m. Dankert Board Room	<b>ALL TRUSTEES</b>
<b>Special Board Meeting – Approval of Notice of Public Hearing</b>	Tuesday, July 24, 5:00 p.m. Dankert Board Room	<b>ALL TRUSTEES</b>
<b>August Board Finance Committee</b>	Tuesday, August 14, 3:30 p.m. President's Conference Room	<b>JoAnn Craven Ron Engelbrecht</b>
<b>August Board Meeting</b>	Tuesday, August 14, 4:30 p.m. Dankert Board Room	<b>ALL TRUSTEES</b>

<b>2018-2019 Board Meeting Dates</b>
Tuesday, July 10, 2018
Tuesday, August 14, 2018
Tuesday, September 11, 2018
Tuesday, October 9, 2018
Tuesday, November 13, 2018
Tuesday, December 11, 2018
Tuesday, January 8, 2019
Tuesday, February 12, 2019
Tuesday, March 12, 2019
Tuesday, April 9, 2019
Tuesday, May 14, 2019

Tuesday, June 11, 2019
Tuesday, July 9, 2019

<b><u>LOOKING AHEAD</u></b>		
<b>Foundation Board of Directors Meeting</b>	Tuesday, August 21, 4:00 p.m. Commerce Bank Board Room	<b>Eileen Dreiling</b>
<b>Joint Meeting with Andover City Council</b>	Monday, August 27, 6:00 p.m. Andover Central Park	<b>ALL TRUSTEES</b>
<b>September Board Finance Committee</b>	Tuesday, September 11, 3:30 p.m. President's Conference Room	<b>JoAnn Craven Ron Engelbrecht</b>
<b>September Board Meeting</b>	Tuesday, September 11, 4:30 p.m. Dankert Board Room	<b>ALL TRUSTEES</b>
<b>October Board Finance Committee</b>	Tuesday, October 9, 3:30 p.m. President's Conference Room	<b>JoAnn Craven Ron Engelbrecht</b>
<b>October Board Meeting</b>	Tuesday, October 9, 4:30 p.m. Dankert Board Room	<b>ALL TRUSTEES</b>

### **Summer 2018 ACTIVITY CALENDAR**

Drums Across Kansas	Monday, July 16
Summer Session Ends	Friday, July 27
New Faculty Orientation	August 8-10
New Adjunct Faculty Orientation	Saturday, August 11
Professional Development Days (PDD)	August 13-17
PDD Happy Hour	Monday, August 13 4:00 p.m. Hubbard Welcome Center Lobby
New Adjunct Faculty Orientation	Saturday, August 18
Fall Semester Begins	Monday, August 20
Labor Day – COLLEGE CLOSED	Monday, September 3
President's Donor Dinner	Thursday, September 6
Foundation Scholarship Dinner	Thursday, September 27

### **ADJOURNMENT**

Trustee Joyce moved that the regular meeting of the Butler Community College Board of Trustees be adjourned. Trustee Craven seconded. The motion passed unanimously. The meeting of July 10, 2018 was adjourned at 5:03 p.m.

---

Dr. Greg Joyce - Secretary