

**REGULAR MEETING OF THE
BOARD OF TRUSTEES
BARTON COUNTY COMMUNITY COLLEGE**

**April 22, 2003 – 4:00 p.m.
U-219 (Upper Level of Student Union)**

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Meeting of the Board of Trustees
Barton County Community College

April 22, 2003

OFFICIAL BOARD MEETINGS

Comments: All official Board meetings are open to the public except executive sessions, which are convened in compliance with State law. The Board of Trustees welcomes the attendance and participation of citizens in regular meetings and upon recognition by the Chairman, encourages questions or comments pertaining to items on the agenda. Persons having other matters to be brought before the Board should submit these matters in writing to the President at least 72 hours in advance of the meeting, in order that items may be placed on the agenda. In accordance with time requirements, the Chairman reserves the right to limit comments, both in content and length of presentation.

1. No comments will be heard on matters which are not on the agenda without the consent of the Board.
2. Persons wishing to speak will identify themselves to the Chairman and state whether or not they represent the opinion of a group.
3. Each person may speak no longer than five (5) minutes.
4. Presentations containing information or comments related to College personnel or students may be referred for consideration in executive sessions.
5. The Chairman reserves the right to stop the proceedings and poll the Board to determine if a speaker may continue.

Please Note: Barton County Community College Trustees routinely hold a monthly Board study session for the purpose of setting goals, Board development, and future planning; discussion is informal and no votes are taken. Both the regularly scheduled monthly Board meeting and the monthly study session are subject to the Kansas Open Meetings Act and are open to the public.

Information Only

Meeting of the Board of Trustees
Barton County Community College

April 22, 2003

COMMENTS FROM CHAIRMAN AND INTRODUCTION OF GUESTS

The Chairman will address the assembly and the President or his designee will introduce guests, including new employees.

PUBLIC AND/OR EMPLOYEE COMMENT

No requests for public and/or employee comment have been received.

INTRODUCTION OF NEW EMPLOYEES

Dr. Law will ask supervisors to introduce new/replacement employees whose employment has been previously approved by the Board of Trustees.

STAFF REPORTS

- Linda McCaffery will present the assessment plan for the Education Department.
- Dr. Dat-Kwong Lock will present the assessment plan for the Physical Science Department.

Meeting of the Board of Trustees
Barton County Community College

April 22, 2003

CONSENT AGENDA

Comments: In accordance with BCCC's Board policy governance, the following items are presented to the Board for approval as a part of the Consent Agenda.

Recommendation: After reviewing the detail for each item, it is recommended that the Board approve the Consent Agenda as presented:

- Minutes of the regular Board meeting, held on March 18, 2003
- Personnel
- Claims and Financial Report through March, 2003 (Exhibit A)

Action: President's Office

**Regular Meeting of the Board of Trustees
Barton County Community College
March 18, 2003**

CALL TO ORDER

The regular meeting of the Board of Trustees of Barton County Community College was called to order at 4:00 p.m., March 18, 2003, in room U-219 of the Student Union.

ATTENDANCE

Trustees Present: Mike Johnson, Stephan J. Mermis, Gene O'Connor, Marvin Sessler, Dan Soeken, and J.B. Webster

Trustees Absent: None

Other Attendees: Michael Dawes; Ron Vratil; Neil Elliott; Jackie Elliott; Edmond Johnson; Mike Weltsch, Cathie Oshiro; Dr. Karen Clos; Dr. Tim Kimmel; Bob Peter; Caicey Schartz; Dr. Veldon L. Law; and Marilyn Beary.

Chairman Mermis led the attendees in the Pledge of Allegiance.

PUBLIC AND EMPLOYEE COMMENT

No requests for public and/or employee comment were received.

INTRODUCTION OF NEW EMPLOYEES

➤ Dr. Law introduced Dr. Dennis Franz, Executive Director of EduKan.

STAFF REPORTS

➤ Edmond Johnson presented the Social Science Department's assessment plan.

CONSENT AGENDA

The following items were presented for the Board's approval:

- Minutes of the regular Board meeting, held on February 18, 2003
- Personnel
- Claims and Financial Report through February, 2003 (Exhibit A)

Trustee Johnson moved that the Board approve the consent agenda as presented. The motion was seconded by Trustee Soeken. Following discussion, the motion carried.

ACTION ITEMS

BCCC/Foundation Memorandum of Understanding – A proposed memorandum of understanding between Barton County Community College and the Foundation was presented to the Board for its consideration and action.

Trustee Webster moved that the College Board of Trustees approve the BCCC/Foundation Memorandum of Understanding and authorize the Chairman to execute it on behalf of the Board. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

Grant Application Requests – The Board was presented with the following grant application requests for its consideration and approval:

- Tech Prep Grant in a funding range of \$60,000
- Kansas Health Foundation Recognition Grant in a funding range up to \$25,000
- Grants to Reduce Violent Crimes Against Women on Campus in a funding range of \$200,000 - \$400,000

Trustee Soeken moved that the Board approve the grant application requests for the Tech Prep Grant, the Kansas Health Foundation Recognition Grant, and the Grants to Reduce Violent Crimes Against Women on Campus as recommended. The motion was seconded by Trustee Johnson. Following discussion, the motion carried.

Revised Strategic Goals and Objectives for 2002-2007 – At the Board Advance on March 6, 2003, the Trustees reviewed proposed revisions to the strategic goals and objectives for 2002-2007. Additionally, the Trustees had requested that the name of the individual who held responsibility for each goal be provided to them for informational purposes only.

Trustee Webster moved that the Board approve the proposed revisions to the Strategic Goals and Objectives for 2002-2007 as presented. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

Revised Glossary – At the Board Advance on March 6, 2003, the Trustees reviewed proposed additions to the glossary section of the Board Policy Governance Manual. The additions included the definitions of a quorum and majority of a quorum as reviewed and approved by legal counsel.

Trustee O'Connor moved that the Board accept the definitions of a quorum and majority of a quorum as presented. The motion was seconded by Trustee Johnson. Following discussion, the motion carried.

KACCT/KBOR REPORT – Dr. Law shared with the Board current and upcoming activities with the KACCT/KBOR.

INFORMATION/DISCUSSION ITEMS – The following were presented for the Board's information and discussion:

- Monitoring Reports (Exhibit B)
- Upcoming Board Meetings/Activities
- President's Report of Monthly Activities

NOTICES AND COMMUNICATIONS (Exhibit C) – The following were presented for the Board's information:

- Student Resolution to Support the Use of Student Fees
- Student Senate Meeting Minutes of February 11, 2003
- Heartland Arts Fund Performing Artists Grant Application Request

EXECUTIVE SESSION – Chairman Mermis advised that an executive session would be necessary for the purpose of consulting with legal counsel, Robert Peter, to discuss matters of attorney-client privilege. The Trustees asked Jackie Elliott to join them in executive session.

Trustee Johnson moved that the Board recess to executive session at 4:36 p.m. for 20 minutes for the purpose of consulting with legal counsel, Robert Peter, to discuss matters of attorney-client privilege, to reconvene in room U-219 of the Student Union at 4:56 p.m. The motion was seconded by Trustee Webster. Following discussion, the motion carried.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 4:56 p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board consulted with legal counsel, Robert Peter, on matters of attorney-client privilege and that no action was taken. He then advised that the Board would need to again recess to executive session to continue its consultation with legal counsel, Robert Peter, on matters of attorney-client privilege.

Trustee Webster moved that the Board recess to executive session at 4:56 p.m. for 10 minutes to continue its discussion with legal counsel, Robert Peter, on matters of attorney-client privilege, to reconvene in room U-219 of the Student Union at 5:06 p.m. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

Open Session - The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:06 p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board consulted with legal counsel, Robert Peter, to discuss matters of attorney-client privilege and that no action was taken.

EXECUTIVE SESSION – Chairman Mermis then advised that the Board would need to call an executive session to discuss non-elected personnel in order to protect the confidentiality of the individual(s) being discussed.

Trustee Johnson moved that the Board recess to executive session at 5:10 p.m. for 20 minutes to discuss non-elected personnel, in order to protect the confidentiality of the individuals being discussed, to reconvene in room U-219 of the Student Union at 5:30 p.m. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:30 p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board discussed non-elected personnel and that no action was taken. He then advised that the Board would need to again recess to executive session to continue its discussion of non-elected personnel.

Trustee Johnson moved that the Board recess to executive session for an additional 10 minutes at 5:30 p.m., to continue its discussion of non-elected personnel, to reconvene in room U-219 of the Student Union at 5:40 p.m. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

Open Session - The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:40 p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board discussed non-elected personnel and that no action was taken.

Trustee Johnson moved that the Board approve the settlement of all issues relating to a matter involving non-elected personnel and execution of the confidential legal agreement pertaining to those issues. The motion was seconded by Trustee Webster. Following discussion, the motion carried.

ADJOURNMENT – The meeting adjourned at 5:42 p.m.

Stephan J. Mermis, Chairman

Mike Johnson, Secretary

Recorded by Marilyn Beary

PERSONNEL

Retirements

Rennie Burress – Security Officer
Joleen Tustin - Nurse

Resignations/Terminations

Amy Hansen – Assistant Volleyball Coach
AmyLynn Headley – Secretary/Data Specialist (part-time, part-time benefits) – Junction City
Sheyenne Heller – Tutor, Title III, Fort Riley – (part-time, no benefits)
Janice Johnson – Assistant Care Provider (part-time, part-time benefits)

Replacement Employees

Jennifer Birney – Coordinator of Continuing Education
Ann Merrick – GED Tutor (part-time, no benefits) – Larned
Marcia Wiens – Student Loan Specialist

Temporary Employees

Todd Ammeter – Camp Aldrich (part-time)
Jami Klug – Camp Aldrich (part-time)
Benjamin South – Camp Aldrich (part-time)
Star Dawn Stanton – Camp Aldrich (part-time)
Damian Tudor – Camp Aldrich (part-time)

Title/Position Changes

Diana Swan – from Math Tutor (part-time, no benefits) to Math Tutor (part-time, part-time benefits)
Jim Turner – from Tutor (part-time, no benefits) to Tutor (part-time, part-time benefits)
Reiley Watson – from Program Manager (Military Programs) to full-time Faculty – Fort Riley

Title Changes – Physical Plant

Ghazi Jahay – from Auto Mechanic to Auto Mechanic II
Larry Gale – from Carpenter to Carpenter I
(Vacant) from Carpenter to Carpenter II
Yvonne Schraeder, Julia Clemons, Karolina Hammeke, Eileen Love, Sandy Thalmann, Kay Wondra, Pat Demel, Sondra Cain, Barbara Carstens – from Custodian to Custodian I
Patty Kalberloh – from Assistant Custodial Supervisor to Custodian I
Bob Mattocks – from Assistant Custodial Supervisor to Custodian II
Jerry Treaster – from Groundskeeper to Groundskeeper I
Doug Kaiser – from Groundskeeper to Groundskeeper II
Chris Boeger – from Mechanical Supervisor to Mechanical Systems Supervisor
Jack Love – from Plumber to Plumber I

Contract Information

Supplemental Contracts

Christine Abbott	Human Growth & Development
Jeffrey Anderson	Medical Terminology
Dorothy Arvizu	Math Learning Strategies/Eng Study Skills
Janet Balk	Western Civilization 1500-Present
Geraldine Ball	Cultural Anthropology
Jeff Beaman	Tennis
Jim Bias	Multimedia Presentations
Jim Bias	Word Processing Applications
George Bowman	Management of Weapons Storage Facilities
George Bowman	Transformers & DC Motors
George Bowman	Weapons Storage Facility Operations
George Bowman	Weapons Storage Facility Operations
Gerald Butler	World & Regional Geography
Gerald Butler	Physical Geography
Wendy Butler	Principles of Microeconomics
Wendy Butler	Personal Finance
Wynn Butler	Western Civilization 1500-Present
Shanna Calvasina	English Composition I
Gilberto Chabarria	Elementary Spanish I
Richard Clark	Introduction to Business
Richard Clark	Process Management
Michael Cox	Supervisory Development
Michael Cox	Western Civilization 1500-Present
Michael Cox	American History to 1877
Gary Cunningham	Information Super Highway
Leigh Cunningham	Cross Cultural Awareness
Charles Davis	Introduction to Drama
Charles Davis	Shakespeare
Charles Davis	Introduction to Logic
Jeffrey DeFries	Total Quality Management
Jeffrey DeFries	Process Management
Jeffrey DeFries	Business Ethics
Denise DelCarmen	Basic Nutrition
Jared Duley	Social Psychology
Jared Duley	Juvenile Delinquency
Keith Earnshaw	Environmental Management
Karen Frick	General Psychology
Karen Frick	Human Growth & Development
Maggie Gamble	EPA Regulations I
Nancy Gaskins	Accounting for Business Operations
Nancy Gaskins	Accounting for Investing & Financing
Nancy Gaskins	Personal Finance
Addie Goymerac	Environmental Science
Addie Goymerac	Intermediate Algebra
Addie Goymerac	Basic Math Skills/Prep Math
Addie Goymerac	Environmental Science/Lab

Sheyenne Heller	Public Speaking
Sheyenne Heller	Fundamentals of Grammar
Sheyenne Heller	English Composition I
Sheyenne Heller	Technical & Report Writing
Edwin Kennedy	Organizational Communications
Marlene Kabriel	Language Lab
Marlene Kabriel	Elementary German I
Don Kayser	Golf/Advanced Golf
Gene Kingslien	Personal & Community Health
Gene Kingslien	Personal & Community Health
George Kneuper	Intro to Water/Waste Water Operations
Myron Kryschtal	International Relations
Myron Kryschtal	Intro to Leadership Concepts
Myron Kryschtal	International Relations
Joel Lundstrom	General Psychology
Joel Lundstrom	General Psychology
Joel Lundstrom	Contemporary Social Problems
James Maner	Spreadsheet Applications
James Maner	Introduction to Computers
Mary Jane Manning	Nursing Clinical Hours
Kim Mansfield	Introduction to Counseling
Jennifer Miller	Math Learning Strategies/Eng Study Skills
Anita Motsenbocker-Alford	Database Management Systems
Anita Motsenbocker-Alford	Introduction to Computers
Anita Motsenbocker-Alford	Java Programming
Anita Motsenbocker-Alford	Java Programming
Dan Myers	Supervisory Development
Bill Nash	Department of Transportation Regulations
Rekha Natarajan	Intermediate Algebra
Merrilees Owens	American History 1977-Present
Evelyn Parker	Clinical Supervision
Robert Patterson	English Composition I
Robert Patterson	English Composition II
Bill Robinson	Intermediate Algebra
Norman Russell	Environmental Science
Norman Russell	Environmental Science/Lab
Norman Russell	Technical Math
Norman Russell	College Algebra
Norman Russell	Elements of Statistics
Marlene Sedillos	Fundamentals of Grammar
Brian Schroeder	Intro to Exercise Science
Kristina Schulte	Child Abuse and Neglect
GE Simmons	Spreadsheet Applications
Susan Simmons	Spreadsheet Applications
Susan Simmons	Database Management Systems
Susan Simmons	Advanced Word Processing Applications
Angela Sullivan	Elements of Statistics
John Truitt	EPA Regulations I

John Truitt	Environmental Protection Agency Regs II
Roger Vanderlinde	American West
John Truitt	Computer Aid Management of Emerg Ops
Kalin Wells	Industrial Hygiene/Toxicology
Michael Weltsch	Military History of Second World War
Michael Weltsch	Military History of American Revolution
Michael Weltsch	Military History of American Civil War
Michael Weltsch	Military History of Second World War
Janet Willhaus	Nursing Clinical Hours

Community Education

Monique De Pue	Spanish for the Great Bend Tribune (4/15/03 – 5/15/03)
Ron Willis	Administration Leadership (4/24/03)
Mary Boman	Certified Nurse Aide - Larned (5/5/03 – 5/30/03)
Nancy Wetig	Certified Nurse Aide – Great Bend (5/6/03 – 7/10/03)
Sharon Magee-Minor	Rehab Aide – Junction City (5/9/03 5/17/03)
Chuck Merriman	ABLE Reno Valley Middle School (5/15/03)
Darrell Thrasher	CA/Introduction to Sociology/Wilson (1/6/03 – 5/22/03)
Neal Cassell	OR/Human Relations in Business/Russell (5/6/03 – 7/8/03)
Julie Wright	Degree Program/Child Abuse & Neglect Ellsworth (4/22/03 – 6/24/03)

ACTION ITEMS

Grant Application Requests
 Carl Perkins Improvement
 Non-Traditional Occupations
 SBC Excelerator
Revised Governance Policy – “Chairperson’s Role”
Drug Testing Proposal

Meeting of the Board of Trustees
Barton County Community College

April 22, 2003

GRANT APPLICATION REQUESTS

Detail: Attached for the Board's review are three (3) grant application requests: 1) Carl Perkins Improvement Grant in a funding range of \$193,334; 2) SBC Excelerator Grant in a funding range of \$50,000 and 3) Non-Traditional Occupations Grant in a funding range of \$37,500. These grant application requests are for amounts above that for which the President may approve without Board action. However, due to the April 15 deadline for the Non-Traditional Occupations Grant, which fell prior to the April Board meeting, I have authorized the application of the grant, pending Board ratification.

Recommendation: The President respectfully requests Board authorization to approve the Carl Perkins Improvement Grant in a funding range of \$193,334 and the SBC Excelerator Grant in a funding range of \$50,000 and to ratify application for the Non-Traditional Occupations Grant in a funding range of \$37,500.

Action: Director of Grants

**BARTON COUNTY COMMUNITY COLLEGE
GRANT APPLICATION REQUEST
(Funding range over \$10,000)**

Grant	Carl Perkins Improvement Grant
Funding Agency	U.S. Department of Education/Kansas Board of Regents
Summary	The grant will provide funds to enhance the academic, vocation, and technical skills of post secondary students who elect to enroll in vocational and technical programs at Barton.
Services	<ul style="list-style-type: none"> • Academic, Vocational, and Technical Activities • Salaries • Curriculum and New Course Development • Enhancement and refinement of existing courses • Technology Development • Professional Development
Relationship to College Mission	Perkins funding will assist the College in improving the economic and personal lives of vocational students and their contributions to society.
Target Population	Vocational students particularly those in non-traditional occupational career tracks. Also special populations.
Funding Range	\$193,334
Indirect Cost Reimbursement	None
Funding Period	July 2003 to June 2004
Institutional Obligation	
Cash	None
In-Kind	Clerical, administrative,
Personnel Required	
Existing	.50 Time Academic Support Specialist .40 Career Planning and Placement Coordinator Supplementary Instruction/tutoring in PLATO
New	None
Application Deadline	June 1, 2003
Submission to BOT (Date)	

Presidential Review

I have reviewed this request and it is in concert with the mission and vision of Barton County Community College. I support the request and recommend that the Board of Trustees authorize the College to proceed with the preparation of the grant application, which is in excess of the funding range for which I am authorized to approve.

President's Signature

Date

**BARTON COUNTY COMMUNITY COLLEGE
GRANT APPLICATION REQUEST
(Funding range over \$10,000)**

Grant	Non-Traditional Occupations
Funding Agency	Kansas Board of Regents
Summary	This grant provides non-traditional career information to students and faculty in the designated service area.
Services	Faculty Trainings, Student presentations, Career Resource Library, Assistance with Job shadow and Career Days, etc.
Relationship to College Mission	Provides new career information learning opportunities.
Target Population	Grades 7-14
Funding Range	\$37, 500
Indirect Cost Reimbursement	
Funding Period	July 1, 02 to June 30, 2003
Due Date	April 15, 2003
Institutional Obligation	
Cash	0
In-Kind	0
Personnel Required	
Existing	1
New	0
Submission to BOT (Date)	

Presidential Review

I have reviewed this grant application and it is in concert with the mission and vision of Barton County Community College. I support the request and, due to the deadline for application, I have tentatively approved it, although it is in excess of the funding range for which I am authorized to approve, and recommend that the Board of Trustees ratify the preparation of the grant application.

President's Signature

Date

**BARTON COUNTY COMMUNITY COLLEGE
GRANT APPLICATION REQUEST
(Funding range over \$10,000)**

Grant	SBC Excelerator
Funding Agency	SBC Foundation (Formerly Southwestern Bell)
Summary	The SBC Foundation funds projects that build the technology infrastructure of nonprofits enabling them to increase their organizational effectiveness and/or service delivery capacity.
Services	Funds will support the enhancement of Barton's ITV capacity. Activities will include the development of an origination site on the Barton campus and two remote sites.
Relationship to College Mission	The project will enable the College to improve access to educational services to learners located in remote and/or underserved sites.
Target Population	Barton County service area
Funding Range	\$50,000
Indirect Cost Reimbursement	None
Funding Period	October 1, 2003 to September 30, 2004
Institutional Obligation	
Cash	None
In-Kind	Clerical, Community Education Staff time, Electronics staff
Personnel Required	
Existing	Electronics staff
New	
Due Date	April 22, 2003

Presidential Review

I have reviewed this request and it is in concert with the mission and vision of Barton County Community College. I support the request and recommend that the Board of Trustees authorize the College to proceed with the preparation of the grant application, which is in excess of the funding range for which I am authorized to approve.

President's Signature

Date

Meeting of the Board of Trustees
Barton County Community College

April 22, 2003

REVISED GOVERNANCE POLICY – “CHAIRPERSON’S ROLE”

Detail: As part of the ongoing review of the Board’s Policy Governance, the Trustees reviewed the following policies at the April 2, 2003 Board study session: (1) Governance Commitment; (2) Governing Style; (3) Board Job Description; and (4) Chairperson’s Role. Upon review of these governance policies, it was recommended that the policy titled “Chairperson’s Role” be revised to indicate that the Chairperson is occasionally authorized by the Board, through official action, to act or sign documents on the Board’s behalf.

Recommendation: Attached for the Board’s review and approval is a copy of the revised governance policy “Chairperson’s Role” which reflects the Chairperson’s authority, upon official Board action, to act or sign documents on the Board’s behalf.

Action: President’s Office

POLICY TYPE: BOARD PROCESS

POLICY TITLE: CHAIRPERSON'S ROLE

The job “product” of the chairperson is, primarily, the integrity of the Board process and, secondarily, occasional representation of the Board to outside parties. The chairperson is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), unless the authority is delegated to another member.

1. The job output of the chairperson is to ensure the Board behaves consistent with its own rules and those legitimately imposed upon it from outside the organization.
 - A. Meeting discussion content will only be those issues which, according to Board policy, clearly belong to the Board to decide, not the President.
 - B. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and pointed.
2. The authority of the chairperson consists of making decisions that fall within the topics covered by Board policies under BOARD PROCESS and BOARD-PRESIDENT RELATIONSHIP, except where the Board specifically delegates portions of this authority to others. The chairperson is authorized to use any reasonable interpretation of the provisions of these policies.
 - A. The chairperson is empowered to plan and chair Board meetings with all the commonly accepted authority of that position (e.g., ruling, recognizing, committee appointments).
 - B. The chairperson has no authority to make decisions about policies created by the Board within ENDS and EXECUTIVE LIMITATIONS policy areas. Therefore, the chairperson has no authority to supervise, or direct the President.
 - C. The chairperson may represent the Board to outside parties in announcing Board-stated positions and in stating chair decisions and interpretations within the area delegated. **Upon official action, the chairperson is authorized by the Board to act on the Board's behalf.**

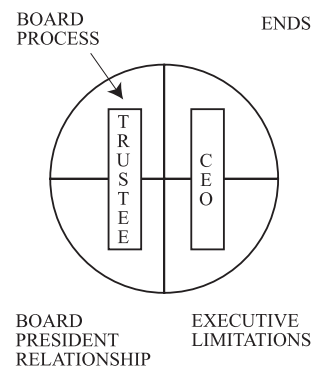
(continued on next page)

POLICY TYPE: BOARD PROCESS

POLICY TITLE: CHAIRPERSON'S ROLE (continued)

3. The chairperson is to ensure the vice chairperson is informed of current and pending Board issues and processes.
4. In the event of a potential conflict of interest, the Vice Chair will be authorized to sign financial documents, including checks, on the Chairperson's behalf.

-- This policy adopted on October 16, 1997
Reviewed on 11-01-00 (no changes)
Revised on 10-23-01
Revised on



Meeting of the Board of Trustees
Barton County Community College

April 22, 2003

DRUG TESTING PROPOSAL

Detail: Mailed under separate cover for the Board's consideration is bid information from Ellinwood District Hospital, Ellinwood, KS to provide drug-testing services for the College. As the Board knows, for some time the College, with assistance from legal counsel, has been examining the implementation of random, as well as suspicion, drug testing for students who represent the College.

Proposals were requested from local facilities, as well as entities expressing interest in providing the testing service. Three proposals were received and reviewed. On a cost and service basis, the proposals received were relatively competitive, with the recommended provider being slightly more expensive than the other bidders. For reasons of providing support to our local communities, the administration is recommending that the College enter into an agreement with Ellinwood District Hospital to provide the desired testing services.

The issue of drug testing is a sensitive one and one that we have carefully researched. Under the proposal, Ellinwood District Hospital will test students that represent the College. Beyond providing the testing, they will assist the College in finalizing its policies and procedures. Accordingly, it would be our intent to have the testing program developed, administratively and legally approved, and ready for implementation this fall.

The recommended proposal indicates that random onsite testing at Barton's facilities would be provided, that comprehensive testing would be provided to detect illicit drugs (PCP, cocaine, marijuana, amphetamine, opiates and their metabolites), that performance enhancing drugs and alcohol testing could also be provided, that suspicion testing could be provided, and that a third party would be used to generate a computerized random selection list from which to perform testing. The proposal outlines costs as:

- One time cost for establishing the testing service: \$129
- Annual testing service cost (after the first year): \$79
- Random testing (including urine test and collection): \$65
- Other services, tests, and costs would be determined later.

As indicated, the issue of testing is a sensitive one, but for matters such as creating a positive campus environment, safety, security, student health and well-being, we believe that contracting for this service is essential.

Recommendation: It is recommended that the Board approve the services of Ellinwood District Hospital to provide random drug testing services for all students representing the College and who receive a performance award or are on an athletic scholarship at Barton County Community College beginning in the Fall 2003 semester.

Action: Dean of Student Development

KACCT/KBOR REPORT

J.B. Webster and Dr. Law will update the Board concerning Kansas Association of Community College Trustees and Kansas Board of Regents activities.

INFORMATION/DISCUSSION ITEMS

Report to the Board of Trustees (Exhibit B)
Monitoring Reports (Exhibit C)
Upcoming Board Meetings/Activities
President's Report of Monthly Activities

UPCOMING BOARD MEETINGS/ACTIVITIES

- May 7** **Board Study Session – 12:00 noon** – U219 (upper level of Student Union)
- May 15** **Dinner for Trustees and Spouses/Guests Prior to Commencement – 6:00 p.m.** – U-219 (upper level of Student Union)
- Commencement – 7:30 p.m.** – Gymnasium *(meet in Dr. Law's office by 7:00 p.m. to line up for graduation march)*
- Reception Immediately Following Commencement** – Student Union
- May 20** **Regular Board Meeting – 4:00 p.m.** – U-219 (upper level of Student union)
- May 26** **Campus Closed** – Memorial Day

President's Monthly Activities
March 1 – 31, 2003

- March 2 Spoke at the Alpha Sigma Lambda Honor Society Induction
- March 3 Met with Dr. Kimmel on data gathering issues for state-wide nursing survey being prepared for the Council of Presidents
Welcomed Faculty for Spring Assessment Day Activity
- March 4 Met with small group of community leaders regarding the KSU Partnership
Lunch with Gary Gore to discuss business incubator and KSU partnership issues
- March 5 Attended Foundation Board meeting
Attended men's regional basketball playoff game
- March 6 Sick Day
- March 7 Sick Day
- March 9 Attended men's regional basketball game in Salina
- March 10 Sick Day
- March 12 Attended the Governor's teleconference listening tour from FHSU
- March 13 & 14 Spring Break – Offices Closed
- March 15 Attended Legislative Coffee
- March 17 Met with Dr. Clos regarding Articulation Agreement with Kansas Wesleyan
- March 18 Met with Larry Straub
Attended Luncheon with Howard Partington, Mel Waite, and Clay Guthmiller
Met with Phil McKnight – KU's Community College Representative
Attended a portion of a Violence Prevention grant planning session
Attended the monthly Board of Trustees meeting
- March 19 Attended Planning Implementation Council Meeting
Facilitated President's Staff meeting
- March 20 Attended Chamber Coffee at Golden Belt One Stop
Hosted a lunch for a few members of the black community
Met with Ron Vratil and Mark Dean to discuss Insurance Company's Loss Control Recommendations

March 24 Attended Kansas State University Partnership Meeting in
 Manhattan with a number of staff members

March 25 Attended Presidential Scholar's luncheon

March 27 Attended Chamber Coffee at Great Bend Tribune
 Attended Cougar Booster Board Meeting
 Attended Garden City/Barton softball game

March 28 Facilitated Interview for Institutional Advancement Position

March 31 Attended Planning Council model meeting

NOTICES AND COMMUNICATIONS

Letter from Senator Pat Roberts

PAT ROBERTS
KANSAS

109 HART SENATE OFFICE BUILDING
WASHINGTON, DC 20510-1605
202-224-4774

United States Senate

WASHINGTON, DC 20510-1605

March 18, 2003

COMMITTEES:
ARMED SERVICES
AGRICULTURE
ETHICS
HEALTH, EDUCATION,
LABOR, AND PENSIONS
CHAIRMAN:
INTELLIGENCE

RECEIVED

MAR 26 2003

**PRESIDENT'S OFFICE
BCCC**

Mr. Veldon Law
President
Barton County Community College
245 NE 30th Rd
Great Bend, KS 67530-9283

Dear Mr. Law:

Thank you for contacting me about H.R. 442. I appreciate your taking the time to get in touch with me.

I agree. The price of college tuition is becoming a burden for students and families. Between 1990 and 2000, average tuition and fees (after being adjusted for inflation) grew by 33% in private 4-year institutions, 40% in public 4-year institutions, and 39% in community colleges. These increases make it difficult to attend college.

In the 107th Congress, I supported new federal income tax benefits for students and their families to meet post-secondary education expenses. These tax credits and deductions include the Hope scholarship tax credits, the lifetime learning tax credit, and a tax deduction for post-secondary education expenses. Taxpayers are also able to receive federal income tax benefits for savings for college through Coverdell education savings accounts, qualified tuition programs, and education savings bonds. I voted for these positive tax provisions.

I appreciate knowing of your support for H.R. 442. Reps. Dave Camp (R-MI) and James McGovern (D-MA) introduced this legislation to extend Hope scholarship tax credits for books, fees, supplies and equipment. While no such legislation has been introduced in the Senate, please be assured I will keep your support in mind as the Health, Education, Labor and Pensions (HELP) Committee, of which I am a member, begins work of the reauthorization of the Higher Education Act.

Again, thank you for writing. I look forward to future advice and counsel.

With every best wish,

Sincerely,



Pat Roberts

PR:js

Meeting of the Board of Trustees
Barton County Community College

April 22, 2003

EXECUTIVE SESSION

Detail: An executive session will be required for the purpose of discussing non-elected personnel in order to protect the confidentiality of the individual(s) being discussed.

Recommendation: In compliance with the Kansas Open Meetings Act, it is recommended that the Board move to recess to executive session for the purpose of discussing non-elected personnel in order to protect the confidentiality of the individual(s) being discussed.

Action: Board Chair

ADDITIONAL ACTION ITEMS

Contract Renewals
Granting Tenure

Meeting of the Board of Trustees
Barton County Community College

April 22, 2003

CONTRACT RENEWALS

Detail: During executive session, lists of faculty, coaching, and administrative contracts for the 2003-2004 academic year will be distributed to the Board for consideration.

Recommendation: It is recommended that the Trustees review the lists of faculty, coaching, and administrative contracts for the 2003-2004 academic year during executive session and, upon returning to open session, approve the recommendations as presented.

Action: President's Office/Dean of Learning and Instruction

Meeting of the Board of Trustees
Barton County Community College

April 22, 2003

GRANTING TENURE

Detail: Pursuant to state law, each year, the Office of Learning and Instruction reviews the status of the teaching faculty to determine whether any are eligible for tenure who have not already achieved this status.

According to state law, a faculty member may achieve tenure in one of two ways.

1. A faculty member who completes three consecutive years of teaching on our campus and is offered a fourth contract.
2. A faculty member who completes two consecutive years of teaching on our campus and is offered a contract, if they have previously achieved tenure at another Kansas community college or school district.

State law requires that teaching faculty who have not achieved tenure must be evaluated twice each year and receive satisfactory performance reviews to advance toward tenure. A faculty member who has received six satisfactory annual performance reviews, and is offered a fourth contract, will be tenured under K.S.A. 72-5445.

Recommendation: According to the law and in keeping with the College's efforts to more formally recognize the significance of receiving tenure as a faculty member, following the Board's approval of the 2003-2004 faculty contracts, the President will present to the Board a list of names of those faculty members being recommended for tenure.

Action: President's Office/Dean of Learning and Instruction