

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

**Tuesday, August 6, 2002 – 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

August 6, 2002

BUDGET HEARING

Comments: The public hearing on the 2002-2003 budget hearing will be held at 4:00 p.m. on Tuesday, August 6, 2002, in room U-219 of the Student Union at Barton County Community College. This budget was approved for publication at the July 16, 2002 meeting and appeared in the July 19, 2002 issue of the Great Bend Tribune.

Recommendation: It is recommended that the Board approve the budget as published.

Action: Dean of Business Service

Meeting of the Board of Trustees
Barton County Community College

August 6, 2002

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

August 6, 2002

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.

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PUBLIC AND/OR EMPLOYEE COMMENT

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

STAFF REPORTS

Bill Forst will present a staff report on the College's Art Program.

NCA UPDATE

Cathie Oshiro and Dr. Tim Kimmel will present the Trustees with a monthly update on the College's progress towards its October 21-23, 2002 accreditation visit by The Higher Learning Commission (NCA).

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CONSENT AGENDA

Comments: In accordance with BC²CC'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 meeting of the Board of Trustees, held on July 16, 2002
- Personnel

Please Note: Claims and financials for the month of July will not be available. The College is in the process of creating the budget levels within the system and because of time constraints, the July claims and financials will be available for review at the September Board meeting.

Action: President's Office

**Regular Meeting of the Board of Trustees
Barton County Community College
July 16, 2002**

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., July 16, 2002, in room U-219 of the Student Union.

ATTENDANCE

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

Trustees Absent: None

Other Attendees: Ron Kirmer; Darcy Wedel; Michael Dawes; Dick Wade; Ron Vratil; Daniel Devine, representing the Great Bend Tribune; Dr. Karén Clos; Cathie Oshiro; Dr. Tim Kimmel; Jackie Elliott; Caicey Schartz; Dr. Veldon L. Law; and Marilyn Beary.

Chairman Mermis led the attendees in the Pledge of Allegiance.

Comments from Chairman: Chairman Mermis opened the meeting by welcoming the guests.

PUBLIC AND EMPLOYEE COMMENT

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

INTRODUCTION OF NEW EMPLOYEE

LaVonne Gerritzen introduce Randy Smith, Administration of Justice Faculty.

STAFF REPORTS

Jane Howard presented a staff report on the Barton-Compensation Planning, Inc. (CPI) relationship and enrollment.

Darcy Wedel and Ron Kirmer presented a staff report on the College's automotive program.

NCA UPDATE

Cathie Oshiro and Tim Kimmel presented an update on the College's progress towards the upcoming accreditation visit by the Higher Learning Commission. Progress reports will be presented as a monthly update to the Board at each meeting through October.

CONSENT AGENDA

The following items were included in the consent agenda for the Board's approval:

- Minutes of the June 25, 2002 regular Board meeting
- Personnel
- Claims and Financial Report through June, 2002

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

ACTION ITEMS

Strategic Goals and Objectives for 2002-2007 – At its regular meeting of October 15, 1998, the Board adopted six recommended Goals and Strategic Priorities as developed by the Planning Council. At its December 14, 1999 regular meeting, the Board adopted an additional Goal and Strategic Priority as well as proposed revisions to those previously approved. At today's meeting, the Board was presented for consideration and adoption, proposed Planning Council Strategic Goals and Objectives for 2002-2007.

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

Election of Officers – In keeping with the Board's policy governance, it held its annual selection of officers by majority vote. KSA 71-201 (b) (1), 1985, states that "the Board shall select its own chairperson and such other officers as it may deem desirable, from among its own membership. The Secretary may be the chief administrative officer of the College. The Treasurer may be the chief financial officer of the College."

Trustee O'Connor moved to nominate Stephan J. Mermis as Chair, Dan Soeken as Vice Chair, Mike Johnson as Secretary, Ron Vratil as Treasurer, and J.B. Webster as KACCT Delegate. The nominations were seconded by Trustee Johnson. Following discussion, the motion carried.

Publication of 2002-2003 Budget – Prior to the meeting and after publication of the Board book, the College received notification from the County Clerk's Office of an error in personal property valuation. Therefore, a revised proposed budget for 2002-2003 was presented to the Board at the meeting. It was recommended that the Board approve the publication of the revised budget page as presented, in accordance with K.S.A. 71-204, and that the Budget Hearing be scheduled in room U-219 in the upper level of the Student Union at 4:00 p.m. on Tuesday, August 6, 2002 as the first order of business.

Trustee Webster moved that the revised 2002-2003 budget be published as submitted and that the Budget Hearing, scheduled in room U-219 in the upper level of the Student Union at 4:00 p.m. on Tuesday, August 6, 2002, be the first item of business. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

2002-2003 Operating Budget – The College's proposed operating budget for 2002-2003 which includes cost reductions of \$764,832 and no pay changes for employees, was presented for the Board's consideration.

Trustee Johnson moved that the Board approve the operating budget for 2002-2003 as presented. The motion was seconded by Trustee Webster. Following discussion, the motion carried.

Athletic Insurance – The Board was presented with quotes for athletic insurance for the 2002-2003 academic year, which included a \$2,000 deductible, expanded Medical and HMO/PPO benefits and accidental death and dismemberment of \$5,000. It was recommended that the Board accept the low quote from Nationwide Insurance Company for an annual premium of \$29,144.

Trustee Soeken moved that the Board approve the low quote from Nationwide Insurance Company for an annual premium of \$29,144 for athletic insurance for 2002-2003. The motion was seconded by Trustee Sessler. Following discussion, the motion carried.

KJCCC Dues – At its regular meeting of June 25, 2002, the Board voted to postpone discussion and approval of the Kansas Jayhawk Community College Conference dues (KJCCC) until the July 16 Board meeting. It was recommended that the Board consider and approve the KJCCC membership dues for 2002-2003 in the amount of \$6,825.

Trustee Webster moved that the Board approve the 2002-2003 Kansas Jayhawk Community College Conference dues in the amount of \$6,825. The motion was seconded by Trustee O'Connor. Trustees Johnson and Mermis voted in the negative. Following discussion the motion carried.

KACCT/KBOR Report – Trustee Webster announced that there have been no activities this month.

INFORMATION/DISCUSSION ITEMS – The following were presented to the Board as informational items:

Monitoring Reports
Upcoming Board Meetings/Activities
President’s Report of Monthly Activities

NOTICES AND COMMUNICATIONS – Dr. Law highlighted a letter from Sgt. Jim Potter relative to its recent DARE Camp, recognizing Mary and Dave Tudor for “going above and beyond the call of duty” again this year on behalf of the campers and staff.

Dr. Law also shared a letter from Kirk J. Laffin, Executive Director of the Partnership for Environmental Technology Education, notifying the College that it had been selected as a “Pilot” College to participate in the launching of the PETE Energy Services & Technology Program. Dr. Law extended his appreciation to Wynn Butler and other staff at Fort Riley in securing this new opportunity for Barton.

EXECUTIVE SESSION – Chairman Mermis advised that an executive session would be necessary to discuss non-elected personnel in order to protect the confidentiality of the individual(s) being discussed, and requested that Dr. Karen Clos join the Board and Dr. Law in executive session.

Trustee Johnson moved that the Board recess to executive session at 5:25 p.m. for 10 minutes to discuss non-elected personnel in order to protect the confidentiality of the individual(s) being discussed, to reconvene in room U-219 of the Student Union at 5:35 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 5:35 p.m. in room U-219 of the Student Union. Chairman Mermis advised that matters pertaining to non-elected personnel were discussed and that no action was taken.

ADJOURNMENT – The meeting adjourned at 5:36 p.m.

Stephan J. Mermis, Chairman

Mike Johnson, Secretary

Recorded by Marilyn Beary

PERSONNEL

Resignations/Terminations

Gail Bauer – Associate Dean of Mathematics, English and Essential Skills
Heather Cunningham – Faculty/Staff Administrative Support Specialist (Fort Riley part-time)
Cresford Ryan – Title III Clerk
Jason Treaster – Security Officer
Jessica Turner – Assistant Softball Coach

Replacement Positions

Linda Carson – Child Care and Guidance Faculty
Jeffrey Carter – Assistant Women's Basketball Coach/Physical Education Instructor
Marliene Fuller – Administrative Assistant (Fort Riley)
Wade Forrestt - Assistant Cheer Coach/Fitness Center Manager
Paul Hinds – Lead Care Provider
Dat-Kwong Lock – Physics/Physical Science Faculty

Position Changes

Tamara Corbett – from Grants Secretary (full-time) to Grants Secretary (part-time)

Temporary Positions Ending

George Redington – Communication Faculty

Title Changes

Larissa Adams – from Coordinator of Child Development Center to Director of Child Development Center
Wynn Butler – from Director of Fort Riley FAST/LSEC/College Learning & Instructional Programs to Director of Fort Riley Academic Transfer Programs
Louis Pivonka – from Coordinator of Assessment and Placement to Director of Assessment and Placement

Overload

Rita Schmidt	ADN Transition
Cindie Streck	ADN Transition

Supplemental Contracts

Larissa Adams	Early Childhood/Child Care Practicum II
Tim Anderson	Principles of Microbiology
Janet Balk	Western Civilization 1500-Present
Geraldine Ball	World & Regional Geography
	American History 1877-Present
David E. Barnes II	College Algebra
Winsome Morgan-Bartley	Public Speaking, Cross Cultural Awareness
Veronica Bauer	General Psychology
LaVerne Bitsie-Baldwin	Intermediate Algebra
George Bowman	Weapons Storage Facility Operations

Lance Brauman	Elementary Phys Ed & Psychology of Sport
Walter Brown	Transportation Handling & Storage of Explosive Materials/Laser Sighting
Gilberto Chabarria	Public Speaking-2 sections
Richard Clark	Total Quality Management
Gene Compton	Military History-WW II
Michael Cox	Emergency 1 st Aid Tactical Operations
LaKisha Cusak	Supervisory Development, Military History Of American Civil War
Karen Frick	Small Business Management
Nancy Gaskins	General Psychology, Intro to Counseling, Social Psychology, Intro to Sociology
Brenda Glendenning	Principles of Microeconomics-2 sections
Sandy Haas	Nursing Clinical Hours
Sheyenne Heller	Nursing Clinical Hours
James Hill	English Comp I, Creative Writing, Intro to Literature
Mark Hinton	Training Records Management
Ed Johnson	American History to 1877, American West
Marlene Kabriel	Emergency First Aid-Tactical Operations II
Gene Kingslien	Contemporary Social Problems
Lynette Lee	Language Lab, Elementary German I
Joel Lundstrom	Personal & Community Health
James Maner	Organize Supply Management Operation
Jennifer Miller	General Psychology
Anita Motsenbocker	Introduction to Computers
Roma Lee Murphy	Fundamental Reading Skills
Dan Myers	Language Lab, Small Bus. Mgmt
Melissa Nech	Java Programming, Intro to Business
Paul Ogle	Nursing Clinical Hours
Evelyn Parker	Supervisory Development
Robert Patterson	American History 1877-Present
Bill Robinson	Fund. of General Chemistry
Rita Schmidt	Nursing Clinical Hours
Brian Schroeder	Intro to Exercise Science
Marlene Sedillos	English Study Skills, Math
G.E. Simmons	Learning Strategies
Susan Simmons	Intro to Computers, Microcomputer Apps I
Andrianna Smith	Data Base Management
Leon Sobba	Elementary French I
Letitia Snow	Fund. of General Chemistry
Cindie Streck	International Relations, Gov't of US
Angela Sullivan	Intro to Political Science
	Nursing Clinical Hours
	Prep Math/Basic Math Skills

Ryan Wolf
Johnny Yee

Intermediate Algebra
Weight Training
Basic Math Skills, Preparatory Math

Community Education

<u>INSTRUCTOR</u>	EVENT	DATE BEGIN	DATE END
Gaye Callich	American Sign Language	8/19/02	12/02/02
Terri Stewart	CMA – Junction City	8/19/02	9/27/02
Sheree Poskey	CA/General Psychology/Chase	8/19/02	12/20/02
Carolyn Kern	CA/College Algebra/Chase	8/19/02	5/23/03
Daniel Winston	CA/General Psychology/Ellsworth	8/19/02	12/20/02
Sharon Nelson	CA/English Composition I/Ellsworth	8/19/02	12/20/02
Ruth Moritz	CA/English Composition I/Russell	8/21/02	12/20/02
Rick Peters	Paint the Town	8/22/02	10/10/02
Mark Poltera	CA/English Composition I/Wilson	8/23/02	12/20/02
Darrell Thrasher	CA/General Psychology/Wilson	8/23/02	12/20/02
Ruth Moritz	CA/English Comp I/Bushton	8/23/02	12/20/02
Jonathon Wild	OR/English Composition I/Ellsworth	8/26/02	12/2/02
Ed Johnson	OR/Marriage & Family/Ellsworth	8/26/02	12/2/02
Mary Bourne	OR/Individual Art Projects/Ellsworth	8/26/02	12/2/02
Tricia Seltman	OR/Conversational Spanish/Ellsworth	8/26/02	12/2/02
Anita Hoffhines	OR/Microcomputer Applications I/Ellsworth	8/26/02	12/2/02
Tony Harp	CA/College Algebra/LaCrosse	8/26/02	12/20/02
Janet Knipp	OR/Public Speaking/LaCrosse	8/26/02	12/2/02
Terry Huff	OR/General Psychology/Larned	8/26/02	12/2/02
Stacy Reno	OR/Anatomy & Physiology/Larned	8/26/02	12/4/02
Glenn Presley	OR/Residential Wiring/Larned	8/26/02	12/2/02
Edith Elder	OR/Painting I, II & Projects/Larned	8/26/02	12/2/02
Bill Dooley	OR/Accounting I/Larned	8/26/02	12/2/02
Jack Heinricchs	OR/Conversational Spanish/Lyons	8/26/02	12/2/02
Alvin Sowers, JR.	OR/Microcomputer Applications I/Lyons	8/26/02	12/2/02
Lisa Seuser	CA/English Composition I/Otis-Bison	8/26/02	12/20/02
Mary Schwindt	CA/English Composition I/Rozel	8/26/02	12/20/02

Pamela Reisig	OR/Accounting I/Russell	8/26/02	12/2/02
Martin Lueth	OR/Introduction to Music/Russell	8/26/02	12/2/02
Daniel Winston	OR/General Psychology/Russell	8/26/02	12/2/02
Bill Robinson	OR/Statistics/St. John	8/26/02	9/30/02
Steve Dryden	OR/General Psychology/St. John	8/26/02	12/2/02
Joe Snyder	OR/American History	8/26/02	12/2/02
Ronald Major	OR/Woodworking I, II & Projects/Wilson	8/26/02	12/2/02
Travis Hamrick	OR/General Psychology/Lyons	8/27/02	12/3/02
Ruth Moritz	CA/Public Speaking/Bushton	8/27/02	12/24/02
Tara Kinnamon	OR/Microcomputer Applications I/St. John	8/27/02	12/3/02
Gloria Carson	OR/General Psychology/Bushton	8/27/02	12/24/02
Rick Peters	Paint the Town – St. John	8/27/02	10/15/02
Jeremy Bernhardt	OR/Interpersonal Communications/Ellsworth	8/27/02	12/2/02
Daniel Winston	OR/General Psychology/Ellsworth	8/27/02	12/3/02
Allen Whipkey	OR/Anatomy & Physiology/Ellsworth	8/27/02	12/5/02
John Crotts	OR/Welding I/Hoisington	8/27/02	12/3/02
Terry Hoff	OR/Introduction to Sociology/LaCrosse	8/27/02	12/3/02
Stacy Reno	OR/Intermediate Algebra/Larned	8/27/02	12/3/02
Nancy Piatt	OR/English Composition I/Russell	8/27/02	12/3/02
Glenna Hackerott	OR/Microcomputer Applications I/Russell	8/27/02	10/8/02
Jennifer Dunn	OR/Anatomy & Physiology/St. John	8/27/02	12/5/02
Rollie Peter	OR/Woodworking I, II & Projects/Ellinwood	8/28/02	12/4/02
Leon Sobba	OR/Microcomputer Applications I/Ellinwood	8/28/02	12/4/02
Christina Rathbun	OR/Introduction to Literature/Ellsworth	8/28/02	12/4/02
Catherine Herber	OR/General Accounting/Ellsworth	8/28/02	12/4/02
Janet Knipp	OR/Microcomputer Applications I/LaCrosse	8/28/02	12/5/02
Mary Barrows	OR/English Composition I/LaCrosse	8/28/02	12/4/02
Edith Elder	OR/Painting I, II & Projects/LaCrosse	8/28/02	12/4/02
Donnitta Plowman	OR/Conversational Spanish/Larned	8/28/02	12/4/02

Glenn Presley	OR/Woodworking I, II & Projects/Larned	8/28/02	12/4/02
Monique DePue	OR/Conversational Spanish/Russell	8/28/02	12/4/02
Don Anschutz	OR/Intermediate Algebra/Russell	8/28/02	12/4/02
Marthann Schulte	OR/American History 1877 – Present/Russell	8/28/02	12/4/02
Steve Dryden	OR/Psychology Grief & Separation/ St. John	8/28/02	9/25/02
Jane Bennington	OR/English Composition I/St. John	8/28/02	12/4/02
Alice Peterka	OR/Microcomputer Applications I/Wilson	8/28/02	12/4/02
Deborah Kauer	OR/English Composition I/Larned	8/29/02	12/5/02
Melissa Crowdis	OR/English Composition I/Lyons	8/29/02	12/5/02
Marilyn Michaelis	OR/Basic Algebra/Lyons	8/29/02	12/5/02
Paula Morris	OR/Intermediate Algebra/St. John	8/29/02	12/5/02
Rita Suiter	OR/Conversational Spanish/St. John	8/29/02	12/5/02
Shirley Windholz	OR/Multimedia Design/Russell	9/3/02	11/5/02
Lillian Dreiling	CMA – Hays	9/3/02	10/16/02
Steve Kummer	Quickbooks 2000	9/3/02	9/12/02
Nancy Gomez	CNA – Ellinwood	9/3/02	10/3/02
Gary Albright	Introduction to Leadership	9/3/02	11/5/02
Janice Lubeck	Principles of Management	9/3/02	11/5/02
Nancy Wetig	CNA – Great Bend	9/4/02	11/14/02
Genovevo Benavidez	Spanish for Nursing	9/4/02	10/2/02
Mary Boman	CMA – Great Bend	9/7/02	10/20/02
Tom Raup	Introduction to Computers for Seniors	9/10/02	10/8/02
Sue Newby	Dietary Managers Class – Great Bend	9/10/02	4/8/03
Evalina Craig	Introduction to Computer Applications	9/14/02	9/21/02

ACTION ITEMS

KACCT State-Wide Economic Impact Initiative
Proposed Revision to Executive Limitations (Budgeting/Forecasting)
Natural Gas Participation Agreement
Professional Liability Insurance

Meeting of the Board of Trustees
Barton County Community College

August 6, 2002

KACCT STATE-WIDE ECONOMIC IMPACT INITIATIVE

Detail: The Kansas Association of Community College Trustees (KACCT) asked that each of the state's community college Boards of Trustees discuss, during their August meeting, individual Board support for a comprehensive state-wide economic impact initiative. The effort would be funded in part by KACCT with each of the community colleges also participating in the cost of the study. The association would provide approximately \$1,800 if all colleges participate and each local college would provide \$3,200 for a total cost of \$5,000 per institution.

You will recall that on more than one occasion, we have discussed working with the group CCBenefits.com, with whom the American Association of Community College Trustees contracted to prepare the model and complete the studies for states and individual colleges. You will also recall that I was contemplating contracting for an individual college study for Barton. If I were to have done this, the funding that would have been needed for the project would have been below the upper limit of the President's spending limitation of \$10,000.

However, I was hesitant to move forward until I knew for sure whether or not others and I would be able to secure support for this activity from the entire state. With full state participation, Barton would be receiving a price break from the original cost of \$6,000. With the potential of a substantial price break now possible, I'm glad that I waited as the reduced cost makes the study even more attractive to me personally.

CCBenefits.com has completed studies for the following states (inclusive of each of the community colleges within the state): Wisconsin, Texas, Arizona, Oregon, Mississippi, and Illinois. Supporting information regarding the kind of information that would be provided as part of the study is attached.

Recommendation: It is recommended that the Board provide direction to Trustee Webster as to its support for a state-wide initiative to secure the services of CCBenefits.com to complete a state-wide study on the economical impact of Kansas community colleges through the sponsorship of KACCT.

Action: President

CCBenefits Deliverables

1. A 4 page Executive Summary suitable for popular and media circulation submitted for all community colleges. This report, containing all the major findings expressed in tables and graphs written in layman's terms, is intended for a wide audience.
2. A 1 page Fact Sheet containing bullet-by-bullet results on the impacts generated by the college, including the investment analysis results from the student, taxpayer, and business community perspectives, intended for wide distribution.
3. A detailed main report (75 page) suitable for technical audiences (for all community colleges). This report will present the findings in the context of clearly spelled-out assumptions, theory, and data sources invoked to generate the results. The report is intended mostly for economists and institutional researchers who need to ensure that the approach and documented data sources used are fully credible and transparent.
4. A detailed tabular summary of results (9 page) by entry-level of education, gender and ethnicity (for all community colleges). This report is intended for a limited audience.
5. A PowerPoint presentation summarizing the main results for community college presidents and others to adapt and use for presentations to different audiences: legislators, Chambers of Commerce, in public meetings, press briefings, and the like.

The project will provide a parallel set of the above reports and PowerPoint presentation focused on the aggregate role and effects of all community colleges in the state.

Data Collection For the Study

- CCBenefits will travel to a convenient venue in Kansas to meet with the community college institutional researchers in person to conduct a 1-day data input seminar to explain the purpose and context of the data to be collected, its use and relative importance in generating the results. The input seminar will include a PowerPoint presentation of some representative results obtained from other colleges and how they have been used, followed by an item-by-item explanation of the data starterkit--a listing of all of the data needed.
- Following the initial data input seminar, the Institutional Researchers, Finance Officers and the study team will schedule conference and/or individual calls on an as needed basis. We will be in regular phone and e-mail contact to answer questions and most importantly, to add or modify model parameters in response to particular needs.
- The data collection phase will culminate in the submission of completed starterkits--one for each participating college.

Analysis of Individual Community Colleges

Once the data has been collected, CCBenefits will begin the analysis phase of the individual community colleges. Four separate analyses will be prepared:

- Regional economic development analysis. This will include the standard estimates of the jobs and earnings and associated multiplier effects resulting from annual community college spending.
- Community college skills embodied in the current workforce. This will include estimates of the value attributed to the skills embodied in the current workforce by past community college students.
- Annual impacts. This will include estimates of the values / impacts generated by students per credit-hour equivalent (CHE) earned, per student, and in the aggregate: annual impacts are reported in terms of higher earnings accruing to the students themselves, and the avoided costs associated with social parameters such as reduced crime, welfare and unemployment, and improved health. From the standpoint of society, these positive social effects are translated into avoided costs to the taxpayer.
- Investment analysis. The annual impacts / benefits are subsequently "transformed" into an investment analysis of the worth of education estimated from the perspectives of the students, the taxpayers, and the business community. These results are expressed as net present values (NPV), benefit/cost ratios (B/C), rates- of-return (RR) on the investments (in percentage terms), and payback periods--all standard ways of expressing investment results.

During the analysis phase, we will adjust the input assumptions to fully ensure that they reflect the actual situation at the community college, and that the Institutional Researcher / Finance Officer and President are well within their "comfort zones" with respect to the input assumptions applied and the results obtained. The turnaround time between receipt of the starterkit data and the submission of the draft reports is typically short (2 to 3 weeks). All reports will have a standardized text but with different results reflecting the realities pertaining to the individual colleges. It is anticipated that each community college will receive at least two sets of draft reports as a result of the adjustments of input assumptions.

Aggregate Analysis For the State

The aggregate analysis phase will begin as soon as the individual community college analyses have concluded.

A parallel set of the deliverables (list above) that aggregate the state's data and the role and effect of all community colleges on the state will be provided.

Meeting of the Board of Trustees
Barton County Community College

August 6, 2002

Proposed Revision to Executive Limitations (Budgeting/Forecasting)

Detail: At the July 16, 2002 Board meeting, the Trustees approved the operating budget for 2002-2003 which, due to budgetary constraints at the state level, does not allow for salary increases for Barton's employees. Attached please find a copy of the Forecasting section within the Executive Limitations policy. Specifically, under #5, the President shall not: "Propose a budget which does not include a recommendation for staff and faculty salary increases". The President hereby requests the Board's acknowledgment and approval for the President to deviate from this constraint, due to that fact that budgetary constraints at the state level prohibited the inclusion of a positive recommendation for salary increases in the 2002-2003 operating budget.

Additionally, it is recommended that the Board considers and approves the following revision to the Budgeting/Forecasting section of the Executive Limitations policies:

Accordingly, the President shall not:

5. Propose a budget which does not consider staff and faculty salaries, and a recommendation as to whether or not resources should or should not be provided from which to grant salary increases.

Recommendation: The President respectfully requests the Board's approval to deviate from #5 of the budgeting/forecasting section of the Executive Limitations policy when recommending approval of the 2002-2003 operating budget. Additionally, it is recommended that the Board consider revising the budgeting/forecasting section of the Executive Limitations policy to read:

Accordingly, the President shall not:

5. Propose a budget which does not consider staff and faculty salaries, and a recommendation as to whether or not resources should or should not be provided from which to grant salary increases.

Action: President's Office

Meeting of the Board of Trustees
Barton County Community College

August 6, 2002

Natural Gas Participation Agreement

Detail: Since July 1, 2001, the College has participated in the Kansas Association of School Boards Kansas Joint Utilities Management Program (KJUMP) for its supply of natural gas. The current participation agreement for this consortium ends February 2003.

This consortium purchased natural gas in bulk for two other community colleges and over 90 USD's in the state of Kansas. KASB contracts with a third party administrator for the daily operation and supply for the program. Since natural gas is purchased in advance, KASB has requested new participation agreements from all of its members. The new participation agreement would extend the College's participation until June 2005.

Recommendation: It is recommended that the Board authorize the Chairman and College President to execute the attached member participation agreement with the Kansas Association of School Boards Kansas Joint Utilities Management Program (KJUMP) for the purchase of gas.

Action: Director of Physical Plant

KANSAS ASSOCIATION OF SCHOOL BOARDS
KANSAS JOINT UTILITIES MANAGEMENT PROGRAM (KJUMP)

MEMBER PARTICIPATION AGREEMENT

The date of this Agreement is _____.

It is hereby agreed that _____ Community College ("the Member") will participate in the Kansas Joint Utilities Management Program (KJUMP) administered by the Program Administrator in accordance with its agreement with the Kansas Association of School Boards, Inc. ("KASB").

The Member agrees to participate in KJUMP for an initial period ending June 30, 2005, and for one-year periods beginning July 1 in subsequent years. A Member may discontinue participation in KJUMP for any subsequent year by notifying KASB in writing no later than June 1 of the subsequent year's program.

The Member understands, acknowledges and grants KASB the sole right and discretion to contract with a third party administrator (Program Administrator) to administer the daily operation of KJUMP. The Member further understands, acknowledges and agrees that the Program Administrator will act as the Member's contracting agent for obtaining natural gas for the Member's use. The Program Administrator will use its best efforts to arrange the most cost-effective provision of natural gas for the Member and will provide the Member with a single monthly statement consolidating all natural gas bills.

The Member acknowledges it remains responsible for all payments and liabilities arising out of, or made in connection with, providing natural gas to the Member whether or not obtained through KJUMP. KASB is not responsible for the actions of the Program Administrator or any of its authorized subcontractors providing services to the Member, nor is it responsible for the actions of the Member. To the extent authorized by law, the Member agrees to defend, indemnify, and hold harmless KASB from any and all claims, loss damages, and attorney's fees and expenses associated therewith incurred as a result of any claim against KASB arising out of or premised upon any action of the Member or the employees, agents or subcontractors of the Member; or any and all claims, loss damages, and attorney's fees and expenses associated therewith incurred as a result of any claim or action arising out of the relationship between the Member and or the Program Administrator, Service Provider or the employees, agents or subcontractors of the Member, Program Administrator or Service Provider.

This Member Participation Agreement contains all of the terms agreed upon by the parties with respect to the subject matter of this agreement and supersedes all prior agreements, amendments to agreements, arrangements and communications, between the parties concerning such subject matter, whether oral or written, except as specifically provided otherwise in this agreement. This Agreement has been duly authorized, executed and delivered by the parties hereto and constitutes a legal, valid and binding obligation of the parties. The signatures hereto represent and warrant that they are duly authorized to execute the Agreement on behalf of their principal.

_____ Community College

Kansas Association of School Boards

By: _____
Chairperson, Board of Trustees

By: _____
John Koepke, Executive Director

By: _____
President

Please complete and return this Agreement to:

KJUMP Documents
Kansas Association of School Boards
1420 SW Arrowhead Road
Topeka, KS 66604-4001

Check this box for fixed rate.

Meeting of the Board of Trustees
Barton County Community College

August 6, 2002

PROFESSIONAL LIABILITY INSURANCE

Detail: The professional liability protection, which covers students and employees in the College's health care programs, student clinic, and athletic training, is becoming more difficult to secure. The general decline in the economy, the September 11th terrorist attack, and high losses in the insurance market are contributing to the difficulty in securing proper coverage. Many noted underwriters for this type of coverage have dropped out of the market. These companies include those that the College has used in the past (Chicago Insurance Company and Frontier Insurance). This coverage for the prior year was with Royal Sun Alliance and provided only limited coverage.

Our broker approached a number of markets for renewal this year and received only one quote. That quote is from Evanston Insurance Company for an annual cost of \$13,250. They are an 'A' AM Best rated company but they are non-admitted in Kansas. Being non-admitted means they are not subject to the same degree of state scrutiny as admitted insurers are. Unfortunately, no underwriter licensed in the state was willing to provide a quote. Because Evanston is an 'A' rated underwriter, they are considered a good risk for providing coverage. The coverage is for \$1,000,000 per incident, with an annual \$3,000,000 aggregate. Defense costs are included in the limits.

Recommendation: It is recommended that the College secure coverage with Evanston Insurance Company for its Professional Liability Coverage for the current fiscal year. The premium cost is \$13,250.

Action: Dean of Business Services

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

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

UPCOMING BOARD MEETINGS/ACTIVITIES

September 4 **Board Study Session** – 12:00 noon, room U-219 (upper level of Student Union)

September 17 **Regular Monthly Board Meeting** – 4:00 p.m., room U-219 (upper level of Student Union)

Reminder: The College's NCA visit is scheduled for October 21-23, 2002.

President's Monthly Activities
July 1 – 31, 2002

- July 1 Attended economic development meeting with Gary Gore, Dan Bonine, Jerry Marmie, and Dr. Coffman at KSU.
- July 3 Attended meeting at Chamber office
Facilitated weekly SILC meeting
Facilitated weekly President's Staff meeting
Facilitated Board Study Session
- July 4 Offices Closed – Independence Day
- July 5 Conducted Ron Vratil's Performance Evaluation
- July 8 Conducted Dick Wade's Performance Evaluation
Participated in conference call with Dr. Bottenfield, Cathie Oshiro, Dr. Kimmel, and Shanna Legleiter concerning NCA Accreditation Planning
Met with BCCCOP, president, Jeri Brozek
- July 9 Participated in a meeting with Foundation Board Chair, Jerry Felkel, and Bruce Kranicz for consideration of by-laws changes
Luncheon with Trustee Webster & Ron Vratil
- July 10 Facilitated weekly SILC meeting
Facilitated weekly President's Staff meeting
Attended Foundation meeting
- July 11 Conducted Jackie Elliott's Performance Evaluation
- July 12 Conducted Cathie Oshiro's Performance Evaluation
- July 15 Attended One Stop Sub-Contractor Meeting
Attended meeting with CPI executives to discuss mutual interests
- July 16 Attended Foundation Administrative Committee Meeting
Facilitated Board of Trustees meeting
- July 17 Hosted KSU representatives on campus and attended (3) KSU Candidate interviews
- July 18 Met with Paul Hedlund regarding Planning Council activities for the coming year
Attended Chamber Coffee at CPI
Attended Auction Kick-off at Stone Ridge Country Club
- July 19 Attended economic development meeting at Great Bend Chamber office

- July 22 Met with Trustee Johnson
- July 23 Assisted in hosting the Russell Chamber Coffee
- July 24 Facilitated weekly SILC meeting
Facilitated weekly President's Staff meeting
Conducted Mike Weltsch's Performance Evaluation
Held planning session regarding scholarships for Hispanic students
- July 25 Attended Great Bend Chamber Coffee
Welcomed Silver Cougar Club to campus
Attended Cougar Booster meeting
- July 26 Returned personal materials to, and met with, Mr. and Mrs. Leonard Robl regarding their son's achievements and Dr. Law's interest in submitting his name for national consideration as one of AACC's alumni of the year
- July 29 Met with news reporter Dan Devine regarding budget story
- July 30 Attended EduKan and Compact meetings in Garden City
- July 31 Facilitated weekly SILC meeting
Facilitated weekly President's Staff meeting

Meeting of the Board of Trustees
Barton County Community College

August 6, 2002

EXECUTIVE SESSION

Detail: An executive session will be required.

Recommendation: It is recommended that the Board recess to executive session, should it be deemed necessary, in compliance with the Kansas Open Meetings Act.

Action: Board Chair