

**REGULAR MEETING OF THE
BOARD OF TRUSTEES
BARTON COUNTY COMMUNITY COLLEGE
Tuesday, September 16, 2003 – 4:00 p.m.
U-219 (Upper Level of Student Union)**

AGENDA

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Meeting of the Board of Trustees
Barton County Community College

September 16, 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

September 16, 2003

COMMENTS FROM CHAIRMAN

The Chairman will address the assembly.

PUBLIC AND/OR EMPLOYEE COMMENT

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

INTRODUCTION OF GUESTS

- The President or his designee will introduce guests, including new employees.

STAFF REPORT

- Dr. Dennis Franz will present a report on EduKan.

Meeting of the Board of Trustees
Barton County Community College

September 16, 2003

CONSENT AGENDA

Comments: In accordance with Barton'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 Budget Hearing/Regular Meeting of the Board of Trustees, held on August 5, 2003
- Personnel

Action: President's Office

**Minutes of Budget Hearing/Regular Meeting of the Board of Trustees
Barton County Community College
August 5, 2003**

CALL TO ORDER

The budget hearing/regular meeting of the Board of Trustees of Barton County Community College was called to order at 4:00 p.m., August 5, 2003, 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: Susan Thacker of the Great Bend Tribune; Don Humphreys; Dr. Karen Clos; Ron Vratil; Michael Dawes; Mike Weltsch; Cathie Oshiro; Dick Wade; Dr. Tim Kimmel; Mark Dean; Angie Brummer; 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.

BUDGET HEARING

The Chairman presented the proposed budget for 2003-2004 as published, inquired as to whether there were any questions or comments, and announced that the Budget Hearing would remain open until 4:30 p.m. in order to allow any latecomers the opportunity to address this issue.

Susan Thacker asked clarifying statements relative to the budget process and Don Humphreys presented questions and statements to the Board. At 4:30 p.m., Chairman Mermis asked if there were any further questions concerning the budget. There were none offered. Chairman Mermis then closed the budget hearing.

Trustee Webster moved that the Board of Trustees approve the 2003-2004 budget as published. The motion was seconded by Trustee Sessler. Following discussion, the motion carried.

PUBLIC AND EMPLOYEE COMMENT

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

INTRODUCTION OF NEW EMPLOYEE

Dr. Clos introduced Mary Hester - Director of Learning Resources

CONSENT AGENDA

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

- Minutes of the regular Board meeting of July 15, 2003
- Personnel

It was noted that the claims and financials for the month of July was not available, due to time constraints, and would be available for review at the September, 2003 Board meeting.

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

ACTION ITEMS

RSVP Grant Application Request – The Board was presented with a request to authorize the President to approve application for the Retired and Senior Volunteer Program Grant (RSVP) in the funding range of \$60,000.

Trustee Sessler moved that the Board authorize the President to approve application for the RSVP grant as presented. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

Acceptance of Grants – The College had received grant notifications for the following grants and it was recommended that the Board authorize the President to accept the grants on the College's behalf which were in amounts over the \$10,000 limit for which the President may accept without Board authorization:

- ABE/GED (funding range of approximately \$109,220)
- Carl Perkins Improvement (funding range of approximately \$204,974)
- Carl Perkins Non-Traditional (funding range of \$37,500)
- Tech Prep (funding range of approximately \$60,000)
- Student Support Services (funding range of approximately \$285,353)
- Upward Bound (funding range of approximately \$234,624)

Trustee O'Connor questioned the \$105,297 institutional obligation as reflected on the ABE/GED Grant Acceptance Request. Cathie Oshiro advised the Board that this was a typographical error that would be corrected.

Trustee Soeken moved that the Board authorize the President to accept the grants, as corrected. The motion was seconded by Trustee Johnson. Following discussion, the motion carried.

Professional Liability Insurance – Quotes for professional liability insurance were distributed for Board action. The Administration recommended to the Trustees that the low quote from Granite State Insurance Company, with what is anticipated as an annual premium of \$9,887 be approved as presented.

Trustee Johnson moved that the Board approve the professional liability insurance to be provided by Granite State Insurance Company as recommended. The motion was seconded by Trustee Soeken. 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 to the Board as informational items:

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

EXECUTIVE SESSION – Chairman Mermis advised that an executive session would not be necessary.

ADJOURNMENT – The meeting adjourned at 4:52 p.m.

Stephan J. Mermis, Chairman

Mike Johnson, Secretary

Recorded by Marilyn Beary

PERSONNEL

Resignations/Terminations

Erin McKernan – Support Specialist

Grant Positions Ending

LaVerne Bitsei-Baldwin – Tutor (Fort Riley)

Catherine Graves – Tutor (Fort Riley)

Marlene Sedillos – Learning Skills & Technology Specialist (Fort Riley)

Jim Turner – Tutor (Fort Riley)

Jim Waitt – Instructional Technology Technician

Temporary Appointments

Ping Cao – Volleyball Aide

Luz Betty Gordon – Tutor (MLT bi-lingual; part-time)

Stephanie Kimbrel – Lab Assistant (part-time; Fort Riley)

Temporary Appointments Ending

Todd Ammeter – Camp Aldrich (part-time)

Jami Klug – Camp Aldrich (part-time)

Benjamin South – Camp Aldrich (part-time)

Star Staton – Camp Aldrich (part-time)

Damian Tudor – Camp Aldrich (part-time)

Replacement Positions

Keith Kennon – Security Officer

Wendy Miller – Secretary (Upward Bound/Student Support Services and TRIO Grants)

Kay Neighbors – Accounts Payable Clerk

Jaden Uken – Assistant Men's Basketball Coach

Rita Williamson – Technology Tutor (Adult Education)

Position Changes

Teresa Johnson – from Degree Audit, Tracking & Training Specialist to Instructor (English)

Judith Whitley – from Evening Instructional Specialist to Non-Traditional Grant Facilitator

Overload Contracts

Randy Allen

General Psychology ITV

Dana Allison

Digital Image Editing

Rick Bealer

Course Development

Kathy Boeger

Business Law

Jeana Brack

Intro to Computers

Linda Carson

Children's Literature

Linda Carson

Child Care Seminar

Cheyly Clawson

Modern Dance I & II

Cheyly Clawson

Jazz Dance I

Cheyly Clawson

Barton Dance Theater

Cheyla Clawson
Cheyla Clawson
Paul Clemens
Kathleen Dewey
Steve Dudek
Steve Dudek
Robert Dunavan
Robert Dunavan
Wade Forrestt
Bill Forst
Michael Grub
Brian Howe
Brian Howe
Brian Howe
Ed Johnson
Ed Johnson
Teresa Johnson
Teresa Johnson
Ron Kirmer
Ron Kirmer
Shanna Legleiter
Shanna Legleiter
Shanna Legleiter
Linda McCaffery
Renelle Mooney
Ruth Moritz
Cindy Piper
Cindy Piper
Doug Polston
Stephen Pottorff
Kay Robinson
Jennifer Schartz
Darcy Wedel
Owen Williamson

Jazz Dance I
Dance Theater
Fundamentals of Chemistry Lab
Business Statistics
Painting I
Painting II
Principles of Microeconomics
Introduction to Business
Lifetime Fitness & Wellness
Art History Survey I
Basic Applied Math
College Algebra
College Algebra
Course Development
Introduction to Sociology
Introduction to Sociology
English Composition I
Course Development
Special Problems in Auto
Auto Braking System
Beginning Keyboard
Ten Key
Word Processing
History
Income Tax Prep.
English Composition I
Personal & Community Health
Bowling
UNIX
Environmental Science / Lab
Public Speaking
Newspaper Production I/Radio Practicum
Auto Computer Control System
English Composition II

Christine Abbott
Christine Abbott
Christine Abbott
Christine Abbott
Christine Abbott
Christine Abbott
Janet Balk
Janet Balk
Geraldine Ball
Geraldine Ball
Charles Bartlett
Jennifer Battles
Laverne Bitsie-Baldwin

Supplemental Contracts

Introduction to Sociology
Human Sexuality
Interpersonal Communication
Developmental Psychology
Death & Dying
Marriage and Family
Western Civilization to 1500
Western Civilization to 1500
Women & the American Experience
Introduction to Philosophy
Intermediate Algebra
EMTS Lab Assistant
College Algebra

George Bowman	Transformers & DC Motors
George Bowman	Weapons Storage Facility Oper
George Bowman	Laser Sighting & Engage System
George Bowman	Military Passeng.-Carry Vehicle
Sarah Bretches	Basic Algebra – 2 sections
Kenneth Brooks	Introduction to Geology / Lab
Walter Brown	Tank & Lease Operations
Walter Brown	Substitute
Walter Brown	Transport Hand & Stor-Explos. Mat.
Gerald Butler	World & Regional Geography
Gerald Butler	Physical Geography
Wendy Butler	Principles of Macroeconomics
Wendy Butler	Personal Finance
Wendy Butler	Principles of Macroeconomics
Wendy Butler	Principles of Microeconomics
Winifried Butler	Total Quality Management
Winifried Butler	Western Civilization to 1500
Ping Cao	HPER
Eugene Compton	Emergency Medical Training
Eugene Compton	Emergency Medical Training
Eugene Compton	EMTS Lab Assistant
Dustin Cook	Basic Algebra
Charles Davis	The Short Story
Charles Davis	Introduction to Philosophy
Charles Davis	Intro to Literature
Charles Davis	Introduction to Philosophy
Jeffrey DeFries	Business Ethics
Denise DelCarmen	Basic Nutrition
Denise DelCarmen	Basic Nutrition
Jared Duley	Social Psychology
Jared Duley	Social Psychology
Jennifer Dunn	Principles of Biology
Rhonda Eurich	Beginning/Intermediate Swimming
Deborah Eyestone	English Comp. II
Gordon Farmer	Military Hist./Amer. Civil War
Jo Felke	Karate I
Marsha Finley	Human Resource Management
Marsha Finley	Fld. Exp. In Human Resource Mgmt.
Marsha Finley	Sanitation & Mgmt. of Food Service
Marsha Finley	Nutrition Therapy
Marsha Finley	Fld. Exp. Sani. & Mgmt. of Food Sys.
Marsha Finley	Field Experience in Nutrition
Marsha Finley	Course Mentor
Bill Forst	Art Appreciation
Bill Forst	Art Appreciation
Gillian Gabelmann	Basic Algebra
Larry Gale	Woodworking I, II, IAP
Magdalena Gamble	Nuclear Bio & Chem. Resp. Operat
Stephannie Goerl	English Composition I

Vaughn Goerl	Basic Applied Math
Addie Goymerac	Environmental Science
Addie Goymerac	Environmental Science / Lab
Addie Goymerac	Intermediate Algebra
Addie Goymerac	Intermediate Algebra
Sheyenne Heller	English Composition I
Sheyenne Heller	Technical & Report Writing
Sheyenne Heller	Fundamentals of Grammar
Sheyenne Heller	English Composition I
Sheyenne Heller	English Composition II
Sheyenne Heller	Great Books Program
Joy Hembree	Aqua Aerobics
Ken Henderson	Intro to Athletic Training
William Hickert	Scuba Diving
Teresa Johnson	Speedreading
Teresa Johnson	English ITV Instructor
Marlene Kabriel	Language Lab
Don Kayser	Golf/Adv. Golf
Lee Keil	Auto Body Repair I, II, III
Joel Keith	Beginning Guitar
Ed Kennedy	Supply in War
Rhonda Kent	Introduction to Counseling
Dennis King	Environmental Health & Safety
Dennis King	Environmental Health & Safety
Dennis King	Substitute
Dennis King	Renovating & Remodeling
Dennis King	Contingency Planning
Dennis King	OSHA General Industry Regs.
Gene Kingslien	Personal & Community Health
Kurtis Koch	Applied Music Ind. Percussion
Karen Kratzer	Medical Terminology
Myron Kryschtal	Intro to Leadership Concepts
Myron Kryschtal	Intro to Political Science
Myron Kryschtal	Intro to Leadership Concepts
Myron Kryschtal	Intro to Political Science
Myron Kryschtal	International Relations
James Lakey	Intro to Philosophy
James Lakey	Systematic Ethics
James Lakey	Intro to Philosophy
Lyles Lashley	Basic Applied Math
Lyles Lashley	Basic Applied Math
Joel Lundstrom	General Psychology
Joel Lundstrom	Contemporary Social Problems
Joel Lundstrom	General Psychology
Joel Lundstrom	Contemporary Social Problems
John Mack	Introduction to Logic
Joel Maiorano	Religion
Jari Marietta	Intro to Literature
Kim Mansfield	Introduction to Counseling

Kim Mansfiel	Group Dynamics
Ruth Moritz	Peer Consulting
Ruth Moritz	Peer Consulting
Anita Motsenbocker-Alford Java	Programming
Kevin Murphy	Microcomputer Apps. I
Kevin Murphy	Microcomputer Apps. I
Dan Myers	Supervisory Development
Bill Nash	OSHA General Industry Regs
Bill Nash	Incident Command
Bill Nash	Emergency Resp. to Chem. Spills
Bill Nash	OSHA General Industry Regs
Susan Newby	Public Speaking
Richard Nichols	Weapons Storage Facility Oper.
Richard Nichols	Training Records Management
Richard Nichols	Small Group Leaders Train Case
Jacqueline Oborny	Elementary Spanish I
Evelyn Parker	Making the Transition
Rick Peters	Art Appreciation
Rick Peters	Art Appreciation
Rick Peters	Art Appreciation
Warren Peterson	Police Defense Tactics
Dale Riggs	Photography I
Debra Ring	Children's Nutrition
Norman Russell	Technical Mathematics
Norman Russell	College Algebra
Norman Russell	Elements of Statistics
Norman Russell	Physical Science
Gary Sacher	Military Passeng-Carry Vehicle
Jann Sherman	Basic Algebra
Jeff Shull	Microcomputer Repair & Upgrade
Brenda Siebold	Spreadsheet Applications
Brenda Siebold	Adv. WP Applications & Proced
Brenda Siebold	Multimedia Presentations
Brenda Siebold	Adv. WP Applications & Proced
Gloria Siefkes	Basic Nutrition
Susan Simmons	Data Base Management System
Susan Simmons	Word Processing Applications
Patricia Snyder	Anatomy & Physiology I
Kayla Springer	Conversational Spanish
Angela Sullivan	College Algebra
John Truitt	Environ. Protection Agency Reg.
John Truitt	Substitute
John Truitt	Environmental Protect Agency Regs II
Lori Underwood	Hilltops Accompaniment
Roger Vanderlinde	Organization Maintenance Mgmt
Roger Vanderlinde	Organization Maintenance Mgmt
Roger Vanderlinde	American West
Bruce Watson	EMT & Refresher Seminar II
Bruce Watson	Emerg. 1 st Aid Tact Operations

Bruce Watson	Emerg. 1 st Aid Tact Operations
Bruce Watson	Emerg. 1 st Aid Tact Operations
Bruce Watson	EMTS Lab Assistant
Bruce Watson	Emerg. 1 st Aid Tact Operations
Patricia Wells	Basic Math Skills/Preparatory Math
Michael Weltsch	American Military History
Michael Weltsch	American Military History
Melinda Whitney	Emerg. 1 st Aid Tact Operations
Melinda Whitney	EMT & Refresher Seminar II
Russell Wilson	Pre Hosp. Trauma Life Support - P
Russell Wilson	Trauma AIMS
Russell Wilson	Emerg. 1 st Aid Tact Operations
Russell Wilson	Pre Hosp. Trauma Life Support – P
Mandy Wiltse	Accounting I – ITV
Mandy Wiltse	Course Development
Greg Wolf	Transport Hand & Stor Explos Mat
Greg Wolf	Emergency Resp. to Chem. Spills
Darren Worcester	Technical Drafting I

Community Education

Donna Scott	Certified Medication Aide Update – Hays (10/3/03 – 10/4/03)
Robin Fabricus	BML Law & Banking (10/7/03 – 12/9/03)
Carolyn Churchill	Business Communication - Pension (10/7/03 – 12/9/03)

Degree Program

Larissa Adams	Adv. Methods of Classroom Mgmt./Ellsworth (9/16/03 – 11/18/03)
Janice Lubeck	Business Ethics/Russell (10/7/03 – 12/9/03)

Outreach

Teresa Finch	Foods for Today/St. John (8/27/03 – 12/10/03)
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ACTION ITEMS

Acceptance of Educational Opportunity Center Grant
Request for Extension of Unpaid Leave of Absence

Meeting of the Board of Trustees
Barton County Community College

September 16, 2003

ACCEPTANCE OF EDUCATIONAL OPPORTUNITY CENTER GRANT

Detail: The College has received approval notification for the Educational Opportunity Center Grant in the funding range of \$255,385.

Recommendation: It is recommended that the Board of Trustees authorize the President to accept, on behalf of the College, the Educational Opportunity Center Grant in the funding range of \$255,385 which exceeds the limit for which the President may accept without Board authorization.

Action: Director of Grants

**BARTON COUNTY COMMUNITY COLLEGE
ACCEPTANCE OF GRANT
(Funding Range Over \$10,000)**

Grant	Educational Opportunity Center
Funding Agency	Department of Education – TRIO
Summary	The Educational Opportunities Centers Program provides grants to conduct projects designed to: (1) provide information regarding financial and academic assistance available for individuals who desire to pursue a program of postsecondary education, and (2) assist individuals applying for admissions to institutions that offer programs of postsecondary education.
Services	EOC offices in Great Bend, Lyons, Larned, and Junction City provide: <ul style="list-style-type: none"> • Public information campaigns designed to inform the community about opportunities for postsecondary education and training • Academic advice and assistance • Assistance in completing college admissions and financial aid • Assistance in preparing for college admissions exams • Guidance on secondary school entry or reentry or GED • Personal and career counseling • Tutorial services • Career workshops and counseling
Target Population	<ul style="list-style-type: none"> • At least 1,000 participants who reside in the service area • at least 19 years old
Funding Range	\$255,385
Indirect Cost Reimbursement	\$18,918.00
Funding Period	09/01/03 – 08/30/04
Institutional Obligation	
Cash	None
In-Kind	Office Space Furniture Business Office and Accounting Support Grant Monitoring
Personnel Required	
Existing	Coordinator, 2 Academic/Vocational Advisors, 1.5 Data Specialists
New	

Presidential Review

The College has received notification that it has been awarded the above grant. I have reviewed this grant and it is in concert with the mission and vision of Barton County Community College. Therefore, I recommend that the Board of Trustees authorize me to accept the grant as presented, which is in excess of the funding range for which I am authorized to approve without Board action.

President's Signature

Date

Meeting of the Board of Trustees
Barton County Community College

September 16, 2003

REQUEST FOR EXTENSION OF UNPAID LEAVE OF ABSENCE

Detail: As the Board may recall, at its regular meeting on October 15, 2002, an unpaid leave of absence was approved for Jerry Treaster, Physical Plant employee, for up to one (1) year to serve our country through his National Guard Unit. At that time, the Board was advised that should additional time be required, Mr. Treaster would be required to submit a new request for unpaid leave of absence at least one month prior to the expiration of the original request.

Attached is a request from Jerry Treaster to extend his unpaid leave of absence, originally granted for one year, until February 2004 as he continues to serve as a member of the Kansas Army National Guard at McConnell Air Force Base to support Operation Enduring Freedom.

Recommendation: It is recommended that the Board approve the extension of the unpaid leave of absence for Jerry Treaster through February 2004. Should additional time be needed, Mr. Treaster will again be required to submit a new unpaid leave of absence request at least one month prior to the expiration of this request.

Action: President's Office

RECEIVED
JUL 31 2003
PRESIDENT'S OFFICE
BCCC

July 31, 2003

Dr. Law,

Attached is a request from Jerry Treaster to extend his unpaid leave of absence until February 2004. The Board of Trustees previously approved his leave through January 2, 2004. His deployment has been extended until sometime in February. My recommendation is to approve the extension through the end of February.

Thanks,



Mark Dean
Director of the Physical Plant

31 July 2003

To Whom it May Concern:

I am presently deployed with the Kansas Army National Guard at McConnell Air Force Base to support Operation Enduring Freedom. My deployment has been extended until February 2004. I am requesting that my leave of absence from BCCC be extended until that time.

Thank you,

A handwritten signature in cursive script, appearing to read "Spc. Jerry Treaster".

Spc. Jerry Treaster
HHB 35th Divarty
Hutchinson, KS

KACCT/KBOR REPORT

Mike Johnson 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
October Board Activities
President's Report of Monthly Activities

Monitoring Reports September 2003

POLICY TYPE: ENDS

POLICY TITLE: ESSENTIAL SKILLS

Essential Skills

Students will have the essential skills appropriate for their chosen field of endeavor.

Response: Enclosed are a few reports providing an indication of efforts and success in helping students to develop essential skills.

Measuring the development of essential skills remains a challenge. However, Barton and other institutions around the country are devoting more and more effort to determining appropriate outcome measurements to indicate progress. This is an area where the Board and the public can expect to see continued change and growth as the College discovers more and better ways to indicate its performance. The Outcomes Assessment Team continues to grapple with how to effectively measure the development and access of essential skills. This remains a key area of concentration in preparing to respond to the required Higher Learning Commission report.

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: GENERAL EXECUTIVE CONSTRAINTS

The President shall act at all times in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President shall act in a manner consistent with Board policies and consistent with those practices, activities, decisions, and organizational circumstances, which are legal, prudent, and ethical.

Accordingly, the President may not:

General Executive Constraint #5

Permit conflict of interest in awarding purchases or other contracts or hiring of employees.

Response: To my knowledge, no conflict of interest regarding purchases, contracts, or hiring has occurred. I believe institutionally, we continue to demonstrate that our purchasing processes provide fairness, preference to local business whenever possible, and encourage competition so the taxpayers receive the most for their money. Additionally, we continue to use personnel screening and selection processes that encourage qualified and quality applicants and fairness in appointments. As it relates to this last item, we maintain processes that allow us to expeditiously make appointments when it is thought to be in the best interest of the College.

General Executive Constraint #9

Allow assets to be unprotected, inadequately maintained, or unnecessarily risked.

Response: To my knowledge, all assets are protected and with no or minimal risk. The only possible exception, of which the Board is already aware, has been created by the state's budget crisis. That exception is -- in meeting our projected budget's expenditure plan, we have had to

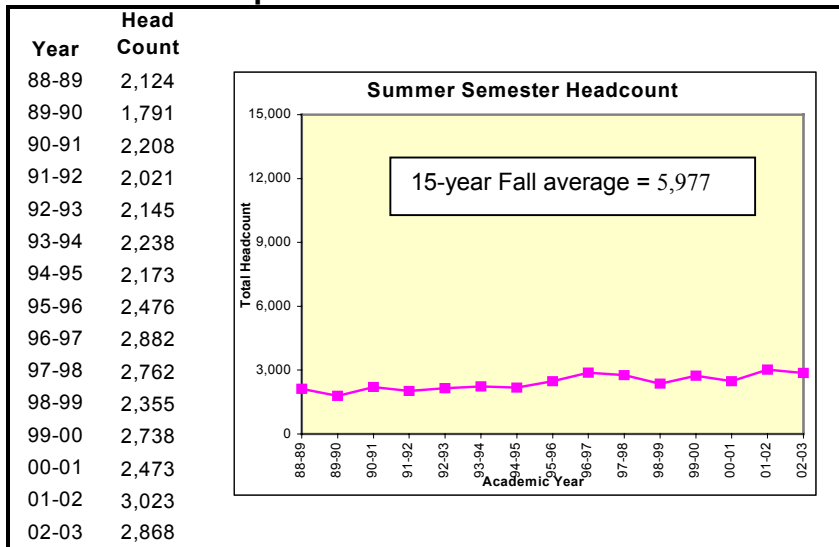
make the difficult decision to recommend no increases in salaries as well as delay significant capital expenditures. These two areas are significant assets that need to be maintained but, because of budget challenges, are not being adequately addressed.

On both fronts, we will monitor the reactions to the budget shortfall and bring to the Board's attention anything that might place these and other assets in further danger.

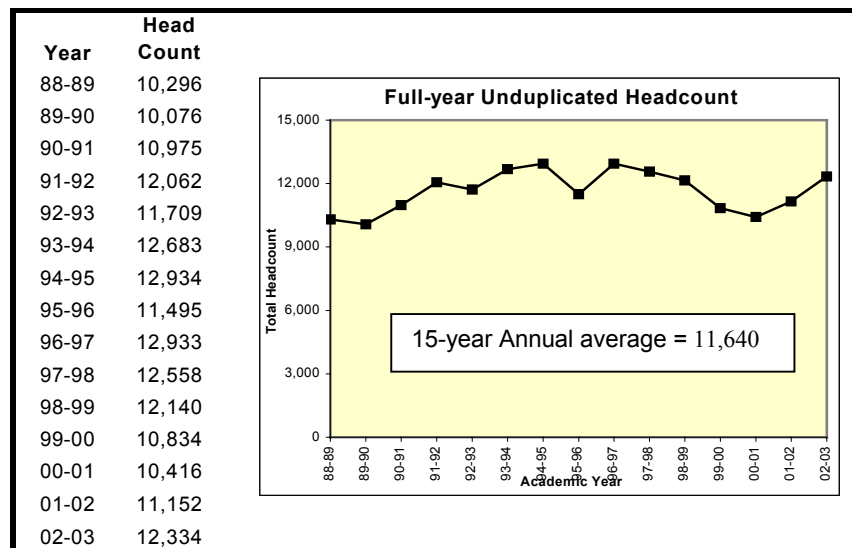
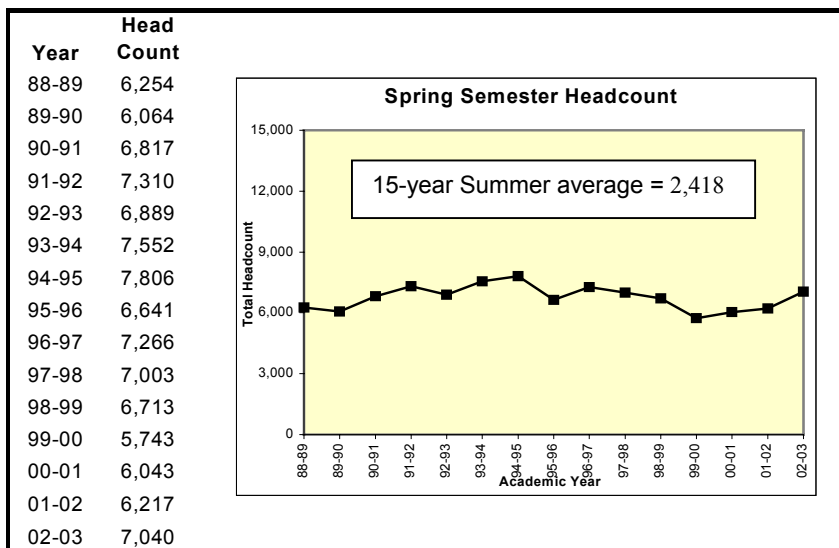
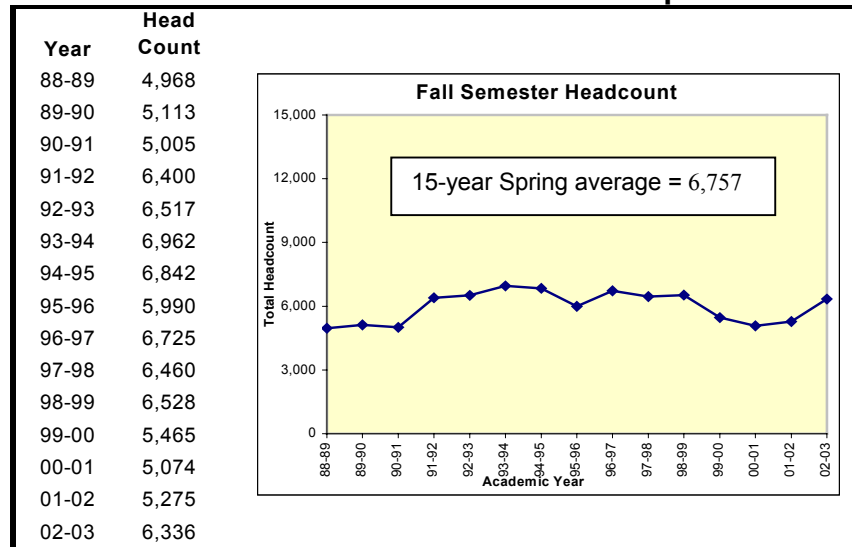
POLICY TYPE: ENDS

POLICY TITLE: MISSION

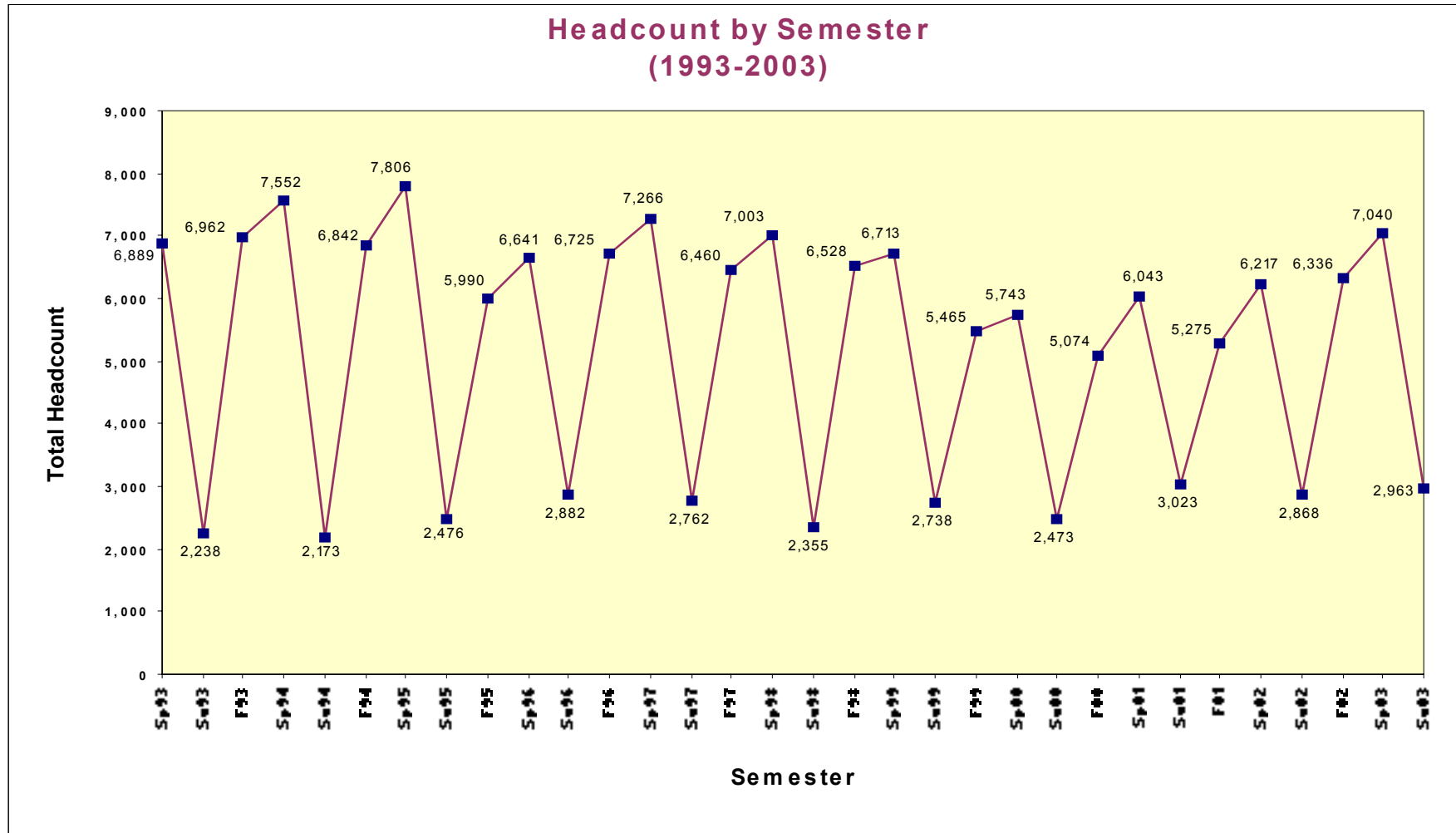
Enrollment Comparisons



Annual: September 2003



One Academic Year = Summer, Fall & Spring sequence of terms



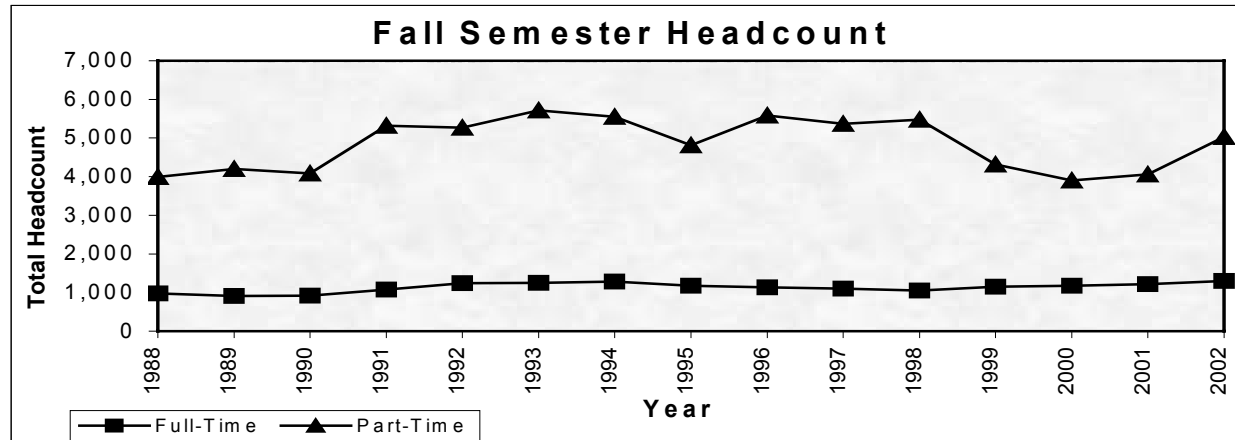
Response: For any academic year, the highest headcount always occurred during the Spring semester. In addition, headcount always increased from Fall to Spring semester.

Periodic enrollment reports containing more detailed elements provide the administration with snapshots of semester trends.

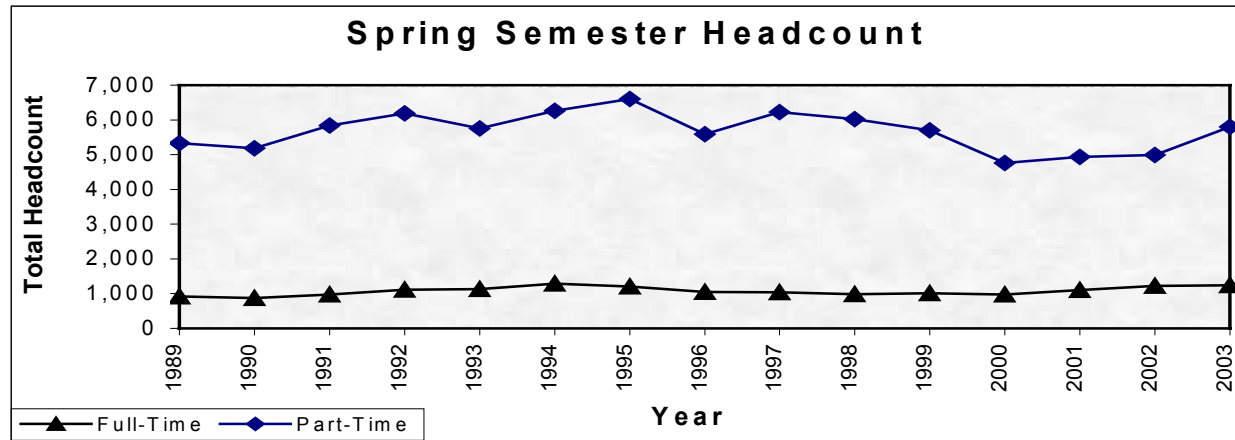
ENROLLMENT COMPARISONS, (cont.)

Annual: September 2003

Year	Full-Time	Part-Time
1988	977	3,991
1989	914	4,199
1990	920	4,085
1991	1,080	5,320
1992	1,245	5,272
1993	1,250	5,712
1994	1,288	5,554
1995	1,177	4,813
1996	1,139	5,586
1997	1,100	5,365
1998	1,054	5,474
1999	1,149	4,316
2000	1,173	3,901
2001	1,217	4,058
2002	1,304	5,032



Year	Full-Time	Part-Time
1989	918	5,336
1990	876	5,188
1991	976	5,841
1992	1,118	6,192
1993	1,134	5,755
1994	1,292	6,260
1995	1,203	6,603
1996	1,054	5,587
1997	1,040	6,226
1998	983	6,020
1999	1,012	5,701
2000	977	4,766
2001	1,102	4,941
2002	1,221	4,996
2003	1,239	5,801



A Full-time student takes 12 or more credit hours.

ENROLLMENT COMPARISONS, (cont.)

Annual: September 2003

Response: For Fall and Spring semesters, there is greater stability in the number of full-time students attending Barton compared with part-time students.

The greatest increase in full-time enrollments occurred from Fall 1990 to Fall 1991 (17% increase). The greatest decrease in full-time enrollments occurred from Spring 1995 to Spring 1996 (12% decrease).

Community Giving in Support of the Foundation

Annual: September 2003

<i>Foundation Operations</i>	2000	2001	2002	2003
Total Cash & Investments	\$3,677,626	\$3,767,185	\$3,729,618	\$3,340,940
Other Assets	\$531,013	\$547,948	\$613,004	\$618,319
Total Assets*	\$4,208,639	\$4,315,133	\$4,342,622	\$3,959,259
<i>Foundation Scholarships</i>	2000-01 Year	2001-02 Year	2002-03 Year	
Annually Funded Scholarships*	\$10,274	\$21,050	\$4,000	
Employee Development Fund	\$5,500	\$6,783	\$5,400	
Endowed	\$234,036	\$128,158	\$95,000	
Foundation GPA Awards*	\$69,100	\$69,900	n/a	
Gifts and Grants	\$38,422	\$22,043	\$25,029	

***Total Assets Notes:** Total assets include cash and investments, common stock, oil and gas royalties, and real estate. The goal of the Foundation is to maintain the fiduciary responsibility mandated by its founders in 1967 by ensuring upward growth to support Barton's mission.

***Annually Funded Scholarships Notes:** The lower amount is due to:

- The AEF campaign was moved to the spring of each year resulting in funds not being received in time for disbursement for the 2002-03 school year
- Policy change of not awarding scholarships until money is received from the donor
- Students did not meet donor-specified criteria
- Due to a breakdown in communications, donors were not contacted and invoiced

***Foundation GPA Awards Notes:** From this point forward the GPA Awards category is no longer applicable. All foundation-awarded scholarships are based on GPA levels and funded from the other categories listed above.

Mission: “The Barton County Community College Foundation exists to produce private support for enhancing the quality of the College’s service in fulfilling its mission. The Foundation will coordinate fund raising activities for scholarships and other academic endeavors, and will foster strong community relationships, recognize donors for their support to the College, and will seek to educate the community about the benefits of charitable giving.”

Alumni Contributions

Annual: September 2003

Annual Enrichment Fund		
Donations	# of Donors	Gift Value
AEF Pledge Drive	193	\$27,587.97
Land Income - Frank & Leila Smith	1	\$2,246.54
Gifts & Grants	4	\$15,070.00
Donations to endowed scholarships	16	\$19,749.42
Annually funded scholarships	14	\$9,880.00
Miscellaneous Scholarship Fund	42	\$3,696.00
Totals	270	\$78,229.93

Special Gifts		
Donations	# of Donors	Gift Value
<i>Gift-in-Kind -- Art</i>	8	\$7,500.00
<i>Non-Auction Gift-in-Kind</i>	7	\$40,100.00
Gifts & Grants	2	\$375.00
Totals	17	\$47,975.00

Employee Development Fund		
Donations	# of Donors	Gift Value
Payroll Deduction Pledged by Employees	111	\$5,848.15

Memorial Funds		
Memorials	# of Donors	Gift Value
Friends of the Gallery	36	\$596.00
Rosalie Pennington Scholarship	4	\$450.00
Marjorie C. Howard Memorial	12	\$2,155.00
Landon Unruh Memorial	2	\$5,267.35
Kelly Meyeres Petry Memorial	1	\$1,000.00
Walter & Jennie Kummer Scholarship	37	\$535.00
Glenn Schuetz Memorial Fund	1	\$5,100.00
Monica Bell Reser Scholarship	10	\$825.00
Totals	103	\$15,928.35

Alumni Contributions (cont'd.)

Annual: September 2003

Shafer Art Gallery		
Donations	# of Donors	Gift Value
<i>Gift-in-Kind -- Art</i>	<i>1</i>	<i>\$265.00</i>
Gifts & Grants	1	\$20.00
Donations to Friends of the Gallery	58	\$4,696.76
Cash Donations	9	\$2,215.22
Totals	69	\$7,196.98

Big Benefit Auction		
Donations	# of Donors	Gift Value
<i>Auction Donors – Gift-in-Kind</i>	<i>130</i>	<i>\$30,406.30</i>
Auction Donors – Purchasers at Auction	127	\$28,005.20
Jimmie Downing Endowment	34	\$9,423.34
Donations to Title IV Scholarship	3	\$385.00
Ticket sales- 289 tickets holders	162	\$5,780.00
Pledges Outstanding – Not included in total	7	\$11,816.66
Totals	456	\$73,999.84

Bequests		
Donations	# of Donors	Gift Value
Jess Darnell Memorial Scholarship	1	\$25,000.00

- Grand Total of all Funds Generated for 2002-2003 fiscal year \$254,178.25
- All items in regular font indicate actual cash.
- All items in italics indicate gifts in kind that remain an asset of the Foundation or services which were offered at a discount that translated into a fiscal savings to the college or gifts in kind that were donated to the auction and then sold so no longer remain with the college or foundation.
- To determine the actual monetary value raised, all Gift in Kind donations would need to be deducted from the Grand Total as well as any expenses incurred during any of the above mentioned campaigns.
- When reviewing the total number of donors to the Big Benefit Auction please be aware that the number will be somewhat inflated, because the same individual or business may be included in more than one category of giving. For example, someone could donate a gift-in-kind item, buy tickets, and also purchase items at the auction, and therefore would be included as a donor in all three categories.

Special Note: In comparing this report to last year's report, please be aware that this year we began recording gifts differently and set up campaigns to more accurately reflect what each category generated. This may result in reductions in some categories and increases in others.

Total Degrees & Certificates Awarded by Level**Annual: September 2003**

<i>Award Level</i>	1999-00	2000-01	2001-02	2002-03
CERT-1 -- Certificates < 1 academic year (ex. EMT, Adult Health Care, Dietary Manager)	313	346	562	394
CERT-2 -- Certificates of at least 1 but < 2 academic years (ex. Nursing - LPN Training)	59	65	51	65
Associate Degrees (ex. Nursing - RN Training)	441	428	421	450

Note: One year equals July 1 through June 30.

Response: The total number of certificates and degrees awarded appears to have remained relatively constant over the past several years, with an exceptional year in 2001-02 for CERT-1 awards when the numbers of Adult Health Care and EMT certificate award were unusually high.

POLICY TYPE: ENDS

POLICY TITLE: BARTON EXPERIENCE

Student Right-to-Know & Campus Security Act

Annual: September 2003

Student Right-to-Know

In compliance with the Student Right-to-Know/Campus Security Act and the Jeanne Clery Disclosure of Campus Security Policy/Campus Crime Statistics Act, it is the policy of Barton County Community College to make readily available to all prospective/current students and college staff the following information on an annual basis concerning:

- The completion or graduation rate of all full-time, first-time certificate or degree seeking undergraduate students, as well as the average completion or graduation rate of students who have received athletically-related student aid (below), and
- The disclosure of crime statistics within specific classifications and arrests indicating reported incidents as required by law.

Graduation Rates

Disclosure of Graduation Rates of All Full-time, First-time Students

For comparative purposes for the athletic programs below, the graduation rate (IPEDS Graduation Rate Survey) for all first-time students who entered Barton County Community College on a full-time basis in Fall 1999 was 38.9%.

Disclosure of Graduation Rates of Full-time, First-time Athletes by Sport

Basketball	MALE			FEMALE		
	Initial Cohort	Completers	Graduation Rate	Initial Cohort	Completers	Graduation Rate
Non-Resident Alien						
Black, non-Hispanic	3	2	66.7%			
American Indian or Alaskan Native						
Asian or Pacific Islander						
Hispanic						
White, non-Hispanic	1	0	0.0%	5	4	80.0%
TOTALS	4	2	50.0%	5	4	80.0%
Baseball	MALE			FEMALE		
	Initial Cohort	Completers	Graduation Rate	Initial Cohort	Completers	Graduation Rate
Non-Resident Alien						
Black, non-Hispanic	2	1	50.0%			
American Indian or Alaskan Native						
Asian or Pacific Islander						
Hispanic						
White, non-Hispanic	8	3	37.5%			
TOTALS	10	4	40.0%			
Cross-Country/Track	MALE			FEMALE		
	Initial Cohort	Completers	Graduation Rate	Initial Cohort	Completers	Graduation Rate
Non-Resident Alien						
Black, non-Hispanic	18	10	55.6%	7	6	85.7%
American Indian or Alaskan Native						
Asian or Pacific Islander						
Hispanic						
White, non-Hispanic	1	0	0.0%	4	0	0.0%
TOTALS	19	10	52.6%	11	6	54.5%
All Other Sports Combined	MALE			FEMALE		
	Initial Cohort	Completers	Graduation Rate	Initial Cohort	Completers	Graduation Rate
Non-Resident Alien						
Black, non-Hispanic	1	0	0.0%	2	1	50.0%
American Indian or Alaskan Native						
Asian or Pacific Islander						
Hispanic	1	1	100.0%	1	1	100.0%
White, non-Hispanic	5	1	20.0%	19	8	42.1%
TOTALS	7	2	28.6%	22	10	45.5%

Student Right-to-Know and Campus Security Act, (cont.)

Crime Statistics

Offenses Reported to the Campus Crime & Security Survey

The Barton County Community College Security Department is responsible for reporting statistics on various offenses to the federal Campus Crime & Security Survey.

Number of Occurrences	2000	2001	2002
Aggravated Assault	1	0	1
Arrest/Warrants	1	1	3
Arson	0	0	0
Auto Theft	0	0	0
Battery	1	3	4
Battery of Law Officer	0	0	0
Burglary	5	2	3
Criminal Damage	6	5	7
Criminal Threat	0	0	1
Criminal Trespass	0	0	3
Forgery	1	0	0
Hate Crimes	0	0	0
Larceny/Theft	19	14	7
Lewd and Lascivious Behavior	0	1	0
Liquor Law Arrest	0	0	0
Liquor Law Violation	1	28	48
Manslaughter - Voluntary	0	0	0
Manslaughter - Involuntary	0	0	0
Murder	0	0	0
Narcotics Arrest	0	0	0
Narcotics Violation	2	1	6
Robbery	0	0	0
Sexual Assault - Forcible	1	1	1
Sexual Assault - Non-forcible	0	1	1
Vandalism	3	2	3
Weapons Possession	0	0	0

In addition to the above, Security Personnel responded to the following:

Arrests on Warrants	1	1	1
Obscene Material	0	0	0
Arguments/Fights	10	6	9
Emergency Calls (People hurt, Ambulance needed, etc.)	6	7	9
Remove Student from Housing or Classroom	1	0	1
Storm Damage to Vehicle	0	0	0
Recovery of Stolen Property	2	1	0
Vehicle Accidents	5	5	4
Vehicle Jump Starts	61	39	41
Keys Locked in Vehicle	50	23	44
Flat Tires	6	6	2
Other Mechanical Assistance	1	1	1

POLICY TYPE: ENDS

POLICY TITLE: ESSENTIAL SKILLS

Student / Faculty Ratio

Annual: September 2003

<i>Student / Faculty Ratio</i>		Fall 2001	Spring 2002	Fall 2002	Spring 2003
Main Campus	Total Number of Students	1,182	1,227	1,382	1,302
	Total Number of Faculty	122	137	123	123
	Student/Faculty Ratio	9 to 1	8 to 1	11 to 1	10 to 1
Outreach	Total Number of Students	1,307	1,979	1,254	1,705
	Total Number of Faculty	107	117	111	103
	Student/Faculty Ratio	12 to 1	16 to 1	11 to 1	16 to 1
Fort Riley	Total Number of Students	2,633	2,764	3,273	3,291
	Total Number of Faculty	53	56	61	58
	Student/Faculty Ratio	49 to 1	49 to 1	53 to 1	56 to 1
Web-based Instruction	Total Number of Students	333	504	720	1080
	Total Number of Faculty	61	73	74	69
	Student/Faculty Ratio	5 to 1	6 to 1	9 to 1	15 to 1

Note: The higher ratio at Fort Riley is explained by the fact there are multiple course cycles per semester, plus a larger percentage of part-time instructors at Fort Riley.

Response:

Students have the opportunity to work directly with their faculty members due to the excellent student to faculty ratio. This helps to ensure greater opportunities for the individual student to master essential skills.

Courses Taught by Full-time and Part-time Faculty

Annual: September 2003

<i>Courses Taught by Full & Part-time Faculty</i>		Fall 2001		Spring 2002		Fall 2002		Spring 2003	
		# Courses Taught	%	# Courses Taught	%	# Courses Taught	%	# Courses Taught	%
On Campus	Full-time Faculty	339	63.1%	339	62.8%	326	63.3%	348	65.3%
	Part-time Faculty	198	36.9%	201	37.2%	189	36.7%	185	34.7%
	Total # Courses	537	100.0%	540	100.0%	515	100.0%	533	100.0%
Out Reach	Full-time Faculty	25	11.3%	23	9.8%	15	7.4%	17	10.1%
	Part-time Faculty	196	88.7%	211	90.2%	188	92.6%	152	89.9%
	Total # Courses	221	100.0%	234	100.0%	203	100.0%	169	100.0%
Fort Riley	Full-time Faculty	159	53.9%	175	52.4%	205	53.4%	191	48.1%
	Part-time Faculty	136	46.1%	159	47.6%	179	46.6%	206	51.9%
	Total # Courses	295	100.0%	334	100.0%	384	100.0%	397	100.0%
Web-Based	Full-time Faculty	38	29.0%	50	29.4%	55	30.1%	45	24.5%
	Part-time Faculty	93	71.0%	120	70.6%	128	69.9%	139	75.5%
	Total # Courses	131	100.0%	170	100.0%	183	100.0%	184	100.0%
Total	Full-time Faculty	523	49.7%	537	48.5%	601	46.8%	601	46.8%
	Part-time Faculty	530	50.3%	571	51.5%	684	53.2%	682	53.2%
	Total # Courses	1,053	100.0%	1,108	100.0%	1,285	100.0%	1,283	100.0%

Note: The significant role played by adjunct instructors is evident in outreach, summer sessions on campus, and at Fort Riley. However, the on-campus day and evening programs enjoy the stability of our full-time teaching staff.

Response:

A majority of coursework provided by the College's full-time faculty occurs on campus; however, full-time faculty also mentor part-time faculty to ensure an integrated, consistent curriculum with similar standards. This helps ensure the development of essential skills.

Course Success Rates by Discipline

Annual: September 2003

The following are "C-or-better" success rates (i.e., % of A, B, C, or P grades of all enrollments attempted).

Course Success Rates				
Discipline	Fall 2001	Spring 2002	Fall 2002	Spring 2003
ACCT	87%	81%	74%	75%
ADHC	97%	100%	100%	100%
AGRI	85%	93%	96%	95%
ANTH	79%	87%	79%	80%
ARTS	88%	87%	83%	88%
BSTC	81%	85%	87%	82%
BUSI	94%	96%	87%	94%
CHEM	72%	84%	46%	85%
CHLD	100%	89%	96%	95%
COMM	77%	80%	80%	80%
DANC	NA	100%	92%	92%
DIET	77%	93%	92%	94%
DRAF	100%	89%	90%	77%
ECON	85%	80%	75%	72%
EDUC	70%	81%	79%	85%
ELEC	100%	NA	100%	100%
ELTR	NA	100%	NA	NA
EMTS	92%	90%	95%	93%
ENGL	83%	81%	81%	78%
FERT	NA	NA	NA	NA
FIRE	89%	81%	94%	80%
HIST	77%	80%	82%	77%
HLTH	95%	91%	90%	94%
HOME	94%	93%	87%	88%
HZMT	94%	92%	93%	94%
GRPH	NA	NA	NA	75%
JOUR	91%	88%	84%	77%
JUST	97%	96%	92%	95%
LANG	94%	90%	87%	89%
LEAD	NA	NA	67%	78%
LIFE	79%	73%	75%	80%
LITR	85%	79%	85%	82%
MACH	NA	NA	NA	NA
MATH	73%	74%	75%	70%
MLTC	85%	80%	84%	88%
MUSI	88%	83%	89%	89%
NAID	100%	93%	93%	91%
NRCE	100%	99%	100%	100%
NURS	85%	96%	92%	91%
OTAS	98%	100%	100%	NA
PETR	92%	98%	100%	96%
PHED	96%	94%	96%	95%
PHIL	75%	82%	74%	71%
PHSC	86%	84%	72%	72%
PHYS	83%	100%	33%	NA
POLS	87%	77%	75%	70%
POWR	90%	85%	90%	92%
PRGM	78%	89%	70%	66%
PSYC	77%	75%	79%	72%
READ	74%	78%	67%	58%
RELI	100%	92%	92%	75%
SOCI	77%	76%	78%	76%
THEA	92%	89%	91%	82%
TRAD	94%	96%	98%	95%
WDWK	100%	93%	100%	100%
WELD	NA	NA	66%	NA

Course Success Rates by Discipline (cont'd.)

Annual: September 2003

Response:

The data indicate that the vast majority of students attempting course work at the College receive successful grades.

OCTOBER BOARD MEETINGS/ACTIVITIES

October 2 Board Advance – 8:00 a.m. at Camp Aldrich Classroom

October 21 Regular Monthly Board Meeting – 4:00 p.m., room U-219 (upper level of Student Union)

President's Monthly Activities
August 1 - 31, 2003

- August 1 Vacation
- August 4 Met with Gary Gore to Discuss Potential Future Economic Development Opportunity
- August 5 Attended the Western Kansas Access Initiative Conference in Dodge City
Facilitated Board of Trustee Meeting & Budget Hearing
- August 6 Facilitated Presidents Staff Meeting
Met with Neil Elliott regarding Jayhawk Conference By-Law proposals
Met with representative from Congressman Moran's Office
Met with Steve Mermis
Attended Foundation Board Meeting
Attended Special Aldrich Committee Meeting
- August 7 Attended Foundation Reception for Darnell Holopirek
- August 8 Vacation
- August 11 Attended BLINK Stewardship Board Meeting
- August 12 Gave welcome at the Hispanic Youth Retreat
Met with BCCCOP Members
Met with representatives from the Boy Scouts organization
- August 13 Attended Mason Howard's Funeral
- August 14 Welcomed new faculty at the New Faculty Orientation
Attended Prairie Enterprise Project Open House and Board meeting in Kinsley
- August 15 Met with Mark Ball regarding Country Club benefits for College employees
Attended lunch with Don Hess
- August 18 Addressed the campus in the President's Forum
Helped with Student Move-In Day
Attended Parent Orientation
- August 19 Attended New Student Orientation
- August 20 Facilitated President's Staff Meeting
Attended Foundation Meeting
Met with Ron Vratil about information necessary for BOT Study Session

- August 21 Attended Great Bend Chamber Coffee
 Attended BLINK Luncheon
 Attended CNE Self Study Meeting
- August 22 Participated in Conference Call with BOR Staff Regarding Transfer and
 College Advantage Issues
 Attended K-State/Barton Partnership Meeting
 Presented token of appreciation to retiring staff member
 Hosted Annual Employee Picnic
- August 25 Hosted Luncheon Meeting with Chris Stipe and Jan Hipp of Clara Barton
 Hospital relative to Barton's Nursing Program
 Met with Bob Peter on the Morrison Windows Project
- August 26 Attended Fiscal Review Team Meeting
 Attended Funeral for Violet McCarty
 Attended Foundation Administrative Board Luncheon
 Met with Chairman Mermis
 Met with Foundation and College Staff about Eagle Communications
 Scholarship
- August 27 Vacation
- August 28 Vacation
- August 29 Vacation

NOTICES AND COMMUNICATIONS

Meeting of the Board of Trustees
Barton County Community College

September 16, 2003

EXECUTIVE SESSION

Detail: An executive session will be required.

Recommendation: It is recommended that the Board recess to executive session to discuss matters pertaining to non-elected personnel in order to protect the privacy interests of the individual(s) to be discussed, in compliance with the Kansas Open Meetings Act.

Action: Board Chair