

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

**October 21, 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

October 21, 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

October 21, 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

- Carol Dellinger will present a staff report on the Keep Yourself Safe on Campus Program.

Meeting of the Board of Trustees
Barton County Community College

October 21, 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 September 16, 2003
- Personnel
- Claims and Financial Report

Action: President's Office

**Regular Meeting of the Board of Trustees
Barton County Community College
September 16, 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., September 16, 2003, in room U-219 of the Student Union.

ATTENDANCE

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

Trustees Absent: Gene O'Connor

Other Attendees: J.R. Emig of the Interrobang; Dick Wade, Dr. Karen Clos, Cheryl Berg, Jackie Elliott, Mike Dawes, Mark Dean, Ron Vratil, Neil Elliott, Dr. Tim Kimmel, Mike Weltsch, Robert Peter, Cathie Oshiro, Marilyn Beary, and Dr. Veldon Law

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

- Kay Neighbors, Accounts Payable Clerk (introduced by Linda Haberman)
- Mike Grub, Mathematics Instructor (introduced by Dr. Gillian Gabelmann)
- Renelle Mooney, Business Technology Instructor (introduced by LaVonne Gerritzen)
- Steve Dayton, Social Science Instructor; Paul Clemons, Chemistry Instructor, and Dr. Tim Folkerts, Physics & Physical Science Instructor (introduced by Lou Kottmann)
- Rita Williamson, Technology Tutor (introduced by Darylee Flynn)

STAFF REPORT

Dr. Dennis Franz presented a report on EduKan.

CONSENT AGENDA

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

- Minutes of August 5, 2003 Budget Hearing/Regular Board Meeting
- Personnel
- Claims and Financial Report (mailed under separate cover)

Trustee Johnson moved that the Board approve the consent agenda, with the addition of the claims and financial report, as presented. The motion was seconded by Trustee Soeken. Following discussion, the motion carried.

ACTION ITEMS

Acceptance of Educational Opportunity Center Grant (TRIO) – The Board was presented with a request to authorize the President to accept the Educational Opportunity Center Grant (TRIO) in the funding range of \$255,385 which exceeded the limit for which he is authorized to accept without Board approval.

Trustee Webster moved that the Board authorize Dr. Law to accept the Educational Opportunity Center Grant (TRIO) on behalf of the College. The motion was seconded by Trustee Sessler. Following discussion the motion carried.

Request for Extension of Unpaid Leave of Absence – The Board was presented with a request to extend the one-year unpaid leave of absence for Jerry Treaster to serve our country through his National Guard Unit. This request was approved at the regular Board meeting on October 15, 2002. The extension requested would expire at the end of February 2004 and Dr. Law indicated that should additional time be needed,

Mr. Treaster would again be required to submit a new request for unpaid leave of absence at least one month prior to the expiration of this request.

Trustee Sessler moved that the Board approve the extension of the unpaid leave of absence for Jerry Treaster through February 2004. The motion was seconded by Trustee Webster. Following discussion the motion carried.

EXECUTIVE SESSION

Chairman Mermis advised that an executive session would be necessary for the purpose of discussing non-elected personnel in order to protect the confidentiality of the individual(s) being discussed. He requested that Bob Peter, Dr. Karen Clos, and Neil Elliott join Dr. Law and the Board in executive session.

Trustee Webster moved that the Board recess to executive session at 4:45 p.m. for 60 minutes for the purpose of discussing 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 5:45 p.m. The motion was seconded by Trustee Johnson. Following discussion the motion carried.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:45 p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board discussed non-elected personnel, that no action was taken, and that additional time would be needed.

Trustee Sessler moved that the Board recess to executive session at 5:45 p.m. for 5 minutes for the purpose of discussing 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 5:50 p.m. The motion was seconded by Trustee Soeken. Following discussion the motion carried.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:50 p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board discussed non-elected personnel, that no action was taken, and that additional time would be needed.

Trustee Johnson moved that the Board recess to executive session at 5:50 p.m. for 5 minutes for the purpose of discussing 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 5:55 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 5:55 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.

ADJOURNMENT – The meeting adjourned at 5:58 p.m.

Stephan J. Mermis, Chairman

Mike Johnson, Secretary

Recorded by Marilyn Beary

PERSONNEL

Resignations/Terminations

Luz Betty Gordon – Tutor (MLT) (bi-lingual) (part-time temporary)
Ann Merrick – GED Tutor (Larned) (part-time)

New Employees

Marina Uribe – ESOL Paraprofessional (part-time)

Title Changes

Sherri Henry – from Scholarship Specialist to Financial Aid Officer
Kim Wiens – from Student Loan Specialist to Financial Aid Officer

Overload Contracts

Stephen Smith
Elementary PE

Supplemental Contracts

Steven Artzer	Introduction to Computers
Steven Artzer	Principles of Macroeconomics
Janet Balk	Western Civilization 1500-Present
Geraldine Ball	American History 1877-Present
LaVerne Bitsie-Baldwin	Elements of Statistics
George Bowman	Weapons Storage Facility Oper.
Shanna Calvasina	English Composition I
Shanna Calvasina	English Composition II
Gilberto Chabarria	Public Speaking
Gilberto Chabarria	Public Speaking
Richard Clark	Human Relations in Business
Richard Clark	International Relations
Michael Cox	American History to 1877
Karen Frick	Introduction to Counseling
Karen Frick	Social Psychology
Lynette Lee	Management of Supply Operation
Lynette Lee	Organize Supply Mgmt. Operation
Marlene Kabriel	Language Lab
Merrilees Owens	Military History/American Revolution
Robert Patterson	English Composition II
Robert Patterson	Introduction to Philosophy
Michele Richardson	Spreadsheet Applications
Michele Richardson	Word Processing Applications
Melinda Whitney	Emerg. 1 st Aid Tact. Operations

Community Education

Mary Boman
Louise Masden
Donna Scott

Certified Medication Aide – GB (10/18/03 – 12/7/03)
Certified Medication Aide – Wilson (10/27/03 – 12/20/03)
Certified Medication Aide Update (11/7/03 – 11/8/03)

Outreach

Jane Dreiling
Carol Near
Cynthia Edgerle
Dan Winston
Rick Shepker
Terry Huff
Marilyn Michaelis
Dave Zachman
Steve Dryden
Mike Kreller
Alice Peterka
David Weeks

Site Coordinator – Bushton
Site Coordinator – Ellinwood
Site Coordinator – Ellsworth
Site Coordinator – Ellsworth Correctional Facility
Site Coordinator – LaCrosse
Site Coordinator – Larned
Site Coordinator – Lyons
Site Coordinator – Russell
Site Coordinator – St. John
Site Coordinator – Victoria
Site Coordinator – Wilson
Woodworking I, II & Ind. Projects
(11/3/03 – 2/23/04) - Ellsworth

BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 30-SEPTEMBER-03

1111 GENERAL FUND

YEAR TO DATE
ACTUAL

REVENUES:

FALL TUITION	987,690.00
SPRING TUITION	(170.00)
SUMMER TUITION	30,396.00
FALL OUT OF STATE TUITION	159,834.00
SPRING OUT OF STATE TUITION	0.00
SUMMER OUT OF STATE TUITION	1,632.00
ON LINE TUITION	138,233.00
GENERAL STUDENT FEES	0.00
LAVTR	0.00
STATE GRANTS	0.00
STATE OPERATING GRANT	2,206,961.00
COUNTY OUT DISTRICT TUITION	30,090.00
BARTON COUNTY AD VALOREM TAX	1,549,906.27
MOTOR VEHICLE TAX	323,624.34
RECREATIONAL VEHICLE TAX	4,708.18
NEIGHBORHOOD REVIT PRG	1,219.18
DELINQUENT TAXES	16,397.78
TAXABLE SALES	118.56
INTEREST-GENERAL	11,911.05
MISCELLANEOUS REIMBURSEMENTS	122,728.37
INSURANCE REIMBURSEMENTS	0.00
GENERAL MISCELLANEOUS	19,738.93
MISCELLANEOUS SALE OF PROPERTY	971.73
TRANSCRIPT REVENUE	11,030.25
MISCELLANEOUS ELECTRONIC DEPT REV	131.24
DONATIONS	0.00
FARM HOUSE RENTALS	1,800.00
FARM LEASE/CROP SALES	0.00
PAYMENT PLAN FEES	11,670.00
CAREER CENTER REVENUE	1,600.00
EVALUATION FEES	50.00
INTERNATIONAL STUDENT FEE	4,200.00
REFUNDS-GENERAL	3,661.24
ROOM RENTAL-GENERAL	6,067.96

TOTAL REVENUES

5,646,201.08

BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 30-SEPTEMBER-03

1111 GENERAL FUND

YEAR TO DATE
ACTUAL

EXPENDITURES:

INSTRUCTION	1,044,266.89
PUBLIC SUPPORT	897.10
ACADEMIC SUPPORT	429,031.59
STUDENT SERVICES	206,043.76
INSTITUTIONAL SUPPORT	890,696.92
PHYSICAL PLANT OPERATION	748,561.00
STUDENT FINANCIAL SUPPORT	43,407.41
AUXILIARY SERVICES	5.18

TOTAL EXPENDITURES 3,362,909.85

TRANSFERS AMONG FUNDS:

TRANSFERS TO ABE FUND	0.00
TRANSFERS TO ATHLETIC FUND	400,000.00
TRANSFERS TO ATHLETIC ACTIVITY FUND	72,000.00
TRANSFERS TO STUDENT ACT ACTIV FUND	26,000.00

TOTAL TRANSFERS AMONG FUNDS: 498,000.00

BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 31-SEPTEMBER-03

1112 VOCATIONAL FUND

YEAR TO DATE
ACTUAL

REVENUES:

STATE OPERATING GRANT	945,841.00
BARTON COUNTY AD VALOREM TAX	0.00
MOTOR VEHICLE TAX	0.00
RECREATIONAL VEHICLE TAX	0.00
DELINQUENT TAXES	0.00
PRIVATE SOURCE GRANT REVENUE	0.00
REFUNDS-GENERAL	317.00

TOTAL REVENUES	946,158.00

EXPENDITURES:

INSTRUCTION	430,983.44
PUBLIC SERVICE	0.00
ACADEMIC SUPPORT	65,456.72
STUDENT SERVICES	0.00
INSTITUTIONAL SUPPORT	0.00
PHYSICAL PLANT OPERATION	0.00
AUXILIARY SERVICES	0.00

TOTAL EXPENDITURES	496,440.16
NET INCREASE/DECREASE IN NET ASSETS	449,717.84

BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 30-SEPTEMBER-03

1115 EMPLOYEE BENEFIT FUND

YEAR TO DATE
ACTUAL

REVENUES:

BARTON COUNTY AD VALOREM TAX	0.00
MOTOR VEHICLE TAX	0.00
RECREATIONAL VEHICLE TAX	0.00
DELINQUENT TAXES	0.00
MISCELLANEOUS REIMBURSEMENTS	0.00

TOTAL REVENUES	0.00

EXPENDITURES:

INSTRUCTION	178,695.97
PUBLIC SERVICE	21,670.06
ACADEMIC SUPPORT	67,781.81
STUDENT SERVICES	48,276.81
INSTITUTIONAL SUPPORT	135,427.11
PHYSICAL PLANT OPERATION	27,767.93
AUXILIARY SERVICES	10,032.93

TOTAL EXPENDITURES	489,652.62

NET INCREASE/DECREASE IN NET ASSETS (489,652.62)

BARTON COUNTY COMMUNITY COLLEGE
GENERAL, VOCATIONAL, AND EMPLOYEE BENEFITS
FUNDS FLOW ACTIVITY
PERIOD ENDED SEPTEMBER 30, 2003

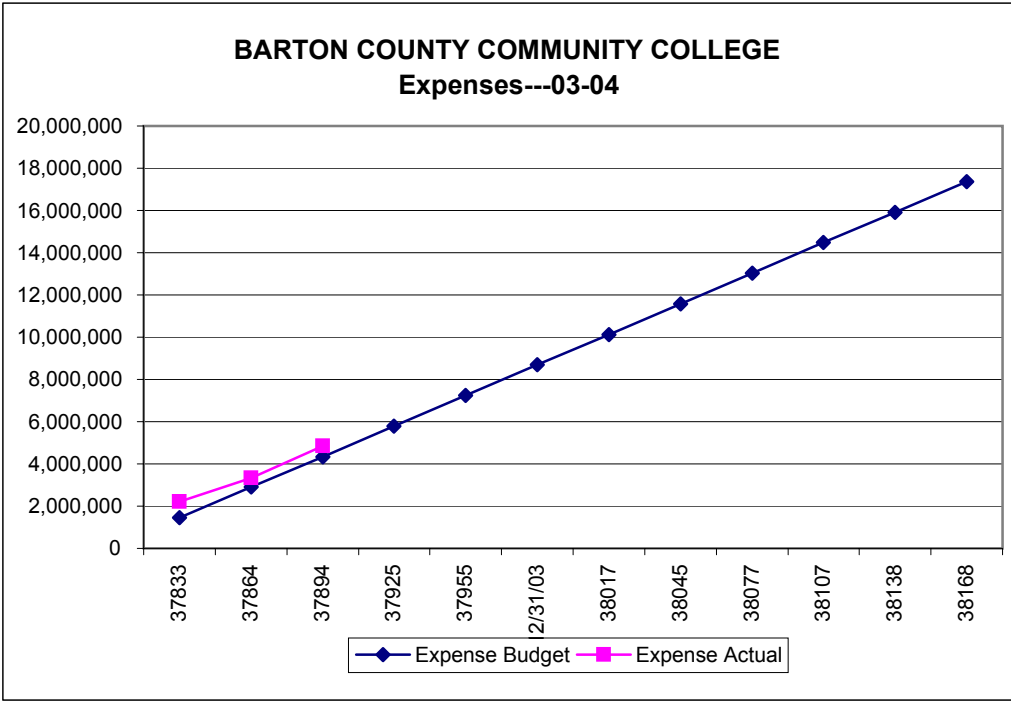
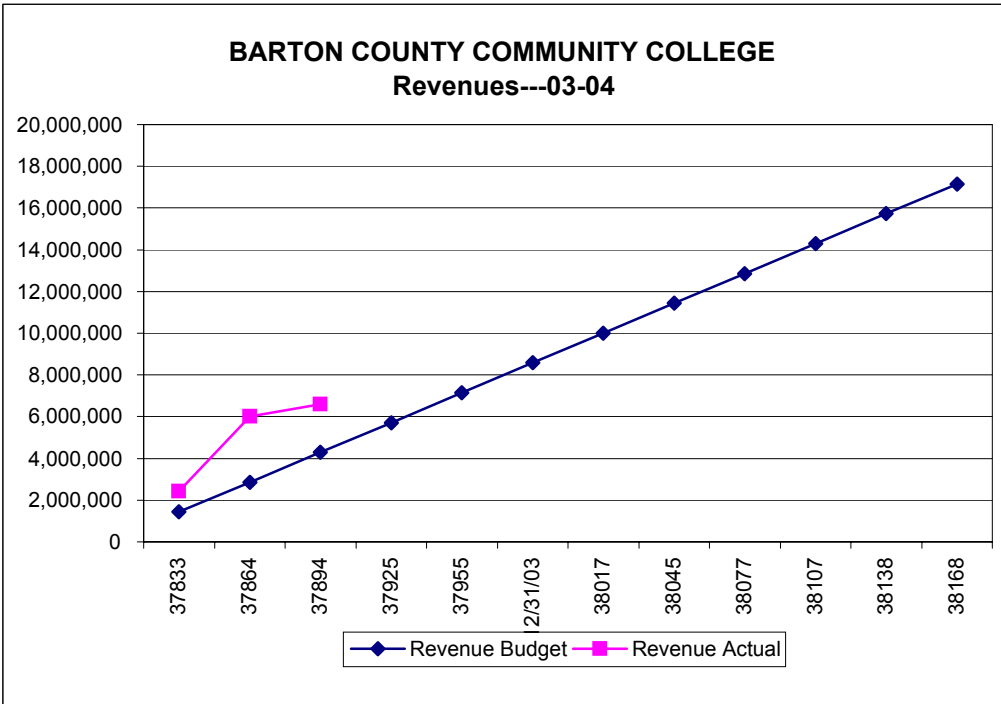
	2003-04 BUDGET	PERIOD ENDED 9/30/03	YTD AVAILABLE	%
				AVAILABLE
Fund Balance, Beginning	\$2,271,636.00	\$2,271,636.00		
<hr/>				
Tuition-Out Of State	212,000.00	161,466.00	50,534.00	23.84%
Tuition-In State	3,381,000.00	1,156,149.00	2,224,851.00	65.80
Tuition-Out District	265,000.00	30,090.00	234,910.00	88.65
State Aid	5,735,000.00	3,152,802.00	2,582,198.00	45.03
Property Taxes	4,713,000.00	1,572,231.00	3,140,769.00	66.64
Other Taxes	828,000.00	323,624.00	504,376.00	60.91
Interest Income	88,000.00	11,911.00	76,089.00	86.46
Other	1,935,000.00	184,085.00	1,750,915.00	90.49
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Total Revenue	17,157,000.00	6,592,358.00	10,564,642.00	61.576278
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Expenditures:				
Academic Salaries	5,579,000.00	1,300,472.00	4,278,528.00	76.69
Support Salaries	3,863,000.00	884,503.00	2,978,497.00	77.10
Supplies	3,304,000.00	879,705.00	2,424,295.00	73.37
Equipment	19,000.00	1,364.00	17,636.00	92.82
Advertising	62,000.00	30,413.00	31,587.00	50.95
Transfers & Other	400,000.00	400,000.00	0.00	0.00
Employee Benefits	1,891,000.00	489,653.00	1,401,347.00	74.11
General Insurance	208,000.00	99,207.00	108,793.00	52.30
Utilities	584,000.00	145,670.00	438,330.00	75.06
In County Scholarships	136,000.00	25,509.00	110,491.00	81.24
Capital Outlay	919,000.00	427,385.00	491,615.00	53.49
Maintenance	399,000.00	163,122.00	235,878.00	59.12
<hr/>				
Total Expenditures	17,364,000.00	4,847,003.00	12,516,997.00	72.09%
<hr/>				
Fund Balance, Ending	\$2,064,636.00	\$4,016,991.00		
	=====	=====		

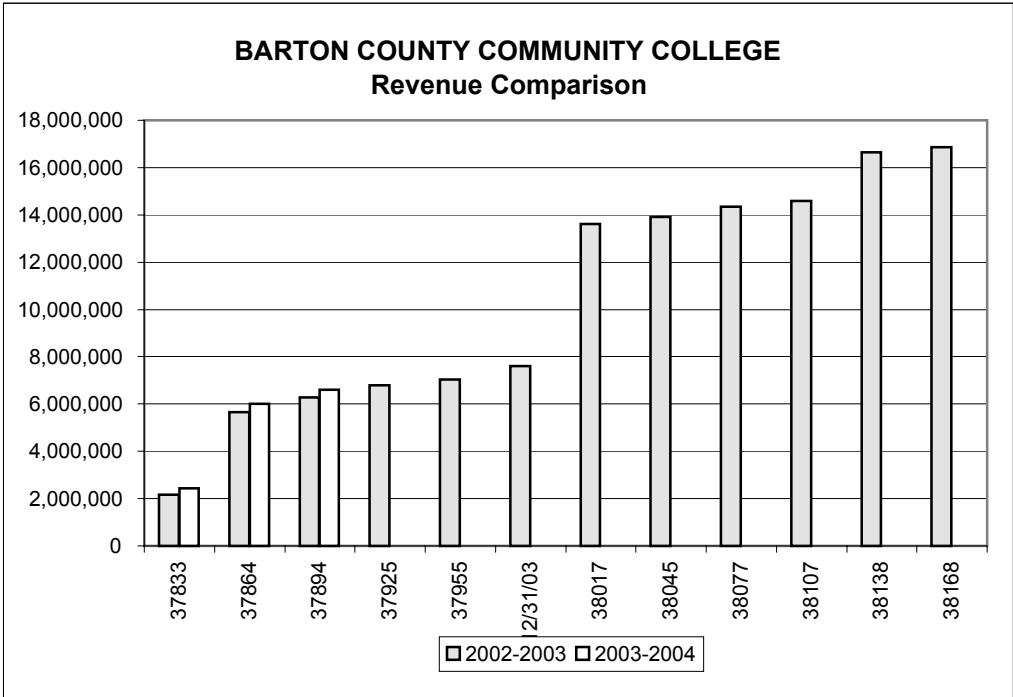
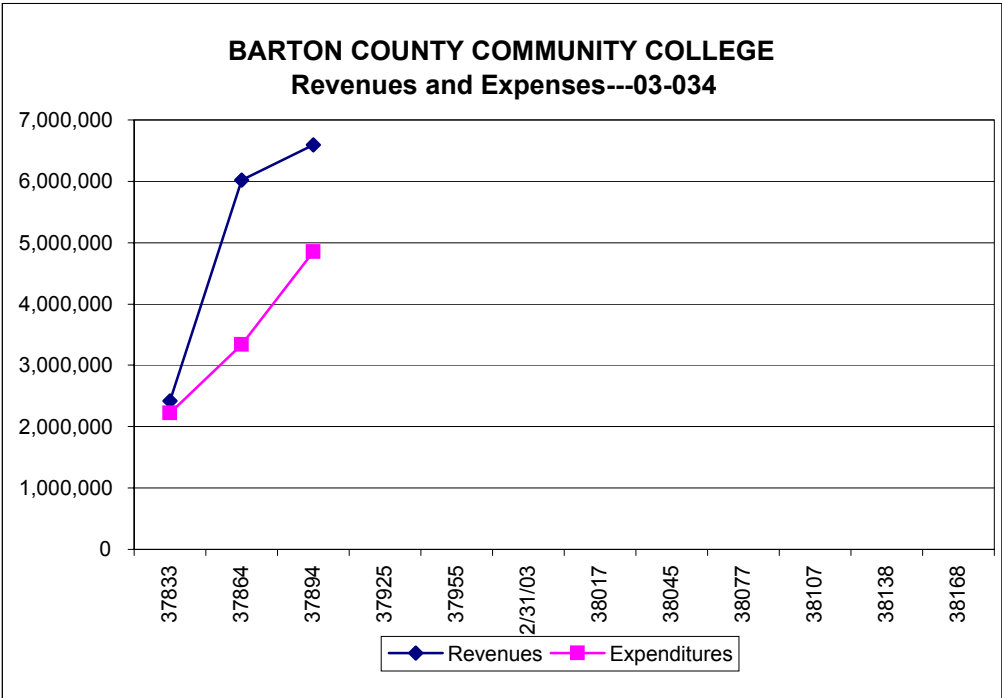
BARTON COUNTY COMMUNITY COLLEGE
AUXILIARY FUNDS
FUNDS FLOW ACTIVITY
PERIOD ENDED SEPTEMBER 30, 2003

	STUDENT UNION	DORMITORIES	ATHLETICS	CAMP ALDRICH	THREE MONTH ACTIVITY	2003-04 BUDGET	YTD AVAILABLE	% AVAILABLE
Fund Balance, Beginning:	663,935	398,857	42,786	71,154	1,176,732	1,351,626		
Revenues:								
Vending	404				404	2,000	1,596	79.80
Bookstore	337,855				337,855	665,000	327,145	49.19
Food service	65,856			0	65,856	482,000	416,144	86.34
Fees	0			0	0	268,000	268,000	100.00
Supplies & Services		5,958			5,958	28,000	22,042	78.72
Housing Rental		453,015		22,897	475,912	913,000	437,088	47.87
Transfers			400,000	0	400,000	390,000	(10,000)	(2.56)
Revolving					0	0	0	
Misc.	48				48	4,000	3,952	98.80
Gate Receipts			0		0	33,000	33,000	100.00
Entry Fees & Other			0	0	0	16,000	16,000	100.00
Total Revenues	404,163	458,973	400,000	22,897	1,286,033	2,801,000	1,514,967	54.09
Expenditures:								
Salaries	17,163	12,646	0	20,488	50,297	217,000	166,703	76.82
Books & Supplies	304,848				304,848	572,000	267,152	46.70
Maintenance	511	12,405		5,222	18,138	99,000	80,862	81.68
Food	97,102	36,158		0	133,260	850,000	716,740	84.32
Utilities	1,330	21,056		6,540	28,926	161,000	132,074	82.03
Lease payments & Int	11,871	85,663			97,534	202,000	104,466	51.72
Travel & Recruiting			25,824		25,824	122,000	96,176	78.83
Officials			7,070		7,070	17,000	9,930	58.41
Training Supplies			9,535		9,535	17,000	7,465	43.91
Insurance			49,577		49,577	56,000	6,423	11.47
Equipment	17,060	38,090	31,400	0	86,550	171,000	84,450	49.39
Clinics & Awards			255		255	10,000	9,745	97.45
Transfers & Refunds		0	0		0	30,000	30,000	100.00
Revolving					0	0	0	
Nationals & Fees			0		0	34,000	34,000	100.00
Supplies	3,892	1,628	21,568	29	27,117	76,000	48,883	64.32
Misc.		0			0	0	0	#DIV/0!
Total Expenditures	453,777	207,646	145,229	32,279	838,931	2,634,000	1,795,069	68.15
Fund Balance, Ending	614,321	650,184	297,557	61,772	1,623,834	1,518,626		

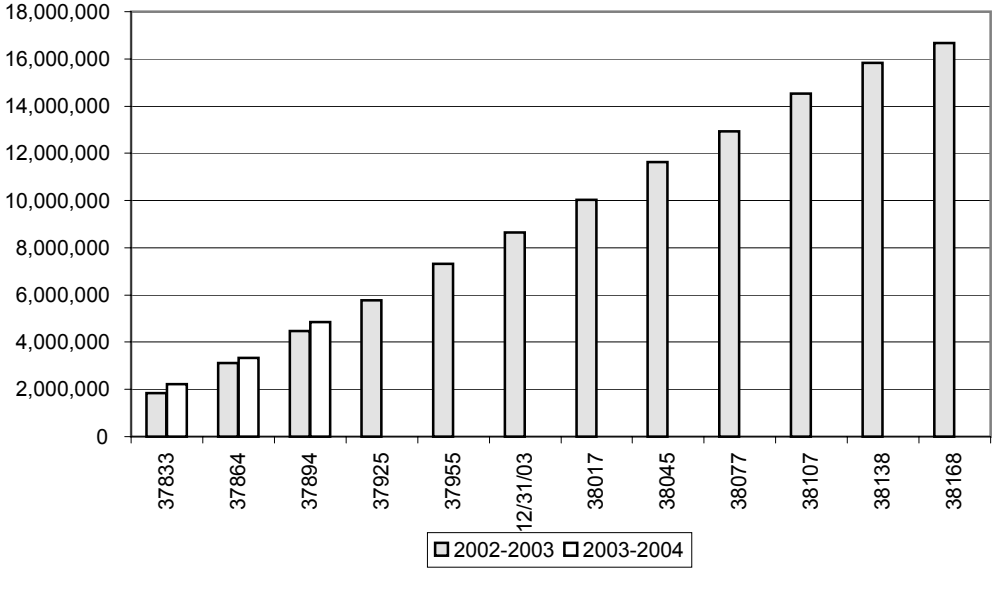
BARTON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
9/30/03

FUND-DESCRIPTION	BEGIN-BAL	MONTH-RCPT	MONTH-EXP	YTD RCPT	YTD-EXP	END-BAL	CHECKING	INVEST	CHANGE
GENERAL & VOC	1,487,053	316,381	1,238,787	5,299,855	4,191,464	2,595,444	2,201,344	350,000	44,100
EMPLOYEE BENEFITS	0	0	142,757	0	446,665	(446,665)	(446,665)	0	0
STUDENT UNION	599,238	244,228	127,144	404,807	435,747	568,298	467,298	100,000	1,000
DORMITORY	398,323	9,980	52,784	459,507	206,690	651,140	550,740	100,000	400
CAMP ALDRICH	61,078	551	5,361	22,897	32,107	51,868	51,868	0	0
ATHLETICS	52,863	0	47,628	400,000	144,425	308,438	308,438	0	0
	2,598,555	571,140	1,614,461	6,587,066	5,457,098	3,728,523	3,133,023	550,000	45,500





**BARTON COUNTY COMMUNITY COLLEGE
Expenditures Comparison**



ACTION ITEMS

Ratification of MOU with Ellis County EMS

Employee Health Insurance

[Employee Recognition \(added to agenda at meeting\)](#)

Meeting of the Board of Trustees
Barton County Community College

October 21, 2003

RATIFICATION OF MOU WITH ELLIS COUNTY EMS

Detail: Attached for the Board's review/ratification is a Memorandum of Understanding between Barton County Community College and Ellis County EMS services. This MOU will allow Barton to provide a MICT (Paramedic) Course at the Hays Medical Center. Due to the timeframe for the need to move forward in executing the MOU, I signed it on the College's behalf, with the understanding that the Board would need to ratify the document at the October regular Board meeting.

Recommendation: It is recommended that the Board ratify the Memorandum of Understanding between Barton County Community College and Ellis County EMS services to provide a MICT (Paramedic) Course at the Hays Medical Center.

Action: President's Office

**MEMORANDUM OF UNDERSTANDING
BETWEEN
BARTON COUNTY COMMUNITY COLLEGE
AND
ELLIS COUNTY EMS SERVICES**

October 6th, 2003 – December 14th, 2004

MICT I, II, III, & IV

This memorandum of understanding is made for a period of fifteen (15) months and entered into on September 30, 2003, by and between Ellis County EMS and the Trustees of Barton County Community College, hereinafter called Barton. At the end of the term that this memorandum of understanding is in place, Ellis County EMS and the Trustees of Barton County Community College may re-negotiate the terms of this agreement if both parties wish to continue the memorandum of understanding.

Ellis County EMS and Barton hereby agree to jointly provide a MICT (Paramedic) Course according to the following terms:

- The MICT Course in lecture, lab, and clinical instruction shall be offered at Hays Medical Center through previous agreements made between Ellis County EMS and Hays Medical Center.
- Specific class meeting times and/or clinical instruction shall be agreed upon by Ellis County EMS and Barton's Coordinator of Emergency Services Education.
- Ellis County EMS and the approved Site Coordinator/Instructor shall:
 - Issue the following paperwork to the Kansas Board of EMS for MICT Course approval
 - Request for Initial Course Approval
 - Name, address and telephone of training coordinator
 - Name of certified I/C who will be primary instructor
 - Names and credentials of all lab assistants
 - Name, address and telephone of medical advisor
 - Location, dates and times of scheduled classes
 - Number of anticipated students
 - Course syllabus
 - Description of clinical and field training rotation
 - Course agenda showing, dates times and title of subject matter for each class
 - Letters from medical advisor and/or ambulance service and/or hospital support
 - Completed application form, signed by coordinator, medical advisor and primary instructor
 - Provide an orientation meeting for the MICT course participants
 - Provide instruction for classroom and supervise clinical rotations and lab assistants
 - Keep enrollment records as per Barton's policies (attendance, etc.)
 - Prepare students for state MICT Certification
 - Participate in all evaluations and assessments as directed by Barton's Coordinator of Emergency Services Education.
 - Maintain adequate oversight fiscally, logistically, and operationally of all lab assistants utilized in this course.
 - Provide Barton's Coordinator of Emergency Services Education with ALL paperwork, records, and grades of each student that pertains to this particular course.
 - Provide Barton's Coordinator of Emergency Services Education with any and all necessary support needed towards the procurement of accreditation for this particular course only.

- Barton agrees to pay Ellis County EMS \$32167.20 in four (4) payments of \$8041.80 over the course of this program, based upon the following schedule:
 - 1st payment due November 1st, 2003
 - 2nd payment due January 28th, 2004
 - 3rd payment due June 6th, 2004
 - 4th payment due August 20th, 2004

- Barton agrees to provide mileage reimbursement to Ellis Co. EMS upon the completion of this course. Reimbursement shall not exceed \$.31 per mile and shall be provided only after evidence of mileage documentation to include no less than:
 - Date
 - Person driving
 - Start Location
 - Destination
 - Reason
 - Total miles per trip

- Barton agrees to
 - Provide enrollment support for the Ellis County EMS Instructor
 - Provide course-printed materials (syllabi, handouts, etc.)
 - Provide laboratory equipment and supplies for selected procedures
 - Provide all necessary evaluations and assessments towards the procurement of accreditation

 Kerry McCue
 Ellis County EMS Services

 (Date)

 Veldon L. Law, Ed.D, President
 Barton County Community College

 (Date)

 Chy Miller, Coordinator
 Emergency Services Education

 (Date)

Meeting of the Board of Trustees
Barton County Community College

October 21, 2003

EMPLOYEE HEALTH INSURANCE

Detail: The plan year for the College's employee health insurance through Benefit Management, Inc. expires on October 31, 2003. Costs for the new plan year starting November 1, 2003 have been computed and they are positive. For the past three years, actual claims have been lower than anticipated costs and the College's insurance reserve has increased accordingly. Currently, our restricted purpose health insurance reserve is estimated at \$710,000 for October 31, 2003. Costs for the current year ending October 31, 2003 will be approximately 82% of total claims that were estimated at the beginning of the year. Because of the current successes of the plan, costs to the participants should not have to be increased for the second year in a row. Risks to the reserve will be approximately the same as we have had in prior years, based upon underwriter requirements. We are anticipating a risk of using \$211,000 of the reserve for the 2003-2004 plan year, if the claims meet the limit set by the underwriters. If prior history continues, expectations are that we will not need to use the reserve this next budget year.

Recommendation: The Administration recommends continuing the College's employee health insurance coverage, through Benefit Management, Inc. for another year for eligible employees at existing rates without any increases.

Action: Dean of Business Services

Meeting of the Board of Trustees
Barton County Community College

October 21, 2003

EMPLOYEE RECOGNITION

Detail: As the Trustees are aware, the 2003-2004 fiscal year marks the second straight year that employees will not be provided with a salary increase. As a small token of the College's appreciation for the employees' dedication and understanding of the fiscal challenges at the state level, the Administration proposes providing non-salary compensation for full and regular part-time employees.

Recommendation: The Administration respectfully requests that the Board approve extending to all day the Wednesday prior to Thanksgiving rather than the ½ day as had previously been observed. It is further recommended that this additional ½ day become a permanent revision to the College's holiday schedule.

Additionally, it is recommended that all full-time employees be given a one-time only personal day (1/2 day for regular part-time employees, to be used prior to the end of the current fiscal year. The personal day cannot be carried over and if not used by the end of the current academic year, will be forfeited by the employee.

Action: President

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

Barton County Development Incentive Program Grant
Monitoring Reports
November Board Activities
President's Report of Monthly Activities
Comments from Trustees on Budget Goal Setting

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

Grant	Barton County Community Development Incentive Program
Funding Agency	Barton County
Summary	To Enhance the services provided by Retired and Senior Volunteer Program through the Interfaith Volunteers in Action
Possible Services	Handyman service i.e.: build and repair ramps, lawn care, small fix it jobs; respite care; training for drivers and care for the caregiver.
Target Population	Frail elderly in Barton County
Funding Range (Approximate)	\$10,000
Indirect Cost Reimbursement	
Funding Period	1 year
Institutional Obligation	
Cash	None
In-Kind	None
Personnel Required	
Existing	
New	.30 TIME (To be combined with existing RSVP funds)
Application Deadline	October 1, 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 authorize the College to proceed with the preparation of the grant application.

President's Signature

Date

Monitoring Reports October 2003

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 #3

Permit financial conditions which risk fiscal jeopardy, compromise Board ENDS priorities, or fail to show a generally acceptable level of foresight.

Response: In planning for the difficulties for the next two years, we have begun measures to place the College in a position of being able to weather the state's fiscal difficulties and continue the Board's ENDS. As the Board is aware, to help us address the uncertainty of state financing for this coming year, we have taken the following measures.

- 1) In the arena of cost avoidance, salaries have been frozen for this year and a recommendation has been provided that a pool of dollars for salary increases not be provided this year. The risk in making this recommendation is that this action will place Barton in the vulnerable position of potentially losing valuable personnel and/or falling further behind our regional peer institutions in providing competitive salaries.
- 2) In the arena of revenue generation, tuition has been increased by 13%. This has pushed the cost of attendance up \$6.00 a credit hour, meaning that our students now are providing roughly 29% of the College's budget as compared with what appears to be the state standard and goal of 20%. Small revenue enhancement will also come via fee increases. We continue to focus energy toward revenue growth through sound "business" decisions, enrollment growth and new market development. The prospects provided by these actions remain difficult to measure, but we have seen revenue growth in certain programs.
- 3) Significantly, the administration has cut approximately \$315,000 from the operating budget for 2003-2004. As you may recall, approximately \$765,000 in cuts from the operating budget were implemented during 2002-2003. Reductions are primarily realized through reducing or not replacing support service positions and significant capital expenditure avoidance. Many other reductions are one-time savings or cost avoidance, such as out of state travel, etc.

- 4) You will recall that the Trustees opted to hold the mil levy at last year's rate. Property valuation will provide a modest increase in our budget.
- 5) We are presently working through a cost efficiency and effectiveness analysis for programs, services, and activities that will conclude with a recommendation for the Board to take action on a variety of recommendations in November.
- 6) Athletic expenditures, scholarships, and approaches to maximize "outside the general fund" support are being explored. Changes that are yet to be formulated will have bearing on any number of segments of the campus and larger community.

We anticipate similar difficult budget decisions for the next few years. The Board can anticipate recommendations that will impact the expense side of next year's budget, along with revenue enhancement recommendations by the November Board meeting. The Board can also anticipate that the recommendations provided will create controversy, as we have no areas to cut that will not negatively impact current instructional programs, athletics, services to students and the public.

The current budget planned, unless there is an extreme state emergency, will maintain the small reserve that the Board has directed be maintained.

Based on the above, no immediate condition exists which would portray fiscal jeopardy or compromise Board ENDS priorities; however, the Board can expect that its ENDS and Mission will be negatively impacted with this next year's budget.

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 and, while not assets in the traditional sense, are none-the-less assets that need to be maintained.

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

POLICY TITLE: FINANCIAL CONDITIONS

The President shall administer the Board approved budget without material deviation from Board priorities in ENDS policies, and shall protect the College from financial risk.

Accordingly, the President may not:

Financial Condition #3

Make any purchase: (a) without prudent protection against conflict of interest; (b) over \$10,000 without Board approval; (c) over \$10,000 without seeking at least three competitive quotes or sealed bids, submitted on prepared specifications. No purchase shall be made except on the basis of quality, cost, and service. Consideration shall be given to local vendors who can provide like quality products and services and who meet bid specifications.

Response: Following review of this constraint with the Dean of Business Services, I feel confident that the College is in compliance with the policy. We remain sensitive and judicious in balancing the need to support the local economy with making wise purchases in stretching limited tax dollars.

Financial Condition #6

Fail to maintain adequate reserves which allows the College cash reserve to drop below 8% of its annual budget, working toward a goal of 16%.

Response: The Board has been apprised that progress toward this goal was made over the course of the past year. The cash reserve is above the 8% floor and we believe that this past year's budget has, for the third or fourth year in a row, helped us realize growth in the reserves. The reserves, as you are aware, will be used this year as part of the budget expenditure plan as we face the fallout of the state's revenue crisis.

Financial Condition #8

Fail to provide a monthly report of the College's current financial condition.

Response: Each month, as part of the Board's agenda, "Claims" and "Financial Reports" are presented for the Board's review and action. The reports accurately reflect the fiscal condition of the institution. Further, information regarding the Foundation's fiscal condition is provided to the Trustees from the Foundation Office each month. The clarifying questions asked by the Board are appreciated, as they help us to more fully discharge our accountability to the public.

POLICY TITLE: COMMUNICATION & COUNSEL TO THE BOARD

The President shall keep the Board adequately informed.

Accordingly, the President shall not:

Communication & Counsel Constraint #1

Fail to make the Board aware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.

Response: All potential legal actions, material changes, and relevant trends have been shared with the Board. The Board has also been apprised of media coverage of those issues that may elicit calls from constituents. Personnel matters have been discussed through appropriate executive sessions. I continue to appreciate the Board's support of the strategic objectives that are being pursued which I believe has placed the College in a much stronger position, both fiscally and organizationally. I am personally pleased with the growth we have seen in enrollments and the positive contributions that our efforts on the web have made to our bottom-line. We have tried to anticipate and share the challenges that may need to be overcome in order to achieve the changes planned. The Board's understanding, support, and direction to move forward, regardless of the hurdles, is sincerely appreciated.

Communication & Counsel Constraint #2

Fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Relationship, particularly in the case of Board behavior, which is detrimental to the working relationship between the Board and the President.

Response: The Board's individual and collective desires to see the College improve and succeed remain most encouraging. There have been no situations where, in the President's opinion, the Board has not been in compliance with its policies. I appreciate the Board's efforts to clarify its desires and provide limitations as those have been deemed necessary.

Communication & Counsel Constraint #4

Fail to report in a timely manner an actual or anticipated non-compliance with any Board policy.

Response: To my knowledge, there have been no non-compliance issues that need to be reported.

POLICY TYPE: ENDS

POLICY TITLE: MISSION

Student Persistence to Completion of Stated Goals & Length of Time to Complete Degree **Annual: October 2003**

Information on completion rates (persistence to completion of stated goals) used for this report came from two primary data sources: (1) Kansas Post-secondary Core Indicators of Effectiveness Report (Barton values reported in spring 2003 for AY 2001-02 and in spring 2002 for AY 2000-01, plus statewide average values for Spring 2002 reports; average values for Spring 2003 not yet available), and (2) IPEDS Graduation Rate Survey data for Barton and a set of Barton peer community colleges (data from IPEDS spring 2003 submissions to report on graduation rates for the fall 1999 cohort of first-time students). Also, statistics on length of time to complete degree were obtained from statistics compiled for Barton graduates during 2002-03 in a report generated annually by the Office of Institutional Research & Records following spring graduation.

Kansas Post-secondary Core Indicators:

In the Kansas Post-secondary Core Indicators Reports, community colleges and technical schools in the state report statistics related to attainment of educational goals, which include the following:

- (1) Seeking Degree/Certificate and Planning to Transfer,
- (2) Seeking Degree/Certificate with No Plan to Transfer,
- (3) Planning to Transfer without any Intent of Seeking a Degree/Certificate,
- (4) Seeking to Upgrade in Current Skills,
- (5) Seeking Self-Improvement, and
- (6) Acquiring Technical or Occupational Skills.

With the exception of Goal #3 ("Planning to Transfer without any Intent of Seeking a Degree/Certificate"), Barton and most other community colleges/technical schools reported values that can be compared as follow:

- (1) Seeking Degree/Certificate and Planning to Transfer
Using the fall 1999 cohort of N = 245 Barton first-time, full-time students who intended to seek a degree/certificate and then transfer, a total of 103 completed their degree/certificate by 15 August 2002. This represented a completion rate of **42.0%** for this segment of the fall 1999 cohort who completed this goal as reported in the spring 2003 Core Indicators Report. The Barton completion rate for the previous year (spring 2002 Core Indicators Report for the fall 1998 cohort of N = 271 first-time, full-time students) was **49.4%**. In contrast to Barton values for these two years, the statewide average goal attainment rate for this educational goal from the spring 2002 reports was **38.6%** for the 18 community colleges and technical schools that reported on this core indicator.
- (2) Seeking Degree/Certificate with No Plan to Transfer
Using the fall 1999 cohort of N = 76 first-time, full-time students who intended to seek a degree/certificate but not transfer, a total of 40 completed their degree/certificate by 15 August 2002. This represented a completion rate of **52.6%** for this segment of the fall 1999 cohort who persisted to complete this goal as reported in the spring 2003 Core Indicators Report. The Barton

completion rate for the previous year (spring 2002 Core Indicators Report for the fall 1998 cohort of N = 20 first-time, full-time students with this educational goal) was **70.0%**. (However, interpretation of this rather high completion rate should be moderated by the relatively small sample size of only 20 students). In contrast to Barton values for these two years, statewide average completion rate for students with this goal was **49.0%** as reported in the spring 2002 Core Indicators Report data by 22 community colleges and technical schools.

- (3) Planning to Transfer without any Intent of Seeking a Degree/Certificate
(As mentioned previously, most community colleges and technical schools, including Barton, did not report sufficient data for any comparisons on this educational goal.)
- (4) Seeking to Upgrade in Current Skills
Barton part-time students who sought to upgrade their current skills in fall 2001 and spring 2002 (N = 75 and 81 students, respectively, as reported in the spring 2003 Core Indicators Report) attained this goal (defined as achieving a semester GPA of 2.0 or better) at rates of **86.7%** and **84.0%** for these two semesters, respectively. Similar values reported for Barton students with this goal in the previous year (spring 2002 Core Indicators Report) were **88.0%** and **88.7%** (N = 100 students in fall 2000 and 150 students in spring 2001, respectively). In contrast, statewide average values computed from data submitted by 23 community colleges and technical schools for fall 2000 and 22 institutions for spring 2001 were slightly lower at **82.9%** and **79.2%**, respectively.
- (5) Seeking Self-Improvement
Barton part-time students who sought self-improvement in fall 2001 (N = 188) and spring 2002 (N = 199) attained this educational goal (defined as achieving a semester GPA of 2.0 or better) at rates of **84.0%** and **89.4%** in these two semesters, respectively. Similar values reported for Barton students with this goal in the previous year (spring 2002 Core Indicators Report) were slightly higher for fall 2000 (**89.6%**; N = 309), but slightly lower for spring 2001 (**87.1%**; N = 278). In contrast, statewide average rates for 24 community colleges and technical schools that reported this indicator in the spring 2002 Core Indicators Report were considerably lower at **74.0%** for both fall 2000 and spring 2001.
- (6) Acquiring Technical or Occupational Skills
Barton part-time students who sought self-improvement in fall 2001 and spring 2002 (N = 23 and 29 students, respectively) attained this educational goal (defined as achieving a semester GPA of 2.0 or better) at rates of **82.6%** and **86.2%**, respectively. In the previous year, the rates of Barton students attaining this goal were approximately the same at **94.4%** in fall 2000 (N = 18) and **83.7%** in spring 2001 (N = 49), especially when taking into account the relatively small sample sizes. These rates were roughly equal to the statewide averages for data submitted by 22 community colleges and technical schools in the spring 2002 Core Indicators Report (i.e., **82.6%** and **83.7%** for fall 2000 and spring 2001, respectively).

Thus, for virtually all of these educational goals, student goal attainment generally equaled or exceeded average levels statewide.

IPEDS Graduation Rate Survey (GRS) Data:

Like other institutions of higher education, Barton is required to report graduation rates to the federal government as part of the Integrated Post-secondary Educational Data System (IPEDS) in one of several IPEDS reports entitled the Graduation Rate Survey (GRS). IPEDS data are available publicly on the National Center for Education Statistics (NCES) website through the NCES Peer Analysis System. These graduation rates are computed as the percentage of students in a fall, first-time cohort that graduate within 150% of the time required for the degree (i.e., a three-year graduation rate for community college students seeking the two-year associate degree). A comparison of Barton graduation rates with the average graduation rates reported by peer institutions was used to assess Barton's success in student persistence to complete the associate degree. For this comparison, Barton peer institutions were identified as Butler County, Dodge City, Garden City, Hutchinson, and Pratt Community Colleges. Using data obtained from the NCES Peer Analysis System for the most recent GRS data available (i.e., spring 2001 GSR Survey results reporting on graduation rates for the cohort of first-time, degree/certificate-seeking students that entered in fall 1999), Barton's graduation rate was **39.3%**, while the average graduation rate for Barton's five peers was **35.6%**. Moreover, among the six institutions included in this analysis, Barton had the second highest graduation rate of the six institutions (range = 21.4% to 50.9%). Thus, Barton continues to graduate students at relatively high rates as compared to other community colleges.

Length of Time to Degree

The Barton Office of Institutional Research & Records summarizes statistics for graduates in June of each year for those students who completed associate degree graduation requirements during the preceding 12-month period. Statistics are summarized for both Main Campus and Ft. Riley/Junction City graduates, as well as for Barton graduates at both locations, collectively.

Summary statistics for the 2002-03 graduates were as follow:

Years to Complete Degree, 2002-03	# Graduates	Average	Median	Range
Main Campus	235	3.8	2.4	0.2 to 24.4
Ft. Riley/Junction City	220	3.4	2.3	0.3 to 13.4
Overall	455	3.6	2.3	0.2 to 24.4

Because the "years to complete degree" data were skewed, the median value provided the best measure of central tendency for "length of time to degree." Using median values, the average student to graduate from Barton in 2002-03 required almost two and one-half years (2.3 years, overall) to accomplish that goal. Furthermore, it appears that students at Main Campus may take slightly more time to graduate in comparison to graduates at the Ft. Riley/Junction City campus.

Response:

Using virtually all of these measures (Kansas Core Indicators Reports, IPEDS Graduation Rate Surveys, and Barton statistics on recent graduates), Barton students are relatively successful with attainment of their educational goals. Also, most Barton graduates are able to complete their associate degrees in less than two and one-half years after entry as college-level students.

Fiscal Report-Community Education

Annual: October 2003

Community Education Fiscal Report	2001-02	2002-03
REVENUE:		
Gross Income	\$ 1,850,180	\$1,591,503
EXPENDITURES:		
Gross Direct Expenses	\$ 724,488	\$ 630,625
OPERATING REVENUE:	\$ 1,125,692	\$ 960,878
ADDITIONAL EXPENSES:		
Staff Salaries	\$ 362,696	\$ 364,910
Staff Benefits	79,133	79,423
Administrative Expenses	21,847	13,895
ABLE Facility Costs	2,959	1,929
NET INCOME	\$ 659,057	\$ 500,722

Programming Comments:

- Significant gains in Business, Management & Leadership Program
- Problems in finding instructors for Certified Nurse/Medication Aide classes
- Significant loss of College Advantage enrollments in Biology and Calculus
- Customized Training is up!
- Reorganization of Lifelong Learning programming area
- Decreases in Traditional Outreach enrollment – current Program analysis ongoing with the Office of Institutional Research & Records
- Loss of Kansas Highway Patrol Recruit Class - \$95,000 (net income); class was not offered due to State of Kansas budget shortfalls

Expense Comments:

- Overtime costs associated with staff salaries were not reported in 2001-02. This amount would have ranged between \$8,000 - \$10,000.
- Community Education cut their administrative costs extensively in 2002-03.

Availability of Instructional Programs

Annual: October 2003

Availability of Instructional Programs	1999-00	2000-01	2001-02	2002-03
Total Number of Technical Programs Available	17	17	17	16
Total Number of Students Enrolled in Programs	655	590	581	489

Note: -One year equals July 1 through June 30.

-Number of students enrolled in programs represent the total unduplicated number of students enrolled in the available programs.

-Figures were obtained from a Vocational Education Report generated by the office of the Associate Dean of Technical & Career Education.

Response:

The data indicate a slight decline (15%) in technical program enrollments. However, while several programs experienced a significant decline in enrollment (e.g., MICT, Criminal Justice, and Dietetic Assistant), other technical programs experienced growth (e.g., Business Management & Leadership and Medical Laboratory Technology).

POLICY TYPE: ENDS

POLICY TITLE: ESSENTIAL SKILLS

Student Performance on Nationally "Normed" Exams Annual: October 2003

Nationally "Normed" Exam		1999-00	2000-01	2001-02	2002-03
ACT - Composite	BCCC Average	18.9	19.1	19.1	18.8
	State Average	21.6	21.6	21.6	21.5
	National Average	21.7	21.0	20.8	20.8

Notes: -The ACT assessment is not required for admission to BCCC. The composite score is based upon the student's performance in four testing areas: Math, English, Social Studies, and Science.
 -One year equals July 1 through June 30.
 -Figures are obtained from reports generated by ACT.

Nationally "Normed" Exam		1999-00	2000-01	2001-02	2002-03	
ASSET*	English Skills	Fall	41.0	40.5	41.6	39.5
		Spring	40.2	41.0	40.7	40.8
	Reading Skills	Fall	40.7	40.5	40.7	40.4
		Spring	40.4	40.7	40.3	42.3
	Numerical Skills	Fall	37.8	37.4	37.5	37.1
		Spring	38.6	38.3	36.9	38.3
	Elementary Algebra	Fall	32.2	32.5	31.5	32.9
		Spring	34.2	33.8	31.5	31.7
	Intermediate Algebra	Fall	34.1	41.6	41.4	30.2
		Spring	35.5	41.5	43.1	31.8
	College Algebra	Fall	31.8	38.4	38.0	29.2
		Spring	--	39.0	34.5	--
	Geometry	Fall	--	--	0.43	--
		Spring	--	--	--	--

Note: -Asset assessment is used for entry placement of all full-time students and those part-time students enrolling in English and Math courses; no national data were available for comparisons.

Student Performance on Nationally "Normed" Exams, Continued

Nationally "Normed" Exam			
MLT	Exam Period	Program Mean	National Mean*
	Oct-Dec 02	544	458 (439)
	Jul-Sep 02	615	507 (494)
	Apr-Jun 02*	NA	NA
	Jan-Mar 02	551	463 (432)
	Oct-Dec 01	419	462 (437)
	Jul-Sep 01	414	479 (463)
	Apr-Jun 01	NA	NA
	Jan-Mar 01	NA	NA
	Oct-Dec 00	NA	NA
	Jul-Sep 00	NA	NA
	Apr-Jun 00	NA	NA
	Jan-Mar 00	NA	NA
	Oct-Dec 99	NA	NA
	Jul-Sep 99	545	482 (470)
Apr-Jun 99	436	488 (459)	

*National Mean of first-time examinees (National Mean of all examinees)

Note: -MLT Program was not allowed to have any new students accepted in the Fall 1999 semester; therefore, no students took the exam in 1999-2001.

- - No Barton Students took this exam during this cycle.

Nationally "Normed" Exam			
Occupational Therapy	Exam Period	Program Mean	National Mean
	Fall 2002	--	--
	Spring 2002	--	--
	Fall 2001	483.6	482.1
	Spring 2001	465.0	477.3
	Fall 2000	486.7	493.5
	Spring 2000	482.4	488.6
	Fall 1999	506.1	513.1
	Spring 1999	--	--
	Fall 1998	515.9	508.4
	Spring 1998	516.4	503.5

Note: -State averages do not exist because currently, Barton County Community College has the only Occupational Therapy program in the state.

Nationally "Normed" Exam			
Nurse Entrance Exam	Exam Period	Program Mean	National Mean
	Fall 2002	70.3	64.0
	Fall 2001	69.9	64.0
	Fall 2000	63.4	64.0
	Fall 1999	64.0	64.0
	Fall 1998	68.0	64.0

Note: -Scores are composite from Nurse Entrance Exam.

POLICY TITLE: WORK PREPAREDNESS

Sustained Financial Commitment to Instruction

Annual: October 2003

Barton County Community College Cash Budget Operations					
	1998-99	1999-00	2000-01	2001-02	2002-03
Instruction	\$6,147,574	\$5,936,859	\$6,938,838	\$7,500,444	\$7,795,025
Academic Support	1,540,615	1,564,455	1,635,390	2,033,176	2,094,287
Student Services	1,003,242	1,059,324	1,247,621	1,130,699	1,447,409
Institutional Support	2,527,097	2,650,501	3,137,898	3,306,550	3,131,052
Operation and Maintenance	2,301,636	2,282,381	2,225,730	2,290,702	2,039,658
Scholarships & Public Service	353,599	416,922	380,714	411,363	598,466
Total	\$13,873,763	\$13,910,442	\$15,566,191	\$16,672,934	\$17,105,897

NOVEMBER BOARD MEETINGS/ACTIVITIES

November 5 **Board Study Session** – 12:00 noon – U-219 (upper level of Student Union)

November 18 **Regular Monthly Board Meeting** – 4:00 p.m., room U-219 (upper level of Student Union)

November 26 - **Thanksgiving Holiday**
November 28

Please Note: The **Student Holiday Reception** has been scheduled for **Thursday, December 4** (8:30 a.m. – 10:00 a.m.) in the Student Union.

The **Employee Christmas Dinner** has been scheduled for Friday, **December 12**. Eddie and Robert Hiebert will provide Christmas music on their dulcimers while guests tour the Shafer Memorial Art Gallery from **6:00 p.m. – 7:00 p.m.** **Dinner will be served at 7:15 p.m. in the Student Union.** You will be receiving an invitation in the mail.

**President's Monthly Activities
September 1-30, 2003**

September 1 Labor Day- Campus Closed

September 3 Attended TECC (Incubator Meeting)
Facilitated President's Staff Meeting
Facilitated Board of Trustees Meeting
Attended Foundation Board Meeting

September 4 Met with Mysty Rusk
Attended Foundation Chamber Coffee
Met with Dr. Clos and Mike Weltsch

September 5 Attended KACCT/COP meeting in Independence, KS

September 6 Attended KACCT/COP Quarterly Meeting in Independence, KS

September 8 Attended BLINK Stewardship Board Meeting
Met with Jeremy Clawson from the Interrobang
Attended Boy Scout's Council Nominating Committee Meeting

September 9 Facilitated President's Staff Meeting
Attended Presidential Scholars Luncheon
Attended Instructional Staff Meeting

September 10 Welcomed and Visited with NAACLS Team
Attended NAACLS Site Visit Lunch

September 11 Met with Dennis Franz
Met with NAACLS Site Team Exit Interview
Attended FRT Meeting
Facilitated President's Staff Meeting

September 12 Met with Interrobang Editor, Jeremy Clawson regarding the College
Budget
Met with Foundation Office Staff
Attended the LWIB meeting in Hays, KS

September 13 Attended Cougar Soccer Matches

September 16 Met with Alan Glendenning, Bob Peter, and Dr. Clos
Hosted a luncheon with Darnell Holopirek to provide introductions
to a College supporter
Facilitated Board of Trustees Meeting

September 17 Facilitated President's Staff Meeting
Attended Cougar Volleyball Match

September 18 Met with Mike Welstch
Attended Chamber Meeting
Met with Mel Waitt
Met with Brent Rensch
Met with Aldrich Trust Committee

September 22 Hosted Lunch Meeting for Area Superintendents

September 23 Met with Darnell Holopirek
Hosted the Boy Scout's Council Nominating Committee Meeting

September 24 Facilitated PIC Meeting
Facilitated President's Staff Meeting

September 25 Met with Bob Peter
Attended EduKan President's Meeting
Met with Interrobang Reporters
Met with FRT

September 29 Prepared for Board Advance

September 30 Prepared for Board Advance

NOTICES AND COMMUNICATIONS

Letter from Heather Eckstein, KACRAO President
Letter from Sandy Collins, KABT President

RECEIVED

SEP 16 2003

PRESIDENT'S OFFICE
BCCC



September 11, 2003

Dr. Veldon Law
President
Barton County Community College
245 NE 30th Road
Great Bend, KS 67530

Dear Dr. Law:

On behalf of the Kansas Association of Collegiate Registrars and Admissions Officers (KACRAO), I would like to thank you for the support that Cari Ringwald has given our association by serving as Professional Development Chairperson and as an Executive Board member for 2002-2003. The Executive Board has been a very active group, and contributes to the advancement of higher education in Kansas, and nationally, through the professional development of its members and the use of high standards of professional ethics.

Cari's service to KACRAO is greatly appreciated, as is the willingness of your institution to provide time for those endeavors. Her hard work and dedication to the profession and KACRAO is commendable and is a positive reflection of the commitment and leadership of Barton County Community College.

Sincerely,

A handwritten signature in black ink, appearing to read "Heather Eckstein". The signature is fluid and cursive, with a large loop at the end.

Heather Eckstein
KACRAO President 2002-2003

RECEIVED

OCT 02 2003

PRESIDENT'S OFFICE
BCCC

Sandy Collins
2444 Wellman Road
Lawrence, KS 66044

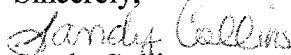
Dr. Veldon Law, President
Barton County Community College
245 NE 30th Road
A-Building, Room 120
Great Bend, KS 67530

September 28, 2003

Dear Dr. Law,

On September 20, 2003, the Kansas Association of Biology Teachers held their annual Fall Conference on the Barton County Community College campus. We would like to acknowledge the work and hospitality of Dr. John Simmons and his staff in making this conference a wonderful experience for all who attended.

Sincerely,



Sandy Collins
KABT President

Meeting of the Board of Trustees
Barton County Community College

October 21, 2003

EXECUTIVE SESSION

Detail: An executive session may be required.

Recommendation: It is recommended that the Board recess to executive session, if needed, in compliance with the Kansas Open Meetings Act.

Action: Board Chair