

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

**April 19, 2005  
U-219 (Upper Level of Student Union)**

**AGENDA**

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	Network Core Switch Upgrade	
	Ratification/Approval of Carl Perkins Grants	
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Meeting of the Board of Trustees  
Barton County Community College

April 19, 2005

**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

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**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.

**INTRODUCTION AND DISCUSSION**

Chuck Smrt of The Compliance Group will be introduced and participate in a discussion with the Board.

### **ACTION ITEMS**

**Replacement Lawn Mower  
Roofing Bids for Classroom Building  
Network Core Switch Upgrade  
Ratification/Approval of Carl Perkins Grants  
2005-2006 Faculty Contracts  
2005-2006 Head Coaching Contracts  
2005-2006 Administrative Contracts  
Granting Tenure**



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**REPLACEMENT LAWN MOWER**

**Comments:** As Mark Dean shared at the April 6 Board study session, the current lawn mower used for the main campus is a 1991 Excel Hustler mower. This machine was purchased used in 1997. It currently had in excess of 6,000 hours on it. The Kubota diesel engine is in need of a major overhaul and the frame and deck of the mower would also require major repairs. At this time it is more cost effective to replace the mower than repair the existing mower. Bids were requested for a 72" mower with a diesel engine.

The following were the results of the requests for bids:

Mid-Kansas Turf & Timber (Buhler) - Dixie Chopper ZTR \$13,700.00

Pro-Green Lawn Care (Great Bend) - Excel Hustler Super Z 34/72  
\$16,299.00  
State contract discount - \$ 4,074.75  
Total **\$12,224.25**

**Recommendation:** It is recommended that the Board of Trustees accept the low bid from Pro-Green Lawn Care, in the amount of \$12,224.25

**Action:** Director of the Physical Plant

Meeting of the Board of Trustees  
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**ROOFING BIDS FOR CLASSROOM BUILDING**

**Comments:** As Mark Dean shared at the April 6 Board study session, the Classroom Building is in need of a replacement roof. The roof currently leaks which will eventually create structural and interior damage if not replaced. The Classroom roof was last replaced in 1986 and currently has a built- up tar and gravel system in place.

Bid specifications were sent to four roofing companies. The roofing system specified is a seamless polyurethane foam roofing system. We have used this type of roofing system on our other roofs over the last 7 years and found it to be a very effective roof material for our application. The roof is warranted for 10 years. The roofing specifications did give the roofing companies the option to submit alternative roofing systems.

The following were the results of the requests for bids:

	<b><u>Polyurethane</u></b>	<b><u>Rubber</u></b>	<b><u>Modified</u></b>
Washington Roofing - (Great Bend)	\$74,042.00	-----	-----
R&R Roofing - (Great Bend)	-----	-----	-----
Hi Plains Roofing - (Hays)	-----	\$81,500	\$64,160
Garden City Roofing - (Garden City)	\$55,700.00	-----	-----

**Recommendation:** It is recommended that the Board of Trustees accept the low bid from Garden City Roofing in the amount of \$55,700.00 for the roof replacement of the Classroom Building.

**Action:** Director of the Physical Plant

Meeting of the Board of Trustees  
Barton County Community College

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**NETWORK CORE SWITCH UPGRADE**

**Comments:** As the Trustees will recall, at the April 6 Board study session, Gerald Resner discussed the need to upgrade the College's network core switch. This is due primarily to the age of the switch and because it is no longer meeting the network needs of the College. The attached information, which Gerald shared with the Board at that time, provides a detailed explanation of the switch requirements.

**Recommendation:** It is recommended that the Board of Trustees approve the purchase of the 3COM 7700 switch from Yellow Dog Networks, Inc including components and training for a total cost of \$13, 700. Annual maintenance will be \$1,250.

**Action:** Dean of Business Services

### **Scope:**

The purpose of this proposal is to address the immediate need for upgrading the campus data network core switch. The following information reveals the issues and concerns, provides justification and recommendations, and costs to replace the existing 3COM 4007 enterprise network core switch.

### **History:**

In September of 2000, Barton purchased a 3COM 4007 enterprise network core switch, currently in operation, at a cost of \$23,156. This acquisition, along with other network improvements, was necessary due Barton's network growth from just a few workstations to then almost 800, and which now exceeds 1,000.

- The 3COM 4007 became, and still is the core routing device for the entire campus and remote campus sites.
- All computer network activity and physical connections in some form are connected back to the 3COM 4007 core device to form the heart of Barton's data infrastructure.

### **Concerns:**

Because of industry change and equipment obsolescence, the 3COM 4007 no longer meets the needs of the campus network in terms of compatibility nor will it be supportable by 3COM in the near future.

- Although the 3COM 4007 is a very robust switch per the industry, its architecture is over 9 years old.
- 3COM announced an end of sale for the 4007 in October of 2003.

### **Issues:**

The current issues concerning the 3COM 4007 are:

- The inability to support the 4007 past October of 2005 as per 3COM.
- Current known bugs and firmware incompatibility issues that 3COM will not fix as per their intention to phase out the 4007 since 2003.
- Ongoing and unresolved support issues between Barton and 3COM due to the age and lack of future support of the 4007.

### **Proposal:**

It is proposed to replace the current 3COM 4007 Layer 3 Switch with a 3COM 7700 enterprise switch.

- The 3COM 7700 Switch is more than capable of replacing and exceeding the 4007 platform and is built for current voice and video ITV applications. Included in this proposal:
  - One 7-slot chassis with power supply.
  - Two 8-port fiber modules.
  - One 20-port copper module.
  - Annual technical support.
  - Fiber connectivity components.
  - 3COM installation and training.
  - Shipping.
- The 7700 chassis is capable of 10-gigabit connections and will be IPV6 compatible in the future.
- As an insensitive to Barton, and for customer service, support, and satisfaction reasons, 3COM proposed and has made considerable effort in terms of upgrading the 4007 by finding

a 3COM reseller who is willing to offer the 7700 at a one time only substantially discounted cost.

- In addition to the 3COM 7700 switch, various modules, installation, and training would be required for migrating from the 4007.

### **Costs:**

The advertised price for the 3COM 7700 Switch is \$27,590. (Includes installation and shipping costs).

- Barton can purchase the 3COM 7700 Switch from **Yellow Dog Networks, Inc.** for **\$9,800**.
  - The annual technical support would be **\$1,250**.
  - An additional **\$1,200** will be needed for converters and fiber connectivity components.
  - 3COM installation and training would be **\$2,700**.
  - Shipping is free from **Yellow Dog Networks, Inc.**
- Total **Yellow Dog Networks, Inc** cost is **\$13,700** and **\$1,250** per year maintenance.
- In comparison, through a national reseller, Barton can receive the educational discount at a total cost of \$19,292 (Includes installation and shipping costs) while the annual technical support cost is \$2,700.

### **Other Considerations:**

- The issues and concerns discussed here need to be addressed as soon possible as there is limited support remaining on the 4007. The implementation of the 7700 will occur summer of 2005.
- 3COM and Yellow Dog Networks have made a generous effort to support Barton with the one time only proposed pricing.
- Barton applied for a KANED grant in December for \$10,000 to cover the bulk of the costs but was not awarded the grant.
- Pricing from Yellow Dog Networks was generously extended through April 2005 due waiting on the grant's outcome.
- Upgrading not only deals with the obsolescence issue but also will resolve ongoing support firmware issues with the current switch which 3COM is advocating.
- Currently Barton pays \$2,480 for the 4007 maintenance. That total is \$12,400 over the last 5 years as compared to \$6,250 proposed for the 7700, a cost savings of \$6,150 in five years.

Gerald Resner  
Coordinated of Electronic Services

Meeting of the Board of Trustees  
Barton County Community College

April 19, 2005

**CARL PERKINS GRANT APPLICATION RATIFICATIONS/REQUESTS**

**Comments:** Attached for the Board's consideration are grant application requests for the following Carl Perkins Grants:

**Leadership Grant – funding range of \$20,000**

**Tech Prep Grant – funding range of \$60,000**

**Improvement Grant – funding range of \$180,255**

**Regional Non-Traditional Centers in Kansas Grant – funding range of \$37,500**

Because the application deadlines for the Leadership and Tech Prep grants fell prior to the April Board meeting and although these application request are in amounts over which the President is authorized to approve without Board authorization, as has been prior practice I have approved the requests for these grants pending the Board's ratification today and seek authorization for the College to apply for the Improvement and Regional Non-Traditional Centers in Kansas grants.

**Recommendation:** It is recommended that the Board of Trustees ratify application for the Leadership and Tech Prep grants and authorize the College to apply for the Improvement and Regional Non-Traditional Centers in Kansas grants as presented.

**Action:** Director of Grants

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

<b>Grant</b>	Carl Perkins Leadership Grant
<b>Funding Agency</b>	KS Board of Regents
<b>Summary</b>	This grant is to assist in developing and delivering training to emergent and incumbent workers in the energy industry. Specifically, the transmission and distribution of natural gas industry, to meet federal regulations and provide for the continued safe and efficient transmission and distribution of natural gas. This includes municipalities, transmission and distribution companies.
<b>Services</b>	Operator Qualified training for the pipeline industry that will prepare workers to be certified by their employers to perform specific tasks related to their jobs.
<b>Relationship to College Mission</b>	Barton's mission as a learning organization includes the improvement of the economic, social and personal lives of individuals and their contributions to society. Training a workforce capable of ensuring the safe and efficient transmission and distribution of natural gas throughout the central United States will not only provide for employment within the energy industry, but also provide for utilities to keep families safe and businesses productive.
<b>Target Population</b>	Emerging and incumbent workers in the pipeline industry
<b>Funding Range</b>	\$20,000
<b>Indirect Cost Reimbursement</b>	None
<b>Funding Period</b>	July 1 2005 – June 30 2006
<b>Institutional Obligation</b>	
<b>Cash</b>	-0-
<b>In-Kind</b>	Facilities & Personnel
<b>Personnel Required</b>	
<b>Existing</b>	Business & Industry Training Coordinator
<b>New</b>	Industry Consultant
<b>Due Date</b>	April 11, 2005

**Presidential Review**

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

Veldon L. Law  
\_\_\_\_\_  
President's Signature

04-06-05  
\_\_\_\_\_  
Date

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

<b>Grant</b>	Carl Perkins Tech Prep
<b>Funding Agency</b>	KBOR
<b>Summary</b>	Tech Prep calls for articulation agreements between the College and area high schools. These agreements permit students to articulate technical and vocational courses taken while in high school for college credit upon enrollment at Barton. Also, the program provides opportunities for professional development and student awareness of opportunities.
<b>Services</b>	<ul style="list-style-type: none"> <li>• Articulation of high school courses for college credit</li> <li>• Professional development for teachers and instructors through joint activities and attendance at conferences</li> <li>• Internship opportunities for instructors and teachers during summer months</li> <li>• Apprenticeship opportunities for students</li> <li>• Input from business and industry</li> </ul>
<b>Relationship to College Mission</b>	The project will enable the College to improve access to educational services to learners located in remote and/or underserved sites.
<b>Target Population</b>	High school juniors and seniors in service area
<b>Funding Range</b>	\$60,000; (\$50,000 basic grant + maximum of \$10,000 for teachers internships)
<b>Indirect Cost Reimbursement</b>	None
<b>Funding Period</b>	July 1, 2005 – June 30, 2006
<b>Institutional Obligation</b>	
<b>Cash</b>	Approximately \$1,615 (For Coordinator salary. This is the same amount as we have been contributing for the last 4 years.)
<b>In-Kind</b>	
<b>Personnel Required</b>	
<b>Existing</b>	Tech Prep Coordinator
<b>New</b>	
<b>Due Date</b>	April 15, 2005

**Presidential Review**

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

Veldon L. Law  
\_\_\_\_\_  
President's Signature

04-13-05  
\_\_\_\_\_  
Date



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

<b>Grant</b>	Carl Perkins Improvement Grant
<b>Funding Agency</b>	U.S. Department of Education/Kansas Board of Regents
<b>Summary</b>	The grant will provide funds to enhance the academic, vocation, and technical skills of post secondary students who elect to enroll in vocational and technical programs at Barton.
<b>Services</b>	<ul style="list-style-type: none"> <li>• Academic, Vocational, and Technical Activities</li> <li>• Salaries</li> <li>• Curriculum and New Course Development</li> <li>• Enhancement and refinement of existing courses</li> <li>• Technology Development</li> <li>• Professional Development</li> </ul>
<b>Relationship to College Mission</b>	Perkins funding will assist the College in improving the economic and personal lives of vocational students and their contributions to society.
<b>Target Population</b>	Vocational students particularly those in non-traditional occupational career tracks. Also special populations.
<b>Funding Range</b>	\$180,255
<b>Indirect Cost Reimbursement</b>	None
<b>Funding Period</b>	July 1, 2005 to June 30, 2006
<b>Institutional Obligation</b>	
<b>Cash</b>	None
<b>In-Kind</b>	Clerical, administrative
<b>Personnel Required</b>	
<b>Existing</b>	.50 Time Academic Support Specialist .40 Director of Assessment & Placement Supplementary Instruction/tutoring in PLATO
<b>New</b>	None
<b>Application Deadline</b>	May 15, 2005
<b>Submission to BOT (Date)</b>	

**Presidential Review**

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

\_\_\_\_\_  
Veldon L. Law  
President's Signature

\_\_\_\_\_  
04-13-05  
Date

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

<b>Grant</b>	Regional Non-Traditional Centers in Kansas
<b>Funding Agency</b>	Kansas Board of Regents
<b>Summary</b>	The grant will establish the southwest Kansas component of a statewide system for technical assistance, resources and marketing strategies for non-traditional training programs and occupations.
<b>Possible Services</b>	<ul style="list-style-type: none"> <li>• Development and dissemination of materials to promote non-traditional training programs and occupations.</li> <li>• Establishment of a regional advisory council to promote non-traditional training programs and occupations.</li> <li>• Provide technical assistance to target population.</li> </ul>
<b>Target Population</b>	<ul style="list-style-type: none"> <li>• Students in grades 7-14, counselors, instructors/teachers, administrators, employers, and the general public in 33 southwest Kansas counties.</li> </ul>
<b>Funding Range (Approximate)</b>	\$37,500
<b>Indirect Cost Reimbursement</b>	0
<b>Funding Period</b>	07/01/05 – 06/30/06
<b>Institutional Obligation</b>	
<b>Cash</b>	\$1,442 (For the Coordinator's fringe benefits.)
<b>In-Kind</b>	Office Space, Furniture, Business Office and Accounting Support, Grant Monitoring, Transportation
<b>Personnel Required</b>	
<b>Existing</b>	NTO Coordinator
<b>New</b>	
<b>Application Deadline</b>	05/15/05

**Presidential Review**

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

Veldon L. Law  
\_\_\_\_\_  
President's Signature

04-13-05  
\_\_\_\_\_  
Date

Meeting of the Board of Trustees  
Barton County Community College

April 19, 2005

**2005-2006 FACULTY CONTRACTS**

**Comments:** Attached is a listing of 2005-2006 faculty contracts for the Board's consideration. Those individuals reflected by bold print and asterisks are being recommended for tenure as a separate action item.

**Recommendation:** It is the recommendation of the Dean of Learning and Instruction and the President that the Board approve the listing of 2005-2006 faculty contract renewals/non-renewal as presented.

**Action:** Dean of Learning and Instruction  
President

**RECOMMENDED 2005-2006 FACULTY CONTRACT RENEWAL LIST**  
**April, 2005**

Yvonda Acker  
Randell Allen  
Dana Allison  
Steven Artzer  
Mary Barrows  
Richard Bealer  
Bert Besthorn  
Jimmy Bias  
**Kathy Boeger \***  
Jeana Brack  
Kimberly Bradney  
Walter Brown  
Leonard Bunselmeyer  
Gerald Butler  
**Linda Carson \***  
**Eugene Compton \***  
Michael Cox  
Jamee Dannebohm  
Charles Davis  
**Stephen Dayton \***  
Steve Dudek  
Robert Dunavan  
David Durnil  
Timothy Folkerts  
George Forst  
Vern Fryberger  
Brenda Glendenning  
Michael Grub  
Joseph Harrington  
Kathy Heidrick  
O. Arthur Holm  
Jane Howard  
Brian Howe  
Edmond Johnson  
Teresa Johnson  
Shingo Kajinami  
Nellene Kenyon  
Tim Kimmel  
Dennis King  
Ron Kirmer

Shanna Legleiter  
Gretchen Lewis  
Robert Loss  
Steven Lueth  
Joel Lundstrom  
Louise Masden  
Linda McCaffery  
Judith Miller  
Renelle Mooney  
**Ruth Moritz \***  
Roma Lee Murphy  
Steven Oelke  
Evelyn Parker  
Robert Patterson  
Douglas Polston  
Stephen Pottorff  
Kay Robinson  
Norman Russell  
Rita Schmidt  
Mark Shipman  
Brenda Siebold  
John Simmons  
Christian Smith  
**Randy Smith \***  
Angela Sullivan  
Roger Vanderlinde  
**Reiley Watson \***  
Darcy Wedel  
Patricia Wells  
Karyl White  
Russell Wilson

**Part-time**

Karole Erikson  
Glenna Gaunt  
Sarah Bretches

**Non-renewal**

Owen Williamson

Meeting of the Board of Trustees  
Barton County Community College

April 19, 2005

**2005-2006 HEAD COACHING CONTRACTS**

**Comments:** Attached is a listing of 2005-2006 head coaching contract renewals for the Board's consideration (excluding the Head Basketball Coaching positions.)

**Recommendation:** It is the recommendation of the Athletic Director and the President that the Board approve the listing of 2005-2006 head athletic coaches as presented.

**Action:** Athletic Director  
President

**RECOMMENDED 2005-2006 HEAD COACHING CONTRACT RENEWAL LIST  
April, 2005**

Joseph Burger, Director of Soccer and Head Men's Soccer Coach

Tom Curtis, Head Softball Coach

Steve Gotsche, Head Men's Golf Coach (part-time)

Kurt Kohler, Head Volleyball Coach

Lyles Lashley, Head Track-Cross Country Coach

Kristi Straub, Head Women's Golf Coach (part-time)

Debra Warren, Head Cheer/Dance Coach

Mike Warren, Head Men's Baseball Coach

Jared Wilbanks, Head Women's Soccer Coach

(Vacant) Head Tennis Coach

Meeting of the Board of Trustees  
Barton County Community College

April 19, 2005

**2005-2006 ADMINISTRATIVE CONTRACTS**

**Comments:** Attached is a listing of 2005-2006 administrative contracts for the Board's consideration.

**Recommendation:** It is the recommendation of the President that the Board approve the 2005-2006 administrative contracts as presented.

**Action:** President

**RECOMMENDED 2005-2006 ADMINISTRATIVE CONTRACT RENEWAL LIST**  
**April, 2005**

Jackie Elliott – Dean of Student Development

Dr. Gillian Gabelmann – Dean of Learning and Instruction

Ron Vratil – Dean of Business Services

Dick Wade – Dean of Enrollment Management

Mike Weltsch – Executive Assistant to the President for Planning, Organizational Development and Military Operations



Meeting of the Board of Trustees  
Barton County Community College

April 19, 2005

**GRANTING TENURE**

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

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

1. A full-time faculty member who completes three consecutive years of teaching at either the Great Bend campus or the Fort Riley campus and is offered a fourth contract.
2. A full-time faculty member who completes two consecutive years of teaching at either the Great Bend campus or the Fort Riley campus and is offered a contract, if they have previously achieved tenure at another Kansas community college or school district.

**Recommendation:** According to the law and in keeping with the College's efforts to more formally recognize the significance of receiving tenure as a faculty member, it is the recommendation of the Dean of Learning and Instruction and the President to award tenure to the following individuals:

**Kathy Boeger  
Eugene Compton  
Ruth Moritz  
Reiley Watson**

**Linda Carson  
Stephen Dayton  
Randy Smith**

**Action:** Dean of Learning and Instruction  
President

Meeting of the Board of Trustees  
Barton County Community College

April 19, 2005

**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 regular meeting of the Board of Trustees, held on March 24, 2005
- Minutes of the special meeting of the Board of Trustees, held on April 14, 2005
- Personnel
- Financial Report

**Action:** President's Office

**Regular Meeting of the Board of Trustees  
Barton County Community College  
March 24, 2005**

**CALL TO ORDER**

The regular meeting of the Board of Trustees of Barton County Community College was called to order at 4:00 p.m., March 24, 2005 in room U-219 of the Student Union.

**ATTENDANCE**

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

Trustees Absent: None

Other Attendees: Susan Thacker of the Great Bend Tribune; Judy Murphy of the Great Bend Tribune; Chris Green of the Hutchinson News; Randall C. Henry; Mike Dawes; Dick Wade; Mark Dean; Ron Vratil; Mike Weltsch; Steve Tustin; Cathie Oshiro; Jackie Elliott; Neil Elliott; Dr. Veldon L. Law; Angie Brummer and Marilyn Beary.

Chairman Mermis led the attendees in the Pledge of Allegiance.

**PUBLIC AND EMPLOYEE COMMENT**

Chairman Mermis asked if anyone wished to address the Board or make any comments. There were none offered.

**INTRODUCTION OF NEW EMPLOYEES**

The following new employees were introduced to the Trustees:

Steve Tustin, Coordinator of Instructional Research

Jim Waitt, Coordinator of ITV Technologies

Kurt Kohler, Head Volleyball Coach

**ACTION ITEMS**

**Naming of Baseball Field** – At its Advance on March 2, the Board received information and reviewed the College's policies and procedures pertaining to the naming of its facilities.

In honor of Jimmy E. Lawson and in recognition of his dedication and support of the College and its baseball program, it was the administration's recommendation that the College's baseball field be named the "Jimmy E. Lawson Field" and that appropriate signage be constructed to reflect this designation.

*Trustee Soeken moved that the Board authorize the naming of the College's baseball field to the "Jimmy E. Lawson Field" as presented. The motion was seconded by Trustee Sessler. Following discussion, the motion carried.*

**Resolution to Refinance Certificate of Participation** – At the regular Board meeting of February 22, 2005 the Board approved Resolution #05-01 authorizing Piper & Jaffray & Co., Inc. to offer a refinancing of the College's 1999 Certificate of Participation issue to investors at an approximate 3.116% "present value savings percentage."

It had been recommended, providing the results from the offering were satisfactory to the Board, that the Trustees now approve Resolution #05-02 to consummate the offering, utilizing the proceeds of the sale to refund prior certificates of participation. However, Ron Vratil advised the Trustees that this item would need to be removed from the agenda because of the recent upward movement of interest rates. However, and should the market change in the future, the Board had previously authorized Chairman Mermis to sign the resolution and this item would be brought back to the Board for ratification.

**Phase IV Parking Lot Expansion** – At the Board Advance earlier this month, Mark Dean shared information relative to bids that he had received for the expansion of the parking lot serving the students in Phase IV of housing.

Mark Dean again shared this information and recommended the low bid from Strate Construction in the amount of \$146,645 to concrete the parking lot.

*Trustee Webster moved that the Trustees approve the low bid from Strate Construction in the amount of \$146,645 for the Phase IV parking lot expansion. The motion was seconded by Trustee Sessler.* Following discussion, the motion carried.

**Grant Application Requests and Acceptance of Grant** – The Board was requested to approve the following, which reflect amounts over the \$10,000 limit, which the President is authorized to approve.

Grant Application Requests

- Grant Competition to Prevent High-Risk Drinking Among College Students – funding range up to \$150,000
- LWIB – Administrative Entity – funding range up to \$190,000
- Technology Innovation Program – funding range up to \$90,000

Acceptance of Grant

- RSVP – funding range of \$60,000

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

**CONSENT AGENDA**

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

- Revised minutes of the Special Board meeting held on February 2, 2005
- Minutes of the Regular Board meeting held on February 22, 2005
- Minutes of the Special Board meeting held on February 24, 2005
- Personnel
- Financial Report

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

**KACCT/KBOR REPORT** – Trustee Johnson advised that the next KACCT meeting would be held at Johnson County Community College in June. Dr. Law reported that discussions continued on funding for community colleges but no final action had yet been taken at the state level. He further advised that that KBOR had continued its discussion on concurrent credit and that final action was expected during the month of April.

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

- Monitoring Reports
- Upcoming Board Meetings/Activities

- President's Report of Monthly Activities
- Notices and Communications
- Grant Application Request – Corporation for National Services
- The Compliance Group – Dr. Law advised the Board that Chuck Smrt of The Compliance Group had been hired to provide an independent review of the College's policies, procedures and practices relative to the Athletic Program. Randy Henry, legal counsel, expressed his belief that this review would be beneficial in identifying policies, procedures or practices that might need to be revised as well as to assure the public that the College had taken appropriate action in order to eliminate the potential of illegal activities or rules violations by individuals in the future.
- Rumors – Dr. Law advised that: (a) contrary to what a few stakeholders had apparently believed, the College does undergo a detailed annual audit and that the audit report for the 2003-2004 academic year had been presented by David Folkerts and Doug Volkland of David Folkerts, C.P.A. at the January 18, 2005 regular Board meeting wherein the College had received a "clean opinion;" (b) the College has no plans to build a zoo at the Great Bend campus nor the Fort Riley campus; (c) the College did not purchase all of the *Sports Illustrated* magazines which contained an article on Barton's men's basketball program.

#### **PREPARATION FOR HOISINGTON COMMUNITY FORUM**

Mike Weltsch reviewed with the Trustees the upcoming Hoisington Community Forum scheduled for 7:00 p.m. on Tuesday, March 29.

#### **EXECUTIVE SESSIONS**

Chairman Mermis advised that an executive session would be necessary to discuss matters pertaining to non-elected personnel in order to protect the privacy interests of the individuals to be discussed. He asked that Dr. Law and Randy Henry join the Trustees in executive session.

*Trustee Johnson moved that the Board adjourn to executive session for 5 minutes at 5:10 p.m. to discuss matters pertaining to non-elected personnel in order to protect the privacy interests of the individuals to be discussed, to reconvene in room U-219 of the Student Union at 5:15 p.m. The motion was seconded by Trustee Sessler. Following discussion, the motion carried.*

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:15 p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board had discussed matters pertaining to non-elected personnel and that no action was taken.

Chairman Mermis advised that the Board would need to recess to executive session to consult with legal counsel on matters of attorney-client privilege. He again asked that Randy Henry and Dr. Law to join the Trustees in executive session.

*Trustee Sessler moved that the Board adjourn to executive session for 60 minutes at 5:20 p.m. to consult with legal counsel on matters of attorney-client privilege in order to protect that privilege, to reconvene in room U-219 of the Student Union at 6:20p.m. The motion was seconded by Trustee Webster. Following discussion, the motion carried.*

Note: Neil Elliott and David Campbell were asked to join the Trustees in executive session at 5:47 p.m. Mr. Campbell was excused from the executive session at 6:06 p.m.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 6:20 p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board had consulted with legal counsel on matters of attorney-client privilege and that no action was taken. He then advised that the Board would need to again adjourn to executive session to continue its discussion

on matters of attorney-client privilege and asked Neil Elliott, Randy Henry and Dr. Law to join the Trustees in executive session.

*Johnson Webster moved that the Board adjourn to executive session for 20 minutes at 6:20 p.m. to continue its consultation with legal counsel on matters of attorney-client privilege in order to protect that privilege, to reconvene in room U-219 of the Student Union at 6:40p.m. The motion was seconded by Trustee Sessler. Following discussion, the motion carried.*

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 6:40 p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board had consulted with legal counsel on matters of attorney-client privilege and that no action was taken.

**ADJOURNMENT** – The meeting adjourned at 6:40 p.m.

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Stephan J. Mermis, Chairman

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Mike Johnson, Secretary

Recorded by Marilyn Beary

**Special Meeting of the Board of Trustees  
Barton County Community College  
April 14, 2005**

**CALL TO ORDER**

The special meeting of the Board of Trustees of Barton County Community College was called to order at 7:00 p.m., April 14, 2005 in room U-219 of the Student Union.

**ATTENDANCE**

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

Trustees Absent: None

Other Attendees: Susan Thacker of the Great Bend Tribune; Judy Murphy of the *Great Bend Tribune*; Rebecca Seib of the *Interrobang*; Don Learned; Julie Munden; Mike Dawes; Homer Kruckenberg; Dr. Gillian Gabelmann; Randall C. Henry; Nancy Peschka, Chair of the Barton County Community College Foundation Board of Directors; Jim Vance, Robert Branan; Lucille Branan; Robert Feldt; Linda Dueser; Dick Wade; Cathie Oshiro; Neil Elliott; Dr. Veldon L. Law and Marilyn Beary.

Chairman Mermis led the attendees in the Pledge of Allegiance.

**EXECUTIVE SESSION**

Chairman Mermis advised that an executive session would be necessary to discuss matters pertaining to non-elected personnel in order to protect the privacy interests of the individual to be discussed. He asked that Dr. Law, Nancy Peschka and Randy Henry join the Trustees in executive session.

*Trustee Johnson moved that the Board adjourn to executive session for 90 minutes at 7:02 p.m. to discuss matters pertaining to non-elected personnel in order to protect the privacy interests of the individual to be discussed, to reconvene in room U-219 of the Student Union at 8:32 p.m. The motion was seconded by Trustee Soeken. Following discussion, the motion carried.*

Note: Nancy Peschka was excused from the executive session at 7:45 p.m.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 8:32 p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board had discussed matters pertaining to non-elected personnel and that no action was taken.

Chairman Mermis advised that the Board would need to again recess to executive session to discuss the performance evaluation of a College employee in order to protect the privacy interests of the individual to be discussed, and he asked that Randy Henry and Dr. Law join the Trustees in executive session.

*Trustee Sessler moved that the Board adjourn to executive session for 45 minutes at 8:40 p.m. to discuss the performance evaluation of a College employee in order to protect the privacy interests of the individual to be discussed, to reconvene in room U-219 of the Student Union at 9:25 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 9:25 p.m. in room U-219 of the Student Union. Chairman Mermis advised

*Trustee Johnson moved that the Board adjourn to executive session for 15 minutes at 9:25 p.m. to discuss the performance evaluation of a College employee in order to protect the privacy interests of the individual to be discussed, to reconvene in room U-219 of the Student Union at 9:40 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 9:40 p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board had discussed the evaluation of a College employee and that no action was taken.

**ADJOURNMENT** – The meeting adjourned at 9:40 p.m.

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Stephan J. Mermis, Chairman

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Mike Johnson, Secretary

Recorded by Marilyn Beary



## **PERSONNEL**

### **New Positions**

Lead Care Provider (full-time) –replacing two part-time (30 hours each) Assistant Care Provider positions

### **Position Elimination**

Research Assistant – Office of Institutional Research and Records

### **Departing Employees**

Bob Bargen – Assistant Coach (Men’s Basketball)

Dana Beveridge – Administrative Assistant (Fort Riley)

Dana Robl – Lead Care Provider

### **Replacement Positions**

Sydney Bwalya – Head Coach (Tennis)

Dorothy Jackson – Administrative Assistant (Fort Riley)

### **Temporary Positions**

Todd Ammeter – Camp Aldrich (part-time)

Laurel Hickel – Camp Aldrich (part-time)

Elizabeth McQuade – Camp Aldrich (part-time)

### **Title Changes**

Alan Mettling – from Interim Coordinator to Coordinator – Office of Institutional Research and Records

### **Supplemental Contracts**

Christine Abbott	Death & Dying
Christine Abbott	Introduction to Sociology
Christine Abbott	Marriage & Family
Christine Abbott	Human Sexuality
Anita Alford-Motsenbocker	Java Programming
Cynthia Artzer	English Study Skills/Math Learning Strategies
Cynthia Artzer	Basic Algebra
Cynthia Artzer	Basic Algebra
Dorothy Arvizu	Abnormal Psychology
Dorothy Arvizu	Abnormal Psychology
Jeri Ball	Cultural Anthropology
Jeri Ball	Cultural Anthropology
Jeri Ball	Women & the American Experience
Kimberly Bennett	Strategic Management
George Bowman	Laser Sighting & Engage System
George Bowman	Laser Sighting & Engage System
George Bowman	Unit Armorer
George Bowman	Laser Sighting & Engage System
George Bowman	Laser Sighting & Engage System

Walter Brown	Incident Command System
Jenny Chambers	Contingency Planning
Jenny Chambers	Industrial Processes
Jenny Chambers	ISO 14000 Environmental Mgmt
Becky Claassen	Basic Algebra
Leigh Cunningham	Cross Cultural Awareness
Wendy DeFries	Principles of Microeconomics
Wendy DeFries	Personal Finance
Denise DelCarmen	Basic Nutrition
Gabriella Donley	Emergency 1 <sup>st</sup> Aid Tact Operations
Jared Duley	Introduction to Sociology
Jared Duley	Social Psychology
Gordon Farmer	Interpersonal Communication
Gordon Farmer	Interpersonal Communication
Gordon Farmer	Military History/American Civil War
Robin Farmer	Introduction Ergonomics
Karen Frick	Developmental Psychology
Karen Frick	Death & Dying
Karen Frick	Death & Dying
Addie Goymerac	Environmental Science
Addie Goymerac	Environmental Science/Lab
Addie Goymerac	Intermediate Algebra
Sheyene Heller	Principles Grammar Form & Style
Sheyene Heller	Technical & Report Writing
Sheyene Heller	English Composition II
Sheyene Heller	Creative Writing
Steve Heller	English Composition II
Jennifer Joiner	Accounting-Investing & Financing
Marlene Kabriel	Language Lab
Marlene Kabriel	Elementary German II
Gene Kingslien	Personal & Community Health
Gene Kingslien	Personal & Community Health
Myron Kryschtal	Intro to Leadership Concepts
Myron Kryschtal	Intro to Political Science
Myron Kryschtal	International Relations
Lynette Lee	Organize Supply Mgmt Operations
John Mack	Introduction to Philosophy
John Mack	World Religions
James Maner	Spreadsheet Applications
Kim Mansfield	Introduction to Counseling
Kim Mansfield	Developmental Psychology
Kim Mansfield	Group Dynamics I
Kenneth Martin	Military Passenger – Carry Vehicle
Les Patrick	English Study Skills/Math Learning Strategies
Les Patrick	English Study Skills/Math Learning Strategies
Locadio Perez	Combat Lifesaver

Locadio Perez	Emergency 1 <sup>st</sup> Aid Tact Operations
Cheryl Poister	English Composition I
Shawn Rosenbaum	Emergency 1 <sup>st</sup> Aid Tact Operations
Valerie Shipman	Marriage & Family
Sue Simmons	Data Base Management Systems
Letitia Snow	Government of United States
Patricia Snyder	Anatomy & Physiology II
Kara Steffy	Small Business Management
Michelle Strong	Process Management
Jim Turner	English Study Skills/Math Learning Strategies
Melinda Whitney	Emergency 1 <sup>st</sup> Aid Tact Operations

### **Staff Supplemental Contracts**

Larissa Adams	Creative Activities – Children
Janet Balk	Death & Dying
Janet Balk	Death & Dying
Winfried Butler	Total Quality Management
Winfried Butler	American Military History
Winfried Butler	Western Civilization 1500 – Present
Neil Elliott	Physical Fitness I
William Nash	Dept of Transportation Regs
John Truitt	Comp Aid Mgmt of Em Op (CAMEO)
John Truitt	Environ Protect Agency Regs II
Michael Weltsch	American Military History
Michael Weltsch	Military History/Second World War

### **Overload Contracts**

Kathy Boeger	Business Law I
Gerald Butler	Physical Science
Gerald Butler	World & Regional Geography
Gerald Butler	Physical Science
Gerald Butler	Physical Geography
Michael Cox	Western Civilization 1500 – Present
Charles Davis	Children’s Literature
Charles Davis	Intro to Literature
Charles Davis	The Short Story
Bill Forst	Art Appreciation
Joseph Harrington	Trigonometry
Art Holm	Social Psychology
Art Holm	Social Psychology
Art Holm	Social Psychology
Dennis King	Intro to Water/Waste Water Oper
Gretchen Lewis	Introduction to Music
Zach Limbach	Personal & Community Health
Lane Lord	Golf/Advanced Golf

Joel Lundstrom	General Psychology
Joel Lundstrom	Human Relations in Business
Joel Lundstrom	General Psychology
Joel Lundstrom	Contemporary Social Problems
Judy Miller	Principles of Phlebotomy
Robert Patterson	Introduction to Philosophy
Brenda Siebold	Introduction to Computers
Brenda Siebold	Microcomputer Applications I
Brenda Siebold	Spreadsheet Applications
Brenda Siebold	Adv WP Applications & Proced
Angela Sullivan	Technical Mathematics
Angela Sullivan	College Algebra
Angela Sullivan	Elements of Statistics
Reilly Watson	Combat Lifesaver
Patricia Wells	Basic Math Skills/Preparatory Mathematics
Patricia Wells	English Study Skills/Math Learning Strategies
Patricia Wells	Intermediate Algebra

### **Community Education**

Cindy Zink	CNA - Larned (5/2/05 – 6/27/05)
Kendra Bliss	CNA - Lucas (5/4/05 – 6/29/05)
Linda Runge	CMA Update – Hays (5/10/05 – 5/11/05)

## **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  
Upcoming Board Meetings/Activities  
President's Report of Monthly Activities

## Monitoring Reports April 2005

### ***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 addressing the fiscal difficulties of the recent past, we have taken measures to place the College in as positive a position as possible in order to weather fiscal difficulties and continue to meet the Board's ENDS. As the Board is aware, our funding mechanisms are volatile. The budget presented for the current year will be tight, but will address our immediate needs. The state has provided a small increase for SB 345 funding as well as \$6 per credit for out of district tuition buy-down. I remain concerned that the future will remain challenging for us and as the Board has been apprised, we will have to constantly review and be prepared to make program/service, or go to the public and our students for increases to compensate for what I believe will be flat state funding for the foreseeable future.

To help us face the future our Planning Implementation Council has identified priorities for on campus growth and other initiatives that have potential to increase funds.

#### **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 with no or minimal risk. The only possible exception, of which the Board is already aware, is the institution’s fiscal position. In meeting our projected budget’s expenditure plan, you can continue to expect difficult and frugal decisions. We are at a point that in order to maintain our comprehensive nature and services, we will have to regularly seek local and consistent tax support or eliminate services and programs. This has the potential to risk assets, human resources, etc.

***POLICY TYPE: EXECUTIVE LIMITATIONS***

**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. We are discussing with the Board how it would like to handle routine expenditures that, when totaled at the end of the year, exceed \$10,000.

**Financial Condition #6**

Fail to maintain adequate reserves which allow 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 additional progress toward this goal was made over the course of the past year. The cash reserve is much nearer its goal than it was in the mid to late 1990’s. As you are aware, the reserve – though we had projected the need to use some of it this past year – has actually grown due to delayed spending and altered priorities. This is the fifth or sixth year in a row we have seen growth in the reserves, in spite of some extreme fiscal difficulties.

### **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 TYPE: EXECUTIVE LIMITATIONS***

### ***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, are 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.

**UPCOMING BOARD MEETINGS/ACTIVITIES**

<b>Monday, May 2</b>	<b>3:00 p.m.</b>	<b>Employee Recognition Reception – Student Union</b>
<b>Wednesday, May 4</b>	<b>12:00 noon</b>	<b>Monthly Board Study Session – U-219</b>
<b>Thursday, May 12</b>	<b>6:00 p.m.</b> <b>7:00 p.m.</b>	<b>Graduation Dinner – U-219</b> <b>Return to Admin. Building to Depart at 7:15 p.m. for the Graduation March</b>
<b>Tuesday, May 17</b>	<b>4:00 p.m.</b>	<b>Regular Monthly Board Meeting – U-219</b>
<b>Monday, May 30</b>		<b>Memorial Day – Campus Closed</b>

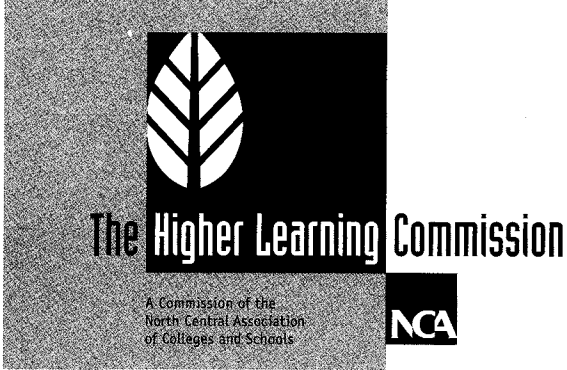
**President's Monthly Activities**  
**March 01 – 31, 2005**

- March 01 Met with department heads in preparation of the Board Advance
- March 02 Facilitated the Board Advance
- March 03 Attended "Barefoot in the Park" Barton production
- March 04 Met in a planning session for EduKan's growth with Dennis Franz  
Met to discuss instructional reorganization with Dr. Gabelmann and Mike Weltsch
- March 07 Met with Neil Elliott in preparation for the Jayhawk Conference meeting
- March 08 Met with the new trust officer and Aldrich members  
Attended the Aldrich Committee meeting
- March 09 Attended the Region VI Women's Basketball tournament
- March 10 Spring Break – Offices Closed  
With Dr. Gabelmann and Mike Weltsch met with KSU Provost Dr. Nellis, Dr. Stevens, and others regarding our partnership
- March 11 Spring Break – Offices Closed
- March 14 Attended the Jayhawk Conference meeting  
Attended the Region VI basketball tournament
- March 15 Participated in the Red Cross blood drive  
Attended the Presidential Scholar luncheon  
Attended the Region VI basketball tournament
- March 16 Attended the KBOR/COP meetings in Topeka  
Attended the EduKan President's meeting
- March 17 Attended the Campus Coffee
- March 18 Vacation Day

- March 21 Met with Chuck Smrt from the Compliance Group  
Met with Faculty Council facilitators  
Presented on AQIP to Faculty
- March 22 Had lunch with Chuck Smrt  
Attended funeral service for Cheryl Berg
- March 23 Facilitated the President's Staff meeting  
Participated in the PIC meeting  
Attended Barton vs. Cloud baseball game
- March 24 Facilitated the Board of Trustees meeting
- March 25 Easter Break – Offices Closed
- March 28 Easter Break – Offices Closed
- March 29 Met with Don Lackamp, President of American State Bank  
Met with Dennis King of FHSU Virtual College  
Participated in the Hoisington Community Forum
- March 30 Met with Pend Armstead from The Clement's Group for training  
Attended the Foundation Administrative Committee meeting
- March 31 Met with Randy Henry  
With Darnell Holopirek met with Foundation donors in Kansas City

**NOTICES AND COMMUNICATIONS**

**Letter from Diane Nyhammer of the Higher Education Commission  
Staff Analysis  
Statement of Affiliation Status  
Letter from Sunflower Diversified Services Foundation**



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Serving the common good by assuring and advancing the quality of higher learning

MAR 29 2005  
PRESIDENT'S OFFICE  
BCCC

March 24, 2005

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

Dear President Law:

The monitoring report you submitted to our office has now been reviewed. A staff analysis of the report is enclosed.

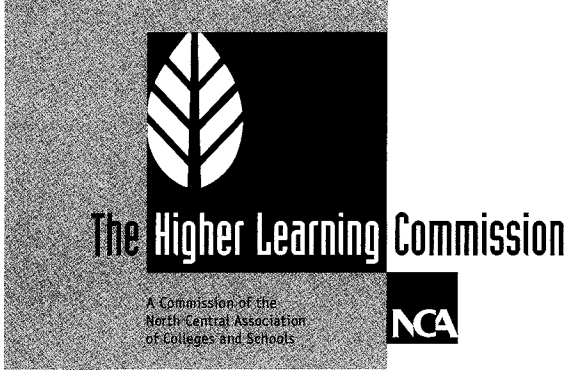
On behalf of the Commission, I accept the report focused on assessment of student learning. A monitoring report on developmental education, operational planning and commitment to adequacy of library resources is due 12/15/06. The institution's next comprehensive evaluation is scheduled for 2012 - 2013.

I am also enclosing a copy of the institution's Statement of Affiliation Status, which reflects the actions I have taken on behalf of the Commission. If you have any questions about this analysis or any other evaluation matters, please let me know. I can be reached via email at [dnyhammer@hlcommission.org](mailto:dnyhammer@hlcommission.org) or by voice at (800) 621-7440 x 105.

Sincerely,

Diane Nyhammer  
Assistant Director for Accreditation Services

Enclosures



## STAFF ANALYSIS OF INSTITUTIONAL REPORT

DATE: March 18, 2005  
STAFF: Diane Nyhammer

INSTITUTION: Barton County Community College, Great Bend, KS

EXECUTIVE OFFICER: Veldon L. Law, President

PREVIOUS COMMISSION ACTION RE: REPORT: A monitoring report due on 12/15/04 focused on assessment of student learning.

ITEMS ADDRESSED IN REPORT: The office of the Commission received Barton County Community College's report on the above topic on 12/9/04.

STAFF ANALYSIS: The last comprehensive evaluation visit to Barton Community College took place October 21-23, 2002. That visit and the subsequent Readers Panel process led to recommendations for a number of follow-up reports, one of those being a monitoring report on assessment of student academic achievement, due 12/15/04. Specifically, the Readers Panel members noted "a lack of institutional commitment, coordination, and understanding surrounding assessment that ranges from the faculty, to off-campus operations, to distance learning offerings, to the main campus." The College's report reveals significant progress since 2002.

The College's Outcomes Assessment Committee (OAC) has established a mission statement and Guiding Principles, both of which reveal an understanding of the purposes and benefits of assessment efforts. The mission, guiding principles, and assessment timeline and plans have been reviewed and revised as the College has worked to clarify and focus its efforts in improving student learning. Members of the OAC attended the AAHE/HLC workshop in Omaha, NE in June 2003, and the College reports that in using five evaluative questions suggested by the Commission, the faculty have made great strides in gathering and using student learning data. For example, the College reports that at the course and program level, data is collected and analysis of the data has led to changes in the curriculum and in student support offerings. The College also indicates increased and broader involvement of the organization's various constituents, including the Board of Trustees, the College president, the Office of Institutional Research, the Office of Learning, students, and members of both the Barton County and Fort Riley campuses. Clearer structures and processes have been established to coordinate and ensure consistency of assessment activities that are ultimately tied to planning, staffing, and budgeting.



The College has examined carefully the progress it has made in the five levels of assessment at the class, course, program, degree, and institutional levels. The report submitted to the Commission provides details related to: assessment measures that have been reviewed and evaluated; the adoption of common course competencies; the use of data from various assessment tools; and reports providing evidence of student learning. In the thirty-five appendices submitted with the report, the College provides ample evidence that it has methodically and deliberately responded to the recommendations of the last comprehensive evaluation team and has developed extensive reports on the learning outcomes in general education, in programs, and in courses. The College has compared the assessment results for students who have completed certain core courses, and has examined success and retention rates for online courses in comparison to on-site courses at the two campuses.

The College has also demonstrated its initiative in drawing on the resources and expertise of others in the academic community. In addition to carefully examining and working towards a "One College" vision, as recommended by the last HLC team, the College has also worked cooperatively with partners in the EduKan consortium and with Chief Academic Officers in the state to seek strategies for ensuring consistency of academic quality across campus sites. In short, assessment efforts and follow-up have been incredibly thorough. The documents submitted reveal a college community fully informed, engaged, and committed to meeting its educational purposes and mission.

**STAFF ACTION:** Accept the report focused on assessment of student learning. A monitoring report on developmental education, operational planning and commitment to adequacy of library resources is due 12/15/06. The institution's next comprehensive evaluation is scheduled for 2012 - 2013.





# The Higher Learning Commission

30 North LaSalle Street, Suite 2400 | Chicago, Illinois 60602-2504 | 312-263-0456  
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## STATEMENT OF AFFILIATION STATUS

BARTON COUNTY COMMUNITY COLLEGE  
245 NE 30th Rd.  
Great Bend, KS 67530-9283

**Affiliation Status:** Candidate: 1971\*  
Accreditation: (1974- .)

PEAQ PARTICIPANT

### Nature of Organization

**Legal Status:** Public  
**Degrees Awarded:** A

### Conditions of Affiliation:

**Stipulations on Affiliation Status:** None.

**Approval of New Degree Sites:** No prior Commission approval required for offering degree programs at new sites within the state.

**Approval of Distance Education Degrees:** Prior Commission approval required for offering additional degrees beyond the Associate in General Studies, Associate in Arts, and Associate in Science as coordinated under the current EduKan online agreement.

**Reports Required:** Monitoring Report: 10/15/2004; filed by EduKan On-line Consortium on its assessment of student academic achievement Report received 10/12/2004.  
Monitoring Report: 12/15/2006; on developmental education, operational planning and commitment to adequacy of library resources

**Other Visits Scheduled:** None.

### Summary of Commission Review

**Year of Last Comprehensive Evaluation:** 2002 - 2003  
**Year for Next Comprehensive Evaluation:** 2012 - 2013  
**Date of Last Action:** 03/24/2005



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PRESIDENT'S OFFICE  
*Sunflower Diversified Services Foundation*  
*A New Dawn*

April 7, 2005

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

Dear Dr. Law,

I want to express my personal gratitude for your contribution to the needs of our agency through the Foundation for the people we serve. Your gift of the use of Camp Aldrich for our 2005 Express Yourself Trail Ride was greatly enjoyed by the riders and volunteers alike.

This support helps to insure that community services will be available to children and adults who are developmentally delayed or disabled. Their futures are enhanced by the concern and generosity of others.

Sincerely,

Kelly McCulley  
Director of Development

Meeting of the Board of Trustees  
Barton County Community College

April 19, 2005

**EXECUTIVE SESSION**

**Comments:** An executive session may be required.

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

**Action:** Board Chairman