

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

**Tuesday, July 20, 2004 – 4:00 p.m.
U-219 (Upper Level of Student Union)**

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Meeting of the Board of Trustees
Barton County Community College

July 20, 2004

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

July 20, 2004

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.

ACTION ITEMS

Election of Board Officers
Revised 2004-2005 Board Meeting Schedule
Feasibility Study
2004-2005 Operating Budget
Publication of 2004-2005 Budget
Athletic Insurance
2004-2005 KACCT Dues

Meeting of the Board of Trustees
Barton County Community College

July 20, 2004

ELECTION OF BOARD OFFICERS

Detail: In keeping with the Board Process Policy (see attached), selection of officers shall be conducted on an annual basis in July by majority vote. In accordance with KSA 71-201(b) (1), 1985, the Board of Trustees shall select its own chairperson (see Chairperson's role attached) and such other officers as it may deem desirable, from among its own membership. The Secretary may be the chief administrative officer of the College. The Treasurer may be the chief financial officer of the College. In the past, the Board has elected a Chair, Vice Chair, Secretary, Treasurer, and delegate to the Kansas Association of Community College Trustees (KACCT).

Officers for 2003-2004 were as follows:

Stephan J. Mermis	Chair
Dan Soeken	Vice Chair
Mike Johnson	Secretary and KACCT Delegate
Ron Vratil	Treasurer

Recommendation: It is recommended that the Board of Trustees of Barton County Community College nominates and selects its officers for the 2004-2005 academic year, in keeping with its Board Process Policy and Kansas Statutes.

Action: President's Office

POLICY TYPE: BOARD PROCESS

POLICY TITLE: BOARD JOB DESCRIPTION

The job of the Board is to represent the owners in determining and demanding appropriate organizational performance. To distinguish the Board's own unique job from the role and functions of its staff, the Board will concentrate its efforts on the following job "products" or outputs.

1. Linkage with the public regarding ENDS. Input may be obtained in the following ways:
 - A. Meeting with individuals and organized or informal community groups (i.e., civic groups, churches, focus groups).
 - B. Observing and meeting with other public boards.
 - C. Hosting opportunities that afford owners the opportunity to learn about the College.
 - D. During open session of Board meetings.
2. Written governing policies which, at the broadest levels, address:
 - A. ENDS: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good for which people at what cost).
 - B. EXECUTIVE LIMITATIONS: Constraints on executive authority that establish the boundaries within which all executive activity and decisions must take place.
 - C. BOARD PROCESS: Specification of how the Board conceives, carries out, and monitors its own task.
 - D. BOARD-PRESIDENT RELATIONSHIP: The manner in which authority is passed to the President and assessment of the use of that authority.
3. Assure the President's performance by using the monitoring data as measured against Board Policies "ENDS" and on "Executive Limitations."

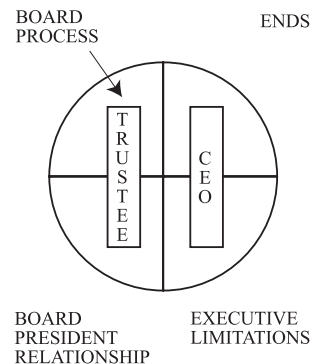
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POLICY TYPE: BOARD PROCESS

POLICY TITLE: BOARD JOB DESCRIPTION (continued)

4. Select and discipline Board officers
 - A. A chairperson shall be selected, by majority vote of the Board members present, based on abilities to carry out the responsibilities of that position. (A chairperson, and other officers deemed necessary or required by statute, shall be elected on an annual basis during the official Board meeting in July).
 - B. If, for any reason, Board members believe the chairperson fails to fulfill the role as stated in these policies, they may, by majority vote of the entire Board, remove the chairperson from office and select a replacement for the remainder of the unexpired term as chairperson.
5. Impact legislative affairs through personal advocacy and participation with Kansas Association of Community College Trustees.
6. Monitor activities and performance of the Cougar Booster Club and Barton County Community College Foundation to ensure they are legal and supportive of the College.

--This policy adopted on October 16, 1997
Reviewed on November 1, 2000 (no changes)
Reviewed on April 2, 2003 (no changes)



POLICY TYPE: BOARD PROCESS

POLICY TITLE: CHAIRPERSON'S ROLE

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

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

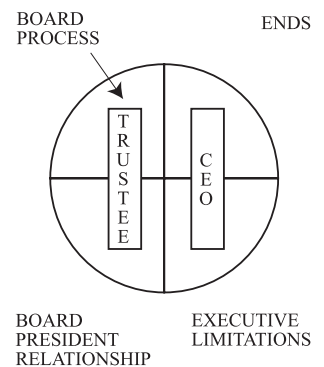
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POLICY TYPE: BOARD PROCESS

POLICY TITLE: CHAIRPERSON'S ROLE (continued)

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

-- This policy adopted on October 16, 1997
Reviewed on November 1, 2000 (no changes)
Revised on October 23, 2001
Revised on April 22, 2003



Meeting of the Board of Trustees
Barton County Community College

July 20, 2004

REVISED 2004-2005 BOARD MEETING SCHEDULE

Detail: At its regular monthly meeting on March 15, 2004, the Board approved a proposed schedule for its 2004-2005 regular Board meetings and monthly study sessions. However, at that time, no date for a Board Advance had yet been set. At the Board Advance in May, the Trustees expressed their desire to have two Advances annually. The attached revised schedule now includes two Board Advances, both scheduled to begin at **8:00 a.m. in the classroom at Camp Aldrich:**

Wednesday, September 1, 2004 (replaces the September monthly Board study session)

Wednesday, March 2, 2005 (replaces the March monthly Board study session)

Recommendation: It is recommended that the Board approve the revised 2004-2005 Board meeting schedule as presented.

Action: President's Office

**REVISED SCHEDULE OF BOARD MEETINGS
2004-2005**

The following revised meeting schedule has been set for Board study sessions and regular Board meetings for the 2004-2005 academic year and now includes two Board Advances during the year.

Please know that every attempt will be made to avoid alterations to this schedule; however, unexpected conflicts may necessitate revisions throughout the year. In addition, this schedule does not reflect any special meetings, which may be scheduled at a later date.

Wednesday, July 7, 2004 – 12:00 p.m. – study session

Tuesday, July 20, 2004 – 4:00 p.m. – BOT Meeting

Wednesday, August 04, 2004 – 12:00 p.m. – study Session

***Tuesday, August 10, 2004 – 4:00 p.m. – Budget Hearing/BOT Meeting**

**Wednesday, September 1, 2004 – 8:00 a.m.
Board Advance at Camp Aldrich classroom**

Tuesday, September 21, 2004 – 4:00 p.m. – BOT Meeting

Tuesday, October 05, 2004 – 12:00 p.m. – study session

Tuesday, October 19, 2004 – 4:00 p.m. – BOT Meeting

Wednesday, November 3, 2004 – 12:00 p.m. – study session

Tuesday, November 16, 2004 – 4:00 p.m. – BOT Meeting

Wednesday, December 1, 2004 – 12:00 – Study Session

Tuesday, December 14, 2004 – 4:00 p.m. – BOT Meeting

**Tuesday, January 18, 2005 – 4:00 p.m. – BOT Meeting
(There will be no January Study Session)**

Wednesday, February 2, 2005 – 12:00 p.m. – study session

Tuesday, February 22, 2005 – 4:00 p.m. – BOT Meeting

**Wednesday, March 02, 2005 – 8:00 a.m.
Board Advance at Camp Aldrich classroom**

Tuesday, March 22, 2005 – 4:00 p.m. – BOT Meeting
(Changed to 4th Tuesday of the month in order to avoid conflict with the regional and national basketball tournaments)

Wednesday, April 6, 2005 – 12:00 p.m. – study session

Tuesday, April 19, 2005 – 4:00 p.m. – BOT Meeting

Wednesday, May 04, 2005 – 12:00 p.m. – study session

***Thursday, May 12, 2005 – 6:00 p.m. – BOT Dinner**
(Board members and guests will be invited to a special celebration dinner, in conjunction with commencement on this date)

Tuesday, May 17, 2005 – 4:00 p.m. – BOT Meeting

Wednesday, June 1, 2005 - 12:00 p.m. – study session

Tuesday, June 14, 2005 – 4:00 p.m. – BOT Meeting

Meeting of the Board of Trustees
Barton County Community College

July 20, 2004

FEASIBILITY STUDY

Detail: As the Foundation considers the potential of a major gifts campaign, serious review of the best approach to that process has been undertaken. Collectively, the Foundation and College Boards have identified the need to first conduct a feasibility study. Through researching how to best proceed, the feasibility study approach has been recommended to the “Feasibility Study Ad Hoc Committee” by virtually all fundraising associations and foundations who have been contacted and who have engaged in similar activities. The Ad Hoc Committee’s membership consisted of Nancy Peschka, Steve Mermis, Megan Murphy, Darnell Holopirek, Rob Dove and Dan Bonine (ex officio).

This Committee felt positive about pursuing a feasibility study and recently recommended such to the full Foundation Board. Their recommendation was unanimously accepted. A number of reasons for accepting the recommendation were cited. They include the fact that a feasibility study provides a great way for the Trustees to link with their stakeholders and educate them about the needs and activities of the College while learning from, and hearing very specifically from, those stakeholders regarding the College and its services. The unbiased study also helps both Boards gauge interest and support for project funding and results in condensed and useful information regarding perceptions of the College from a significant segment of the service area’s opinion leaders. Just receiving this condensed information is well worth the cost of the multi-use study as it will give the Board critical feedback regarding institutional image, needs, as well as planning data.

Additional factors considered in making this recommendation include:

- The knowledge gained would benefit individual Board and staff members as they fulfill their roles.
- Currently, the Foundation, College staff and Board members lack experience in conducting a campaign – this will be a positive professional development experience.
- The study and its process will assist the Foundation Board in gaining confidence in conducting a major fundraising campaign.
- The College/Board of Trustees will be able to utilize the study to learn from stakeholders their support/concerns with various aspects of the College.
- The study could well uncover other fundraising ideas and opportunities.

In addition to reviewing the feasibility study concept and providing a recommendation regarding that concept, the Committee has solicited and reviewed proposals to assist with the conducting of the feasibility study. The Committee narrowed selection down to two possibilities: The Clements Group, L.C., founded in 1986 and

which specializes in community college campaigns, and the Hartsook Companies, Inc., founded in 1987. The Committee also met with a representative of Kansas State University to help in-service them regarding capital campaigns. KSU has agreed to act as a sounding board and provide general guidance as needed, they are unable to commit full time to the campaign.

The quotes to conduct the feasibility study were as follows:

The Clements Group, L.C. - \$15,750 plus expenses including travel, lodging, meals, printing and distribution costs.

Hartsook Companies, Inc. - \$15,000 plus expenses including travel, lodging, meals, writing, editing, telephone, printing, binding and mailing.

Recommendation: Following review and a number of reference checks, it is recommended that the College retain the services of The Clements Group, L.C. for the purpose of conducting the proposed feasibility study and that the College's Board of Trustees authorize the President to expend institutional funds in the amount of \$15,750 plus expenses as presented.

Action: President's Office

Meeting of the Board of Trustees
Barton County Community College

July 20, 2004

2004-2005 OPERATING BUDGET

Detail: Attached for the Board's approval is a copy of the 2004-2005 operating budget, which was presented at the recent Board study session. The budget plan created is built to address institutional needs delayed by difficult economic conditions at the state and local level. This year's budget provides adjustments permitting the College's fiscal operations to begin to return to a level that might be considered more typical/normal (considering we are still dealing with cuts and loss of state funds and the obvious -- the state will not be adding any additional funding in the near future for local tax relief).

The Board is very familiar with the prior two years fiscal difficulty and the challenges that the State's executive and legislative leadership has placed on local taxing bodies. The State's inability to generate sufficient funds has resulted in reductions, as well as loss of, promised aid. It has also meant that the State has taken funding designated for local entities, LAVTR funding. This later action has resulted in Barton losing approximately \$96,000 two years ago, and an additional \$192,000 last year. It is anticipated this funding will not be returned to us. Additionally, this year Barton faces the loss of credit hour production due primarily to the movement of troops out of Ft. Riley. The budget plan includes a planned reduction in state aid of \$161,000.

In a very real sense, the State has pushed its revenue problems down to the local taxing bodies and forced the local bodies to deal with problems not of their own creation. This places elected officials who serve local county, city, and community colleges in the precarious position of choosing between raising resources through local tax and tuition increases, or eliminating/reducing services and negatively impacting the organization's mission. You, as Barton County Community College's Trustees, face this very real dilemma – sustain or eliminate/reduce services you hold in trust for the public, or raise local property taxes and tuition.

To address the revenue needs for the College, you have already raised tuition upwards of 60% over the last three years and now face the decision of how to best handle taxes in finalizing the budget request for this year. In thinking about your action on our recommendation, the administration recognizes that we may not see the issues in the same light. At the same time, we are obligated to give to you our very best assessment and recommendation. We have attempted to do that in light of all that we believe we know and of which we are aware.

The request for tax dollars is \$5,247,000. The anticipated mil levy will be 30.54, based on an estimated assessed valuation for this coming year of \$171,828,878. The request was created in accordance with K.S.A. 71-204, which provides that the tax levy shall be an amount determined to be sufficient to finance that part of the College budget that is

not financed from any other source provided by law. That figure is then reduced by 80% of new state funds to be received in 2004-2005, net of out-district tuition reductions. As you know, there will not be any new State funds received during 2004-2005. The increase requested is to help provide for normal operational costs.

For comparative purposes, last year's actual tax requests, as approved by the Board, was as follows:

- Tax levy request: \$5,026,171
- Mil levy: 29.86
- Assessed valuation: \$167,901,110

This year's recommended tax dollar request of \$5,247,000 is an increase of \$233,680. It is an increase of .68 mils from last year's approved mil levy of 29.90. Finally, the mil levy increase would remain .34 below the 30.88 mil levy in 2001 and 4.25 below the mil levy in 1999.

Should the Board approve the budget request as proposed, you can anticipate that you will continue to be required to review elimination of programs, personnel, and services in the future. Those decisions will be just as difficult as the one you now face in determining what you will approve for the year's budget.

We do believe that successful conservation of cash reserves in the prior year and its judicious use this year will help alleviate some of the difficulties we anticipate, like the loss of credit hour production with troop deployment from Ft. Riley. It is also important to note that this year's plan also includes a pool of funds for employee raises. We believe it imperative that funds become available to help alleviate the prior two-year employee wage freeze. We are currently losing good employees because of our inability to maintain pay levels comparable with those of local USD's and other state community colleges.

I wish I could assure the Board and the public that with this action, Barton would be in a position to repair past damage done by lack of state support and improve its human and capital resources, as well as adequately address its mission and support the Board's "ENDS" now and into the future. Circumstances are such that a start can be made with the proposed budget, but until additional funding is provided or until the difficult decision regarding programs and services are made, past damage will go unrepaired. Most unfortunately, even with future increases, there is a strong likelihood that the College's mission will suffer with program and service cuts.

Recommendation: It is recommended that the Board approve the proposed operating budget, which includes continued cost reductions, a pool of funds for improving our employees' pay levels and use of our cash reserve to balance operational expenditures.

Action: President and Dean of Business Services

BARTON COUNTY COMMUNITY COLLEGE
 OPERATING PLAN
 Years 2003-2007
 At July 20, 2004

	Estimate 2003-2004	Net Changes	Projection 2004-2005	Net Changes	Projection 2005-2006	Net Changes	Projection 2006-2007
BEGINNING CASH BALANCE	\$1,659,000		\$2,257,000		\$1,973,000		\$2,001,000
REVENUES:							
Tuition	3,449,000	805,000	4,254,000		4,254,000		4,254,000
Property Taxes	4,919,000	152,000	5,071,000		5,071,000		5,071,000
State Aid	6,214,000	(161,000)	6,053,000	600,000	6,653,000	133,060	6,786,060
Other Taxes	830,000		830,000		830,000		830,000
Other Revenues	2,447,000		2,447,000		2,447,000		2,447,000
New Revenues 05-06				337,000	337,000		337,000
New Revenues 06-07						390,000	390,000
Total Revenue	17,859,000	796,000	18,655,000	937,000	19,592,000	523,060	20,115,060
EXPENDITURES:							
Salaries	9,370,000	727,000	10,097,000	394,000	10,491,000	384,200	10,875,200
Benefits	1,768,000	303,000	2,071,000	81,000	2,152,000	77,000	2,229,000
General Insurance	209,000	6,000	215,000	5,000	220,000	2,000	222,000
Utilities	589,000	16,000	605,000	15,000	620,000	6,000	626,000
Technology Services	766,000	21,000	787,000	20,000	807,000	8,000	815,000
Physical Plant	420,000	11,000	431,000	11,000	442,000	4,000	446,000
Capital Outlay	919,000	(60,000)	859,000		859,000		859,000
Other Costs	3,220,000	654,000	3,874,000	99,000	3,973,000	40,000	4,013,000
Total Expenditures	17,261,000	1,678,000	18,939,000	625,000	19,564,000	521,200	20,085,200
NET CHANGE	598,000	(882,000)	(284,000)	312,000	28,000	1,860	29,860
ENDING CASH BALANCE	\$2,257,000	(\$882,000)	\$1,973,000	\$312,000	\$2,001,000	\$1,860	\$2,030,860

Meeting of the Board of Trustees
Barton County Community College

July 20, 2004

PUBLICATION OF 2004-2005 BUDGET

Detail: The Budget Hearing is scheduled for Tuesday, August 10, 2004 at 4:00 p.m. in room U-219 in the upper level of the Student Union.

Attached for the Board's information and approval is the budget page that will be published, in accordance with K.S.A. 79-2929, in the Great Bend Tribune ten days prior to the August 10 meeting.

The request for tax dollars is \$5,247,000. The total levy is 30.54 mils, based on an estimated assessed valuation for this coming year of \$171,828,878. The request was created in accordance with K.S.A. 71-204, which indicates that the tax levy shall be an amount determined to be sufficient to finance that part of the College budget that is not financed from any other source provided by law. That figure is then reduced by 80% of new state funds to be received in 2004-2005, net of out-district tuition reductions. There will not be any new state funds received during 2004-2005.

Recommendation: It is recommended that the Board approve the budget to be published as submitted, which includes a request of tax dollars in the amount of \$5,247,000. The tax dollar request is built upon a 30.54 mil levy and an estimated assessed valuation of \$171,828,878 and is in accordance with Kansas Statutes. The Budget Hearing is scheduled to convene in room U-219 in the upper level of the Student Union at 4:00 p.m. on Tuesday, August 10, 2004 and will be the first item of business.

Action: Dean of Business Services

**NOTICE OF PUBLIC HEARING
2004-2005 BUDGET**

The governing body of Barton County Community College, Barton County, will meet on August 10, 2004, at 4PM, at Barton County Community College Student Union Room U-219 for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of tax to be levied, and to consider amendments. Detailed budget information is available at BCCC Administration Building and will be available at this hearing.

BUDGET SUMMARY

The Expenditures and the Amount of 2004 Tax to be Levied (as shown below) establish the maximum limits of the 2004-2005 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes, is subject to slight change depending on final assessed valuation.

	2002-2003		2003-2004		PROPOSED BUDGET 2004-2005		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Amount of 2004 Tax to be Levied	Est. Tax Rate*
Current Fds Unrestricted							
General Fund	14,152,628	28.53	14,747,195	29.86	18,500,000	5,247,000	30.54
Vocational Education	2,879,671		2,768,322		4,000,000	xxxxxxxxx	xxx
Adult Education	132,519		148,428		400,000	0	0.00
Adult Supp Education	0	xxx	0	xxx	50,000	xxxxxxxxx	xxx
Employee Benefits	35,268		0		150,000	xxxxxxxxx	xxx
Motorcycle Driver	0	xxx	0	xxx	0	xxxxxxxxx	xxx
Truck Driver Training	0	xxx	0	xxx	0	xxxxxxxxx	xxx
Auxiliary Enterprise	2,792,864	xxx	2,722,848	xxx	4,100,000	xxxxxxxxx	xxx
Current Funds Restricted	0	xxx	0	xxx	xxxxxxxxx	xxxxxxxxx	xxx
Plant Funds		xxx		xxx		xxxxxxxxx	xxx
Capital Outlay	0	1.38	0		500,000	0	0.00
Bond and Interest	0		0		0	0	0.00
Special Assessment	0		0		0	0	0.00
No Fund Warrants	0		0		0	0	0.00
Revenue Bonds	0	xxx	0	xxx	0	xxxxxxxxx	xxx
Total All Funds	19,992,950	29.91	20,386,793	29.86	27,700,000	5,247,000	30.54
Total Tax Levied	4,801,231		5,026,171		xxxxxxxxxxx	5,247,000	
Assessed Valuation	160,253,525		167,901,110			171,828,878	
	Outstanding Indebtedness, July 1						
	2002		2003		2004		
G.O. Bonds							
Capital Outlay Bonds							
Revenue Bonds							
No-Fund Warrants							
Temporary Notes							
Lease Purchase Principal	4,867,003		4,443,325		4,029,429		
Total	4,867,003		4,443,325		4,029,429		

*Tax Rates are expressed in mills.

Signature and Title

Chairman

Page No.

Meeting of the Board of Trustees
Barton County Community College

July 20, 2004

ATHLETIC INSURANCE

Detail: The College has secured the following quotes for athletic insurance for 2004-2005:

	Annual Cost
Life Insurance Company of North America	\$42,150
Guarantee Trust Life	\$44,280
Mutual of Omaha	Not competitive

The above quotes include a \$2,000 deductible, expanded Medical and HMO/PPO benefits and AD & D of \$5,000. We also received a quote for catastrophic insurance from Mutual of Omaha for \$2,877 (\$5,000,000 lifetime maximum). For comparative purposes, the approved low quote last year was received from Life Insurance Company of North America at an annual premium of \$39,028 which included a \$2,000 deductible, expanded Medical and HMO/PPO benefits and AD & D of \$5,000. The catastrophic insurance premium was \$2,689.

Recommendation: It is recommended that the Board approve the low quote from Life Insurance Company of North America in the amount of \$42,150 for athletic insurance and the catastrophic quote from Mutual of Omaha in the amount of \$2,689 for the 2004-2005 academic year.

Action: Dean of Business Services

Meeting of the Board of Trustees
Barton County Community College

July 20, 2004

2004-2005 KACCT DUES

Detail: The College has received the statement for 2004-2005 dues from the Kansas Association of Community College Trustees (see attached.) The total dues for 2004-2005 are \$15,206.11 (based on 44,174 credit hours @ .265 per credit hour.) By comparison, the 2003-2004 KACCT dues totaled \$14,754.68 (based on 46,894.5 credit hours @ .24 per credit hour.)

Recommendation: It is recommended that the Board approve payment of the 2004-2005 KACCT dues in the total amount of \$15,206.11 as presented.

Action: President's Office

KANSAS ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

700 S.W. Jackson St., Suite 401 -- Topeka, Kansas 66603-3757

Sheila Frahm
Executive Director

Phone: 785-357-5156
Fax: 785-357-5157

STATEMENT

RECEIVED

JUN 30 2004

PRESIDENT'S OFFICE
BCCC

TO: Barton County Community College
245 N. 30th Rd.
Great Bend, KS 67530-9283
Attention: Dr. Veldon Law, President

June 28, 2004

2004-2005 KACCT DUES: (Due Upon Receipt)

Basic Annual Fee \$3,500.00

Credit Hours* . . (44,174.0 @.265 per Credit Hour) \$11,706.11

TOTAL AMOUNT DUE \$15,206.11

Remit to:

KACCT
700 S. W. Jackson, Ste. 401
Topeka, Kansas 66603-3757

***KBOR data collated from enrollment numbers submitted by colleges**

Meeting of the Board of Trustees
Barton County Community College

July 20, 2004

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 June 15, 2004
- Personnel
- Claims and Financial Report

Action: President's Office

**Regular Meeting of the Board of Trustees
Barton County Community College
June 15, 2004**

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., June 15, 2004, in room U-219 of the Student Union.

ATTENDANCE

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

Trustees Absent: None

Other Attendees: Susan Thacker of the Tribune; Michael Dawes; Mark Dean; Dr. Tim Kimmel; Randall C. Henry; Charles Perkins; Dr. Gillian Gabelmann; Cathie Oshiro; Dick Wade; Ron Vratil; Angie Brummer; Dr. Veldon Law and Marilyn Beary

Chairman Mermis led the attendees in the Pledge of Allegiance.

PUBLIC AND EMPLOYEE COMMENT

Chairman Mermis announced that the Board had received a request from Bonnie LeRoy, a student, to present governance ideas related to the Interrobang, as well as a petition, and to discuss personnel issues. Due to the ongoing legal proceedings involving personnel issues, the request was denied. Ms. LeRoy had been advised she may meet with President Law to both share her governance ideas with the administration, as well as present the petition for appropriate distribution.

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

INTRODUCTION OF NEW EMPLOYEES

- There are no new employees to introduce this month.

STAFF REPORTS

- President Veldon L. Law gave a PowerPoint presentation prepared by the Friends of Higher Education and made application of some of the concept and data to Barton.

ACTION ITEMS

Granting Tenure to Evelyn Parker

At its regular meeting on April 15, 2004, the Board approved tenure for five faculty members. However, Evelyn Parker was inadvertently omitted from the list for consideration. It was recommended that the Board grant tenure to Evelyn Parker.

Trustee Sessler moved that the Board approve tenure for Evelyn Parker as recommended. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

Audix Voice Mail System

Due to a failure in the College's Audix voice mail system, the system had to be upgraded prior to today's meeting. Dr. Law had authorized the purchase of the equipment based on his April communication to the Board and was now requesting that the \$8,150 purchase cost and the installation cost of \$2,562.90 be ratified by the Board.

Trustee Johnson moved that the Board of Trustees approved the voice mail system upgrade as presented. The motion was seconded by Trustee Soeken. Following discussion, the motion carried.

Computer Firewall Protection

The Board was presented with a proposal to provide the College with additional security and protection from hacker activities through the upgrade of its firewalls, in the total cost of \$20,715.85.

Trustee Sessler moved that the Board approve the purchase of the proposed firewall software and hardware as presented. The motion was seconded by Trustee Webster. Following discussion, the motion carried.

Property, Casualty, Liability and Workers Compensation Insurance Coverage

Ron Vratil, Dean of Business Services, presented information relative to this insurance renewal for the year beginning July 1, 2004.

Trustee Sessler moved that the Board approve the insurance rates with EMC and Cincinnati Insurance Company as presented. The motion was seconded by Trustee Johnson. Following discussion, the motion carried.

Trustee Johnson then moved that the Board authorize the Administration to pay the assessment by the KASB pool for the 2002-2003 year, if the Administration determines that it is proper to and owing. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

KBOR Performance Goals

The Kansas Board of Regents performance goals for calendar year 2005 are due to KBOR on July 15, 2004. Dr. Law presented the College's four goals recommended for submission to KBOR in fulfillment of this requirement.

Trustee Webster moved that the Board of Trustees approve Barton's performance goals for the KBOR as presented. The motion was seconded by Trustee Soeken. Following discussion, the motion carried.

Grant Application Requests

The Board was presented with two grant application requests for consideration. The grants were in amounts above which the President may approve without the Board's approval: 1) Kan-Ed Enhancing Technology Grant (ETGP) I in the funding range of \$24,525 and 2) Kan-Ed Enhancing Technology Grant Program (ETGP) II in the funding range of \$23,313.

Trustee Soeken moved that the Board authorize the President to apply for the grants as presented. The motion was seconded by Trustee Sessler. Following discussion, the motion carried.

Extension of Military Leave

In order to comply with Jerry Treaster's latest military orders and to avoid the need to continually bring further extensions to the Board for approval, it was recommended that the Board of Trustees approve an indefinite extension of Mr. Treaster's military leave of absence. Dr. Law indicated he would notify the Trustees when Mr. Treaster returns to his position at the College.

Trustee Johnson moved that the Board approve the recommendation to approve an indefinite extension of military leave of absence for Jerry Treaster as presented. The motion was seconded by Trustee Soeken. Following discussion, the motion carried.

Acceptance of Grants

The College had received approval notifications for the following three grants and it was recommended that the Board authorize the President to accept these grants on the College's behalf, as they were in amounts above which the President is authorized to accept without Board authorization: 1) Upward

Bound grant in the funding range of \$234,624; 2) Equal Opportunity Center grant in the funding range of \$255,385 and 3) TRIO – Student Support Services grant in the funding range of \$285,353.

Trustee Webster moved that the Board of Trustees authorize the President to accept the Upward Bound grant; the Equal Opportunity Center grant and the TRIO – Student Support Services grant on behalf of the College as presented. Trustee O'Connor seconded the motion. Following discussion the motion carried.

KACCT/KBOR REPORT – Mike Johnson and Dr. Law updated the Trustees of Kansas Association of Community College Trustees and Kansas Board of Regents activities.

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

- Kan-Ed Enhancing Technology Grant Program (ETGP) III
- Thank you note from Susan Phillips of Grace Academy
- Letter from Dr. Andrew M. Scibelli, President of Springfield Technical Community College

EXECUTIVE SESSION

Chairman Mermis advised that an executive session would be needed for the purpose of discussing personnel matters pertaining to non-elected personnel, in order to protect the confidentiality of the individual(s) being discussed. He asked that Randall Henry and Dr. Law join the Trustees in executive session.

Trustee Johnson moved that the Board recess to executive session for 5 minutes at 5:00 p.m. to discuss matters pertaining to non-elected personnel, in order to protect the privacy interests of the individual(s) to be discussed, to reconvene in room U-219 of the Student Union at 5:05 p.m. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:05 p.m. in room U-219 of the Student Union. Chairman Mermis advised that matters pertaining to non-elected personnel were discussed and no action was taken.

ADDITIONAL ACTION ITEM

Chairman Mermis advised that an additional item needed to be added to the agenda, "Request for Leave of Absence."

Trustee Johnson moved that the agenda be amended to include a request for leave of absence. The motion was seconded by Trustee Soeken. Following discussion, the motion carried.

Request for Leave of Absence

The Board had received a request for a 3-month leave of absence from Mary Ellen Markel.

Trustee O'Connor moved that the Board approve a 3-month unpaid leave of absence for Mary Ellen Markel as recommended. The motion was seconded by Trustee Sessler. Following discussion, the motion carried.

CONSENT AGENDA

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

- Minutes of the regular meeting of the Board of Trustees, held on May 18, 2004
- Minutes of the special meeting of the Board of Trustees, held on June 8, 2004
- Personnel
- Claims and Financial Report

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

ADJOURNMENT – The meeting adjourned at 5:10 p.m.

Stephan J. Mermis, Chairman

Mike Johnson, Secretary

Recorded by Marilyn Beary

PERSONNEL

Resignations/Terminations

Mark Adams – Audio & Video Specialist
Marilyn Charles – GED Examiner (part-time)
Melissa Lloyd – Advisement Coordinator
Matt Luthi – Assistant Athletic Trainer
Barbara Pae – Secretary (Nursing)
Cynthia Piper – Assistant Coach (Soccer)
Louis Pivonka – Director of Assessment & Placement
Kara Steffey – Admissions & Records Receptionist
Lorie Taylor – Systems Analyst
Renee Wolf – Administrative Assistant

Replacement Positions

Danette Adams – Secretary & Data Specialist (part-time)
Joseph Harrington – Instructor (Mathematics)
Josh Ivans – Head Coach (Volleyball)
John Lamatsch – Coordinator of Extended Learning Programs
Steven Lueth – Instructor (Instrumental)
Nikola Petrovic – Assistant Coach (Volleyball)
Diana Kaeberle – GED Examiner (part-time)
Jenifer Wiker – Specialist I

Position Changes

Jennifer Ankerholz – from Career Planning & Placement Coordinator to Director of Testing, Advisement and Career Services
Clint Newell – from Programmer & Analyst & User Support to Director of ITV Programs
Robert Patterson – from Associate Faculty to Instructor (Academic Transfer Programs)
Shelley Snyder – from GED Tutor (Larned) (part-time) to GED Examiner (part-time)

Title Changes

Director of Campus Security to Director of Campus Security & Residential Life

Supplemental Contracts

Christine Abbott	Interpersonal Communication
Christine Abbott	Abnormal Psychology
Christine Abbott	Introduction to Sociology
Christine Abbott	Marriage and Family
Christine Abbott	Human Sexuality
Anita Alford	Java Programming
Tim Anderson	Principles of Microbiology (2-sections)
David Balk	Psychology Grief and Separation
David Balk	Coping with Stress
Janet Balk	Western Civilization to 1500
Geraldine Ball	American History to 1877
Jeri Ball	Cultural Anthropology
Veronica Bauer	General Psychology

Tom Bergman	Comp. Aid Mgmt of EM OP (CAMEO)
Kathy Boeger	Microcomputer Account Appl.
George Bowman	Laser Sighting & Engage System
George Bowman	Laser Sighting & Engage System
George Bowman	Weapons Storage Facility Oper.
Gerald Butler	World and Regional Geography
Gerald Butler	Physical Geography
Winfried Butler	Total Quality Management
Winfried Butler	Western Civilization to 1500
Winfried Butler	Western Civilization 1500-Present
Carolyn Churchill	Business Communication
Paul Clemens	Fundamentals of General Chemistry
Gene Compton	Emerg. 1 st Aid Tact Operations
Gene Compton	Emerg. 1 st Aid Tact Operations
Gene Compton	Emerg. 1 st Aid Tact Operations
Michael Cox	Western Civilization 1500-Present
Michael Cox	Leadership Train Techniques I
Gary Cunningham	Information Super Highway
Leigh Cunningham	Cross Cultural Awareness
Charles Davis	The Short Story
Jeffrey DeFries	Business Ethics
Wendy DeFries	Principles of Macroeconomics
Wendy DeFries	Principles of Microeconomics
Wendy DeFries	Personal Finance
Denise DelCarmen	Basic Nutrition
Jared Duley	Social Psychology
Jackie Elliott	Intermediate English
Gordon Farmer	Military Hist/Amer Civil War
Marsha Finley	Human Resource Management
Marsha Finley	Fld Exp in Human Resource Mgmt.
Marsha Finley	Course Mentor
Michael Flynn	American History to 1877
Tim Folkerts	Elements of Statistics/Lab
Bill Forst	Art Appreciation
Brenda Glendenning	Medical Surgical Nursing II
Addie Goymerac	Environmental Science
Addie Goymerac	Environmental Science / Lab
Addie Goymerac	Basic Math Skills/Preparatory Mathematics
Addie Goymerac	Intermediate Algebra
Sheyene Heller	Principles of Grammar Form & Style
Sheyene Heller	Business English
Sheyene Heller	English Comp. I
Sheyene Heller	Technical & Report Writing
Sheyene Heller	English Comp. II
Sheyene Heller	Creative Writing
Sheyene Heller	Great Books Program
Bertina Hiss	College Algebra
Ed Johnson	Contemporary Social Problems
Teresa Johnson	English Composition I

Marlene Kabriel	Language Lab
Joel Keith	Beginning Guitar
Ed Kennedy	Organizational Communication
Dennis King	Intro to Water/Waste Water Oper
Gene Kingslien	Personal & Community Health
Karen Kratzer	Student Success Seminar
Myron Kryschtal	Military Hist/First World War
Myron Kryschtal	Intro to Leadership Concepts
Myron Kryschtal	Intro to Political Science
Myron Kryschtal	International Relations
Lyles Lashley	Basic Algebra
Lynette Lee	Management of Supply Operation
Lynette Lee	Organize Supply Management Operation
Joel Lundstrom	Human Relations in Business
Joel Lundstrom	General Psychology
Joel Lundstrom	Contemporary Social Problems
John Mack	Introduction to Philosophy
John Mack	Reason & Argument
Joel Maiorano	Dir. Ind. Study /Religion
James Maner	Info. Processing Systems Mgmt.
Kim Mansfield	Introduction to Counseling
Kim Mansfield	Developmental Psychology
Kenneth Martin	Military Passeng – Carry Vehicle
Kenneth Martin	Military Passeng – Carry Vehicle
Linda McCaffery	ITV Course Development Fee
Jennifer Miller	English Study Skills/Math Learning Strat.
Roma Lee Murphy	Medical Surgical Nursing II
William Nash	OSHA General Industry Regs
William Nash	Dept. of Transportation Regs
William Nash	Dept. of Transportation Regs
William Nash	Renewable Energy Sources
Tamara Piper	Intermediate Algebra
Tamara Piper	ITV Course Development Fee
Norman Russell	Technical Mathematics
Norman Russell	College Algebra
Norman Russell	Elements of Statistics
Norman Russell	Trigonometry
Gary Sacher	Military Passeng. - Carry Vehicle
Gary Sacher	Military Passeng. – Carry Vehicle
Rita Schmidt	Professional Vocation Relations
Brenda Siebold	Introduction to Computers
Brenda Siebold	Spreadsheet Applications
Brenda Siebold	Adv. WP Applications & Procedures
Sue Simmons	Data Base Management Systems
Sue Simmons	Word Processing Applications
Stephen Smith	Elementary Health & Physical Education
Letitia Snow	Government of United States
John Truitt	Comp Aid Mgmt of Em Op (CAMEO)
James Turner	English Study Skills/Math Learning Strat.

Roger Vanderlinde	American West
Roger Vanderlinde	Maintenance Operat – Supervisors
Roger Vanderlinde	Managing Organizational Maint.
Reiley Watson	Emerg. 1 st Aid Tact Operat. II
Reiley Watson	Emerg. 1 st Aid Tact Operations
Reiley Watson	Emerg. 1 st Aid Tact Operations
Michael Weltsch	American Military History
Michael Weltsch	Military Hist/Second World War
Melinda Whitney	Emerg. 1 st Aid Tact Operat. II
Melinda Whitney	Emerg. 1 st Aid Tact Operations
Owen Williamson	English Composition I
Owen Williamson	English Composition II (2-sections)
Russell Wilson	Emerg. Medical Technician

Community Education

Linda Runge	CMA Update – Great Bend (7/27/04 – 7/28/04)
Rochelle Shauers	DC 2 – Pension (8/2/04 – 11/1/04)
Terry McNeil	Dietary Manager – Hays (7/22/03 – 5/25/04)
Sharon Magee-Minor	Rehab Aide – Great Bend (8/6/04 – 8/13/04)

Site Coordinators – Summer 2004

Jane Dreiling	Bushton
Cynthia Edgerle	Ellsworth
Dan Winston	Ellsworth (ECF)
Terry Huff	Larned
Toni Walker	Lucas
Paul Bingle	Lyons
Dave Zachman	Russell
Steve Dryden	St. John
Angie Mayes	Wilson

BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 30-JUNE-04

1111 GENERAL FUND

YEAR TO DATE
ACTUAL

REVENUES:

FALL TUITION	1,205,790.00
SPRING TUITION	1,125,021.00
SUMMER TUITION	351,823.00
FALL OUT OF STATE TUITION	160,242.00
SPRING OUT OF STATE TUITION	129,948.00
SUMMER OUT OF STATE TUITION	9,588.00
ON LINE TUITION	466,214.00
GENERAL STUDENT FEES	1,564,263.00
LAVTR	0.00
STATE GRANTS	0.00
STATE OPERATING GRANT	3,746,183.00
COUNTY OUT DISTRICT TUITION	291,369.00
BARTON COUNTY AD VALOREM TAX	6,202,919.00
MOTOR VEHICLE TAX	841,330.00
RECREATIONAL VEHICLE TAX	12,006.00
NEIGHBORHOOD REVIT PRG	11,536.00
DELINQUENT TAXES	224,029.00
TAXABLE SALES	1,114.00
INTEREST-GENERAL	69,830.00
MISCELLANEOUS REIMBURSEMENTS	306,713.00
INSURANCE REIMBURSEMENTS	0.00
GENERAL MISCELLANEOUS	60,382.00
MISCELLANEOUS SALE OF PROPERTY	14,655.00
TRANSCRIPT REVENUE	41,027.00
MISCELLANEOUS ELECTRONIC DEPT REV	975.00
DONATIONS	0.00
FARM HOUSE RENTALS	7,200.00
FARM LEASE/CROP SALES	14,000.00
PAYMENT PLAN FEES	20,970.00
CAREER CENTER REVENUE	1,600.00
EVALUATION FEES	150.00
ITV REVENUE	10,000.00
INTERNATIONAL STUDENT FEE	4,650.00
REFUNDS-GENERAL	9,220.00
ROOM RENTAL-GENERAL	23,569.00

TOTAL REVENUES	16,928,316.00

BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 30-JUNE-04

1111 GENERAL FUND

YEAR TO DATE
ACTUAL

EXPENDITURES:

INSTRUCTION	4,793,061.00
PUBLIC SUPPORT	13,995.00
ACADEMIC SUPPORT	1,759,637.00
STUDENT SERVICES	859,785.00
INSTITUTIONAL SUPPORT	4,535,553.00
PHYSICAL PLANT OPERATION	1,809,405.00
STUDENT FINANCIAL SUPPORT	397,760.00
AUXILIARY SERVICES	0.00

TOTAL EXPENDITURES	14,169,196.00
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TRANSFERS AMONG FUNDS:

TRANSFERS TO ABE FUND	0.00
TRANSFERS TO ATHLETIC FUND	480,000.00
TRANSFERS TO ATHLETIC ACTIVITY FUND	72,000.00
TRANSFERS TO STUDENT ACT ACTIV FUND	26,000.00

TOTAL TRANSFERS AMONG FUNDS:	578,000.00
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NET INCREASE/DECREASE IN NET ASSETS	2,181,120.00
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BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 30-JUNE-04

1112 VOCATIONAL FUND

YEAR TO DATE
ACTUAL

REVENUES:

STATE OPERATING GRANT	2,466,808.00
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	1,283.00

TOTAL REVENUES	2,468,091.00

EXPENDITURES:

INSTRUCTION	1,979,428.00
PUBLIC SERVICE	0.00
ACADEMIC SUPPORT	272,696.00
STUDENT SERVICES	5,392.00
INSTITUTIONAL SUPPORT	0.00
PHYSICAL PLANT OPERATION	211,332.00
AUXILIARY SERVICES	0.00

TOTAL EXPENDITURES	2,468,848.00

NET INCREASE/DECREASE IN NET ASSETS	(757.00)
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BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 30-JUNE-04

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	0.00
PUBLIC SERVICE	0.00
ACADEMIC SUPPORT	0.00
STUDENT SERVICES	0.00
INSTITUTIONAL SUPPORT	0.00
PHYSICAL PLANT OPERATION	0.00
AUXILIARY SERVICES	0.00

TOTAL EXPENDITURES	0.00
NET INCREASE/DECREASE IN NET ASSETS	0.00

BARTON COUNTY COMMUNITY COLLEGE
GENERAL, VOCATIONAL, AND EMPLOYEE BENEFITS
FUNDS FLOW ACTIVITY
PERIOD ENDED JUNE 30, 2004-PREAUDIT

	2003-04 BUDGET	PERIOD ENDED 06/30/04	YTD AVAILABLE	%
				AVAILABLE
Fund Balance, Beginning	\$2,271,636.00	\$2,271,636.00		
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Tuition-Out Of State	212,000.00	302,362.00	(90,362.00)	-42.62%
Tuition-In State	3,381,000.00	3,146,264.00	234,736.00	6.94
Tuition-Out District	265,000.00	291,369.00	(26,369.00)	(9.95)
State Aid	5,735,000.00	6,212,991.00	(477,991.00)	(8.33)
Property Taxes	4,713,000.00	6,450,490.00	(1,737,490.00)	(36.87)
Other Taxes	828,000.00	841,330.00	(13,330.00)	(1.61)
Interest Income	88,000.00	69,830.00	18,170.00	20.65
Other	1,935,000.00	2,082,529.00	(147,529.00)	(7.62)
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Total Revenue	17,157,000.00	19,397,165.00	(2,240,165.00)	(13.06)
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Expenditures:				
Academic Salaries	5,579,000.00	5,862,801.00	(283,801.00)	(5.09)
Support Salaries	3,863,000.00	3,539,937.00	323,063.00	8.36
Supplies	3,304,000.00	3,339,655.00	(35,655.00)	(1.08)
Equipment	19,000.00	24,041.00	(5,041.00)	(26.53)
Advertising	62,000.00	47,899.00	14,101.00	22.74
Transfers & Other	400,000.00	480,000.00	(80,000.00)	(20.00)
Employee Benefits	1,891,000.00	1,767,964.00	123,036.00	6.51
General Insurance	208,000.00	209,050.00	(1,050.00)	(0.50)
Utilities	584,000.00	588,886.00	(4,886.00)	(0.84)
In County Scholarships	136,000.00	124,241.00	11,759.00	8.65
Capital Outlay	919,000.00	643,612.00	275,388.00	29.97
Maintenance	399,000.00	420,014.00	(21,014.00)	(5.27)
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Total Expenditures	17,364,000.00	17,048,100.00	315,900.00	1.82%
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Fund Balance, Ending	\$2,064,636.00	\$4,620,701.00		
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BARTON COUNTY COMMUNITY COLLEGE
GENERAL, VOCATIONAL AND EMPLOYEE BENEFITS
FUNDS FLOW ACTIVITY
PERIOD ENDED JUNE 30, 2004 & 2003

	YEAR ENDED		NET CHANGE INCREASE (DECREASE)	%
	06/30/04	06/30/03		
Fund Balance, Beginning	\$2,082,999	\$2,082,999	0	0.00%
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Tuition-Out Of State	302,362	220,463	81,899	37.15
Tuition-In State	3,146,264	2,870,437	275,827	9.61
Tuition-Out District	291,369	259,878	31,491	12.12
State Aid	6,212,991	5,972,544	240,447	4.03
Out District State Aid	0	0	0	
Property Taxes	6,450,490	4,544,828	1,905,662	41.93
Other Taxes	841,330	909,993	(68,663)	(7.55)
Interest Income	69,830	75,911	(6,081)	(8.01)
Other	2,082,529	1,996,120	86,409	4.33
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Total Revenue	19,397,165	16,850,174	2,546,991	15.12
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Expenditures:				
Academic Salaries	5,862,801	5,808,595	54,206	0.93
Support Salaries	3,539,937	3,480,412	59,525	1.71
Supplies	3,339,655	3,092,607	247,048	7.99
Equipment	24,041	21,360	2,681	12.55
Advertising	47,899	49,989	(2,090)	(4.18)
Transfers & Other	480,000	400,000	80,000	20.00
Employee Benefits	1,767,964	1,791,804	(23,840)	(1.33)
General Insurance	209,050	218,874	(9,824)	(4.49)
Utilities	588,886	575,294	13,592	2.36
In County Scholarships	124,241	139,765	(15,524)	(11.11)
Capital Outlay	643,612	686,206	(42,594)	(6.21)
Maintenance	420,014	396,631	23,383	5.90
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Total Expenditures	17,048,100	16,661,537	386,563	2.32
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Fund Balance, Ending	\$4,432,064	\$2,271,636	2,160,428	95.10%
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BARTON COUNTY COMMUNITY COLLEGE
AUXILIARY FUNDS
FUNDS FLOW ACTIVITY
PERIOD ENDED JUNE 30, 2004-PREAUDIT

	STUDENT UNION	DORMITORIES	ATHLETICS	CAMP ALDRICH	TWELVE 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	2,198				2,198	2,000	(198)	(9.90)
Bookstore	783,690				783,690	665,000	(118,690)	(17.85)
Food service	382,742			0	382,742	482,000	99,258	20.59
Fees	111,733			0	111,733	268,000	156,267	58.31
Supplies & Services		18,408			18,408	28,000	9,592	34.26
Housing Rental		824,117		40,895	865,012	913,000	47,988	5.26
Transfers			480,000	0	480,000	390,000	(90,000)	(23.08)
Revolving					0	0	0	
Misc.	599				599	4,000	3,401	85.03
Gate Receipts			0		0	33,000	33,000	100.00
Entry Fees & Other			10,985	0	10,985	16,000	5,015	31.34

Total Revenues	1,280,962	842,525	490,985	40,895	2,655,367	2,801,000	145,633	5.20

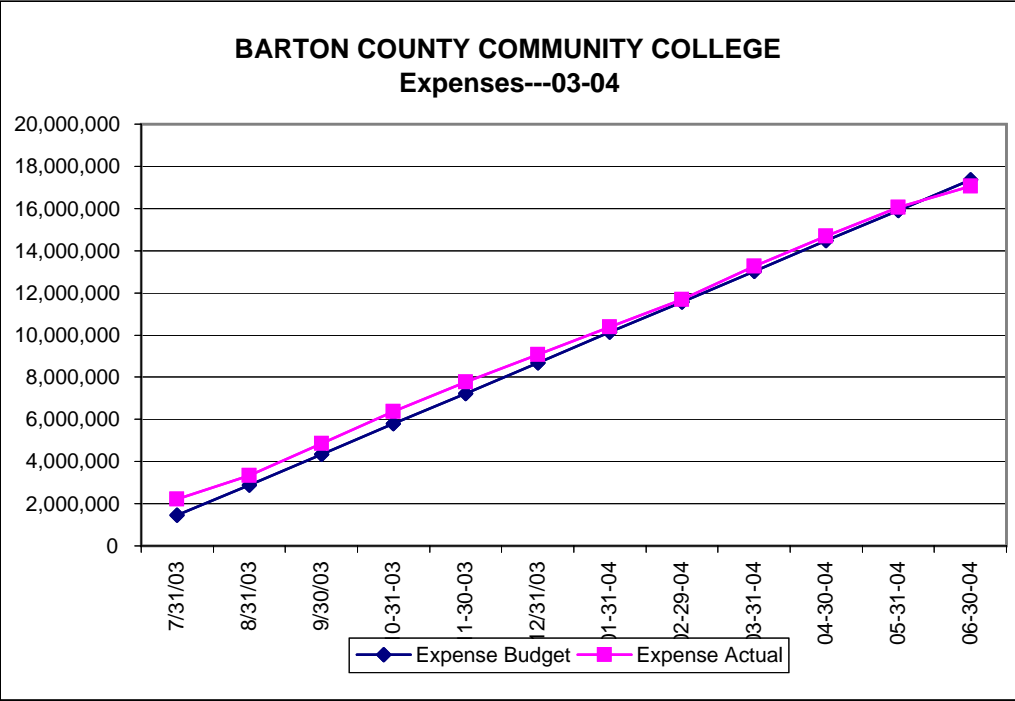
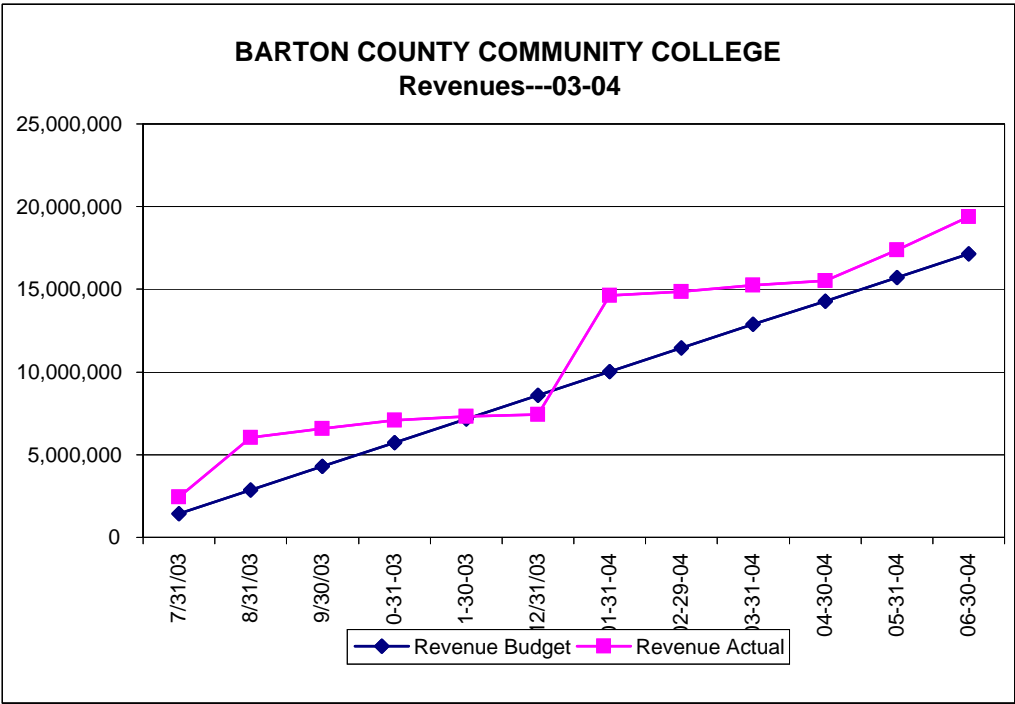
Expenditures:								
Salaries	96,064	105,151	7,536	27,947	236,698	217,000	(19,698)	(9.08)
Books & Supplies	722,614				722,614	572,000	(150,614)	(26.33)
Maintenance	18,887	43,709		13,032	75,628	99,000	23,372	23.61
Food	466,681	301,924		0	768,605	850,000	81,395	9.58
Utilities	47,422	108,505		14,942	170,869	161,000	(9,869)	(6.13)
Lease payments & Int	11,871	196,474			208,345	202,000	(6,345)	(3.14)
Travel & Recruiting			138,167		138,167	122,000	(16,167)	(13.25)
Officials			29,570		29,570	17,000	(12,570)	(73.94)
Training Supplies			14,675		14,675	17,000	2,325	13.68
Insurance			82,286		82,286	56,000	(26,286)	(46.94)
Equipment	27,839	86,839	95,084	0	209,762	171,000	(38,762)	(22.67)
Clinics & Awards			11,674		11,674	10,000	(1,674)	(16.74)
Transfers & Refunds		0	0		0	30,000	30,000	100.00
Revolving					0	0	0	
Nationals & Fees			34,867		34,867	34,000	(867)	(2.55)
Supplies	15,756	3,534	54,269	74	73,633	76,000	2,367	3.11
Misc.		0			0	0	0	#DIV/0!

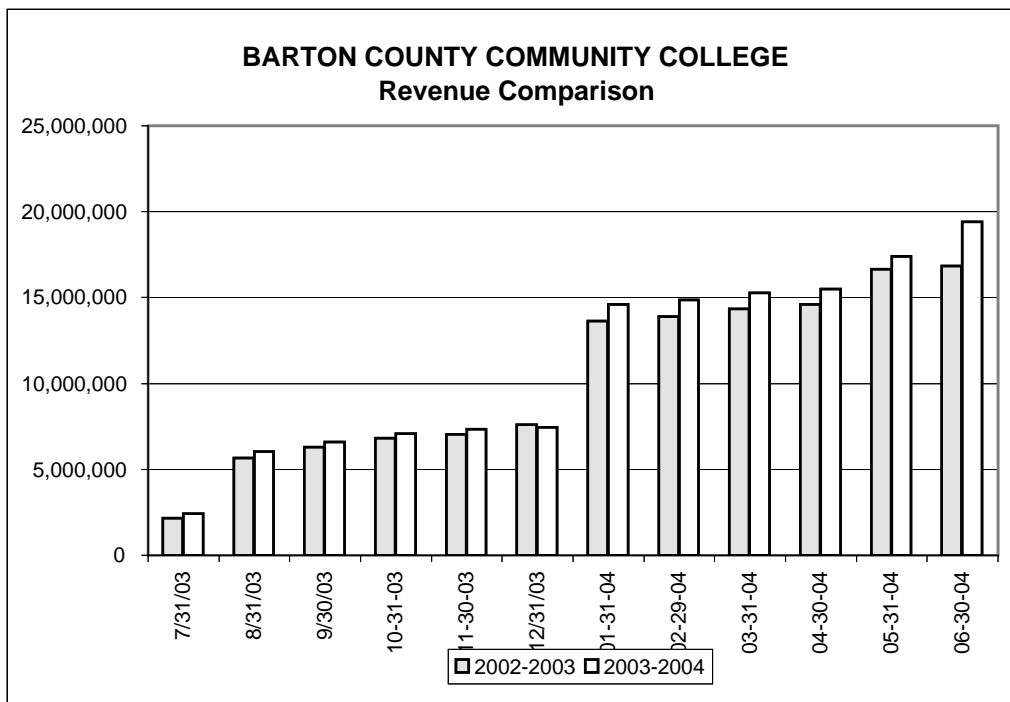
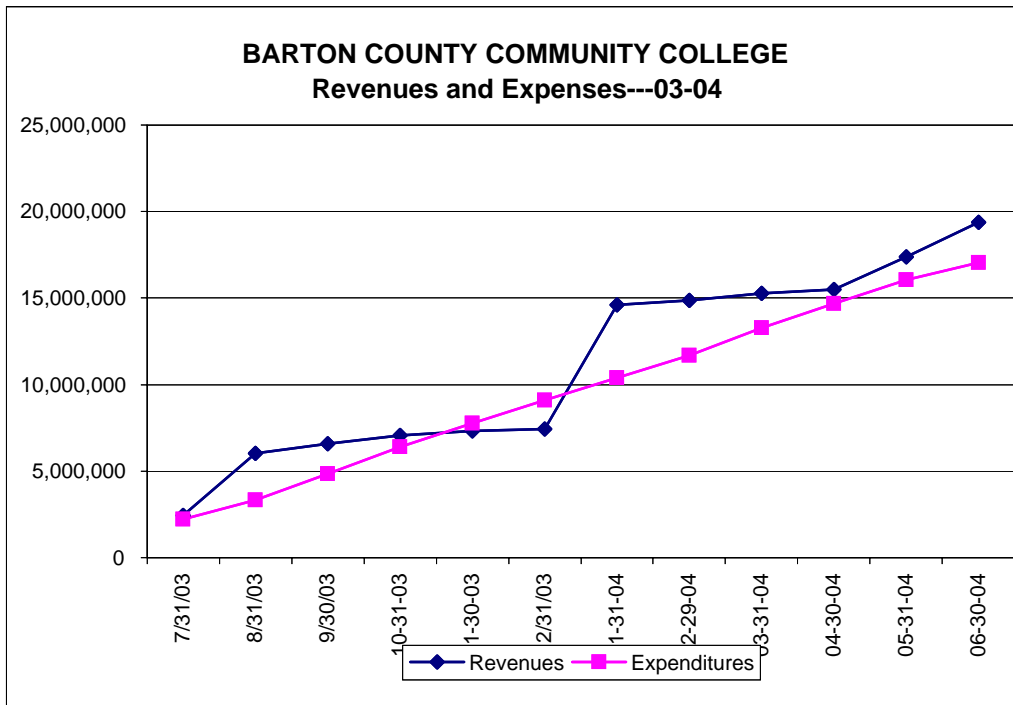
Total Expenditures	1,407,134	846,136	468,128	55,995	2,777,393	2,634,000	(143,393)	(5.44)

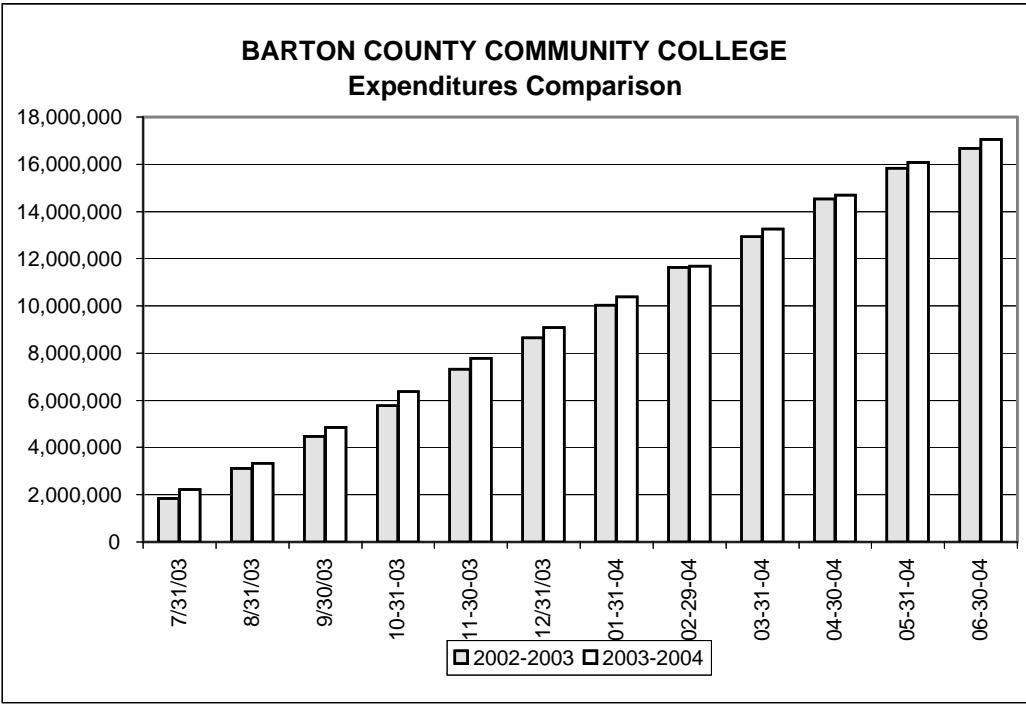
Fund Balance, Ending	537,763	395,246	65,643	56,054	1,054,706	1,518,626		
=====								

BARTON COUNTY COMMUNITY COLLEGE
 TREASURER'S REPORT
 06/30/04

FUND-DESCRIPTION	BEGIN-BAL	MONTH-RCPT	MONTH-EXP	YTD RCPT	YTD-EXP	END-BAL	CHECKING	INVEST	CHANGE
GENERAL & VOC	1,487,053	2,327,758	1,466,307	19,476,552	17,054,859	3,908,746	3,514,646	350,000	44,100
EMPLOYEE BENEFITS	0	0	0	0	0	0	0	0	0
STUDENT UNION	599,238	65,032	66,522	1,309,437	1,434,965	473,710	372,710	100,000	1,000
DORMITORY	398,323	7,829	110,562	843,060	846,136	395,247	294,847	100,000	400
CAMP ALDRICH	61,078	3,715	4,171	40,895	55,995	45,978	45,978	0	0
ATHLETICS	52,863	0	20,445	490,985	468,128	75,720	75,720	0	0
	2,598,555	2,404,334	1,668,007	22,160,929	19,860,083	4,899,401	4,303,901	550,000	45,500







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
August Board Activities
President's Report of Monthly Activities

Monitoring Reports July 2004

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 taken measures to place the College in as positive a position as possible in order to weather the state's fiscal difficulties and continue to meet the Board's ENDS. As the Board is aware in addressing the uncertainty of the state financial position we have taken the following measures.

- 1) In the arena of cost avoidance salaries were frozen again 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 was increased by 13%. This has pushed the cost of attendance up \$6.00 a credit hour, meaning that our students now provide nearly 30% of the College's revenue budget. A 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. With the Board's action in March next year's tuition will increase another \$4.00.
- 3) Significantly, the administration has cut approximately \$750,000 from the operating budget. 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) As a means of helping to round out the efforts of the College, administratively, though we disliked taking this action, a small inflationary cost-of-living type property tax increase was approved. The mil levy increase generated

\$150,000. For this coming year I am fearful the Board will need to consider a tax increase, in lieu of cutting positions presented for consideration.

- 5) A cost efficiency and effectiveness analysis for all instructional programs was reported to the board. Work is continuing in seeking efficiencies within programs.
- 6) Athletic expenditures, scholarships, and approaches to maximize “outside the general fund” support have been and continue to be explored. Changes that are yet to be formulated will have bearing on any number of segments of the campus and larger community.
- 7) In part to address the above the Board has approved an out-of-state tuition change for all freshman students, which has impacted this current fiscal year.

We anticipate similar difficult budget decisions this coming year. Beyond the actions listed above we will be looking carefully at the efficiency and effectiveness of all college programs, services and activities. The board can anticipate recommendations that will impact the expense side of next year’s budget, along with some small revenue enhancement recommendations. The Board can also anticipate that the recommendations provided will be controversial, as we have no areas to cut that will not negatively impact, current instructional programs, athletics, services to students and the public.

The budget planned, unless there is an extreme state of emergency will maintain most of the reserve that the Board, through its policies, has directed be maintained.

One negative consequence that hasn’t been shared with the Board is that deployment of troops from Ft. Riley has had major repercussions on the College’s enrollment picture. Barton has lost a significant amount of Ft. Riley enrollment.

Based on the above enrollment impact, next year’s budget will likely compromise Board ENDS priorities. Up until the potential of deployment the College was tentatively projecting a modest enrollment growth, which would have had some positive fiscal impact. With what occurred we see a fiscal loss of somewhere between \$400,000 and \$600,000, as Ron has reported to the Board.

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 #6

Allow the day-to-day operations to impede the vision or prevent the achievement of the ENDS of the College.

Response: While the daily activities of the institution are demanding, we continue to focus on the achievement of the goals and strategic priorities that support the College's ENDS. The Board's strategic priorities are administratively addressed through PIC. To further our efforts in this regard, the implementation of the Board's Strategic Goals and Objectives continue to be tracked.

General Executive Constraint #9

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

Response: To my knowledge, all assets are protected and with no or minimal risk. The only possible exception, of which the Board is already aware, has been created by the state's budget crisis. That exception is -- in meeting our projected budget's expenditure plan, we have had to make the difficult decision to recommend no increases in salaries as well as delay significant capital expenditures. These two areas are significant assets that need to be maintained.

On both fronts, as we have during this past year, 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 TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: COMPENSATION AND BENEFITS
--

The President shall maintain fiscal integrity and a positive public image with respect to employment, compensation, and benefits to employees, consultants, and contract workers.

Accordingly, the President may not:

Compensation and Benefits Constraint #1

Change his or her, own compensation and benefits.

Response: The President has not altered his benefits or compensation.

Compensation and Benefits Constraint #2

Employ persons in positions considered permanent in nature without Board approval.

Response: In most situations, those being recommended for employment in permanent positions are brought to the Board of Trustees for review and action. There are times where ratification of an employee who has already begun work is sought. This only occurs when it is critical to fill the position and a delay until the next Board meeting would hamper or place a continuing hardship on the College, should the position remain unfilled. In these situations, I remain committed to trying to alert the Board to the circumstances prior to the individual beginning their employment.

Compensation and Benefits Constraint #3

Employ full or part-time faculty whose credentials are not appropriate for the position.

Response: Considerable care and review of credentials occurs during the screening process. Credentials must match at least the minimum standard set for the position as outlined in the job description and job announcement. As a cleanup from years past and to meet the Higher Learning Commission's expectations, current full and associate faculty credentials remain under constant review. Plans have been implemented to help those who do not hold the necessary credentials so that they may proceed with obtaining the necessary degree. Progress by those who have development plans in place are being monitored within the Instructional Division.

Compensation and Benefits Constraint #4

Grant tenure without Board approval.

Response: Tenure has not been granted without Board approval. For the last six years, the President has brought forth a recommendation for each faculty member that is eligible to be granted tenure. The College's official records now reflect this action so there is never any question as to a full-time employee/faculty member's tenure status. Additionally, Human Resources has been asked to include a notation in job announcements as to whether or not a position is tenure track.

Compensation and Benefits Constraint #5

Sign a collective bargaining agreement without Board approval.

Response: No collective bargaining agreement has been signed, nor are any negotiations underway.

Compensation and Benefits Constraint #6.a

Establish current compensation and benefits which:

Deviate materially from the geographic or professional market for the skills employed, or become noncompetitive.

Response: Based on the Board’s acceptance of the salary recommendation as part of this coming year’s budget, the College will, in my opinion be in violation of this constraint. The recommendation provided freezes salaries and no new salary dollars will be given to increase the salary budget pool. Accordingly, our effort to continue to move the College’s compensation toward the average of its regional competing institutions has fallen behind. We are blessed with faculty and staff that remain committed to our mission, but they have to wonder about our ability and to provide appropriate compensation. While some positions may be at regional parity, it is my impression that most are not. Having now had salaries frozen for the past two years while other institutions and area governmental agencies and schools have not done so, has placed our staff and faculty compensation in jeopardy.

While no increase is recommended, the salary and benefits team continues to work and develop data and regional comparisons upon which future compensation decisions can be made.

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 #1

Indebt the organization in an amount greater than can be repaid by otherwise unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the Board for that purpose.

Response: While our resources are stretched, appropriate safeguards are in place and Mr. Vratil closely monitors activity such that compliance with this constraint is met.

Financial Condition #2

Expend funds from reserves, restricted or designated accounts, except for the purposes for which the account was established, without prior Board approval.

Response: To the best of my knowledge, no inappropriate expenditure of funds from reserves, restricted, or designated accounts have occurred. Prudent action and review has permitted a small growth in the College's reserves.

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 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 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 1990s. As you are aware the reserve, though we had projected the need to use some of it this year has actually grown because the state did not make some of the cuts we had anticipated. This is the fourth or fifth year in a row we have seen growth in the reserves, this in spite of some extreme fiscal difficulties. It is my impression that the reserves have grown on the sacrifices of our employees. In anticipation of our reduced enrollments at Fort Riley and the need to provide compensation increases for employees the Board can expect that the reserves will be used this coming year as part of the budget plan.

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: WORK PREPAREDNESS
--

Employer Satisfaction with Student Technical Skills
Spring 2003 Graduates

Annual: July 2004

<i>Vocational Programs</i>	NA	Poor	Good	Very Good
Technical Skills Related to Specific Jobs	6%	0%	40%	54%
Operating job-related tools, instruments & equipment	6%	0%	40%	54%

Notes: ~ Data were collected from 35 Employer Surveys reporting on graduates of the following programs: Dietary Manager, Business Computer Management, Child Care, Paramedic, Medical Laboratory Technician, Hazardous Materials, Occupational Therapist Assistant, Criminal Justice, Graphic Design, Dietetic Assistant, and Office Technology. Data from former nursing student Employer Surveys were not included, due to the use of a different survey that did not permit a comparable data summary.

Response: Employers of former vocational students indicate a high level of technical skill instruction, with 100% of applicable Employer Survey responses being either “good” or “very good.”

Employer Satisfaction with “Soft Skills”
Spring 2003 Graduates

Annual: July 2004

<i>Vocational Programs</i>	NA	Poor	Good	Very Good
Organizational Time-Management Skills	0%	11%	46%	43%
Quantity of Work Accomplished	0%	0%	43%	57%
Following Directions	0%	3%	46%	51%
Working Independently	0%	0%	40%	60%
Working Cooperatively With Others	0%	3%	31%	66%
Leadership/Promotion Potential	3%	5%	46%	46%
Personal Appearance/Dress	0%	3%	46%	51%
Attendance	3%	0%	46%	51%
Punctuality	6%	3%	34%	57%

Notes: ~ Data were collected from 35 Employer Surveys reporting on graduates of the following programs: Dietary Manager, Business Computer Management, Child Care, Paramedic, Medical Laboratory Technician, Hazardous Materials, Occupational Therapist Assistant, Criminal Justice, Graphic Design, Dietetic Assistant, and Office Technology. Data from former nursing student Employer Surveys were not included, due to the use of a different survey that did not permit a comparable data summary.

Response: The measurement of “soft skills” can be difficult due to the subjective nature of these skills. Nonetheless, employers appear to be relatively satisfied with the soft skills of former Barton vocational students, as evidence by the fact that ratings generally have been 90% or higher in the “good” and “very good” levels.

Placement of Students with Certificates in Field of Study

Annual: July 2004

Placement of Vocational Certificate Completers		1999-00	2000-01	2001-02	2002-03
Agriculture Certificate Programs <u>Includes:</u> Agri. Suppl. Retailing & Wholesaling - 01.0501 Agriculture Business Management (Cert2) - 0106 Production Irrigation - Option (KS CIP) - 01.0305 Fertilizer & Chemical Application (Cert2) - 0104 Agri. Prod. Workers & Managers, Gen. - 01.0301 Crop or Livestock Production (Cert2) - 0107	# Students working in Field of Study	0	0	0	0
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	0	0	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	0	0	1	0
	# Students in Military Service Full-time	0	0	0	0
	Totals	0	0	1	0
Hazardous Materials Certificate Program <u>Includes:</u> Environ. Control Technol./Tech., Other - 15.0599 HAZMAT (Cert2) - 1505 (Program started in 1998; virtually all students in program opt for the associate degree.)	# Students working in Field of Study	0	0	0	0
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	0	0	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	0	0	0	0
	# Students in Military Service Full-time	0	0	0	0
	Totals	0	0	0	0
Child Care & Guidance Certificate Program <u>Includes:</u> Child Care Services Manager - 20.0203 Child Care & Guidance (Cert2) - 2003	# Students working in Field of Study	0	0	0	0
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	2	1	6	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	1	5	1	0
	# Students in Military Service Full-time	0	0	0	0
	Totals	3	6	7	0

Placement of Students with Certificates in Field of Study (Continued)

Placement of Vocational Certificate Completers		1999-00	2000-01	2001-02	2002-03
Dietary Manager Certificate Programs <u>Includes:</u> Dietician Assistant - 20.0404 Dietary Manager (Cert1) - 2004 Dietary Manager (Cert2) - 2004	# Students working in Field of Study	3	7	3	10
	# Students not working in Field of Study	0	1	0	0
	# Students Pursuing Additional Education	0	0	1	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	4	0	11	4
	# Students in Military Service Full-time	0	0	0	0
	Totals	7	8	15	14
Criminal Justice Certificate Program <u>Includes:</u> Law Enforcement/Police Science - 43.0107 Criminal Justice (Cert1) - 4302	# Students working in Field of Study	0	0	0	0
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	0	0	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	0	0	0	0
	# Students in Military Service Full-time	0	0	0	0
	Totals	0	0	0	0
Fire Science Certificate Program <u>Includes:</u> Fire Science/Fire Fighting - 43.0203 Fire Science Technology - (Cert2) - 4303	# Students working in Field of Study	21	13	0	0
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	0	9	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	0	0	11	0
	# Students in Military Service Full-time	0	0	0	0
	Totals	21	13	20	0

Placement of Students with Certificates in Field of Study (Continued)

Placement of Vocational Certificate Completers		1999-00	2000-01	2001-02	2002-03
Automotive Technology Certificate Programs <u>Includes:</u> Auto/Automotive Mechanic/Technician - 47.0604 Automotive Technology (Cert2) - 4706 Diesel Engine Mechanic and Repairer - 47.0605 Diesel Mechanics (Cert2) - 4707	# Students working in Field of Study	0	0	0	0
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	10	15	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	0	11	11	7
	# Students in Military Service Full-time	0	0	0	0
	Totals	0	21	26	7
Welding Certificate Program <u>Includes:</u> Machine Shop Assistant - 48.0503 Welding (Cert2) - 4803	# Students working in Field of Study	0	0	0	0
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	0	0	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	0	0	0	0
	# Students in Military Service Full-time	0	0	0	0
	Totals	0	0	0	0
EMT/MICT Certificate Programs <u>Includes:</u> Emergency Medicine Tech/Technician - 51.0904 Emergency Medical Technician (Cert1) - 5107 Mobile Intensive Care Technician (Cert2) - 5109	# Students working in Field of Study	21	0	15	0
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	6	16	37	0
	# Unemployed Students not Pursuing Additional Education	6	0	0	0
	# Status Unknown	3	44	100	130
	# Students in Military Service Full-time	2	0	0	0
	Totals	38	60	152	130

Placement of Students with Certificates in Field of Study (Continued)

Placement of Vocational Certificate Completers		1999-00	2000-01	2001-02	2002-03
Medical Lab Certificate Program <u>Includes:</u> Medical Laboratory Technician - 51.1004 Phlebotomy Training (Cert1) - 5110	# Students working in Field of Study	0	0	0	0
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	0	0	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	0	0	0	0
	# Students in Military Service Full-time	0	0	0	0
	Totals	0	0	0	0
Licensed Practical Nurse Program <u>Includes:</u> Practical Nurse (LPN Training) - 51.1613 Nursing - PN (Cert2) - 5116	# Students working in Field of Study	11	5	3	15
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	3	14	0	0
	# Unemployed Students not Pursuing Additional Education	1	0	0	0
	# Status Unknown	11	1	8	4
	# Students in Military Service Full-time	0	0	0	0
	Totals	26	20	11	19
Adult Health Care Programs <u>Includes:</u> Nursing, Other - 51.1699 Activity Director (Cert1) - 5119 Certified Nurse Aide (Cert1) - 5120 Home Health Aide (Cert1) - 5121 Rehabilitation Aide (Cert1) - 5122 Social Service Designee (Cert1) - 5123 Health Aid - 51.2601 Certified Medication Aide (Cert1) - 5126	# Students working in Field of Study	0	0	0	0
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	49	85	61	44
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	179	166	258	166
	# Students in Military Service Full-time	0	0	0	0
	Totals	228	251	319	210

Placement of Students with Certificates in Field of Study (Continued)

Placement of Vocational Certificate Completers		1999-00	2000-01	2001-02	2002-03
Business Technologies Certificate Programs <u>Includes:</u> Admin. Assist./Sec. Science, General - 52.0401 Office Technology (Cert1 & Cert2) - 5205 Bus. Comp. Programming/Programmer - 52.1202 Business Computer Manage. (Cert1 & Cert2) - 5212 General Retailing Operations - 08.0705 Bus. Manage. & Leadership (Cert1 & Cert2) - 5217	# Students working in Field of Study	0	0	0	0
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	30	27	57	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	18	5	11	41
	# Students in Military Service Full-time	0	0	0	0
	Totals	48	32	68	41

Overall Placement – Vocational Certificate Completers

Placement of Vocational Certificate Completers		1999-00	2000-01	2001-02	2002-03
13 Sets of Certificate Programs, Overall	# Students working in Field of Study	56	25	21	25
	# Students not working in Field of Study	0	1	0	0
	# Students Pursuing Additional Education	90	153	186	44
	# Unemployed Students not Pursuing Additional Education	7	0	0	0
	# Status Unknown	216	232	412	352
	# Students in Military Service Full-time	2	0	0	0
	Totals	371	411	619	421

Notes: - One academic year equals July 1 through June 30.
 - Data obtained from a combination of IPEDS Completions Survey reports and from results of follow-up mail and/or telephone surveys of former students.

Response: For the four-year period (1999-00 to 2002-03), the total number of certificates awarded was 1,822. Of those who were awarded certificates, information on status was received/determined for 610 (33.5% follow-up rate). Excluding the 473 who continued with their education during the year after which they received their certificate, a total of 127 of the 137 for whom status was determined worked in their field of study, for a placement rate of 92.7%. Thus, Barton's overall placement rate for certificate completers has been relatively high, but the College still could do a better job at following up on certificate completers.

Placement of Vocational Degree Recipients in Field of Study

Annual: July 2004

Placement of Vocational Associate Degree Recipients		1999-00	2000-01	2001-02	2002-03
Agriculture Associate Degree Programs <u>Includes:</u> Agri. Suppl. Retail. & Wholesaling - 01.0501 Agriculture Business Management - 0106 Prod. Irrigation - Option (KS CIP) - 01.0305 Fertilizer & Chemical Application - 0104 Agri. Prod. Work. & Manage., Gen. - 01.0301 Crop or Livestock Production - 0107	# Students working in Field of Study	0	0	1	1
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	2	3	6
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	1	0	2	0
	# Students in Military Service Full-time	0	0	0	0
	Totals	1	2	6	7^a
Small Business/Management Administration Degree Program <u>Includes:</u> General Retailing Operations - 08.0705 Small Bus./Manage. Admin. Concentration - 5200	# Students working in Field of Study	3	1	0	1
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	2	2	0	0
	# Unemployed Students not Pursuing Additional Education	1	0	0	0
	# Status Unknown	3	5	6	0
	# Students in Military Service Full-time	1	2	0	0
	Totals	10	10	6	1^b
Hazardous Materials Degree Program (Ft. Riley) <u>Includes:</u> Environmental Control Tech, other - 15.0599 Hazardous Materials Management - 1505 (Degree program started in 1998.)	# Students working in Field of Study	0	0	1	3
	# Students not working in Field of Study	0	0	2	0
	# Students Pursuing Additional Education	0	0	0	0
	# Unemployed Students not Pursuing Additional Education	0	0	1	0
	# Status Unknown	2	8	4	1
	# Students in Military Service Full-time	0	0	2	2
	Totals	2	8	10	6

^a The Fall 2003 IPEDS Completions Survey reported only four completers in the Agriculture Associates Degree Program.

^b The Fall 2003 IPEDS Completions Survey reported 0 completers in the Small Business/Management Administration Degree Program.

Placement of Vocational Degree Recipients in Field of Study (Continued)

Placement of Vocational Associate Degree Recipients		1999-00	2000-01	2001-02	2002-03
Child Care & Guidance Degree Program <u>Includes:</u> Child Care Services Manager - 20.0203 Child Care & Guidance - 2003	# Students working in Field of Study	2	3	4	5
	# Students not working in Field of Study	0	1	2	0
	# Students Pursuing Additional Education	0	1	1	0
	# Unemployed Students not Pursuing Additional Education	3	0	1	0
	# Status Unknown	1	0	0	1
	# Students in Military Service Full-time	0	0	0	0
	Totals	6	5	8	6
Criminal Justice Degree Program <u>Includes:</u> Law Enforcement/Police Science - 43.0107 Criminal Justice - 4302	# Students working in Field of Study	4	4	0	4
	# Students not working in Field of Study	0	1	1	1
	# Students Pursuing Additional Education	1	0	6	0
	# Unemployed Students not Pursuing Additional Education	1	0	0	0
	# Status Unknown	4	8	8	6
	# Students in Military Service Full-time	0	0	0	0
	Totals	10	13	15	11
Fire Science Degree Program <u>Includes:</u> Fire Science/Fire Fighting - 43.0203 Fire Science Technology - 4303	# Students working in Field of Study	0	0	0	0
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	0	0	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	1	1	2	0
	# Students in Military Service Full-time	0	0	0	0
	Totals	1	1	2	0

Placement of Vocational Degree Recipients in Field of Study (Continued)

Placement of Vocational Associate Degree Recipients		1999-00	2000-01	2001-02	2002-03
Automotive Technology Degree Programs <u>Includes:</u> Auto/Automotive Mechanic/Technician - 47.0604 Automotive Technology - 4706 Diesel Engine Mechanic and Repairer - 47.0605 Diesel Mechanics - 4707	# Students working in Field of Study	0	1	0	0
	# Students not working in Field of Study	0	1	0	1
	# Students Pursuing Additional Education	4	0	0	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	1	1	0	1
	# Students in Military Service Full-time	0	0	0	1
	Totals	5	3	0	3
Drafting Degree Program <u>Includes:</u> Drafting, General - 48.0101 Drafting Technology - 4801 (Degree program discontinued in 2001.)	# Students working in Field of Study	0	0	0	0
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	0	0	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	0	1	0	0
	# Students in Military Service Full-time	0	0	0	0
	Totals	0	1	0	0
Occupational Therapy Assistant Degree Program <u>Includes:</u> Occupational Therapy Asst. - 51.0803 Occupational Therapy Assistant - 5108 (Program phased out 2001-02 through 2002-03)	# Students working in Field of Study	15	15	1	4
	# Students not working in Field of Study	1	0	0	0
	# Students Pursuing Additional Education	1	0	0	0
	# Unemployed Students not Pursuing Additional Education	2	1	0	0
	# Status Unknown	6	4	7	2
	# Students in Military Service Full-time	0	0	0	0
	Totals	25	20	8	6

Placement of Vocational Degree Recipients in Field of Study (Continued)

Placement of Vocational Associate Degree Recipients		1999-00	2000-01	2001-02	2002-03
Paramedic (MICT) Degree Program <u>Includes:</u> Emergency Medicine Tech/Technician - 51.0904 Mobile Intensive Care Technician - 5109	# Students working in Field of Study	0	0	6	6
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	0	0	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	1
	# Status Unknown	10	8	2	4
	# Students in Military Service Full-time	0	0	0	0
	Totals	10	8	8	11^c
Medical Lab Technician Degree Program <u>Includes:</u> Medical Laboratory Technician - 51.1004 Medical Laboratory Technician - 5110	# Students working in Field of Study	5	0	5	11
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	0	0	2
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	0	4	0	0
	# Students in Military Service Full-time	0	0	0	0
	Totals	5	4	5	13^d
Nursing Degree Program <u>Includes:</u> Nursing (RN -Training) - 51.1601 Nursing - ADN - 5117	# Students working in Field of Study	17	13	8	20
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	0	0	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	1	5	12	1
	# Students in Military Service Full-time	0	0	0	0
	Totals	18	18	20	21

^c The Fall 2003 IPEDS Completions Survey reported only nine completers in the Paramedic (MICT) Degree Program.

^d The Fall 2003 IPEDS Completions Survey reported only ten completers in the Medical Lab Technician Degree Program.

Placement of Vocational Degree Recipients in Field of Study (Continued)

Placement of Vocational Associate Degree Recipients		1999-00	2000-01	2001-02	2002-03
Business Technology Degree Programs <u>Includes:</u> Admin. Assist./Sec. Science, General - 52.0401 Admin. Assist. - 5207; Legal Off. Spec. - 5208; Med. Off. Spec. - 5209; and, Tech. Acct. Spec. - 5210 Bus. Comp. Programming/Programmer - 52.1202 Netwk. Spec. - 5215; and, Graphic Design Spec. - 5216 General Retailing Operations - 08.0705 Pens. Admin. - 5218; Personnel Manage. - 5219; Marketing Manage. - 5220; and, Bank Manage. - 5221	# Students working in Field of Study	18	15	5	7
	# Students not working in Field of Study	2	4	2	4
	# Students Pursuing Additional Education	8	3	6	4
	# Unemployed Students not Pursuing Additional Education	4	4	2	2
	# Status Unknown	22	37	35	31
	# Students in Military Service Full-time	0	2	0	0
	Totals	54	65	50	48
Dietary Manager Degree Program <u>Includes:</u> Dietician Assistant - 20.0404 Dietary Manager - 2004 (Degree program started in 1999.)	# Students working in Field of Study	0	0	0	10
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	0	0	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	0	0	1	4
	# Students in Military Service Full-time	0	0	0	0
	Totals	0	0	1	14

Overall Placement – Vocational Degree Recipients

Placement of Vocational Associate Degree Recipients		1999-00	2000-01	2001-02	2002-03
14 Sets of Degree Programs, Overall	# Students working in Field of Study	64	52	31	62
	# Students not working in Field of Study	3	7	7	6
	# Students Pursuing Additional Education	16	8	16	12
	# Unemployed Students not Pursuing Additional Education	11	5	4	3
	# Status Unknown	52	82	79	48
	# Students in Military Service Full-time	1	4	2	3
	Totals	147	158	139	134

Notes: - One academic year equals July 1 through June 30.
 - Data obtained from a combination of IPEDS Completions Survey reports and from results of follow-up mail and/or telephone surveys of former students.

Placement of Vocational Degree Recipients in Field of Study (Continued)

Response: For the four-year period (1999-00 to 2002-03), the total number of vocational degrees awarded was 578. Of those who were awarded degrees, information on status was received for 317 (54.8% follow-up rate). Of those degree completers for whom information on status was obtained (N = 317), 209 were reported to be working in their field of study for an overall placement rate of 65.9%. However, excluding the 52 who continued with their education during the year after which they received their vocational degree, overall placement rate was 78.9%. Thus, the placement rate for degree completers is relatively high, but the College could do a somewhat better job at following up on both vocational certificate completers (33.5%) and vocational degree completers (54.8%). The Office of Institutional Research & Records continues to work with the division office of Career & Technical Education to improve follow-up rates.

AUGUST BOARD MEETINGS/ACTIVITIES

- August 10** **Budget Hearing/Regular Board Meeting – 4:00 p.m., room U-219**
(upper level of Student Union)
- August 17** **President’s Forum – 8:00 a.m., Fine Arts Auditorium**
- August 20** **Annual Employee Picnic (35th Anniversary Kick-off Event)**
Camp Aldrich
- Hayrack rides will start at 5:30 p.m.
 - Dinner at 6:00 p.m. followed by lots of fun and prizes
- August 22** **Morrison Chapel Dedication – 2:00 p.m.**

The campus will be closed on Monday, September 6 for the Labor Day holiday.

President's Monthly Activities
June 01, 2004 – June 30, 2004

June 2	Facilitated President's Staff meeting Participated in Board of Trustees tour of facilities Facilitated Board of Trustees study session Attended Foundation Board meeting, appreciation dinner and Morrison Chapel tour
June 3 & 4	Vacation
June 6	Participated in the Center for Adult Education GED graduation along with staff and Dan Soeken
June 8	Facilitated President's Staff meeting Met with Gene O'Connor Facilitated special Board meeting
June 9	Facilitated PIC meeting
June 10	Participated in Fort Riley graduation along with staff and Mr. Mermis
June 11	Attended weekly Foundation meeting Met with Mr. Opie regarding Morrison Chapel project progress Met with a student regarding the Interrobang
June 14	Met with Volleyball Coach candidate Assisted Instructional Structure Team in developing its charter Met with Pend Armistead and Darnell Holopirek regarding Clements Services Met with representatives of the Foundation Board, Chairman Mermis to hear a presentation from the Clements Group Hosted dinner with Pend Armstead
June 15	Facilitated Board of Trustees meeting
June 16	Facilitated President's Staff meeting
June 17 & 18	Vacation
June 21	Met with Allen Glendenning Attended Aldrich Committee meeting
June 23	Attended KBOR meetings in Topeka
June 24	Attended KBOR meeting in Topeka

June 25 Attended KACCT/COP retreat-Dodge City Community College with
Mike Johnson

June 26 Attended KACCT/COP retreat-Dodge City Community College with
Mike Johnson

June 28 With staff, visited Salina Technical School to discuss joint
programming

June 29 Attended Foundation Administrative Committee meeting

June 30 Facilitated PIC Meeting
Facilitated President's Staff meeting
Attended Charlie Batman's retirement reception

Meeting of the Board of Trustees
Barton County Community College

July 20, 2004

EXECUTIVE SESSION

Detail: An executive session will be required.

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

Action: Board Chair

NOTICES AND COMMUNICATIONS

IMACA Education Foundation Grant
Letter from Sandy Drewes, Director of the Kellogg Institute
Note from Donna Shank of the Kansas Board of Regents

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

Grant	IMACA Education Foundation
Funding Agency	IMACA
Summary	IMACA is an organization that specializes in Auto Air Conditioning repair and Refrigerant Handling and Certification. The grants are exclusively for charitable or educational schools or organizations that train Auto Air Conditioning and related technology. The requested grant will be used to purchase new tools for the Air Conditioning Classes that are taught at BCCC.
Possible Services	<ul style="list-style-type: none"> This will allow new technology to be used in the Air Conditioning classes. The use of grant money will allow better use of budget funds for necessary expenses while still allowing the use of state of the art equipment.
Relationship to College Mission	<ul style="list-style-type: none"> As a Learning college this Grant is in complete agreement with our learning strategy
Target Population	<ul style="list-style-type: none"> The Automotive students in both high school and college classes will be served by the purchase of new equipment and afforded new learning opportunities.
Funding Range (Approximate)	\$1053.00
Indirect Cost Reimbursement	None
Funding Period	Summer Purchase 2004
Institutional Obligation	Purchase and use of equipment in curriculum
Cash	None
In-Kind	None
Personnel Required	Present Instructors
Existing	Yes
New	None
Application Deadline	No date specified/ASAP
Submission to BOT	

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, as authorized by the Board of Trustees.

Veldon L. Law

President's Signature

06-25-04

Date

RECEIVED

JUL 12 2004

PRESIDENT'S OFFICE

Appalachian

STATE UNIVERSITY

July 6, 2004

National Center for Developmental Education

ASU Box 32098
Boone, NC 28608-2098

(828) 262-3057
Fax: (828) 262-2128

www.ncde.appstate.edu

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

Dear Dr. Law:

As you know, Dr. Gillian Gabelmann was recently certified as a "Developmental Education Specialist" through the Kellogg Institute for the Training and Certification of Developmental Educators, Appalachian State University. As Director of the Kellogg Institute, I would like to take this opportunity to summarize her accomplishments in attaining certification.

In order to be certified as a "Developmental Education Specialist," it is necessary to complete a four-week training program on the campus at Appalachian State University. This training program consists of four week-long seminars on the topics of Assessment and Placement for Developmental Educators, Designing Learning Environments, Student Support Systems, and Outcomes Assessment and Program Evaluation. Each seminar involves approximately 32 contact hours and an additional 10-20 hours of student preparation each week. Upon completion of the seminars, participants are expected to produce a project or paper demonstrating their mastery of the concepts and techniques presented.

Following the summer training program, participants return to their home campuses and implement a program development project based on information obtained during the summer. Each project is designed in consultation with Institute staff and supervised by them during the Fall and Spring semesters.

Upon completion of the project and documentation of its impact, certification is granted. This certification is recognized by the Kellogg Institute, the National Center for Developmental Education, and Appalachian State University. It is also regarded as one of the most prestigious credentials in the field of developmental education.

kellexemimpactlet.wpd

Dr. Veldon L. Law
Page Two
July 6, 2004

You may be interested to know that Dr. Gabelmann's practicum report was cited by her advisor as being an outstanding effort. It has been placed in our resource library to be utilized by future Kelloggers in the designing of their own practicums!

Dr. Gabelmann is to be commended for finishing the certification process. She is among the fewer than eight hundred professionals in the field to have attained certification. Furthermore, the work completed in attaining certification represents a substantial commitment of her time, energy, and money for the purpose of professional development.

We congratulate Dr. Gillian Gabelmann on her achievement, and we thank you for providing the support necessary to implement the practicum project. It is our hope that her achievement will be of benefit to your institution.

Sincerely,

A handwritten signature in cursive script that reads "Sandy Drewes".

Sandy Drewes, Director
Kellogg Institute

cc: Dr. Gillian Gabelmann



KANSAS BOARD OF REGENTS

Dr. Law -

On behalf of the Board of Regents, I would like to thank you and your staff for the efforts put forth in developing your Performance Agreement. We sincerely appreciate the commitment and dedication of your institution to this important process.

Respectfully-
Donna L. Shank