

**Regular Meeting of the Board of Trustees  
Barton County Community College**

**January 17, 2006**

4:00 p.m. – Room U-219 (upper level of Student Union)

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The Chairman will call the meeting to order.

**2. INTRODUCTION OF GUESTS AND NEW EMPLOYEES**

The President will provide introductions.

**3. PUBLIC COMMENT**

The Chairman will invite public comments.

**4. MONITORING REPORTS**

The President will address organizational performance against Board policy on ENDS and EXECUTIVE LIMITATIONS. The ENDS monitoring reports have traditionally been presented to the Board in partial fulfillment of the Board's governance policy. As we move toward monitoring our ENDS in terms of what benefit; for what people; at what cost, these reports will continue to be modified to answer those three questions.

***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 fiscal difficulties and continue to meet the Board's ENDS. As the Board is aware, our funding mechanisms are volatile. The budget presented for the current year will be tight, but will address our immediate needs. I remain concerned that the future will remain difficult for us and as the Board has been apprised, we will have to make program/service cuts and/or be prepared to consistently go to the public and our students for increases to compensate for what I believe will be flat state funding for the foreseeable future.

As we did last year, we will provide to the Board possible program and service cuts based on the administration's interpretation of the institution's priorities as dictated by its mission. Additionally, we will provide recommendations regarding the revenue streams over which the Board has direct control. The Board can anticipate that the possibilities presented 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. Likewise, we have no new revenue sources and that will mean increases to taxpayers and students.

**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 Vision, Mission and ENDS.

**General Executive Constraint #9**

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

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

**POLICY TYPE: EXECUTIVE LIMITATIONS**

**POLICY TITLE: FINANCIAL CONDITION**

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 \$50,000 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. Preference shall be given to local vendors who can provide like quality products and services and who meet bid specifications within 5%. Any purchase of \$50,000 or more requires Board approval.

**Response:** We attempt to make the most cost effective purchases while giving local preference. No purchase of \$50,000 or more has been made without Board approval.

**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:** I'm pleased to report that we plan to maintain reserves at 20% or more for FY 06. With the new State payment schedule, we need to have the reserves above 20%.

## Financial Condition #8

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

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

### POLICY TYPE: ENDS

#### POLICY TITLE: PERSONAL ENRICHMENT

#### Title IX - Equity in Athletics Disclosure Act

<i>Full-time 20th Day Enrollment for Fall 2003</i>		<i>% of Total</i>
<b>Male Undergraduates</b>	462	42%
<b>Female Undergraduates</b>	637	58%
<b>Total Undergraduates</b>	<b>1,099</b>	<b>100%</b>

#### Annual: December 2005

<i>Athletically-Related Student Aid</i>	
<b>Male Athletes</b>	\$180,816
<b>Female Athletes</b>	\$166,788
<b>Totals</b>	<b>\$347,604</b>

**Note:** Athletically-related student aid is aid awarded to a student that requires the student to participate in an intercollegiate athletics program.

<i>Athletic Participation by Sport</i>	<b>Men's Teams</b>	<b>Women's Teams</b>
<b>Basketball</b>	12	14
<b>Baseball</b>	35	-
<b>Golf</b>	10	3
<b>Soccer</b>	24	16
<b>Softball</b>	-	20
<b>All Track Combined</b>	37	25
<b>Tennis</b>	12	4
<b>Volleyball</b>	-	12
<b>Total Participants</b>	<b>130</b>	<b>94</b>

**Note:** A participant is a student athlete who either a) is listed as a team member, b) practices with the team and receives coaching as of the day of the first scheduled intercollegiate contest, or c) receives athletically-related student aid.

<i>Expenses &amp; Revenue</i>	<b>Operating Expenses</b>	<b>% of Total</b>	<b>Actual Revenue</b>	<b>% of Total</b>
<b>Men's Teams</b>	\$100,089	53%	\$217,732	50%
<b>Women's Teams</b>	\$89,368	47%	\$221,948	50%
<b>Total Expenses &amp; Revenue</b>	<b>\$189,457</b>	<b>100%</b>	<b>\$439,680</b>	<b>100%</b>

**Notes:** -Operating expenses include lodging, meals, transportation, officials, uniforms, and equipment for both home and away games.

-Total Revenue consists primarily of operating budget, gate receipts (50/50 split), guarantees, and entry fees (charge to teams that participate in our tournaments). Of the gate receipts 92% of the revenue generated from the sale of reserved season tickets is included (the remaining 8% goes to the booster club). Guarantees and entry fees provide the percentage difference. Revenues do not include any state aid received on the athletes or income received from their student housing.

**Title IX - Equity in Athletics Disclosure Act, Continued**

<b>Head &amp; Assistant Coaching Staff</b>	<b>Head Coaching Staff</b>				<b>Assistant Coaching Staff</b>			
	<b>Male</b>		<b>Female</b>		<b>Male</b>		<b>Female</b>	
	<b>Full-time</b>	<b>Part-time</b>	<b>Full-time</b>	<b>Part-time</b>	<b>Full-time</b>	<b>Part-time</b>	<b>Full-time</b>	<b>Part-time</b>
<b>Men's Teams</b>	4	2	0	0	2	2	0	0
<b>Women's Teams</b>	5	1	0	1	2	0	2	1
<b>Totals</b>	<b>9</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>1</b>

**Note:** This table reflects the gender of the head and assistant coaching staff and whether they are assigned to the team on a full-time or part-time basis.

**Response:** This report indicates that the College is providing excellent opportunities for students to enrich their lives through participation in competitive athletics. The means by which the College is providing these opportunities is by providing adequate financial resources for the athletic teams to recruit quality student athletes and to operate their individual athletic programs.

**5. CONSENT AGENDA**

Routine items are presented for action in one motion. Any Trustee may remove an item from the consent agenda for individual discussion and action.

**Recommendation:** It is recommended that the Board approve the Consent Agenda as presented:

- Minutes of the regular meeting of the Board of Trustees, held on December 13, 2005
- Minutes of special meeting of the Board of Trustees, held on January 5, 2006
- Personnel (note: there were no personnel items to be included this month)
- Financial Report

**Regular Meeting of the Board of Trustees  
Barton County Community College  
December 13, 2005**

**ATTENDANCE**

Trustees Present: Robert Feldt, Mike Johnson, Don Learned, Dr. Paul Maneth, Judy Murphy (arrived at 4:07 p.m.) and J.B. Webster.

Trustees Absent: None

Other Attendees: Homer Kruckenberg, Mark Dean, Ron Vratil, Susan Thacker representing the Great Bend Tribune, Elaine Simmons, Mike Dawes, Dr. Gillian Gabelmann, Randall C. Henry, Darnell Holopirek, Allen Glendenning (arrived at 5:20 p.m.), Dr. Steve Maier and Marilyn Beary.

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Chairman Webster called the meeting of the Board of Trustees of Barton County Community College to order at 4:00 p.m., December 13, 2005 in room U-219 of the Student Union. He then led in the Pledge of Allegiance.

**INTRODUCTION OF GUESTS AND NEW EMPLOYEES**

Chairman Webster introduced guest Homer Kruckenberg. There were no new employees to introduce.

**PUBLIC COMMENT**

Chairman Webster asked if there were any public comments. Homer Kruckenberg expressed his concern about the "exotic" Community Report that was published by the College. He stated that USD 428 publishes a community report at the cost of 16 cents per copy and suggested that the College considers cutting quarters in the future.

**Note:** During the recessed meeting as the Board met in executive session, Mike Dawes checked on the cost for Barton's 2005 Community Report and advised Dr. Maier that the direct cost was 9 cents per copy. Dr. Maier later shared this information with the Board.

**MONITORING REPORTS**

Dr. Maier addressed organizational performance against Board policy on ENDS and Executive Limitations.

**ENDS DISCUSSION**

Dr. Maier facilitated a discussion relative to the ENDS...for what good, for what people, at what cost and suggested that the Board revisit the "Barton Experience."

**CONSENT AGENDA**

The following were included in the consent agenda for Board consideration:

- Minutes of the special meeting of the Board of Trustees, held on November 11, 2005
- Minutes of the regular meeting of the Board of Trustees, held on November 15, 2005
- Personnel (Note: there were no personnel items this month to include in the consent agenda.)
- Financial Report
- January Study Session

*Trustee Maneth moved that the consent agenda be approved as presented. The motion was seconded by Trustee Learned. Following discussion, the motion carried 5-0 (Trustee Murphy had not yet arrived.)*

## **ACTION ITEMS**

### ***Mission Statement***

The following was presented for further discussion and possible adoption at today's meeting: "The Mission is to deliver educational opportunities which improve the lives of students, meet the workforce needs of the region and strengthen our communities." *Trustee Johnson moved that the Mission Statement be approved as presented. The motion was seconded by Trustee Feldt.* Dr. Maier suggested that the Mission Statement include "Barton County Community College." Trustee Johnson then withdrew his motion. *Trustee Feldt moved that the Board approve as the Mission Statement, "The Mission of Barton County Community College is to deliver educational opportunities which improve the lives of students, meet the workforce needs of the region and strengthen our communities." The motion was seconded by Trustee Johnson.* Following further discussion, the motion carried 6-0.

### ***Vision Statement***

The following was presented for further discussion and possible adoption as the College's Vision Statement: "Barton County Community College will be a premier educational institution, recognized for its innovative and outstanding people, programs and services." Trustee Murphy recommended that the Vision Statement read, "Barton County Community College will be recognized as a premier educational institution, as a result of its innovative and outstanding people, programs and services."

*Trustee Feldt moved that the Board approve the Vision Statement as discussed at its December study session, "Barton County Community College will be a premier educational institution, recognized for its innovative and outstanding people, programs and services." The motion was seconded by Trustee Learned.* Following further discussion, the motion carried 6-0.

### ***Contract Renewal – eCollege On-Line Platform***

Dr. Maier advised that the College's current contract with eCollege will expire this month and recommended, following review of the negotiated contract by Mike Weltsch, Wynn Butler, Dr. Gabelmann, and Randy Henry, renewal of the contract, effective December 17<sup>th</sup> and ending June 30, 2009. *Trustee Learned moved that the Board approve the contract with eCollege. The motion was seconded by Trustee Johnson.* Following discussion, the motion carried 6-0.

### ***Bus Bids***

Dr. Maier advised that bid requests were sent to Bluebird, Thomas, and International. These are the three major bus manufacturers that manufacture buses to the Federal Motor Vehicle Safety Standards. The following were the results of the bids submitted:

24 passenger + 2 wheelchair locations bus:

**Kansas Truck (Wichita) - Aero Elite Eldorado - \$78,920**

46 passenger bus:

Kansas Truck (Wichita) - Bluebird RE activity bus - \$125,536

MidWest Bus Sales (Bonner Springs) - Thomas RE activity bus - \$125,482

**Allied Bus Sales (Lenexa) - International RE activity bus - \$113,108**

*Trustee Murphy moved that the Board authorize the President to expend the amounts for the two vehicles which are highlighted from Kansas Truck and Allied Bus Sales as presented. The motion was seconded by Trustee Learned.* Following discussion, the motion carried 6-0.

### **PROPOSED POLICY REVISIONS**

Dr. Maier asked that the Budgeting/Forecasting policy be removed from the agenda until a future date in order to allow additional discussion and clarification to questions presented at the Board's December study session. He did ask, however, that the Board consider approving the proposed revision to the last sentence of paragraph 3 of the Financial Condition as printed, "Any purchase of \$50,000 or more requires Board approval." *Trustee Feldt moved that the Board adopt the revision as presented. The motion was seconded by Trustee Murphy.* Following discussion, the motion carried 6-0.

### **INFORMATION**

The following informational items were shared with the Board:

- Mike Johnson reported on the KACCT meeting which was held in Fort Scott earlier this month.
- Dr. Maier reported on KBOR issues
- January Board Meetings/Activities

### **NOTICES AND COMMUNICATIONS**

The Board was presented with a report on the BASICS program at Ellsworth Correctional Facility. A follow-up discussion was facilitated by Elaine Simmons, Associate Dean of Community Education.

### **EXECUTIVE SESSION (#1)**

Chairman Webster advised that an executive session would be needed for the purpose of discussing non-elected personnel in order to protect the confidentiality of the individual being discussed. He asked that Randy Henry and Dr. Maier join the Trustees in executive session. *Trustee Johnson moved, in compliance with K.S.A. 75-4319, that the Board recess to executive session for 30 minutes at 4:50 p.m. to discuss non-elected personnel matters, 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 5:20 p.m. In compliance with this Act, no binding action may be taken in executive session. The motion was seconded by Trustee Murphy.* Following discussion, the motion carried 6-0.

**Open Session** – The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:20 p.m. Chairman Webster advised that the Board had discussed matters pertaining to non-elected personnel were discussed in order to protect the privacy interests of the individual(s) being discussed.

### **EXECUTIVE SESSION (#2)**

Chairman Webster advised that a second executive session would be needed for the purpose of consulting with the College attorney to discuss matters of attorney-client privilege in order to protect the privilege and the Board's position in litigation. He asked that Allen Glendenning and Randy Henry join the Trustees in executive session. Trustee Learned asked that Dr. Maier join the Trustees for a few minutes to clarify a question. *Trustee Maneth moved (in compliance with K.S.A. 75-4319) that the Board recess to executive session for 20 minutes at 5:22 p.m. to discuss matters of attorney-client privilege in order to protect the privilege and the Board's position in litigation, to reconvene in room U-219 of the Student Union at 5:42 p.m. and that no action would be taken in executive session. The motion was seconded by Trustee Johnson.* Following discussion, the motion carried 6-0.



**Open Session** – The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:42 p.m. Chairman Webster advised that the Board had discussed matters pertaining to non-elected personnel in order to protect the privacy interests of the individual(s) being discussed.

**EXECUTIVE SESSION CONTINUATION**

*Trustee Learned moved that the Board again recess to executive session for 28 minutes at 5:42 to reconvene in room U-219 of the Student Union at 6:10 p.m. to continue its consultation with legal counsel on matters of attorney-client privilege in order to protect the privilege and the Board's position in litigation. The motion was seconded by Trustee Feldt. Following discussion, the motion carried 5-1 with Trustee Maneth abstaining.*

**Note:** Dr. Maier was excused from the executive session at 5:45 p.m.

**Open Session** – The recessed session of the Board of Trustees of Barton County Community College reconvened at 6:10 p.m. Chairman Webster advised that the Board had discussed matters of attorney-client privilege in order to protect the privilege and the Board's position in potential litigation.

**ADJOURNMENT**

The meeting adjourned at 6:10 p.m.

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J.B. Webster, Chair

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Mike Johnson, Secretary

Recorded by Marilyn Beary

**Special Meeting of the Board of Trustees  
Barton County Community College  
January 5, 2006**

**CALL TO ORDER**

The special meeting of the Board of Trustees of Barton County Community College was called to order at 6:00 p.m. on January 5, 2006 in room U-219 of the Student Union.

**ATTENDANCE**

Trustees Present: Robert Feldt, Mike Johnson, Don Learned, Dr. Paul Maneth, Judy Murphy and J.B. Webster

Trustees Absent: None

Other Attendees: Mike Dawes, Randy Henry and Marilyn Beary

**EXECUTIVE SESSION**

Chairman Webster advised that an executive session would be needed for the purpose of consulting with the College attorney to discuss matters of attorney-client privilege in order to protect the privilege and the Board's position in potential litigation. He asked that Randy Henry join the Trustees in executive session.

*Trustee Feldt moved (in compliance with K.S.A. 75-4319) that the Board recess to executive session for 45 minutes at 6:01 p.m. to discuss matters of attorney-client privilege in order to protect the privilege and the Board's position in potential litigation, to reconvene in room U-219 of the Student Union at 6:46 p.m. and that no action would be taken in executive session. The motion was seconded by Trustee Murphy. Following discussion, the motion carried 6-0.*

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 6:46 p.m. in room U-219 of the Student Union. Chairman Webster advised that matters pertaining to non-elected personnel were discussed and that the Board would need to again recess to executive session to continue its consultation with the College attorney to discuss matters of attorney-client privilege in order to protect the privilege and the Board's position in potential litigation. He asked that Randy Henry again join the Trustees in executive session.

*Trustee Feldt moved (in compliance with K.S.A. 75-4319) that the Board recess to executive session for 30 minutes at 6:47 p.m. to continue its discussion on matters of attorney-client privilege, to reconvene in room U-219 of the Student Union at 7:17 p.m. The motion was seconded by Trustee Learned. Following discussion, the motion carried 6-0.*

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 7:17 p.m. in room U-219 of the Student Union. Chairman Webster advised that matters pertaining to non-elected personnel were discussed.

**ADJOURNMENT** – The meeting adjourned at 7:20 p.m.

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J.B. Webster, Chairman

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Mike Johnson, Secretary

Recorded by Marilyn Beary

BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 31-DECEMBER-05

1111 GENERAL FUND

YEAR TO DATE  
ACTUAL

REVENUES:

FALL TUITION	1,269,115.50
SPRING TUITION	0.00
SUMMER TUITION	42,097.50
FALL OUT OF STATE TUITION	147,492.00
SPRING OUT OF STATE TUITION	0.00
SUMMER OUT OF STATE TUITION	5,576.00
ON LINE TUITION	335,204.00
INTERNATIONAL TUITION	77,332.00
UNDOC RES ALIEN TUITION	564.00
GENERAL STUDENT FEES	0.00
LAVTR	0.00
STATE GRANTS	0.00
STATE OPERATING GRANT	2,515,048.00
COUNTY OUT DISTRICT TUITION	83,415.00
BARTON COUNTY AD VALOREM TAX	376,665.27
MOTOR VEHICLE TAX	401,771.96
RECREATIONAL VEHICLE TAX	5,122.92
NEIGHBORHOOD REVIT PRG	1,311.67
DELINQUENT TAXES	32,679.50
TAXABLE SALES	131.56
INTEREST-GENERAL	43,552.14
MISCELLANEOUS REIMBURSEMENTS	171,438.91
INSURANCE REIMBURSEMENTS	(9,733.44)
GENERAL MISCELLANEOUS	24,430.02
MISCELLANEOUS SALE OF PROPERTY	0.00
TRANSCRIPT REVENUE	17,802.00
MISCELLANEOUS ELECTRONIC DEPT REV	151.65
DONATIONS	0.00
FARM HOUSE RENTALS	3,600.00
FARM LEASE/CROP SALES	6,000.00
PAYMENT PLAN FEES	15,090.00
CAREER CENTER REVENUE	0.00
EVALUATION FEES	50.00
ITV REVENUE	0.00
INTERNATIONAL STUDENT FEE	2,100.00
GAIN ON SALE	0.00
REFUNDS-GENERAL	394.96
ROOM RENTAL-GENERAL	22,511.00
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TOTAL REVENUES	5,590,914.12

BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 31-DECEMBER-05

1111 GENERAL FUND

YEAR TO DATE  
ACTUAL

EXPENDITURES:

INSTRUCTION	2,250,320.64
PUBLIC SUPPORT	5,320.90
ACADEMIC SUPPORT	1,013,476.35
STUDENT SERVICES	432,602.96
INSTITUTIONAL SUPPORT	1,823,286.30
PHYSICAL PLANT OPERATION	893,363.00
STUDENT FINANCIAL SUPPORT	123,917.50
AUXILIARY SERVICES	31.97

TOTAL EXPENDITURES	6,542,319.62
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TRANSFERS AMONG FUNDS:

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

TOTAL TRANSFERS AMONG FUNDS:	498,000.00
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NET INCREASE/DECREASE IN NET ASSETS	(1,449,405.50)
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BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 31-DECEMBER-05

1112 VOCATIONAL FUND

YEAR TO DATE  
ACTUAL

REVENUES:

STATE OPERATING GRANT	1,022,184.00
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	1,081.69
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TOTAL REVENUES	1,023,265.69

EXPENDITURES:

INSTRUCTION	1,180,114.03
PUBLIC SERVICE	0.00
ACADEMIC SUPPORT	139,950.72
STUDENT SERVICES	0.00
INSTITUTIONAL SUPPORT	0.00
PHYSICAL PLANT OPERATION	0.00
AUXILIARY SERVICES	0.00
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TOTAL EXPENDITURES	1,320,064.75

NET INCREASE/DECREASE IN NET ASSETS	(296,799.06)
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BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 31-DECEMBER-05

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
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TOTAL REVENUES	0.00

EXPENDITURES:

INSTRUCTION	459,454.70
PUBLIC SERVICE	56,922.39
ACADEMIC SUPPORT	187,350.20
STUDENT SERVICES	118,059.94
INSTITUTIONAL SUPPORT	266,303.57
PHYSICAL PLANT OPERATION	64,478.82
AUXILIARY SERVICES	31,452.57
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TOTAL EXPENDITURES	1,184,022.19

NET INCREASE/DECREASE IN NET ASSETS	(1,184,022.19)
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BARTON COUNTY COMMUNITY COLLEGE  
GENERAL, VOCATIONAL, AND EMPLOYEE BENEFITS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED DECEMBER 31, 2005

	2005-06 BUDGET	PERIOD ENDED 12/31/05	YTD AVAILABLE	% AVAILABLE
Fund Balance, Beginning	\$4,585,281.00	\$4,585,281.00		
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Tuition-Out Of State	300,000.00	230,400.00	69,600.00	23.20%
Tuition-In State	4,077,000.00	1,646,981.00	2,430,019.00	59.60
Tuition-Out District	260,000.00	83,415.00	176,585.00	67.92
State Aid	6,759,000.00	3,537,232.00	3,221,768.00	47.67
Property Taxes	5,267,000.00	415,779.00	4,851,221.00	92.11
Other Taxes	830,000.00	401,772.00	428,228.00	51.59
Interest Income	90,000.00	43,552.00	46,448.00	51.61
Other	2,097,000.00	255,048.00	1,841,952.00	87.84
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Total Revenue	19,680,000.00	6,614,179.00	13,065,821.00	66.39
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Expenditures:				
Academic Salaries	6,778,000.00	3,206,212.00	3,571,788.00	52.70
Support Salaries	3,690,000.00	1,924,794.00	1,765,206.00	47.84
Supplies	4,079,000.00	1,610,590.00	2,468,410.00	60.52
Equipment	87,000.00	57,104.00	29,896.00	34.36
Advertising	50,000.00	28,938.00	21,062.00	42.12
Transfers & Other	460,000.00	400,000.00	60,000.00	13.04
Employee Benefits	2,323,000.00	1,184,022.00	1,138,978.00	49.03
General Insurance	230,000.00	186,237.00	43,763.00	19.03
Utilities	605,000.00	277,336.00	327,664.00	54.16
In County Scholarships	130,000.00	89,080.00	40,920.00	31.48
Capital Outlay	859,000.00	177,060.00	681,940.00	79.39
Maintenance	484,000.00	335,699.00	148,301.00	30.64
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Total Expenditures	19,775,000.00	9,477,072.00	10,297,928.00	52.08%
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Fund Balance, Ending	\$4,490,281.00	\$1,722,388.00		
<hr/> <hr/>				

BARTON COUNTY COMMUNITY COLLEGE  
GENERAL, VOCATIONAL AND EMPLOYEE BENEFITS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED DECEMBER 31, 2005 & 2004

	YEAR ENDED		NET CHANGE INCREASE (DECREASE)	% CHANGE
	12/31/05	12/31/04		
Fund Balance, Beginning	\$4,363,507.00	\$4,363,507.00	\$0.00	0.00%
<hr/>				
Tuition-Out Of State	230,400.00	166,836.00	63,564.00	38.10
Tuition-In State	1,646,981.00	1,669,473.00	-22,492.00	-1.35
Tuition-Out District	83,415.00	153,426.00	-70,011.00	-45.63
State Aid	3,537,232.00	2,917,505.00	619,727.00	21.24
Out District State Aid	0.00	0.00	0.00	
Property Taxes	415,779.00	354,474.00	61,305.00	17.29
Other Taxes	401,772.00	393,253.00	8,519.00	2.17
Interest Income	43,552.00	30,749.00	12,803.00	41.64
Other	255,048.00	290,801.00	-35,753.00	-12.29
<hr/>				
Total Revenue	6,614,179.00	5,976,517.00	637,662.00	10.67
<hr/>				
Expenditures:				
Academic Salaries	3,206,212.00	3,118,648.00	87,564.00	2.81
Support Salaries	1,924,794.00	1,835,562.00	89,232.00	4.86
Supplies	1,610,590.00	1,698,769.00	-88,179.00	-5.19
Equipment	57,104.00	15,587.00	41,517.00	266.36
Advertising	28,938.00	37,626.00	-8,688.00	-23.09
Transfers & Other	400,000.00	400,000.00	0.00	0.00
Employee Benefits	1,184,022.00	955,367.00	228,655.00	23.93
General Insurance	186,237.00	196,710.00	-10,473.00	-5.32
Utilities	277,336.00	286,126.00	-8,790.00	-3.07
In County Scholarships	89,080.00	87,138.00	1,942.00	2.23
Capital Outlay	177,060.00	590,327.00	-413,267.00	-70.01
Maintenance	335,699.00	258,781.00	76,918.00	29.72
<hr/>				
Total Expenditures	9,477,072.00	9,480,641.00	-3,569.00	-0.04
<hr/>				
Fund Balance, Ending	\$1,500,614.00	\$859,383.00	\$641,231.00	74.62%
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BARTON COUNTY COMMUNITY COLLEGE  
AUXILIARY FUNDS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED DECEMBER 31, 2005

	STUDENT UNION	DORMITORIES	ATHLETICS	CAMP ALDRICH	SIX MONTH ACTIVITY	2005-06 BUDGET	YTD AVAILABLE	% AVAILABLE
Fund Balance, Beginning:	376,521	437,385	98,798	88,952	1,001,656	1,001,656		
<hr/>								
Revenues:								
Vending	902				902	2,000	1,098	54.90
Bookstore	415,220				415,220	800,000	384,780	48.10
Food service	227,039			0	227,039	482,000	254,961	52.90
Fees	0			0	0	200,000	200,000	100.00
Supplies & Services		15,957			15,957	28,000	12,043	43.01
Housing Rental		525,884		27,099	552,983	1,000,000	447,017	44.70
Transfers			400,000	0	400,000	500,000	100,000	20.00
Revolving					0	0	0	
Misc.	1,006				1,006	4,000	2,994	74.85
Entry Fees & Other			990	0	990	16,000	15,010	93.81
<hr/>								
Total Revenues	644,167	541,841	400,990	27,099	1,614,097	3,032,000	1,417,903	46.76
<hr/>								
Expenditures:								
Salaries	40,530	65,758	4,276	29,256	139,820	285,000	145,180	50.94
Books & Supplies	465,260				465,260	725,000	259,740	35.83
Maintenance	10,760	36,176		3,387	50,323	110,000	59,677	54.25
Food	264,856	184,629		0	449,485	890,000	440,515	49.50
Utilities	2,899	49,511		11,433	63,843	185,000	121,157	65.49
Lease payments & Int	0	21,455			21,455	202,000	180,545	89.38
Travel & Recruiting			96,990		96,990	138,000	41,010	29.72
Officials			23,970		23,970	30,000	6,030	20.10
Training Supplies			11,069		11,069	17,000	5,931	34.89
Insurance			74,257		74,257	85,000	10,743	12.64
Equipment	0	131,283	69,475	0	200,758	200,000	(758)	(0.38)
Clinics & Awards			1,053		1,053	10,000	8,947	89.47
Transfers & Refunds		0	0		0	1,000	1,000	100.00
Revolving					0	0	0	
Nationals & Fees			3,173		3,173	40,000	36,827	92.07
Supplies	10,495	2,913	43,350	50	56,808	110,000	53,192	48.36
Misc.		0			0	1,000	1,000	100.00
<hr/>								
Total Expenditures	794,800	491,725	327,613	44,126	1,658,264	3,029,000	1,370,736	45.25
<hr/>								
Fund Balance, Ending	225,888	487,501	172,175	71,925	957,489	1,004,656		
<hr/>								

BARTON COUNTY COMMUNITY COLLEGE  
STUDENT UNION  
FUNDS FLOW ACTIVITY  
PERIOD ENDED DECEMBER 31, 2005 AND 2004

	PERIOD ENDED		NET CHANGE INCREASE (DECREASE)	%
	12/31/05	12/31/04		
Fund Balance, Beginning	\$376,521.00	\$473,710.00	(\$97,189.00)	-20.52
<hr/>				
Revenues:				
Vending	902.00	683.00	219.00	32.06
Bookstore	415,220.00	397,660.00	17,560.00	4.42
Food service	227,039.00	203,780.00	23,259.00	11.41
Fees & Misc.	1,006.00	1,254.00	-248.00	-19.78
<hr/>				
Total Revenues	644,167.00	603,377.00	40,790.00	6.76
<hr/>				
Expenditures:				
Salaries	40,530.00	36,074.00	4,456.00	12.35
Books & Supplies	465,260.00	493,435.00	-28,175.00	-5.71
Maintenance	13,659.00	11,295.00	2,364.00	20.93
Food	264,856.00	261,487.00	3,369.00	1.29
Lease payments & Int.	0.00	0.00	0.00	
Equipment	0.00	0.00	0.00	
Supplies	10,495.00	3,978.00	6,517.00	163.83
<hr/>				
Total Expenditures	794,800.00	806,269.00	-11,469.00	-1.42
<hr/>				
Fund Balance, Ending	\$225,888.00	\$270,818.00	(\$44,930.00)	-16.59
<hr/> <hr/>				

BARTON COUNTY COMMUNITY COLLEGE  
DORMITORIES  
FUNDS FLOW ACTIVITY  
PERIOD ENDED DECEMBER 31, 2005 AND 2004

	PERIOD ENDED		NET CHANGE INCREASE (DECREASE)	%
	12/31/05	12/31/04		
Fund Balance, Beginning	\$437,385.00	\$449,791.00	(\$12,406.00)	-2.76
<hr/>				
Revenues:				
Supplies & Services	15,957.00	10,903.00	5,054.00	46.35
Rental & Other	525,884.00	480,639.00	45,245.00	9.41
<hr/>				
Total Revenues	541,841.00	491,542.00	50,299.00	10.23
<hr/>				
Expenditures:				
Salaries	65,758.00	30,815.00	34,943.00	113.40
Maintenance	36,176.00	19,884.00	16,292.00	81.94
Food	184,629.00	162,343.00	22,286.00	13.73
Utilities	49,511.00	48,760.00	751.00	1.54
Lease payments & Int.	21,455.00	64,935.00	-43,480.00	-66.96
Equipment	131,283.00	0.00	131,283.00	
Transfers & Refunds	0.00	0.00	0.00	
Supplies	2,913.00	3,267.00	-354.00	-10.84
Misc.	0.00	0.00	0.00	
<hr/>				
Total Expenditures	491,725.00	330,004.00	161,721.00	49.01
<hr/>				
Fund Balance, Ending	\$487,501.00	\$611,329.00	(\$123,828.00)	-20.26
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BARTON COUNTY COMMUNITY COLLEGE  
ATHLETICS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED DECEMBER 31, 2005 AND 2004

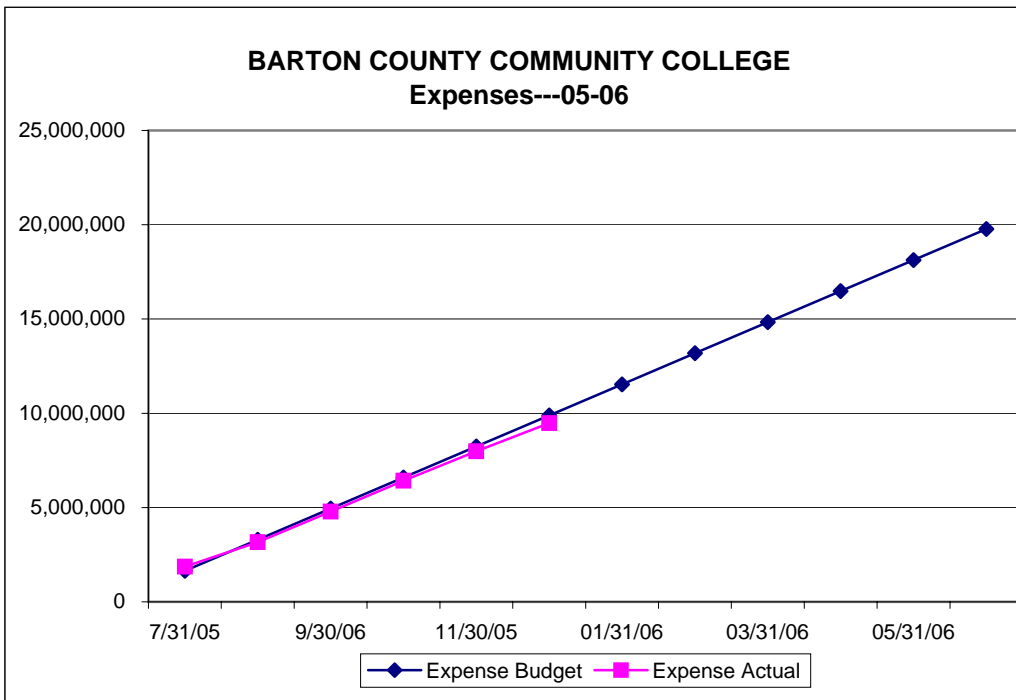
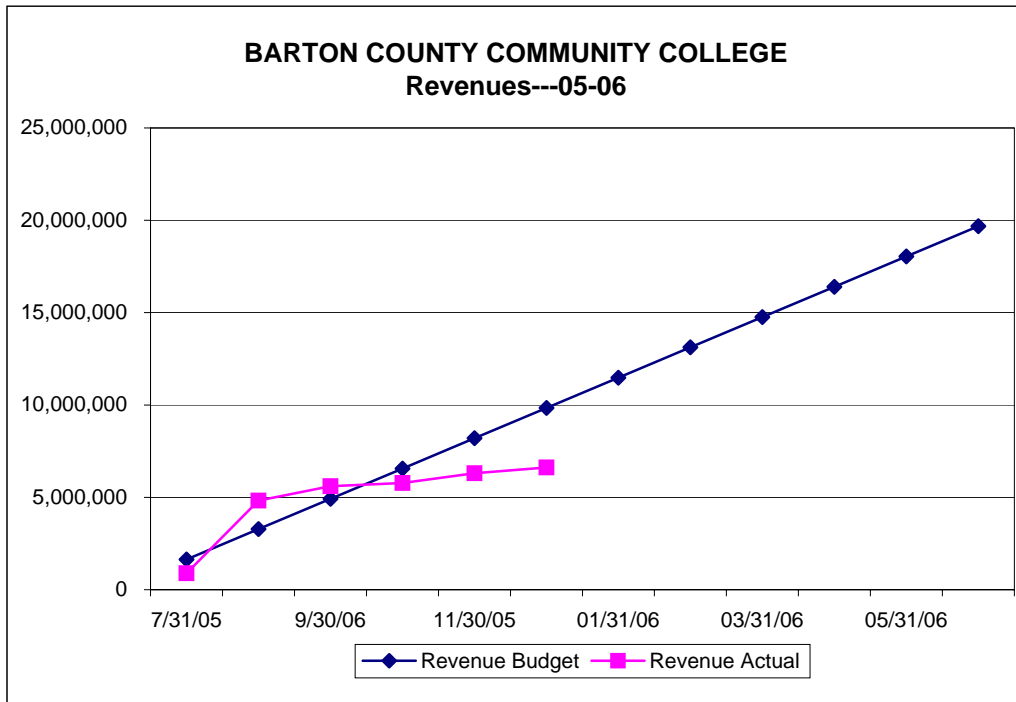
	PERIOD ENDED		NET CHANGE	%
	12/31/05	12/31/04	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	\$98,798.00	\$75,720.00	\$23,078.00	30.48
<hr/>				
Revenues:				
Transfers	400,000.00	400,000.00	0.00	0.00
Revolving	0.00	0.00	0.00	
Gate Receipts	0.00	0.00	0.00	
Entry Fees & Other	990.00	4,890.00	-3,900.00	-79.75
<hr/>				
Total Revenues	400,990.00	404,890.00	-3,900.00	-0.96
<hr/>				
Expenditures:				
Salaries	4,276.00	4,144.00	132.00	3.19
Travel & Recruiting	96,990.00	61,363.00	35,627.00	58.06
Officials	23,970.00	18,255.00	5,715.00	31.31
Training Supplies	11,069.00	12,463.00	-1,394.00	-11.19
Insurance	74,257.00	58,202.00	16,055.00	27.58
Equipment	69,475.00	65,560.00	3,915.00	5.97
Clinics & Awards	1,053.00	8,964.00	-7,911.00	-88.25
Transfers	0.00	0.00	0.00	
Nationals & Fees	3,173.00	4,692.00	-1,519.00	-32.37
Supplies	43,350.00	48,747.00	-5,397.00	-11.07
<hr/>				
Total Expenditures	327,613.00	282,390.00	45,223.00	16.01
<hr/>				
Fund Balance, Ending	\$172,175.00	\$198,220.00	(\$26,045.00)	-13.14
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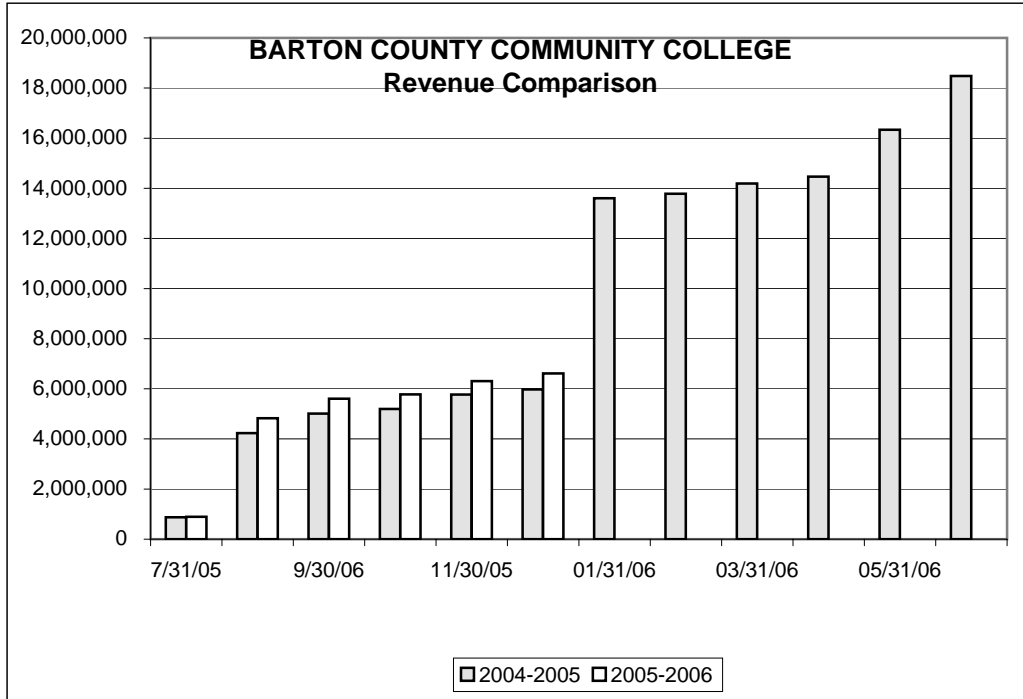
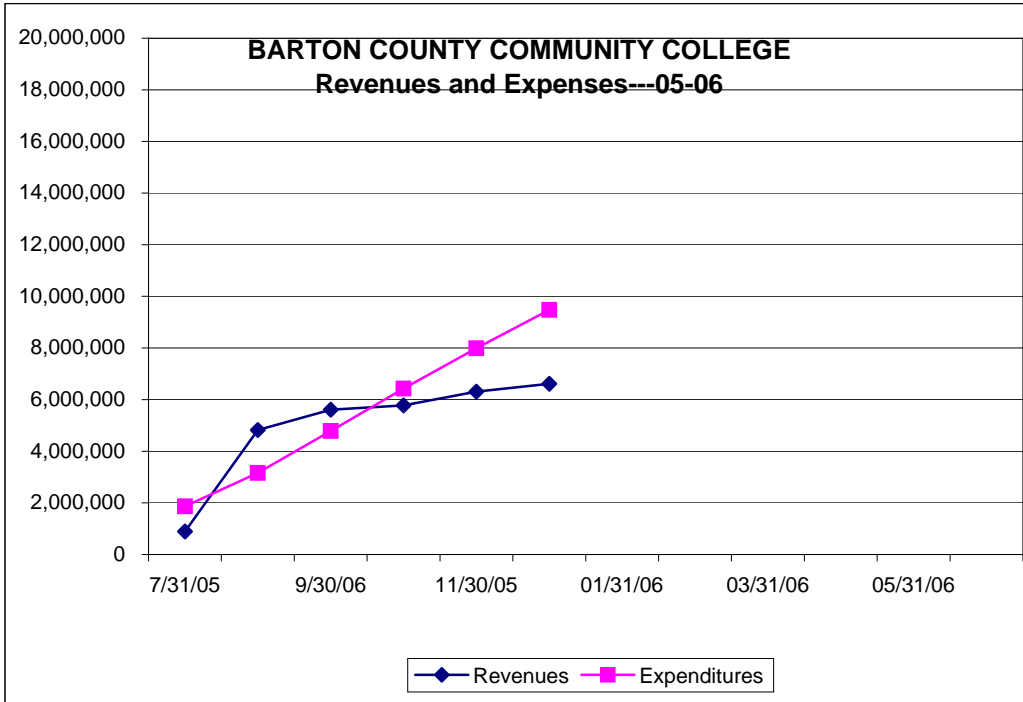
BARTON COUNTY COMMUNITY COLLEGE  
 CAMP ALDRICH  
 FUNDS FLOW ACTIVITY  
 PERIOD ENDED DECEMBER 31, 2005 AND 2004

	PERIOD ENDED		NET CHANGE INCREASE (DECREASE)	% CHANGE
	12/31/05	12/31/04		
Fund Balance, Beginning	\$88,952.00	\$45,978.00	\$42,974.00	93.47
<hr/>				
Revenues:				
Food Service	0.00	0.00	0.00	
Housing Rental	27,099.00	43,684.00	-16,585.00	-37.97
Transfers	0.00	50,000.00	-50,000.00	-100.00
<hr/>				
Total Revenues	27,099.00	93,684.00	-66,585.00	-71.07
<hr/>				
Expenditures:				
Salaries	29,256.00	24,584.00	4,672.00	19.00
Food	0.00	0.00	0.00	
Utilities	11,433.00	10,414.00	1,019.00	9.78
Equipment	0.00	0.00	0.00	
Supplies	3,437.00	5,089.00	-1,652.00	-32.46
<hr/>				
Total Expenditures	44,126.00	40,087.00	4,039.00	10.08
<hr/>				
Fund Balance, Ending	\$71,925.00	\$99,575.00	(\$27,650.00)	-27.77
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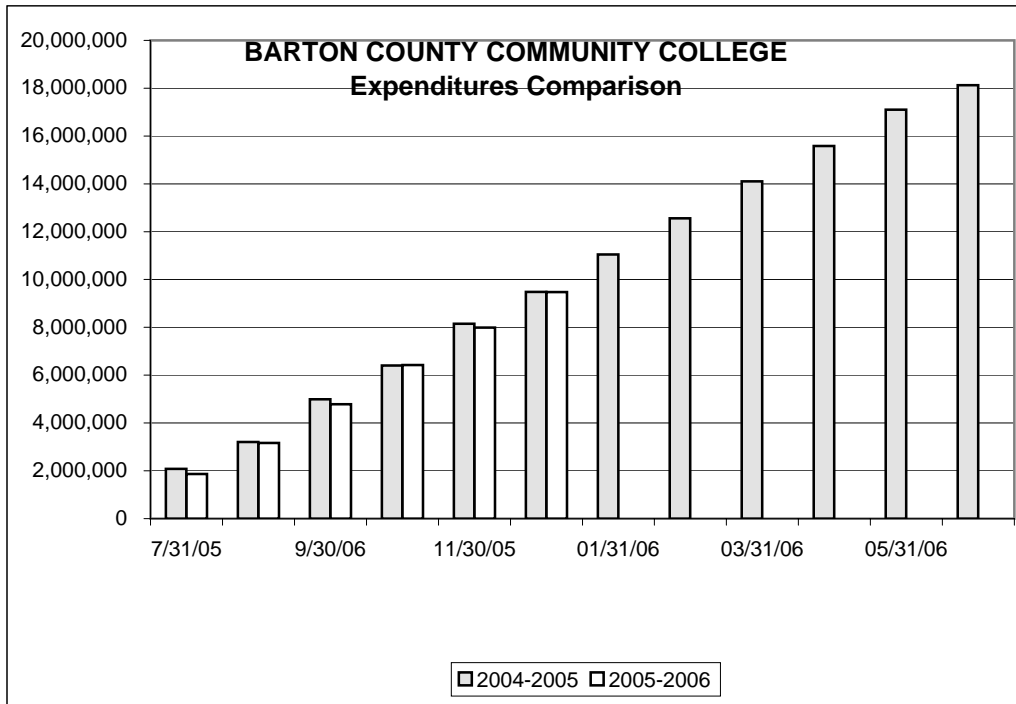
BARTON COUNTY COMMUNITY COLLEGE  
 TREASURER'S REPORT  
 12/31/05

FUND-DESCRIPTION	BEGIN-BAL	MONTH-RCPT	MONTH-EXP	YTD RCPT	YTD-EXP	END-BAL	CHECKING	INVEST	CHANGE
GENERAL & VOC	4,179,231	287,111	1,406,839	6,299,106	8,220,627	2,257,710	1,863,610	350,000	44,100
EMPLOYEE BENEFITS	0	0	190,770	0	1,184,022	(1,184,022)	(1,184,022)	0	0
STUDENT UNION	376,521	82,099	148,996	644,166	793,547	227,140	126,140	100,000	1,000
DORMITORY	437,385	613	77,765	541,841	491,725	487,501	387,101	100,000	400
CAMP ALDRICH	88,952	4,762	2,571	27,099	44,127	71,924	71,924	0	0
ATHLETICS	98,798	250	21,113	400,990	326,713	173,075	173,075	0	0
	5,180,887	374,835	1,848,054	7,913,202	11,060,761	2,033,328	1,437,828	550,000	45,500









## 6. **ACTION ITEMS**

### ***Proposed Revision of Mission Statement***

**Detail:** At its regular meeting on December 7, the Board approved the following Mission Statement: “The Mission of Barton County Community College is to deliver educational opportunities which improve the lives of students, meet the workforce needs of the region and strengthen our communities.”

**Recommendation:** Upon further review, it is recommended that the Mission Statement be revised as follows: “The Mission of Barton County Community College is to deliver educational opportunities ~~which~~ **that** improve the lives of students, meet the workforce needs of the region and strengthen ~~our~~ **its** communities.”

### ***Proposed Revision of Board Policies***

**Detail:** In order to provide clarity as well as concise budgetary planning, it is recommended that the Board considers revising the following policies as discussed at its monthly study session on January 4, 2006.

#### ***POLICY TYPE: EXECUTIVE LIMITATIONS*** ***POLICY TITLE: BUDGETING/FORECASTING***

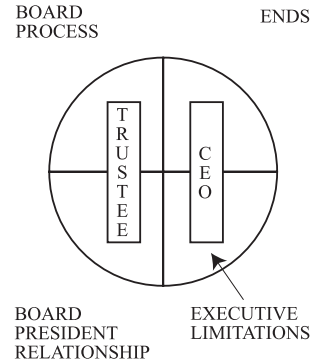
Budgeting for any fiscal year shall follow Board ENDS priorities, control College financial risk, and accurately reflect projections of income and expenses. The President shall propose a budget after first seeking broad input from all College constituencies. Budgets will become effective upon approval by the Board. **Any deviation shall require Board approval.**

Accordingly, the President shall not:

1. Propose an unbalanced budget. Supporting information shall include: a reasonable projection of revenues and expenses, separation of capital and operational items, and planning assumptions.
2. Propose a budget which does not take into account Board ENDS priorities.
3. Propose a budget which excludes adequate support for Board operations (fiscal audit, legal expenses, Board development and training, and Board membership fees), and non-compensation needs such as plant and facilities maintenance, instructional equipment, new program and course development, staff development, institutional research, etc.

4. Propose an **unrestricted** operating budget which allows the College cash reserve to drop below 15% of its annual budget, ~~working toward a goal of 25%~~ **10%, to insure that a positive cash flow and a contingency fund are maintained..**
5. Propose a budget which does not include a recommendation for staff and faculty salary increases.

--This policy adopted on 03-27-97  
 Revised on 10-16-97  
 Reviewed on 07-05-00 (no changes)  
 Revised on 08-06-02  
 Reviewed on 03-06-03 (no changes)  
 Reviewed on 09-01-04 (no changes)  
 Revised on 12-13-05



\*\*\*\*\*

**POLICY TYPE: EXECUTIVE LIMITATIONS**  
**POLICY TITLE: FINANCIAL CONDITION**

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.

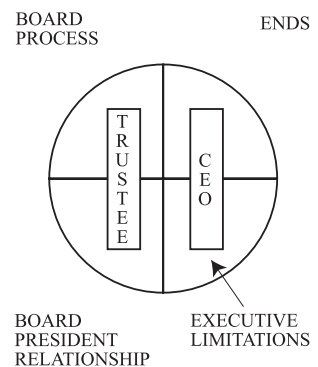
It is material deviation to:

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.
2. Expend funds from reserves, restricted, or designated accounts, except for the purposes for which the account was established, without prior Board approval.
3. Make any purchase without prudent protection against conflict of interest or over \$50,000 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. Preference shall be given to local vendors who can provide like quality products and services, and who meet bid specifications within 5%. Any purchase of \$50,000 or more requires Board approval.
4. Accept gifts or grants which obligate the College to make future expenditures of funds or human resources other than those created by the gift or grant without Board approval.

5. Accept gifts or grants which are not in the best interest of the College.
6. Fail to maintain adequate **cash** reserves ~~which allows the College cash reserve to drop below 15% of its annual budget, working toward a goal of 25%~~ **for positive cash flow and contingencies equal to at least 10% of the unrestricted operating budget.**
7. Knowingly jeopardize aid from state, federal, or other funding sources before, during, or after the aided activity.
8. Fail to provide a monthly report of the College's current financial condition.
9. Allow cash to drop below the amount needed to settle payroll and debts in a timely manner.
10. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.

-- This policy adopted on 03-27-97  
 Revised on 05-14-98  
 Reviewed on 09-06-00 (no changes)  
 Reviewed on 03-06-03 (no changes)

Reviewed on 09-01-04 (no changes)  
 Revised on 09-20-05  
 Revised on 12-13-05



***Proposed Emergency Services Administration Program***

**Detail:** At its January 4, 2006 study session, the Board was presented with information relative to a proposed Emergency Services Administration Program. In order to present this proposed new program to the Kansas Board of Regents, the College must first have official approval of the Board of Trustees. This EMS Administration degree is designed specifically for individuals who are currently, or are interested in becoming, administrators within an EMS organization. This will provide an opportunity for students to further their education in the medical field providing competent administrators for local, state and national EMS services.

**Recommendation:** It is the Administration's recommendation that the Board of Trustees approves the new Emergency Services Administration Program and authorizes it to be presented to the Kansas Board of Regents for consideration.

**7. INFORMATION**

**KACCT/KBOR REPORT**

Mike Johnson and Dr. Maier will update the Board concerning Kansas Association of Community College Trustees and Kansas Board of Regents activities.

**FEBRUARY BOARD MEETINGS/ACTIVITIES**

**Wed., Feb. 1**      **Board Study Session – 12:00 noon, room U-219** (upper level of the Student Union)

**Wed., Feb. 15**      **KACCT Meeting/Phi Theta Kappa Recognition Luncheon** in Topeka

**Tues., Feb. 21**      **Regular Board Meeting – 4:00 p.m., room U-219** (upper level of the Student Union)

**8. NOTICES AND COMMUNICATIONS**

# Standards of Excellence

Review Program

December 2, 2005

Dr. Dick Wade  
Dean of Enrollment Management  
Barton County Community College  
245 NE 30 Road  
Great Bends, KS 67530

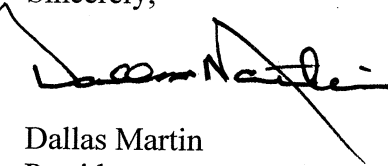
Dear Dr. Wade:

Myrna Perkins has served as a peer reviewer for NASFAA's Standards of Excellence (SOE) Review Program for six years. During this time, Mrs. Perkins has shown incredible dedication to the financial aid profession by sharing her knowledge and expertise with institutions across the country and has helped build the SOE Review Program to its current level of excellence. We also appreciate your institution's willingness to allow Mrs. Perkins time out of the office to participate in these reviews.

NASFAA attributes the growth and success of the SOE Review Program to having strong and capable peer reviewers. We recognize the contributions all of our peer reviewers have made in helping us build the program and maintain its high caliber of service.

We look forward to having Mrs. Perkins as a peer reviewer for many years to come.

Sincerely,



Dallas Martin  
President

cc: Myrna Perkins



NATIONAL ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
1129 20th STREET NW SUITE 400 WASHINGTON, DC 20036-3489

9. **EXECUTIVE SESSION**

An executive session may be required.

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

10. **ADJOURNMENT**

At the conclusion of the meeting, the Board will adjourn.