

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

**Tuesday, September 20, 2005 – 4:00 p.m.
U-219 (Upper Level of Student Union)**

AGENDA

1. **Call to Order and Pledge of Allegiance** 1
The Chairman will call the meeting to order
2. **Introduction of Guests and New Employees** 1
The President will provide introductions
3. **Public Comment** 1
The Chairman will invite public comments
4. **Monitoring Reports** 1
The President will address organizational performance against Board policy on ENDS and EXECUTIVE LIMITATIONS
5. **Ends Discussion** 18
The Board will review College ENDS in terms of:
 (a) what good or benefit will we provide,
 (b) for what people,
 (c) at what cost?
6. **Executive Limitations Discussion** 25
The Board will review Executive Limitations
7. **Consent Agenda** 31

Minutes of August 9, 2005 Budget Hearing/Regular Board Meeting
Personnel (note: there are no personnel items this month)
Financial Report
8. **Action Items** 50
Memorandum of Understanding with USD #428
October Board Meeting Change
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Executive Limitations Revisions
ENDS Changes
9. **Information** 61
KACCT/KBOR Report
October Board Meetings/Activities
10. **Executive Session** (if needed) 62
11. **Notices and Communications** 63
12. **Adjournment** 63

Meeting of the Board of Trustees
Barton County Community College

September 20, 2005

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

Monitoring Reports September 2005

POLICY TYPE: ENDS

POLICY TITLE: BARTON EXPERIENCE
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Community Giving in Support of the Foundation Annual: September 2005

<i>Foundation Operations</i>	2002	2003	2004	2005
Total Cash & Investments	\$3,729,618	\$3,340,940	\$3,599,395	\$4,071,834
Other Assets	\$613,004	\$618,319	\$988,398	\$944,990
Total Assets*	\$4,342,622	\$3,959,259	\$4,587,793	\$5,016,824
<i>Foundation Scholarships</i>	2002-03 Year	2003-04 Year	2004-05 Year	
Annually Funded Scholarships*	\$4,000	\$8,500	\$7,850	
Employee Development Fund	\$5,400	\$6,000	\$6,000	
Endowed	\$95,000	\$100,150	\$121,875	
Foundation GPA Awards*	n/a	n/a	n/a	
Misc. Scholarships*	n/a	n/a	\$16,130	
Gifts and Grants*	\$25,029	\$24,113	\$46,053	

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

***Annually Funded Scholarships Notes:** The 2002-2003 lower amount is due to:

- The AEF campaign was moved to the spring of each year resulting in funds not being received in time for disbursement for the 2002-2003 school year
- Policy change of not awarding scholarships until money is received from the donor
- Students did not meet donor-specified criteria
- Due to a breakdown in communications, donors were not contacted and invoiced

***Foundation GPA Awards Notes:** From 2002-2003 forward, the GPA Awards category is no longer applicable. All foundation-awarded scholarships are based on GPA levels and funded from the other categories listed above.

***Misc. Scholarships:** From 2004-2005, scholarships awarded from memorial donations or honorarium scholarships are separated into this category.

***Gifts and Grants:** The increased amount in this account is from the donations and expenditures of the Thelma Faye Harms Wellness Center. Funds will be deposited into and spent from this account for five years.

Alumni Contributions

Annual: September 2005

Annual Enrichment Fund		
Donations	# of Donors	Gift Value
AEF Pledge Drive	89	\$13,227.90
Land Income - Frank & Leila Smith	2	\$3,703.50
Gifts & Grants	1	\$1,376.00
Donations to endowed scholarships	11	\$13,819.35
Annually funded scholarships	11	\$10,000.00
Miscellaneous Scholarship Fund	36	\$1,142.00
Nursing Faculty Enhancement	12	\$6,440.00
Totals	162	\$49,708.75

Employee Development Fund		
Donations	# of Donors	Gift Value
Payroll Deduction Pledged by Employees	93	\$5,537.74

Special Gifts		
Donations	# of Donors	Gift Value
<i>**Cash donations for reimbursements</i>	<i>2</i>	<i>\$1,000.00</i>
<i>Non-Auction Gift-in-Kind</i>	<i>4</i>	<i>\$13,149.12</i>
Gifts & Grants	2	\$25,000.00
Cohen Center Construction	1	\$25,000.00
Cohen Center Maintenance	1	\$50,810.00
Totals	10	\$114,959.12

Shafer Art Gallery		
Donations	# of Donors	Gift Value
Donations to Friends of the Gallery	32	\$2,872.62
Cash Donations	4	\$592.29
Gallery Fees & Lease Income	4	\$2,860.00
Totals	40	\$6,324.91

Big Benefit Auction		
Donations	# of Donors	Gift Value
<i>Auction Donors – Gift-in-Kind</i>	<i>126</i>	<i>\$37,320.43</i>
Auction Purchasers – Unrestricted	105	\$21,019.00
Dale & Donna Oliver Honorarium	41	\$9,210.67
Auction Underwriters – Cash Donations	53	\$8,850.00
Donations to Title IV Scholarship	5	\$1,660.00
Donations to Cougar Tales Bookstore	4	\$5,465.00
<i>**Ticket sales (247 tickets holders)</i>	<i>104</i>	<i>\$6,175.00</i>
Totals	438	\$89,700.10

Cougar Tales Bookstore		
Donations	# of Donors	Gift Value
Sales	103	\$4,805.96
<i>Gift in Kind Donations</i>	14	\$4,873.40
Cash Donations	3	\$74.50
Donations from 04 Auction	4	\$9,034.00
Sales Tax Collected on each sale	-	333.20
Totals	124	\$19,121.06

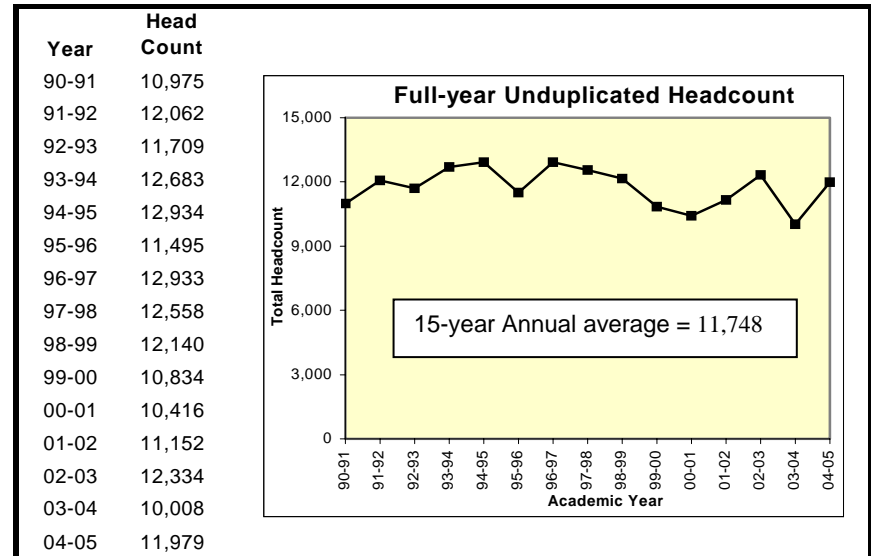
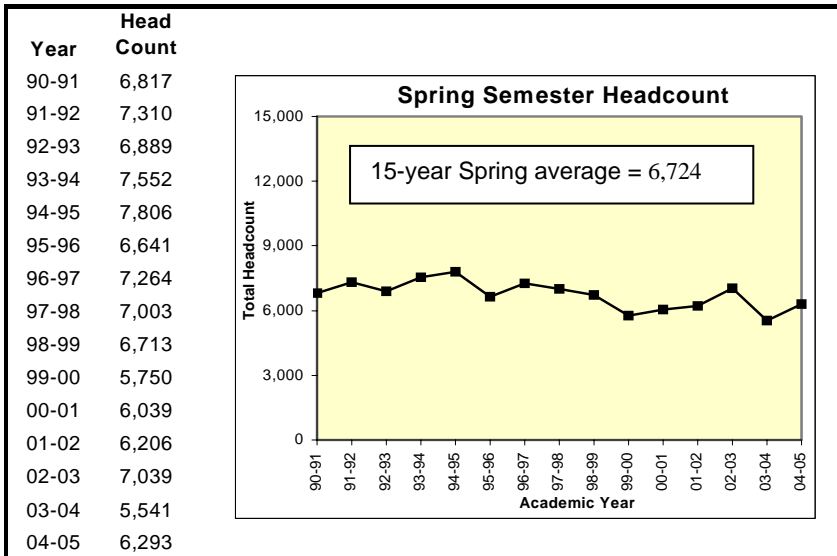
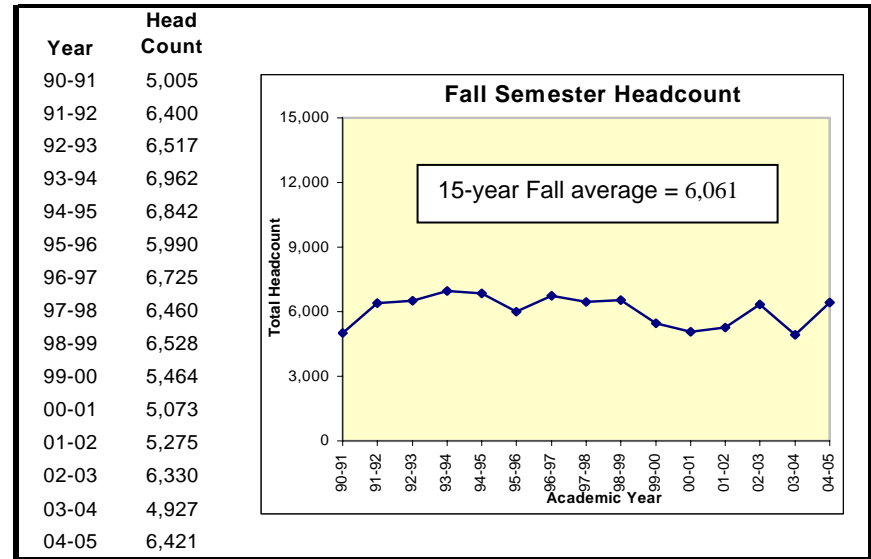
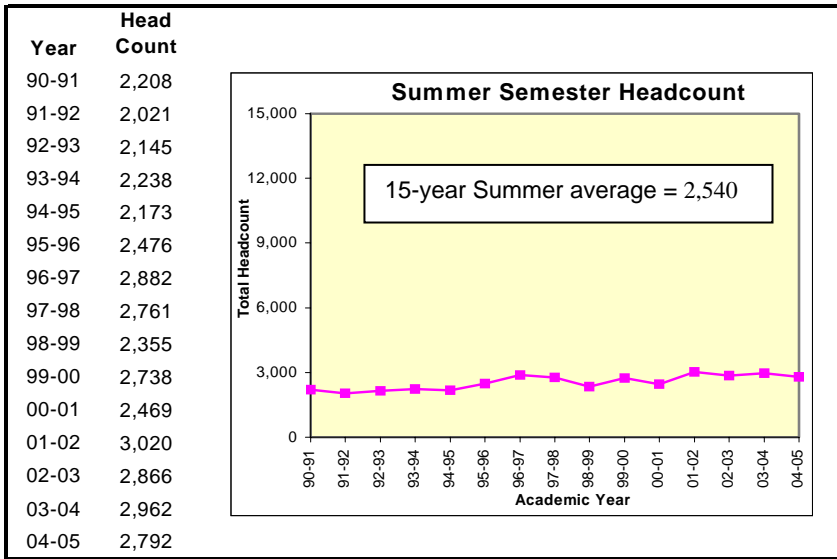
MUPTC		
Donations	# of Donors	Gift Value
<i>Gift-In-Kind Donations – Goods or Services</i>	6	\$17,526.23
Cash Donations	9	\$44,500.00
Totals	15	\$62,026.23

Ethnic Opportunities Fund		
Donations	# of Donors	Gift Value
LaOportunidad Fund	8	\$4,650.28

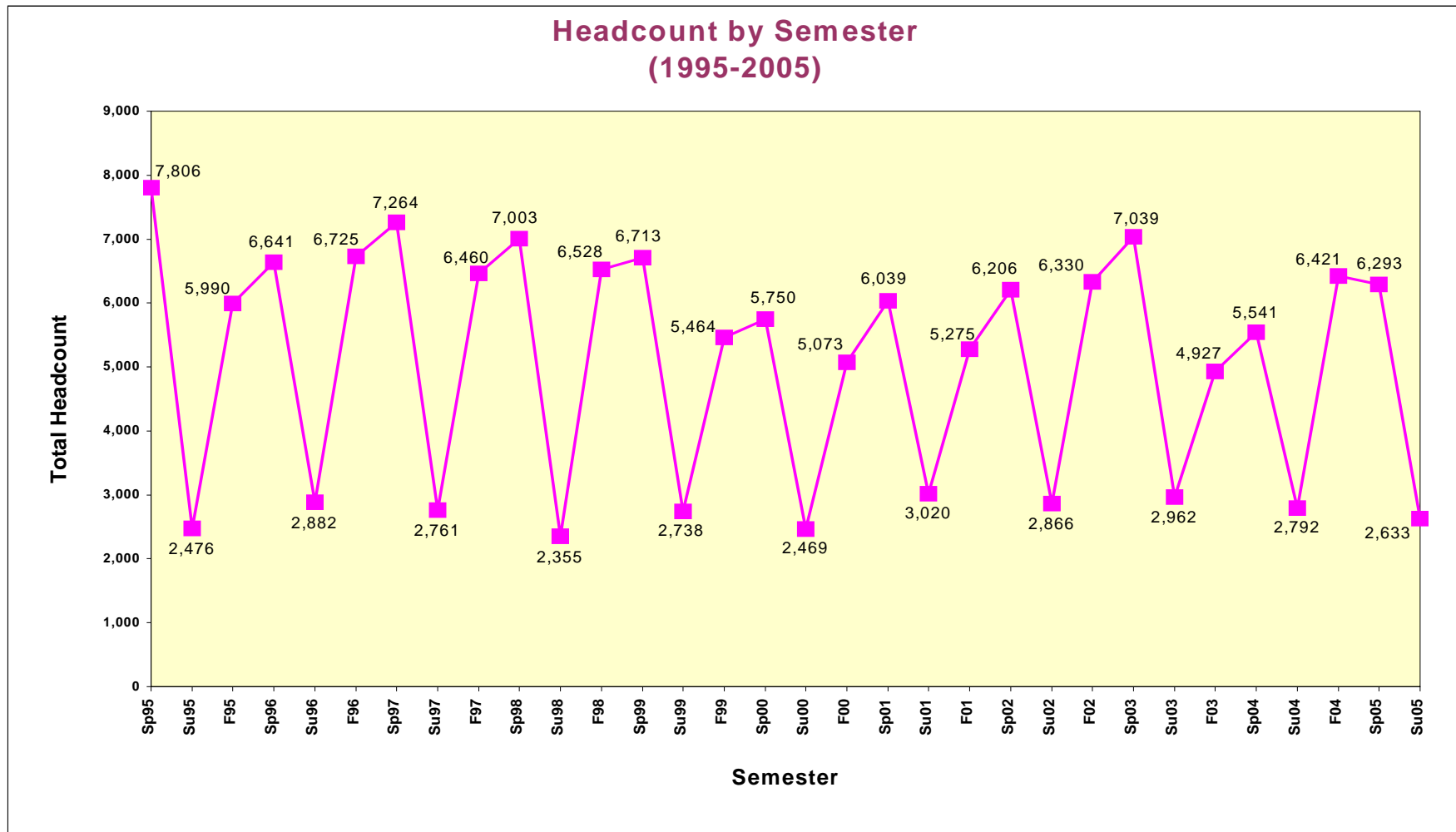
- Grand Total of all Funds Generated for 2004-2005 fiscal year \$ 352,028.19
- All items in regular font indicate actual cash.
- All items in italics indicate gifts in kind that remain an asset of the Foundation or services which were offered at a discount that translated into a fiscal savings to the college or gifts in kind that were donated to the auction and then sold so no longer remain with the college or foundation as an asset, but which generate the cash total for the auction.
- All items with double asterisks (**) and italics indicate either a cash reimbursement or money for tickets sold where value of ticket was spent on food (Auction) – although these items show cash coming in, they equaled an amount of expense paid out therefore creating a wash.
- To determine the actual monetary value raised, all Gift in Kind donations would need to be deducted from the Grand Total as well as any expenses for the Cougar Tales Bookstore or for the above mentioned campaigns.
- When reviewing the total number of donors to the Big Benefit Auction please be aware that the number will be somewhat inflated, because the same individual or business may be included in more than one category of giving. For example, someone could donate a gift-in-kind item, buy tickets, and also purchase items at the auction, and therefore would be included as a donor in all three categories.
- The two differences between this report and last year's are that 1) there were no bequests and 2) the Cougar Tales Bookstore was added as of October, 2004 when we began taking donations.

Enrollment Comparisons

Annual: September 2005



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

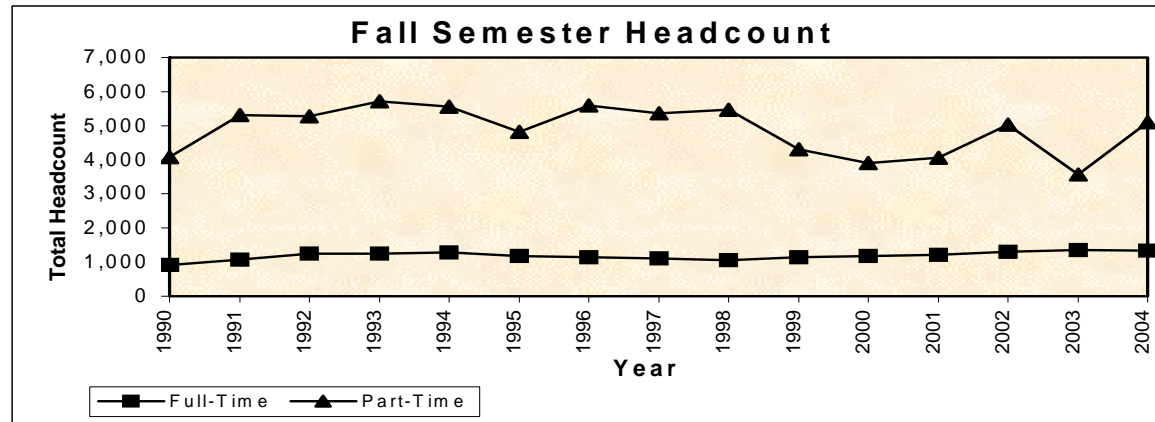


Response: In previous academic years, the highest headcount always occurred during the Spring semester. However, in Fall 2004, that trend did not hold true when headcount was actually higher than the following spring's headcount. Periodic enrollment reports containing more detailed elements provide the administration with snapshots of semester trends.

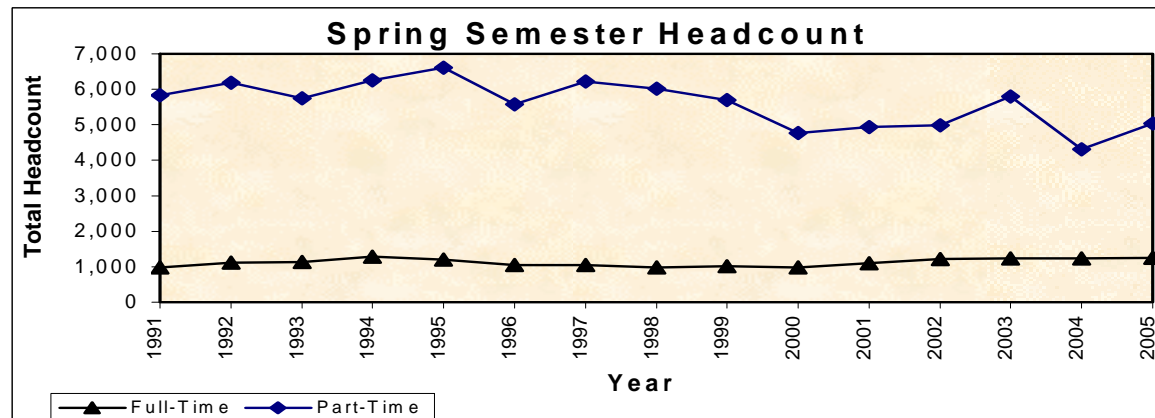
Enrollment Comparisons (cont.)

Annual: September 2005

Year	Full-Time	Part-Time
1990	920	4,085
1991	1,080	5,320
1992	1,245	5,272
1993	1,250	5,712
1994	1,288	5,554
1995	1,177	4,813
1996	1,139	5,586
1997	1,100	5,360
1998	1,054	5,474
1999	1,149	4,315
2000	1,172	3,901
2001	1,217	4,058
2002	1,302	5,028
2003	1,358	3,569
2004	1,329	5,092



Year	Full-Time	Part-Time
1991	976	5,841
1992	1,118	6,192
1993	1,134	5,755
1994	1,292	6,260
1995	1,203	6,603
1996	1,054	5,587
1997	1,040	6,224
1998	983	6,020
1999	1,012	5,701
2000	975	4,775
2001	1,102	4,937
2002	1,221	4,985
2003	1,239	5,800
2004	1,227	4,314
2005	1,248	5,045



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

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

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

Total Degrees/Certificates Awarded by Level

Annual: September 2005

<i>Award Level</i>	2000-01	2001-02	2002-03	2003-04	2004-05
Certificates of Less than 1 academic year (ex. EMT, Dietary Manager)	346	562	394	338	329
Certificates of at least 1 but less than 2 academic years (ex. Nursing - LPN Training)	65	51	65	80	89
Associate Degrees (ex. Nursing - RN Training)	428	421	450	498	475

Note: One year equals July 1 through June 30.

Grants Enhancing the College Mission

Annual: September 2005

Grants Funded for FY 06 - As of 09/01/2005					
Grant	Agency	Amount	Program Year	Duration	Target Population
Upward Bound	USDE	\$234,624	09/01/05 - 08/30/06	1 Year*	50 HS Students
Student Support Services	USDE	\$293,913	09/01/05 - 08/30/06	1 Year*	200 Students
ABE/GED/Staff Develop	KBOR	Unknown	07/01/05 - 06/30/06	1 Year	ABE/GED Students
EOC	USDE	\$255,385	09/01/05 - 08/30/06	1 Year*	1,000 Participants
Technology Grant	KBOR	\$20,734	07/01/05 - 06/30/06	1 Year	Academic Programs
Non-Traditional Occupations	KBOR	\$37,500	07/01/05 - 06/30/06	1 Year	33 SW Kansas Counties
Perkins Improvement	KBOR	\$165,166	07/01/05 - 06/30/06	1 Year	Barton Vocational Programs
Kansas Arts Council	KAC	\$4,773	07/01/05 - 06/30/06	1 Year	Art Gallery
Tech Prep	KBOR	\$60,000	07/01/05 - 06/30/06	1 Year	BCCC/Barton Cnty Schools
Carl Perkins Leadership	KBOR	\$20,000	07/01/05 - 06/30/06	1 Year	MUPTC Activities
Perkins Leadership/Pratt	KBOR	\$15,000	07/01/05 - 06/30/06	1 Year	MUPTC Activities
Local Area One Contract	KDOC	\$295,089	07/01/05 - 06/30/06	1 Year*	62 Western Kansas Counties
Barton Project	USDE	\$152,253	06/13/05 - 06/12/06	1 Year*	Housing Students
RSVP	CNS	\$59,377	01/01/05-12/31/05	1 Year	Barton County

* One Year amount only - additional years not specified at this time.

Additional grants have been submitted; however, the review and award processes have not been completed as of this date.

Response: Additional funding through grants enables a variety of students to improve their economic and social life through coursework, additional student services and community enhancement.

POLICY TYPE: ENDS

POLICY TITLE: BARTON EXPERIENCE
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Student Right-to-Know & Campus Security Act

Annual: September 2005

Student Right-to-Know

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

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

Graduation Rates

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

The completion or graduation rate for all first-time students who entered Barton County Community College on a full-time basis in the Fall of 2001 is 40.7%.

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

Basketball	MALE			FEMALE		
	Initial Cohort	Completers	Graduation Rate	Initial Cohort	Completers	Graduation Rate
Non-Resident Alien	1	1	100.0%	4	0	0.0%
Black, non-Hispanic	7	3	42.9%			
American Indian or Alaskan Native						
Asian or Pacific Islander						
Hispanic						
White, non-Hispanic	3	3	100.0%	3	1	33.3%
TOTALS	11	7	63.6%	7	1	14.3%

Baseball	MALE			FEMALE		
	Initial Cohort	Completers	Graduation Rate	Initial Cohort	Completers	Graduation Rate
Non-Resident Alien	1	1	100.0%			
Black, non-Hispanic						
American Indian or Alaskan Native						
Asian or Pacific Islander						
Hispanic						
White, non-Hispanic	8	4	50.0%			
TOTALS	9	5	55.6%			

Cross-Country/Track	MALE			FEMALE		
	Initial Cohort	Completers	Graduation Rate	Initial Cohort	Completers	Graduation Rate
Non-Resident Alien	2	2	100.0%	3	3	100.0%
Black, non-Hispanic	14	8	57.1%	10	7	70.0%
American Indian or Alaskan Native						
Asian or Pacific Islander						
Hispanic	1	0	0.0%			
White, non-Hispanic	1	1	100.0%	1	0	0.0%
TOTALS	18	11	61.1%	14	10	71.4%

All Other Sports Combined	MALE			FEMALE		
	Initial Cohort	Completers	Graduation Rate	Initial Cohort	Completers	Graduation Rate
Non-Resident Alien				2	1	50.0%
Black, non-Hispanic	2	0	0.0%	1	1	100.0%
American Indian or Alaskan Native				1	0	0.0%
Asian or Pacific Islander				1	1	100.0%
Hispanic	6	0	0.0%	4	2	50.0%
White, non-Hispanic	9	3	33.3%	25	12	48.0%
TOTALS	17	3	17.6%	34	17	50.0%

Crime Statistics

The Barton County Community College Security Department is also responsible for arrest summaries for the previous year(s) and is responsible for the publishing of those statistics. The following is a summary of crimes reported for the calendar years indicated:

Number of Occurances	2002	2003	2004
Aggravated Assault	1	1	0
Arrest/Warrants	3	3	1
Arson	0	0	0
Auto Theft	0	0	0
Battery	4	4	2
Battery of Law Officer	0	0	0
Burglary	3	9	2
Criminal Damage	7	4	8
Criminal Threat	1	2	1
Criminal Trespass	3	1	0
Forgery	0	0	0
Hate Crimes	0	0	0
Larceny/Theft	7	21	15
Lewd and Lascivious Behavior	0	0	0
Liquor Law Arrest	0	0	0
Liquor Law Violation	48	21	22
Manslaughter - Voluntary	0	0	0
Manslaughter - Involuntary	0	0	0
Murder	0	0	0
Narcotics Arrest	0	0	0
Narcotics Violation	6	0	3
Robbery	0	0	0
Sexual Assault - Forcible	1	0	0
Sexual Assault - Non-forcible	0	0	0
Vandalism	3	2	4
Weapons Possession	0	0	1

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

Arrests on Warrants	1	3	1
Obscene Material	0	0	0
Arguments/Fights	9	2	6
Emergency Calls (People hurt, Ambulance needed, etc.)	9	8	7
Remove Student from Housing or Classroom	1	0	0
Recovery of Stolen Property	0	2	1
Vehicle Accidents	4	4	8
Vehicle Jump Starts	41	41	36
Keys Locked in Vehicle	44	28	32
Flat Tires	2	2	7

POLICY TYPE: ENDS

POLICY TITLE: ESSENTIAL SKILLS

Essential Skills

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

Response: Since the site visit in 2002, considerable progress has been made in the area of developmental education. The Boylan plan has been implemented and in the fall two outside evaluators will visit both campuses to assess progress. The evaluators' report will assist the College with the required monitoring report for the Higher Learning Commission that is due in December 2006.

Student / Faculty Ratio

Annual: September 2005

Student / Faculty Ratio		Fall 2002	Spring 2003	Fall 2003	Spring 2004	Fall 2004	Spring 2005
Main Campus	Total Number of Students	1,382	1,302	1,380	1,207	1,353	1,259
	Total Number of Faculty	123	123	126	136	120	125
	Student/Faculty Ratio	11 to 1	10 to 1	10 to 1	8 to 1	11 to 1	10 to 1
Outreach	Total Number of Students	1,254	1,705	1,064	1,425	947	1,302
	Total Number of Faculty	111	103	111	77	91	78
	Student/Faculty Ratio	11 to 1	16 to 1	9 to 1	18 to 1	10 to 1	16 to 1
Fort Riley	Total Number of Students	3,273	3,291	1,959	2,126	3,496	3,013
	Total Number of Faculty	61	58	58	54	55	53
	Student/Faculty Ratio	53 to 1	56 to 1	33 to 1	39 to 1	63 to 1	56 to 1
Web-based Instruction	Total Number of Students	720	1,080	819	1,066	931	1,024
	Total Number of Faculty	74	69	74	80	85	90
	Student/Faculty Ratio	9 to 1	15 to 1	11 to 1	13 to 1	10 to 1	11 to 1

Note: The higher ratio at Fort Riley is explained by the fact that there are two class cycles per semester, thus doubling the contact per instructor per semester.

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

Average Class Size – Daytime, Lecture

Annual: September 2005

Average Class Size		Fall 2003	Spring 2004	Fall 2004	Spring 2005
Main Campus	Average Class Size (Median)	17	14	16	13
	Average Class Size (Mean)	16	14	16	15
	Total Number of Classes	222	218	221	206
Out Reach	Average Class Size (Median)	9	7	10	11
	Average Class Size (Mean)	10	8	10	10
	Total Number of Classes	66	35	45	46
Fort Riley	Average Class Size (Median)	13	13	16	15
	Average Class Size (Mean)	15	14	16	15
	Total Number of Classes	223	261	304	272

Notes: -The above figures are for daytime lecture and lecture/lab classes that meet prior to 3:00 p.m.

-Comparing values of median and mean class size indicates that there are a number of classes smaller than the institutional average. This allows for more opportunities of one-on-one instructor/student contact.

Response: Students are provided with a learning environment that is conducive to personal attention, small group learning and an opportunity to work with and learn from their peers; thus promoting the acquisition of essential skills.

Courses Taught by Full-time and Part-time Faculty Annual: September 2005

Courses Taught by Full & Part-time Faculty		Fall 2003		Spring 2004		Fall 2004		Spring 2005	
		# Courses Taught	%	# Courses Taught	%	# Courses Taught	%	# Courses Taught	%
On Campus	Full-time Faculty	337	63.2%	334	60.5%	353	69.1%	328	65.9%
	Part-time Faculty	196	36.8%	218	39.5%	158	30.9%	170	34.1%
	Total # Courses	533	100.0%	552	100.0%	511	100.0%	498	100.0%
Out Reach	Full-time Faculty	29	16.1%	29	20.6%	29	17.0%	28	19.2%
	Part-time Faculty	151	83.9%	112	79.4%	142	83.0%	118	80.8%
	Total # Courses	180	100.0%	141	100.0%	171	100.0%	146	100.0%
Fort Riley	Full-time Faculty	132	47.5%	180	51.6%	180	46.6%	202	57.2%
	Part-time Faculty	146	52.5%	169	48.4%	206	53.4%	151	42.8%
	Total # Courses	278	100.0%	349	100.0%	386	100.0%	353	100.0%
Web-Based	Full-time Faculty	88	25.8%	98	30.2%	100	19.1%	142	27.7%
	Part-time Faculty	253	74.2%	227	69.8%	424	80.9%	370	72.3%
	Total # Courses	341	100.0%	325	100.0%	524	100.0%	512	100.0%
Total	Full-time Faculty	586	44.0%	641	46.9%	662	41.6%	700	46.4%
	Part-time Faculty	746	56.0%	726	53.1%	930	58.4%	809	53.6%
	Total # Courses	1,332	100.0%	1,367	100.0%	1,592	100.0%	1,509	100.0%

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

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

Student Success/Completion in Remedial Courses Annual: September 2005

Student Success/Completion in Remedial Courses	Fall 2003	Spring 2004	Fall 2004	Spring 2005
Math	78.0%	83.0%	67.2%	63.0%
English	71.0%	71.0%	81.9%	84.2%
Reading	69.0%	70.0%	66.1%	68.0%

Notes: -The above figures are global for the entire College. Specific locations are not subdivided.
 -Successful completion is obtaining a grade of "C" or better or "P" in the course.

Response: At Barton County Community College, students needing to develop foundational skills have the opportunity to do so, and most are successful in their mastery of those essential skills.

Course Success Rates by Discipline

Annual: September 2005

Course Success Rates by Discipline				
Discipline	Fall 2003	Spring 2004	Fall 2004	Spring 2005
ACCT	78%	72%	83%	80%
ADHC	100%	100%	99%	100%
AGRI	81%	87%	89%	91%
ANTH	74%	76%	68%	74%
ARTS	85%	85%	85%	84%
AUTO	93%	92%	86%	75%
BSTC	79%	74%	77%	79%
BUSI	89%	87%	86%	86%
CHEM	75%	92%	82%	97%
CHLD	92%	97%	93%	97%
COMM	82%	82%	79%	78%
CRIM	92%	94%	91%	95%
DANC	90%	95%	NA	93%
DIET	93%	91%	74%	77%
DRAF	87%	100%	NA	NA
DSEL	83%	NA	NA	NA
ECON	79%	79%	75%	83%
EDUC	76%	72%	71%	84%
ELTR	83%	88%	NA	NA
EMTS	93%	94%	91%	91%
ENGL	79%	74%	80%	75%
FIRE	68%	NA	NA	73%
GRPH	82%	88%	82%	76%
HIST	73%	74%	72%	74%
HLTH	84%	84%	83%	82%
HOME	91%	91%	90%	88%
HZMT	88%	88%	94%	92%
JOUR	74%	76%	61%	88%
LANG	91%	93%	89%	89%
LEAD	70%	86%	63%	75%
LIFE	83%	76%	81%	75%
LITR	77%	75%	84%	78%
MATH	74%	70%	72%	66%
MDAS	NA	NA	82%	NA
MLTC	82%	93%	77%	86%
MLTR	NA	NA	98%	98%
MUSI	86%	80%	90%	89%
NAID	91%	100%	98%	95%
NRCE	100%	100%	100%	100%
NTWK	88%	90%	92%	96%
NURS	93%	94%	96%	94%
OFTC	67%	75%	78%	78%
PETR	100%	97%	NA	NA
PHED	94%	94%	93%	93%
PHIL	69%	71%	65%	80%
PHSC	86%	80%	80%	80%
PHYS	83%	75%	91%	100%
POLS	66%	71%	74%	87%
PRGM	40%	47%	52%	90%
PSYC	73%	70%	76%	73%
READ	69%	59%	66%	68%
RELI	100%	87%	95%	62%
SOCI	79%	80%	79%	78%
THEA	87%	81%	90%	100%
TRAD	94%	96%	90%	90%
WDWK	94%	96%	100%	94%
WELD	NA	100%	94%	NA

Note: The success rates are determined by the following grades: A, B, C, P. The success rates do not include the grades D, F, I, or W.

Response: The data seem to suggest that the vast majority of students attempting course work at the College receive productive grades.

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: GENERAL EXECUTIVE CONSTRAINTS

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

Accordingly, the President may not:

General Executive Constraint #5

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

Response: To my knowledge, no conflict of interest regarding purchases, contracts or hiring has occurred.

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.

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TYPE: HUMAN RELATIONS

The President shall create and sustain an environment for living, working, and teaching that supports the development and realization of human potential and promotes the College's core values. Treatment of and dealing with students, staff, and persons from the community, shall be humane, fair, and dignified.

Accordingly, the President may not:

Human Relations #1

Operate without policies/procedures, which set forth staff and student rules, provide for effective handling of grievances, ensure due process, and protect against wrongful conditions.

Response: In order to correct discrepancies found during the internal and federal investigations of Barton's men's basketball program, the previous administration implemented many new policies and procedures. One such policy prohibits all coaches from supervising student employees who participate in the sport for which that coach oversees. Allowances are included for exceptions that may be made in extremely rare circumstances and only upon written permission by both the Athletic Director and the College President. This will promote integrity within the department and equitable of all student employee athletes.

Human Relations #2

Discriminate against anyone for expressing an ethical dissent.

Response: To my knowledge, there has been no retaliation or unlawful discrimination at Barton.

Human Relations #3

Fail to comply with all laws, rules, and regulations pertaining to employees and students, including those pertaining to:

- Discrimination
- Equal Opportunity
- Sexual Harassment
- Rights of Privacy

Response: To my knowledge, Barton complies with all applicable laws, rules and regulations regarding employees and students. Efforts continue to occur to address Title IX compliance. The topic is important ethically and legally. It is something that we continuously monitor and is part of the annual reports that must be completed by the athletic department. Effort has been extended to ensure that supporters of the athletic program are aware of the challenges this federal regulation presents.

Human Relations #4

Prevent students and staff from using established grievance procedures.

Response: To my knowledge, no student or employee has been prevented from using grievance procedures.

Human Relations #5

Fail to acquaint students and staff with their rights and responsibilities.

Response: Efforts to ensure that staff and students are aware of their rights are provided through institutional publications and direct communication from supervisors as the situation warrants.

Human Relations #6

Fail to maintain confidentiality where appropriate.

Response: To my knowledge, confidential matters have been held in confidence and no policy exceptions have occurred.

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: FINANCIAL CONDITIONS

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

Accordingly, the President may not:

Financial Condition #3

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

Response: To my knowledge, Barton is in compliance with this policy.

Financial Condition #4

It is material deviation to: 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.

Response: All grants that obligate the College to make future expenditures of funds or funds for human resources are brought to the Board for approval.

Financial Condition #5

It is material deviation to: Accept gifts or grants, which are not in the best interest of the College.

Response: Prior to application, grants are reviewed to ensure they are in support of the College's mission and will further the institution's ability to meet its strategic goals.

Financial Condition #6

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

Response: The projected cash revenue for 2005-2006 is just over 20% of the annual budget.

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.

5. **ENDS DISCUSSION**

The Board will review College ENDS in terms of:

- (a) what good or benefit will we provide,
- (b) for what people,
- (c) at what cost?

POLICY TYPE: ENDS POLICY TITLE: MISSION

Barton County Community College, as a learning college and as a learning organization, advances learning that improves not only the economic, social, and personal lives of individuals, but also their contributions to society.

We will seek to achieve our mission through five interrelated themes that define our commitment to excellence in education:

Empowerment

We strive to empower all students to formulate and realize educational goals which will promote their personal growth and facilitate their full participation in a rapidly changing world.

Learning

We invite and assist all students to master a core of knowledge and skills needed for advanced learning, employment, personal growth, and responsible citizenship.

Evaluation

We evaluate the relevant skills and knowledge acquired by all students so as to enhance their meaningful and productive educational experiences. Similarly, Barton evaluates its performance in terms of its contribution to student learning and success.

Discovery

Because we are a force for innovation, we continually strive to discover better ways to empower all students to learn and grow. Barton is a learning institution in both its means and its ends; we facilitate our students' discovery of what they need and want to know.

Growth

We strive to grow each year in our ability to accomplish our mission through purposeful enrollment and a commitment to quality.

- This policy adopted on 11-21-96
- Revised on 10-21-99
- Revised on 04-18-00
- Reviewed on 03-06-02 (no changes)
- Reviewed on 07-02-03 (no changes)
- Reviewed on 09-01-04 (no changes)

POLICY TYPE: ENDS

POLICY TITLE: SHARED VALUES

Barton County Community College
Shared Values

- I. Barton County Community College Positively Contributes to the Quality of Life.**
We believe that our work both in education and in the community makes a difference in the quality of life. To make this difference, we promote life-long learning and economic development, as well as provide educational, cultural, and social opportunities. We provide tools for citizens to become secure in their employment prospects, capable of growth, adaptable to change, and willing to share both the responsibility and the risk of ensuring prosperity.
- II. Barton County Community College Promotes Learning.**
We believe our learners deserve our best. It is only through our own self-improvement and constant learning that we can continue to serve our students well. We also expect the best from our students. We help our students gain a sense of self-worth, of tolerance, and of respect for others. We help learners secure career skills and the knowledge base not only to renew these skills, but also to increase their understanding and appreciation of the global community.
- III. Barton County Community College Encourages Leadership.**
We believe that providing leadership in our service area and developing innovative leaders for the future ensures prosperity. We know the future of the world and of Barton County Community College go hand in hand. We believe that cooperation in problem solving and in shared responsibility is essential. We will not always agree, but we commit the College to honor the ideas of others, to express our views, and attempt to reach consensus on issues important to our common future.
- IV. Barton County Community College Is Committed to Excellence.**
We believe that success in our endeavors dictates that we must outline clear expectations of ourselves and our students, develop defined and focused priorities, and promote trust among colleagues. We value all employees of the College community and realize their actions influence others. Accordingly, we demand excellence, integrity, honesty, dependability, energy, and courage of members of the College community in their interactions with our students and with each other.

-- This policy adopted 11-18-98
Revised on 03-19-02
Reviewed on 07-02-03 (no changes)
Reviewed on 09-03-03 (no changes)
Reviewed on 09-01-04 (no changes)

POLICY TYPE: ENDS

POLICY TITLE: ESSENTIAL SKILLS

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

--This policy adopted on 10-16-97

Reviewed on 07-03-02 (no changes)

Reviewed on 09-03-03 (no changes)

Reviewed on 09-01-04 (no changes)

POLICY TYPE: ENDS
POLICY TITLE: WORK PREPAREDNESS

Students will be prepared for success in the workplace.

1. Students will have the skills and knowledge required for successful entry into the workplace.
2. Students will have the work ethics, discipline, and collaborative skills necessary to be successful in the workplace.
3. Students will have the skills and knowledge necessary to maintain, advance, or change their employment or occupation.

-- This policy adopted on 10-16-97
Reviewed on 07-03-02 (no changes)
Reviewed on 09-03-03 (no changes)
Reviewed on 09-01-04 (no changes)

POLICY TYPE: ENDS

POLICY TITLE: ACADEMIC ADVANCEMENT

Students desiring academic advancement will be prepared for successful transfer to other colleges and universities.

1. Students will have the academic prerequisites sufficient for successful transfer.
2. Students will have appropriate knowledge of transfer requirements.

-- This policy adopted on 10-16-97
Reviewed on 07-03-02 (no changes)
Reviewed on 09-03-03 (no changes)
Reviewed on 09-01-04 (no changes)

POLICY TYPE: ENDS
POLICY TITLE: PERSONAL ENRICHMENT

Recipients pursuing individual interests will be personally enriched.

--This policy adopted on 10-16-97
Reviewed on 09-04-02 (no changes)
Reviewed on 09-03-03 (no changes)
Reviewed on 09-01-04 (no changes)

POLICY TYPE: ENDS
POLICY TITLE: "BARTON EXPERIENCE"

Students will "relish" their "Barton Experience."

1. In exit surveys and other feedback report mechanisms, students will speak highly and positively of their experiences at Barton.
2. Students will cite individual, personal, caring attention from faculty and staff as a significant factor in how they perceive their experience at Barton.

-- This policy adopted 04-16-98
Reviewed on 09-04-02 (no changes)
Reviewed on 09-03-03 (no changes)
Reviewed on 09-01-04 (no changes)

6. EXECUTIVE LIMITATIONS DISCUSSION

The Board will review Executive Limitations.

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: GENERAL EXECUTIVE CONSTRAINT

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:

1. Deal with students, staff, or persons from the community in an inhumane, unfair, or undignified manner.
2. Make decisions except by a process where openness is maintained.
3. Permit financial conditions which risk fiscal jeopardy, compromise Board ENDS priorities, or fail to show a generally acceptable level of foresight.
4. Provide information to the community, Board, or College constituencies which is untimely, inaccurate, or misleading.
5. Permit conflict of interest in awarding purchases or other contracts or hiring of employees.
6. Allow the day-to-day operations to impede the vision or prevent the achievement of the ENDS of the College.
7. Manage the College without adequate administrative policies for matters involving instructional services, administrative and financial services, human resources, marketing and economic development, enrollment management, and student services.
8. Fail to take prompt and appropriate action when the President becomes aware of any violation of any laws, rules or regulations, or of any breach of Board policies.
9. Allow assets to be unprotected, inadequately maintained, or unnecessarily risked.
10. Inform fewer than two administrators of President and Board issues and processes.
11. Establish dean or vice-president level positions without prior authorization of the Board. The President is constrained from establishing a position at this level through hiring a new staff member or transferring currently employed personnel without prior consent.

-- This policy adopted on 03-27-97
Revised on 04-18-00
Revised on 06-20-00
Reviewed on 02-05-03 (no changes)
Reviewed on 09-01-04 (no changes)

POLICY TYPE: EXECUTIVE LIMITATIONS
POLICY TITLE: HUMAN RELATIONS

The President shall create and sustain an environment for living, working, teaching, and learning that supports the development and realization of human potential and promotes the College's core values. Treatment of and dealing with students, staff, and persons from the community, shall be humane, fair, and dignified.

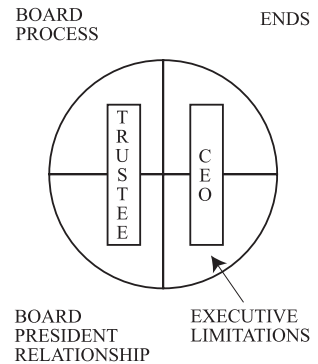
Accordingly, the President may not:

1. Operate without policies and/or procedures which set forth staff and student rules, provide for effective handling of grievances, ensure due process, and protect against wrongful conditions.
2. Discriminate against anyone for expressing an ethical dissent.
3. Fail to comply with all laws, rules, and regulations pertaining to employees and students including those pertaining to:

Terminations and Resignations
Discrimination
Equal Opportunity
Sexual Harassment
Rights of Privacy

4. Prevent students and staff from using established grievance procedures.
5. Fail to acquaint students and staff with their rights and responsibilities.
6. Fail to maintain confidentiality where appropriate.

-- This policy adopted on 03-27-97
Revised on 06-20-00
Reviewed on 02-05-03 (no changes)
Revised on 09-21-04



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:

1. Change his or her own compensation and benefits.
2. Employ persons in positions considered permanent in nature without Board approval.
3. Employ full or part-time faculty whose credentials are not appropriate for the position.
4. Grant tenure without Board approval.
5. Sign a collective bargaining agreement without Board approval.
6. Establish current compensation and benefits which:
 - a. Deviate materially from the geographic or professional market for the skills employed, or become noncompetitive.

-- This policy adopted on 03-27-97
Reviewed on 07-05-00 (no changes)
Reviewed on 02-05-03 (no changes)
Reviewed on 09-01-04 (no changes)

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 operating budget which allows the College cash reserve to drop below 8% of its annual budget, working toward a goal of 16%.
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)

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: (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.
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 reserves which allows the College cash reserve to drop below 8% of its annual budget, working toward a goal of 16%.
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)

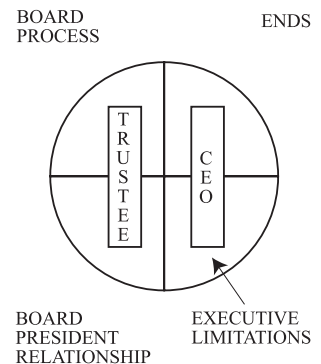
POLICY TYPE: EXECUTIVE LIMITATIONS
POLICY TITLE: ASSET PROTECTION

The President shall cause assets to be adequately maintained and protected from unnecessary risk.

Accordingly, the President may not:

1. Allow unbonded personnel access to material amounts of cash.
2. Permit plant and equipment to be subjected to improper wear and tear or inadequate maintenance.
3. Unnecessarily expose the College, the Board, or staff to claims of liability.
4. Receive, process, or disburse funds under controls which are not sufficient to meet the auditor's standards.
5. Invest funds in non-interest bearing accounts or in investments not permitted by Kansas law. Further, no investments shall be made without compliance with, in order of priority, the following principles: (a) security of the investment; (b) receiving favorable consistent interest earned on the investment; (c) local financial institutions receiving favorable consideration where (a) and (b) are relatively equal.
6. Acquire, encumber, or dispose of real property without Board approval.
7. Fail to protect property, information, and files from loss or damage.
8. Fail to protect the College's trademarks, copyrights, and intellectual property interests.

--This policy adopted on 03-27-97
Reviewed on 09-06-00 (no changes)
Reviewed on 03-06-03 (no changes)
Reviewed on 09-01-04 (no changes)



7. **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 Budget Hearing and regular meeting of the Board of Trustees, held on August 9, 2005
- Personnel (note: there were no personnel items to be included this month)
- Financial Report

Action: President's Office

**Minutes of Budget Hearing/Regular Meeting of the Board of Trustees
Barton County Community College
August 9, 2005**

CALL TO ORDER

The budget hearing/regular meeting of the Board of Trustees of Barton County Community College was called to order at 4:00 p.m., August 9, 2005 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: Susan Thacker of the Great Bend Tribune; Mary Lou Warren; Bob Branan; Michael Dawes; Ron Vratil; Dick Wade; Amy Oelke; Charles Perkins; Darnell Holopirek; Todd Moore; Elaine Simmons; Dana Foss; Jackie Elliott; Kala Steffen; Chris Green of the Hutchinson News; Jane Howard; Randall C. Henry; Dr. Steve Maier and Marilyn Beary

Chairman Webster led the attendees in the Pledge of Allegiance.

WELCOME BY CHAIRMAN

Chairman Webster welcomed the guests introduced Dr. Steve Maier, newly appointed Interim President and advised that no requests for public and/or employee comment had been received.

Chairman Webster presented a brief overview of how the monthly Board agenda is developed and encouraged the Trustees to send agenda items to either him or to Dr. Maier.

BUDGET HEARING

The Chairman presented the proposed budget for 2005-2006 as published, inquired as to whether there were any questions or comments, and announced that the Budget Hearing would remain open until 4:30 p.m. in order to allow any latecomers the opportunity to address this issue. No requests for comments were offered at this time.

INTRODUCTION OF NEW EMPLOYEES

Lou Kottmann introduced Carrie Minton, Instructor and Coordinator (Health, Physical Education & Recreation.)

GRANTS

The Board was presented with a grant application request for the continuation of the RSVP Grant in the funding range of \$60,000 as well as requests to accept the following grants:

- Regional Non-Tradition Centers in a funding range of \$37,500
- Carl Perkins Tech Prep in a funding range of \$60,000
- Upward Bound in a funding range of \$234,624
- Grant Competition to Prevent High-Risk Drinking Among College Students in a funding range of \$152,253
- Equal Opportunity Center in a funding range of \$255,385
- Carl Perkins Improvement Grant in a funding range of \$165,166
- Carl Perkins Leadership Grant in funding range of \$20,000

Trustee Feldt moved that the Board approve the continuation of the RSVP grant and accept the eight grants that are listed on page 8. The motion was seconded by Trustee Maneth. Following discussion, the motion carried 6-0.

ANNUAL ADVERTISING CONTRACTS

The Board was presented information relative to the College's annual marketing advertising expenditures. Dick Wade indicated that while most of the advertising costs with various vendors were in amounts below the \$10,000 limit for which the President is authorized to expend without prior Board approval, there were two in amounts over this limit that required Board approval. Those were Eagle Radio at \$10,670 (\$10,124 prepay) and KSNC at \$12,000 (\$11,400 prepay.)

Trustee Feldt moved that the Board approve the annual advertising contracts as outlined. The motion was second by Trustee Learned. Following discussion, the motion carried 6-0.

CONSENT AGENDA

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

- Minutes of the special meeting of the Board of Trustees, held on July 13, 2005
- Minutes of the regular meeting of the Board of Trustees, held on July 19, 2005
- Minutes of the special meeting of the Board of Trustees, held on August 3, 2005
- Personnel

Trustee Johnson moved that the Board approve the consent agenda as presented. The motion was seconded by Trustee Murphy. Following discussion, the motion carried 6-0.

KACCT/KBOR REPORT

Mike Johnson reminded the Trustees of the upcoming KACCT meeting to be held on September 16-17 at Garden City Community College.

INFORMATION/DISCUSSION ITEMS

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

Monitoring Reports
Upcoming Board Meetings/Activities
Approved Grant Application Requests

- Enhancement for RSVP (Golden Belt Foundation)
- Senior Citizen Assistance

Letter from Sgt. Jim Potter

CLOSE OF BUDGET HEARING

At 4:33 p.m., Chairman Webster asked if there were any questions concerning the budget. There were none offered. Chairman Webster then closed the budget hearing.

Trustee Feldt moved that the budget be adopted as published. The motion was seconded by Trustee Johnson. Following discussion, the motion carried 6-0.

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. He asked that Randy Henry join the Board in executive session.

Trustee Feldt moved that the Board recess to executive session for the purpose of consulting with the College attorney to discuss matters of attorney-client privilege, to reconvene in room U-219 of the Student Union at 5:15 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 5:15 p.m. in room U-219 of the Student Union. Chairman Webster advised that matters pertaining to attorney-client privilege were discussed and no action was taken.

ADJOURNMENT – The meeting adjourned at 5:16 p.m.

J.B. Webster, Chairman

Mike Johnson, Secretary

Recorded by Marilyn Beary

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

1111 GENERAL FUND

YEAR TO DATE
ACTUAL

REVENUES:

FALL TUITION	825,271.00
SPRING TUITION	0.00
SUMMER TUITION	42,097.50
FALL OUT OF STATE TUITION	116,552.00
SPRING OUT OF STATE TUITION	0.00
SUMMER OUT OF STATE TUITION	5,576.00
ON LINE TUITION	168,536.00
INTERNATIONAL TUITION	46,090.00
UNDOC RES ALIEN TUITION	564.00
GENERAL STUDENT FEES	0.00
LAVTR	0.00
STATE GRANTS	0.00
STATE OPERATING GRANT	3,537,232.00
COUNTY OUT DISTRICT TUITION	22,488.00
BARTON COUNTY AD VALOREM TAX	0.00
MOTOR VEHICLE TAX	0.00
RECREATIONAL VEHICLE TAX	0.00
NEIGHBORHOOD REVIT PRG	0.00
DELINQUENT TAXES	0.00
TAXABLE SALES	68.56
INTEREST-GENERAL	8,535.52
MISCELLANEOUS REIMBURSEMENTS	10,120.91
INSURANCE REIMBURSEMENTS	0.00
GENERAL MISCELLANEOUS	18,733.07
MISCELLANEOUS SALE OF PROPERTY	0.00
TRANSCRIPT REVENUE	7,305.00
MISCELLANEOUS ELECTRONIC DEPT REV	19.01
DONATIONS	0.00
FARM HOUSE RENTALS	1,200.00
FARM LEASE/CROP SALES	0.00
PAYMENT PLAN FEES	10,920.00
CAREER CENTER REVENUE	0.00
EVALUATION FEES	50.00
ITV REVENUE	0.00
INTERNATIONAL STUDENT FEE	1,800.00
GAIN ON SALE	0.00
REFUNDS-GENERAL	60.33
ROOM RENTAL-GENERAL	440.00

TOTAL REVENUES	4,823,658.90

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

1111 GENERAL FUND

YEAR TO DATE
ACTUAL

EXPENDITURES:

INSTRUCTION	515,228.89
PUBLIC SUPPORT	4,453.88
ACADEMIC SUPPORT	346,253.38
STUDENT SERVICES	120,999.55
INSTITUTIONAL SUPPORT	610,083.76
PHYSICAL PLANT OPERATION	336,553.86
STUDENT FINANCIAL SUPPORT	45,514.50
AUXILIARY SERVICES	31.97

TOTAL EXPENDITURES	1,979,119.79
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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	2,346,539.11
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BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 31-AUGUST-05

1112 VOCATIONAL FUND

YEAR TO DATE
ACTUAL

REVENUES:

STATE OPERATING GRANT	0.00
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	321.64

TOTAL REVENUES	321.64

EXPENDITURES:

INSTRUCTION	269,456.14
PUBLIC SERVICE	0.00
ACADEMIC SUPPORT	42,979.49
STUDENT SERVICES	0.00
INSTITUTIONAL SUPPORT	0.00
PHYSICAL PLANT OPERATION	0.00
AUXILIARY SERVICES	0.00

TOTAL EXPENDITURES	312,435.63

NET INCREASE/DECREASE IN NET ASSETS	(312,113.99)
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BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 31-AUGUST-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

TOTAL REVENUES	0.00

EXPENDITURES:

INSTRUCTION	145,843.07
PUBLIC SERVICE	19,799.30
ACADEMIC SUPPORT	60,575.91
STUDENT SERVICES	37,992.38
INSTITUTIONAL SUPPORT	78,111.14
PHYSICAL PLANT OPERATION	20,987.43
AUXILIARY SERVICES	9,702.85

TOTAL EXPENDITURES	373,012.08

NET INCREASE/DECREASE IN NET ASSETS	(373,012.08)
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BARTON COUNTY COMMUNITY COLLEGE
GENERAL, VOCATIONAL, AND EMPLOYEE BENEFITS
FUNDS FLOW ACTIVITY
PERIOD ENDED AUGUST 31, 2005

	2005-06 BUDGET	PERIOD ENDED 8/31/05	YTD AVAILABLE	% AVAILABLE
Fund Balance, Beginning	\$4,585,281.00	\$4,585,281.00		
<hr/>				
Tuition-Out Of State	300,000.00	168,218.00	131,782.00	43.93%
Tuition-In State	4,077,000.00	1,036,468.00	3,040,532.00	74.58
Tuition-Out District	260,000.00	22,488.00	237,512.00	91.35
State Aid	6,759,000.00	3,537,232.00	3,221,768.00	47.67
Property Taxes	5,267,000.00	0.00	5,267,000.00	100.00
Other Taxes	830,000.00	0.00	830,000.00	100.00
Interest Income	90,000.00	8,536.00	81,464.00	90.52
Other	2,097,000.00	51,039.00	2,045,961.00	97.57
<hr/>				
Total Revenue	19,680,000.00	4,823,981.00	14,856,019.00	75.49
<hr/>				
Expenditures:				
Academic Salaries	6,778,000.00	767,040.00	6,010,960.00	88.68
Support Salaries	3,690,000.00	605,985.00	3,084,015.00	83.58
Supplies	4,079,000.00	572,735.00	3,506,265.00	85.96
Equipment	87,000.00	32,598.00	54,402.00	62.53
Advertising	50,000.00	24,168.00	25,832.00	51.66
Transfers & Other	460,000.00	400,000.00	60,000.00	13.04
Employee Benefits	2,323,000.00	373,012.00	1,949,988.00	83.94
General Insurance	230,000.00	3,633.00	226,367.00	98.42
Utilities	605,000.00	95,421.00	509,579.00	84.23
In County Scholarships	130,000.00	23,895.00	106,105.00	81.62
Capital Outlay	859,000.00	91,359.00	767,641.00	89.36
Maintenance	484,000.00	172,723.00	311,277.00	64.31
<hr/>				
Total Expenditures	19,775,000.00	3,162,569.00	16,612,431.00	84.01%
<hr/>				
Fund Balance, Ending	\$4,490,281.00	\$6,246,693.00		
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BARTON COUNTY COMMUNITY COLLEGE
GENERAL, VOCATIONAL, EMPLOYEE BENEFITS,
FUNDS FLOW ACTIVITY
PERIOD ENDED AUGUST 31, 2005 & 2004

	YEAR ENDED		NET CHANGE INCREASE (DECREASE)	% CHANGE
	08/31/05	08/31/04		
Fund Balance, Beginning	\$4,585,281	\$4,363,507	\$221,774	5.08%
Tuition-Out Of State	168,218	139,874	28,344	20.26
Tuition-In State	1,036,468	1,047,611	(11,143)	(1.06)
Tuition-Out District	22,488	24,210	(1,722)	(7.11)
State Aid	3,537,232	2,914,505	622,727	21.37
Property Taxes	0	0	0	0.00
Other Taxes	0	0	0	0.00
Interest Income	8,536	5,966	2,570	43.08
Other	51,039	95,334	(44,295)	(46.46)
Total Revenue	4,823,981	4,227,500	596,481	14.11
Expenditures:				
Academic Salaries	767,040	736,145	30,895	4.20
Support Salaries	605,985	585,310	20,675	3.53
Supplies	572,735	643,692	(70,957)	(11.02)
Equipment	32,598	1,330	31,268	2,350.98
Advertising	24,168	29,684	(5,516)	(18.58)
Transfers & Other	400,000	400,000	0	0.00
Employee Benefits	373,012	284,934	88,078	30.91
General Insurance	3,633	5,209	(1,576)	(30.26)
Utilities	95,421	98,593	(3,172)	(3.22)
In County Scholarships	23,895	26,649	(2,754)	(10.33)
Capital Outlay	91,359	326,076	(234,717)	(71.98)
Maintenance	172,723	68,469	104,254	152.26
Total Expenditures	3,162,569	3,206,091	(43,522)	(1.36)
Fund Balance, Ending	\$6,246,693	\$5,384,916	\$861,777	16.00%

BARTON COUNTY COMMUNITY COLLEGE
AUXILIARY FUNDS
FUNDS FLOW ACTIVITY
PERIOD ENDED AUGUST 31, 2005

	STUDENT UNION	DORMITORIES	ATHLETICS	CAMP ALDRICH	TWO 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	387				387	2,000	1,613	80.65
Bookstore	307,942				307,942	800,000	492,058	61.51
Food service	18,490			0	18,490	482,000	463,510	96.16
Fees	0			0	0	200,000	200,000	100.00
Supplies & Services		16,526			16,526	28,000	11,474	40.98
Housing Rental		527,540		17,035	544,575	1,000,000	455,425	45.54
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			0	0	0	16,000	16,000	100.00
<hr/>								
Total Revenues	327,825	544,066	400,000	17,035	1,288,926	3,032,000	1,743,074	57.49
<hr/>								
Expenditures:								
Salaries	15,126	18,959	0	15,845	49,930	285,000	235,070	82.48
Books & Supplies	243,629				243,629	725,000	481,371	66.40
Maintenance	8,170	29,275		3,373	40,818	110,000	69,182	62.89
Food	54,572	3,197		0	57,769	890,000	832,231	93.51
Utilities	943	15,120		5,701	21,764	185,000	163,236	88.24
Lease payments & Int	0	21,455			21,455	202,000	180,545	89.38
Travel & Recruiting			15,410		15,410	138,000	122,590	88.83
Officials			1,680		1,680	30,000	28,320	94.40
Training Supplies			6,797		6,797	17,000	10,203	60.02
Insurance			65,948		65,948	85,000	19,052	22.41
Equipment	0	116,462	25,581	0	142,043	200,000	57,957	28.98
Clinics & Awards			0		0	10,000	10,000	100.00
Transfers & Refunds		0	0		0	1,000	1,000	100.00
Revolving					0	0	0	
Nationals & Fees			750		750	40,000	39,250	98.13
Supplies	4,313	1,425	13,169	0	18,907	110,000	91,093	82.81
Misc.		0			0	1,000	1,000	100.00
<hr/>								
Total Expenditures	326,753	205,893	129,335	24,919	686,900	3,029,000	2,342,100	77.32
<hr/>								
Fund Balance, Ending	377,593	775,558	369,463	81,068	1,603,682	1,004,656		
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BARTON COUNTY COMMUNITY COLLEGE
STUDENT UNION
FUNDS FLOW ACTIVITY
PERIOD ENDED AUGUST 31, 2005 AND 2004

	PERIOD ENDED		NET CHANGE	%
	08/31/05	08/31/04	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	376,521.00	473,710.00	(97,189.00)	(20.52)
<hr/>				
Revenues:				
Vending	387.00	27.00	360.00	1,333.33
Bookstore	307,942.00	273,601.00	34,341.00	12.55
Food service	18,490.00	19,479.00	(989.00)	(5.08)
Fees & Misc.	1,006.00	1,255.00	(249.00)	(19.84)
<hr/>				
Total Revenues	327,825.00	294,362.00	33,463.00	11.37
<hr/>				
Expenditures:				
Salaries	15,126.00	11,883.00	3,243.00	27.29
Books & Supplies	243,629.00	231,395.00	12,234.00	5.29
Maintenance	9,113.00	6,997.00	2,116.00	30.24
Food	54,572.00	53,447.00	1,125.00	2.10
Lease payments & Int.	0.00	0.00	0.00	
Equipment	0.00	0.00	0.00	
Supplies	4,313.00	3,978.00	335.00	8.42
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Total Expenditures	326,753.00	307,700.00	19,053.00	6.19
<hr/>				
Fund Balance, Ending	377,593.00	460,372.00	(82,779.00)	(17.98)
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BARTON COUNTY COMMUNITY COLLEGE
DORMITORIES
FUNDS FLOW ACTIVITY
PERIOD ENDED AUGUST 31, 2005 AND 2004

	PERIOD ENDED		NET CHANGE INCREASE (DECREASE)	%
	08/31/05	08/31/04		
Fund Balance, Beginning	437,385.00	449,791.00	(12,406.00)	(2.76)
<hr/>				
Revenues:				
Supplies & Services	16,526.00	6,808.00	9,718.00	142.74
Rental & Other	527,540.00	485,161.00	42,379.00	8.74
<hr/>				
Total Revenues	544,066.00	491,969.00	52,097.00	10.59
<hr/>				
Expenditures:				
Salaries	18,959.00	12,026.00	6,933.00	57.65
Maintenance	29,275.00	13,171.00	16,104.00	122.27
Food	3,197.00	0.00	3,197.00	
Utilities	15,120.00	14,995.00	125.00	0.83
Lease payments & Int.	21,455.00	64,935.00	(43,480.00)	(66.96)
Equipment	116,462.00	0.00	116,462.00	
Transfers & Refunds	0.00	0.00	0.00	
Supplies	1,425.00	1,141.00	284.00	24.89
Misc.	0.00	0.00	0.00	
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Total Expenditures	205,893.00	106,268.00	99,625.00	93.75
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Fund Balance, Ending	775,558.00	835,492.00	(59,934.00)	(7.17)
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BARTON COUNTY COMMUNITY COLLEGE
ATHLETICS
FUNDS FLOW ACTIVITY
PERIOD ENDED AUGUST 31, 2005 AND 2004

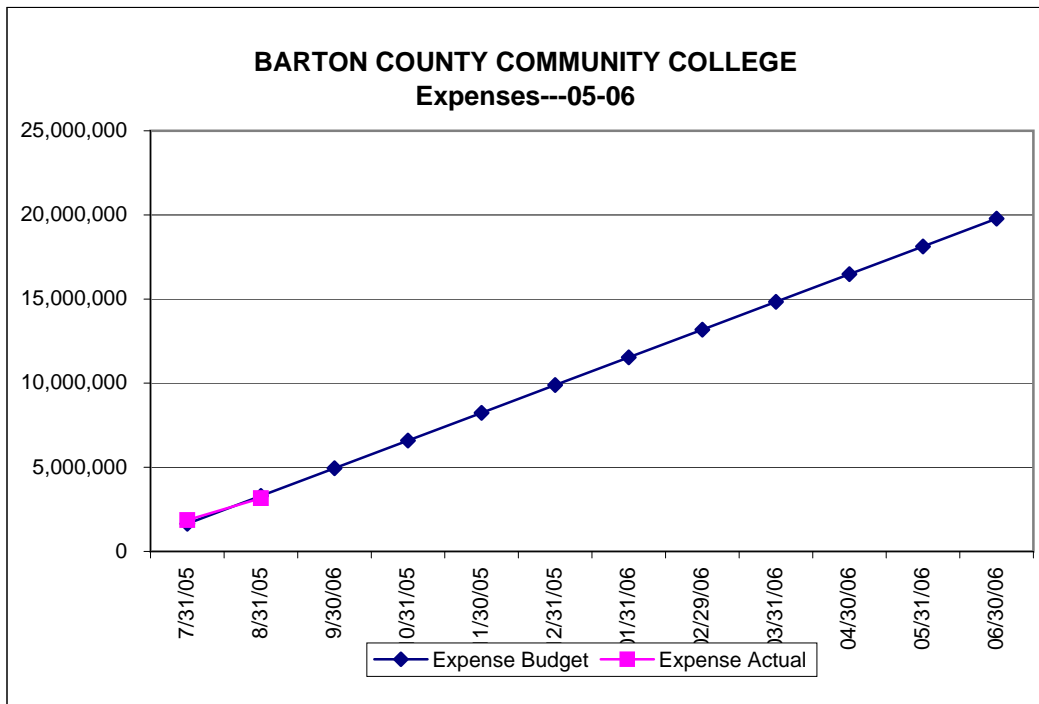
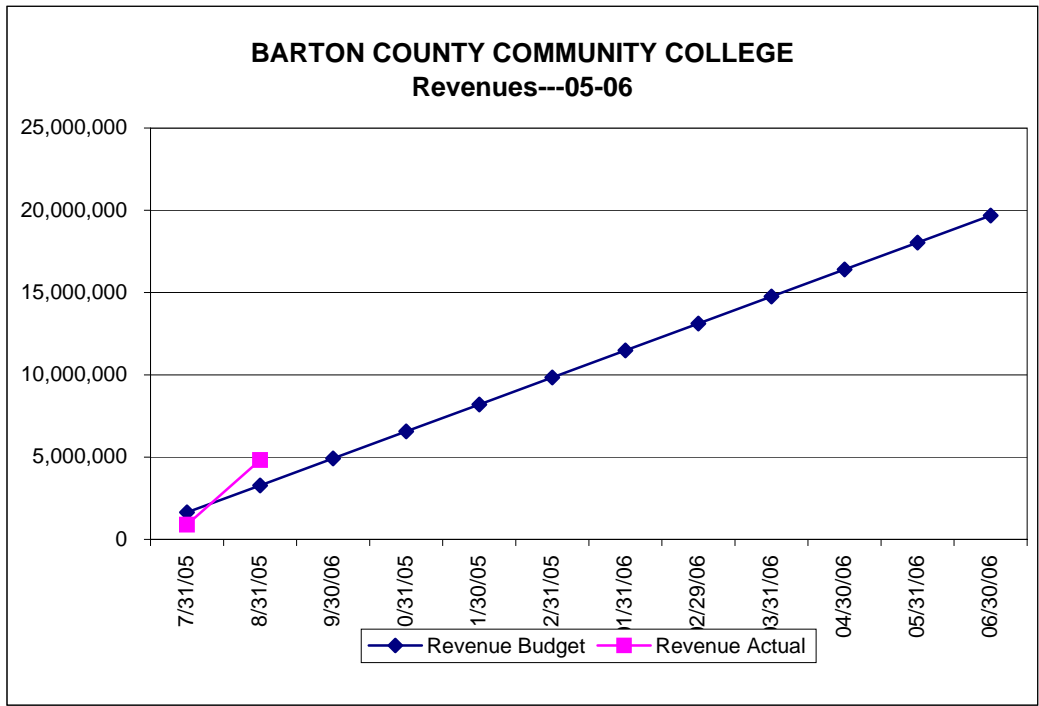
	PERIOD ENDED		NET CHANGE	%
	08/31/05	08/31/04	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	98,798.00	75,720.00	23,078.00	30.48
<hr/>				
Revenues:				
Transfers	400,000.00	400,000.00	0.00	0.00
Revolving	0.00	0.00	0.00	
Gate Receipts	0.00	0.00	0.00	
Entry Fees & Other	0.00	2,130.00	(2,130.00)	(100.00)
<hr/>				
Total Revenues	400,000.00	402,130.00	(2,130.00)	(0.53)
<hr/>				
Expenditures:				
Salaries	0.00	0.00	0.00	
Travel & Recruiting	15,410.00	13,790.00	1,620.00	11.75
Officials	1,680.00	2,220.00	(540.00)	(24.32)
Training Supplies	6,797.00	7,446.00	(649.00)	(8.72)
Insurance	65,948.00	48,868.00	17,080.00	34.95
Equipment	25,581.00	9,784.00	15,797.00	161.46
Clinics & Awards	0.00	0.00	0.00	
Transfers	0.00	0.00	0.00	
Nationals & Fees	750.00	0.00	750.00	
Supplies	13,169.00	11,562.00	1,607.00	13.90
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Total Expenditures	129,335.00	93,670.00	35,665.00	38.08
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Fund Balance, Ending	369,463.00	384,180.00	(14,717.00)	(3.83)
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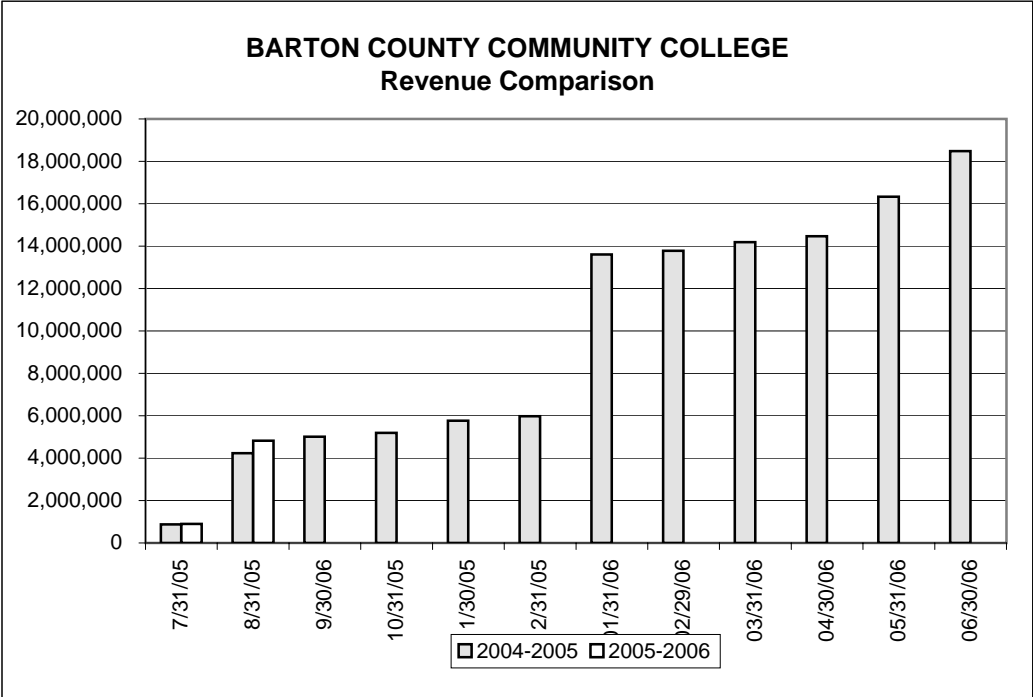
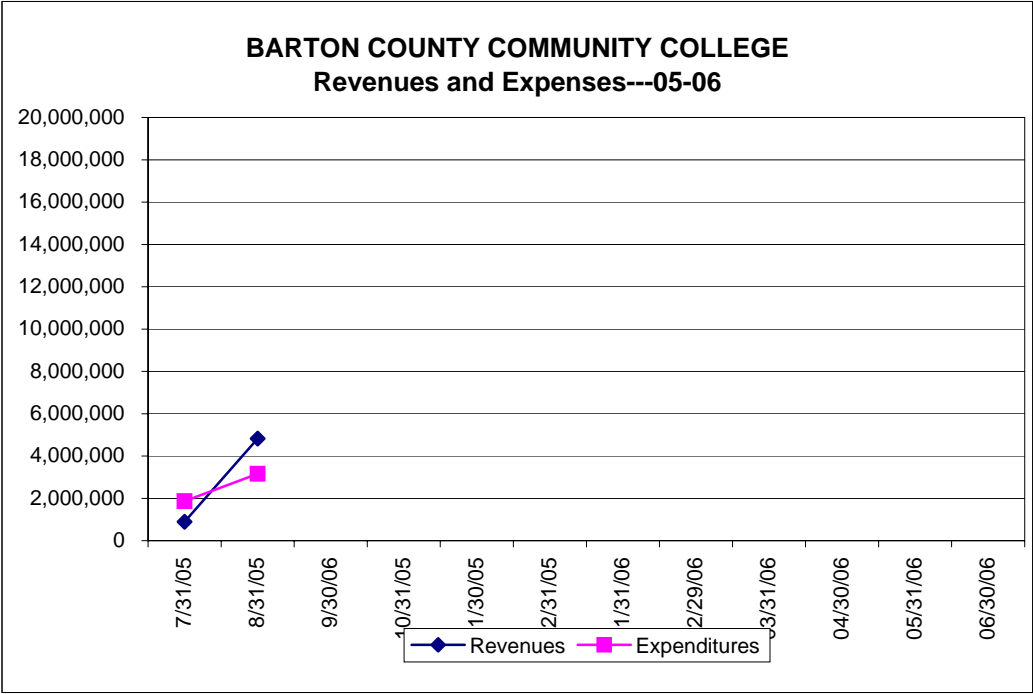
BARTON COUNTY COMMUNITY COLLEGE
 CAMP ALDRICH
 FUNDS FLOW ACTIVITY
 PERIOD ENDED AUGUST 31, 2005 AND 2004

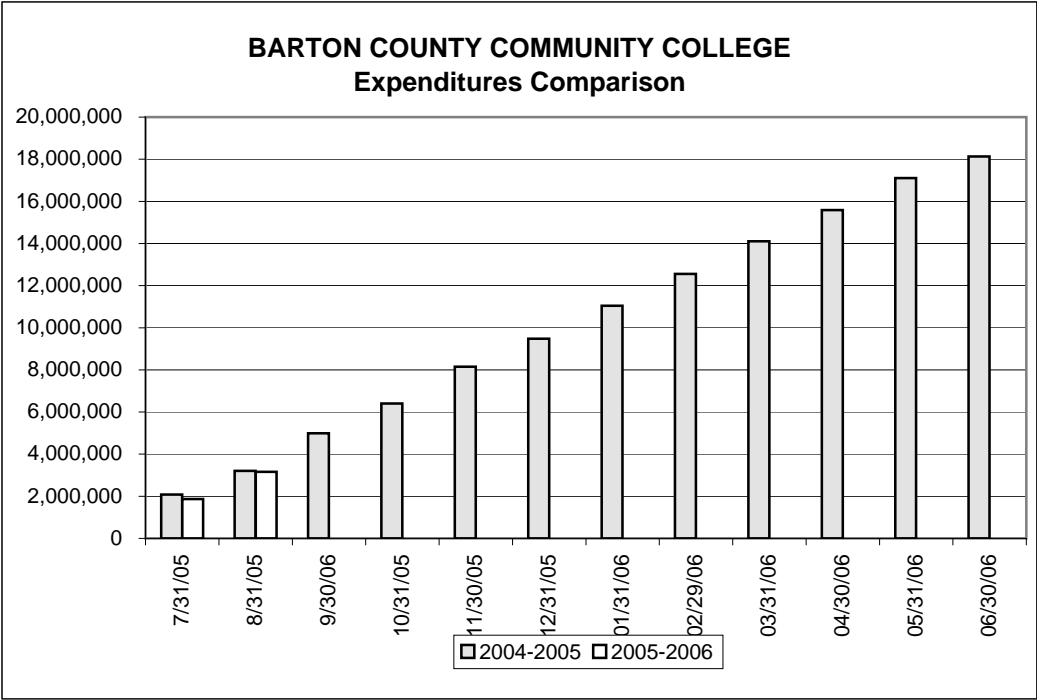
	PERIOD ENDED		NET CHANGE	%
	08/31/05	08/31/04	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	88,952.00	45,978.00	42,974.00	93.47
<hr/>				
Revenues:				
Food Service	0.00	0.00	0.00	
Housing Rental	17,035.00	10,860.00	6,175.00	56.86
Transfers	0.00	0.00	0.00	
<hr/>				
Total Revenues	17,035.00	10,860.00	6,175.00	56.86
<hr/>				
Expenditures:				
Salaries	15,845.00	15,290.00	555.00	3.63
Food	0.00	0.00	0.00	
Utilities	5,701.00	5,196.00	505.00	9.72
Equipment	0.00	0.00	0.00	
Supplies	3,373.00	1,468.00	1,905.00	129.77
<hr/>				
Total Expenditures	24,919.00	21,954.00	2,965.00	13.51
<hr/>				
Fund Balance, Ending	81,068.00	34,884.00	46,184.00	132.39
<hr/> <hr/>				

BARTON COUNTY COMMUNITY COLLEGE
 TREASURER'S REPORT
 8/31/05

FUND-DESCRIPTION	BEGIN-BAL	MONTH-RCPT	MONTH-EXP	YTD RCPT	YTD-EXP	END-BAL	CHECKING	INVEST	CHANGE
GENERAL & VOC	4,179,231	3,064,921	1,481,097	3,276,033	2,931,904	4,523,360	4,129,260	350,000	44,100
EMPLOYEE BENEFITS	0	0	178,383	0	373,012	(373,012)	(373,012)	0	0
STUDENT UNION	376,521	292,447	81,683	327,825	304,549	399,797	298,797	100,000	1,000
DORMITORY	437,385	485,899	64,603	544,066	204,222	777,229	676,829	100,000	400
CAMP ALDRICH	88,952	9,803	14,337	17,035	24,908	81,079	81,079	0	0
ATHLETICS	98,798	0	98,845	400,000	123,789	375,009	375,009	0	0
	5,180,887	3,853,070	1,918,948	4,564,959	3,962,384	5,783,462	5,187,962	550,000	45,500







8. ACTION ITEMS

Memorandum of Understanding with USD #428

October Board Meeting Change

Revisions to Current Statement to the Public

Executive Limitations Revisions

ENDS Changes

MEMORANDUM OF UNDERSTANDING WITH USD #428

Detail: Attached for the Board's review is a copy of a Memorandum of Understanding between Unified School District #428 and Barton County Community College relative to the College's Automotive Program.

Recommendation: It is recommended that the Board authorize the Interim President to execute the Memorandum of Understanding between USD #428 and Barton County Community College for the continuation of the joint automotive program through June 30, 2008.

Action: President's Office

**MEMORANDUM OF UNDERSTANDING
BETWEEN
BARTON COUNTY COMMUNITY COLLEGE
AND
USD #428**

July 1, 2005 – June 30, 2008

This memorandum of understanding is made for a period of three years and entered into on July 1, 2005, by and between the Board of Education, Great Bend Unified School District #428, hereinafter called USD #428, and the Trustees of Barton County Community College, hereinafter called Barton. At anytime during the three years that this memorandum of understanding is in place, USD #428 and the Trustees of Barton County Community College may re-negotiate the terms of this agreement if the number of Great Bend High School students attending the Automotive program at Barton drops below twenty-five students.

USD #428 and Barton hereby agree to jointly provide an Automotive Technology Program for Great Bend High School junior and senior students according to the following terms:

- The Joint Automotive Technology Program shall be housed on Barton's premises.
- Barton shall provide a schedule for training at times suitable to meet the needs of the high school students so as not to interfere with the high school class scheduling. High school students who are in their second year of college automotive classes will attend classes scheduled during the morning hours Monday through Friday. High school students who are in their first year of classes will attend afternoon classes Monday through Thursday. Fridays will be available for scheduling remediation, tutoring, and special meetings. Specific class meeting times for the automotive courses, tutoring and special meetings will be set by mutual agreement between the Automotive Program coordinator and the Great Bend High School administration.
- USD #428 students will follow Barton's calendar as it relates to the starting and ending dates for each class and days when classes are not in session. In case of bad weather and Great Bend High has determined an official "snow day", USD #428 students will receive an excused absence from their Barton County automotive classes.
- No student may, without liability to lawful discipline, intentionally act to impair or prevent the accomplishment of any lawful function of Barton County Community College. Any student who willfully or knowingly causes destruction of College property, or who disrupts the orderly and ongoing process of the institution will face immediate suspension or dismissal.
- Barton shall provide two well-qualified instructors, hired by Barton, to teach the automotive courses for high school students. USD #428 agrees to pay Barton \$8,000 per year toward the salary expense of one of the instructors. This \$8,000 amount is based on the portion of time that the instructor teaches Great Bend High School students.
- Barton shall hire one part-time Parts/Equipment Room Manager (2 hours per week) to maintain the equipment and tools.
- Barton will furnish USD #428 administration with follow-up reports showing the status of high school students participating in this program.

- Barton shall provide adequate tools and equipment for students' use. Both USD #428 and Barton will actively seek grant funds to support the automotive program needs.
- All equipment owned and purchased with USD #428 funds shall remain the property of USD #428 and all equipment owned and purchased by Barton funds shall remain the property of Barton.
- Any new equipment purchases will be recommended by Barton's Automotive Program Coordinator and reviewed by representatives of both USD #428 and Barton. USD #428 will contribute an amount of \$10,000 toward equipment and \$1,000 toward supplies to apply to the acquisition of approved automotive equipment and supplies. By mutual agreement, the portion spent on equipment and supplies may be adjusted but the total contribution will remain at \$11,000 each year for the three-year period of this memorandum. Should other unified school districts participate in the program, those districts will be asked to contribute to the funding of the equipment and supply costs for the program. This contribution is to be based on the number of students from each district. USD #428 students who have met basic reading, writing and math skill requirements will be given priority for placement into the Automotive Program.
- Prospective students must complete the WorkKeys reading and math assessment prior to enrollment. Students must attain a level 3 on math and a reading score determined necessary by the automotive instructors. Students failing to score at the required levels must complete remediation using Barton's KeyTrain software during the fall semester. To maintain eligibility for the following spring semester, students must complete this required remediation during the fall semester.
- Barton shall award the student who successfully completes 31 credit hours of automotive courses a certificate of completion. These credit hours will apply to the Associate of Applied Science degree at Barton.
- Barton's Automotive instructor shall forward to the Great Bend High School administration final grades at the end of each semester for each student.
- All operating expenses will be paid by Barton. The operating expenditures will be reviewed annually.
- USD #428 will purchase books for students. These books will be housed at the Barton Automotive facility.

Expenses to USD #428:

\$ 8,000	(Share of Instructor's salary)
10,000	(equipment)
1,000	(supplies)
20,800*	tuition and fees for a <u>minimum</u> of 25 students @ \$65 per credit hour** based on twenty 1 st year students and five 2 nd year students
	*If enrollment exceeds 25, this figure will be recalculated on the total USD #428 students enrolling.
\$39,800*	Total Cost to USD #428 based on enrollment of 25 students

Note: This memorandum of understanding shall be reviewed, revised, and renewed at the end of the three year period, in order to adjust the fiscal conditions upon which it is written.

*Book expense is not figured into this expense list – book will be purchased every three-four years.

**Based on tuition and fees of \$65.00/ per hours for the 2005-06 semesters

In addition, it is agreed that enrollment of students from other unified school districts who wish to participate in the Joint Automotive Technology Program will not alter this memorandum of understanding. Great Bend will be given priority enrollment to a maximum agreed upon by the Barton administration and the USD #428 administration.

Prerequisites:

Junior or Senior high school level students
1st year students: 2.0 high school GPA
2nd year students: 2.0 high school GPA and college automotive coursework
Record of overall good attendance
Students are responsible for transportation to Barton's campus

Assessment:

Barton will assess high school students with Work Keys in the following areas before admittance into the program:

- Applied Mathematics
- Reading for Information

Remedial instruction will be provided through Barton's KeyTrain system if assessment scores fall below standards set by Automotive instructors. This remediation must be completed during the fall semester to maintain eligibility for the following spring semester.

Coursework: 1 st Year		Coursework: 2 nd Year	
Fundamentals of Mechanics	3 hrs	Auto Air Conditioning	5 hrs
Internal Combustion Engines	3 hrs	Auto Electrical I	5 hrs
Automotive Braking Systems	5 hrs	Manual Trans and Drive Train	5 hrs
		Auto Electrical II	5 hrs
	11 hrs		20 hrs

Dr. Thomas Vernon, Superintendent
Great Bend Unified School District #428

(Date)

Dr. Steven Maier, Interim President
Barton County Community College

(Date)

OCTOBER MONTHLY BOARD MEETING

Comments: Dr. Maier's presence has been requested at a meeting at Fort Riley on October 18 which conflicts with the scheduled monthly Board of Trustees meeting.

Recommendation: It is recommended that the Board of Trustees move its monthly meeting from October 18, 2005 to October 25, 2005 beginning at 4:00 p.m. in room U-219 of the Student Union.

Action: President's Office

REVISIONS TO CURRENT STATEMENT TO THE PUBLIC

Comments: In reviewing the current statement to the public regarding citizen participation in the Board meeting, the request that written matters be submitted to the President seventy-two (72) prior to the meeting is problematic. The President's Office staff attempts to get the agenda to Trustees no later than the Friday prior to the Tuesday meeting. This means the agenda is constructed on Wednesday and Thursday, far more than seventy-two hours. Rather, the staff would prefer that agenda materials be in the President's Office by the end of the day on the Wednesday prior to the meeting. Of course, the Board retains the option of hearing matters not on the agenda at the Board meeting, with the consent of the Board.

Recommendation: It is recommended that the Board meeting procedure be revised as follows:

"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~~ **no later than 5:00 p.m. on Wednesday of the week prior to the Board** ~~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."

Action: President's Office

EXECUTIVE LIMITATIONS REVISIONS

Comments: Upon review of current Executive Limitations and their effectiveness and uniformity with Board of Regents rules, the following changes are proposed:

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: GENERAL EXECUTIVE CONSTRAINT

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:

1. Deal with students, staff, or persons from the community in an inhumane, unfair, or undignified manner.
2. Make decisions except by a process where openness is maintained.
3. Permit financial conditions which risk fiscal jeopardy, compromise Board ENDS priorities, or fail to show a generally acceptable level of foresight.
4. Provide information to the community, Board, or College constituencies which is untimely, inaccurate, or misleading.
5. Permit conflict of interest in awarding purchases or other contracts or hiring of employees.
6. Allow the day-to-day operations to impede the vision or prevent the achievement of the ENDS of the College.
7. Manage the College without adequate administrative policies for matters involving instructional services, administrative and financial services, human resources, marketing and economic development, enrollment management, and student services.
8. ~~Fail to take prompt and appropriate action when the President becomes aware of~~ **ALLOW** any violation of any laws, rules or regulations, or of any breach of Board policies.
9. Allow assets to be unprotected, inadequately maintained, or unnecessarily risked.

10. Inform fewer than two administrators of President and Board issues and processes.

11. Establish dean or vice-president level positions without prior authorization of the Board. The President is constrained from establishing a position at this level through hiring a new staff member or transferring currently employed personnel without prior consent.

12. Implement new programs without Board approval.

-- This policy adopted on 03-27-97
Revised on 04-18-00
Revised on 06-20-00
Reviewed on 02-05-03 (no changes)
Reviewed on 09-01-04 (no changes)

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: ~~(a) without prudent protection against conflict of interest; (b) over \$10,000 without Board approval, (c) over \$10,000~~ **\$30,000** 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.
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 reserves which allows the College cash reserve to drop below 8% of its annual budget, working toward a goal of 16%.
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.
7. 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)

ENDS CHANGES

Comments: Upon review of current ENDS, neither Policy titles “Mission” nor “Shared Values” are considered ENDS.

Recommendation: It is recommended that both “Mission” and “Shared Values” be removed from the Board ENDS.

Action: President’s Office

9. 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.

October Board Meetings/Activities

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

Tuesday, October 25 **Regular Board Meeting – 4:00 p.m., room U-219** (upper level of Student Union)
(if date change is approved today)

10. **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.

Action: Board Chair

11. NOTICES AND COMMUNICATIONS

- Congratulatory Memo from Dr. Maier to Todd Moore – Labor Day Parade
- Congratulatory Memo from Neil Elliott – Academic All-Americans
- Letter from Dr. Fred J. Rodriguez, Director of Education Services, Department of the Army, Fort Riley
- Thank you note from the family of Calvin E. Smith (Dee Ann Smith's father)
- Thank you note from Jean Rumble, Barton Retiree

12. ADJOURNMENT

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

From: Maier, Steve Dr.
Sent: Tuesday, September 06, 2005 8:38 AM
To: Moore, Todd
Cc: Campus
Subject: RE: Parade Wrap-Up

Congratulations Todd and everyone else who participated! It's important to remind the people who own this college of our presence and the impact we have on the community. Thank you.
Steve Maier

From: Moore, Todd
Sent: Monday, September 05, 2005 3:32 PM
To: Campus
Subject: Parade Wrap-Up

Post-Holiday greetings everyone!

Where do I start.....I must say I was overly pleased with the Barton turnout at the parade! As you know, we had 6 floats....oh wait, we had 7 floats!!!! The Child Development Center had such a great response of kids and parents (some of those being Barton employees), they needed 2 floats instead of 1! What a great response and representation we had of the many good things about Barton!

There is a LOT of people to thank for all their work on this project. Too many to name, and I certainly don't want to miss anyone. However, I must give "props" to couple of people. In particular, to my staff: Kala, Kathy, and our student ambassadors. Special thanks to Kala.....this wouldn't have been a success without you! Thanks for arranging the trailers, the drivers, hay bales, your organizational skills, and your double-checking that everyone/everything was accounted for! ☺

I also want to recognize the ones who put together their floats: Randy Smith, Larissa Adams and your staff, Darcy Wedel and Ron Kirmer, and Karla Perrotta and her staff.

"High-five" props to the athletic coaches: Lane Lord, Craig Fletchall, Kurt Kohler, Sidney Bwalya, and Debbie Warren. Special thanks to "Bart" and "Miss Kitty" for enduring the heat to put a lot of smiles on kids faces!

Another thanks for dedication to Julie Munden, Mike Dawes, and Mike Marzolf for "capturing the moments" in video and pictures!

Again.....there is too many of you to name...and I don't want to leave anyone out. THANK YOU to EVERYONE that organized, participated, and even to those of you in attendance who gave us waves and cheers as we rode by! It was great seeing your smiling faces!

This was truly a team-event and we all should feel proud to be part of the "Many Faces of Barton"!

Have a wonderful week!
Todd

Todd Moore
Director of Admissions & Marketing
Barton County Community College
620-792-9241
mooret@bartonccc.edu
"Take the Opportunity!"

Maier, Steve Dr.

From: Elliott, Neil
Sent: Tuesday, August 16, 2005 9:28 AM
To: Lord, Lane; Warren, Mike; Burger, Joseph; Lashley, Lyles; Bwalya, Sydney; Curtis, Tom
Cc: Maier, Steve Dr.; Burger, Joseph; Bwalya, Sydney; Curtis, Tom; Fletchall, Craig; Foss, Dana; Freivogel, David; Gillespie, Amy; Gotsche, Steve; Gross, Toni; Holland, Scott; Hruska, Katherine; Hsu, Marc; Kohler, Kurt; Lashley, Lyles; Lord, Lane; Schmidt, Ryan; Smith, Stephen; Straub, Kristy; Warren, Debbie; Warren, Mike; Wilbanks, Jared
Subject: Academic All Americans and Academic Team of the Year

Coach Lord, Coach Warren, Coach Burger, Coach Curtis, Coach Bwayla and Coach Lashley,

Congratulations for the academic achievements of your student-athletes. Listed below are the Barton student-athletes who were recognized by the NJCAA as Distinguished Academic All Americans (GPA 3.80 or higher) and/or Academic All-Americans (GPA 3.60 or higher) for the 04-05 academic year. In addition, congratulations to the women's tennis team for achieving the highest GPA among women's tennis teams in the Jayhawk Conference this past year.

Distinguished Academic All Americans:

Carly Bloomfield - Women's Basketball
Scott Elliott - Men's Basketball
Kelsey Mollencamp - Women's Track
Jill Zumbahlen - Women's Track

Academic All Americans:

Jessica DeWild - Softball
Andrew Small - Baseball
Grady Woodruff - Men's Soccer
Kayla Kaiser - Women's Track
Amber Jeffrey - Women's Basketball



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT RILEY
500 HUEBNER ROAD
FORT RILEY, KANSAS 66442-5000

September 12, 2005

Education Services

Ms. Jackie Elliott
Dean of Student Development
Barton County Community College
245 NE 30th Road
Great Bend KS 67530

Dear Ms. Elliott:

Thank you for the invitation to serve as the keynote speaker at your May 11, 2006 Commencement for the graduating class of 2006. This is truly an honor and I respectfully accept this invitation.

I look forward to meeting you, the President and the Board of Trustees and I, too, believe it is important to emphasize the partnership between our institutions. It will be a privilege to speak at commencement.

Sincerely,

A handwritten signature in black ink, appearing to read "Fred J. Rodríguez".

Fred J. Rodríguez, Ph.D.
Director, Education Services

The family of
CALVIN E. SMITH
acknowledges with grateful
appreciation your kind expression
of sympathy

Thank you for the
beautiful plant in honor
of Smith.

Betty Smith
& family

8-31-05

Dear Mr. Meyer,

Thank you so much for the
complimentary pass to the home
games at BCCC.

I appreciate your thoughtfulness
recognizing Bob's dedication to BCCC.

Sincerely,
John Reynolds