

BARTON COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES

Tuesday, November 21, 2006 – 4:00 p.m.
Room U-219 (upper level of the 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. **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. It is recommended that the Board approve the consent agenda as presented.
 - A. **PERSONNEL**
Veronica Brown – Custodian I – replacement
Sandra Dunavan – Instructor (Nursing) – replacement
Melissa Hull – Coordinator & Academic Advisor – replacement
Yvonne Terlosky – Enrollment Specialist – replacement
 - B. **REVISED SCHEDULE OF BOARD MEETINGS - 2006-2007**

The following meeting schedule has been set for the Board study sessions and regular Board meetings for the 2006-2007 academic year as well as two Board retreats during the year. ~~Unless otherwise noted, meetings will be held in room U-219 (upper level of the Student Union.)~~ **An official notification will be published prior to each meeting, which will reflect the meeting location.**

Please know that every attempt will be made to avoid alterations to this schedule; however, unexpected conflicts may necessitate revisions throughout the year. In addition, this schedule does not reflect any special meetings, which may be scheduled at a later day **(revisions to meetings will be noted in red and re-posted.)**

Monday, July 10, 2006 – 12:00 p.m. – study session

Tuesday, July 18, 2006 – 4:00 p.m. – BOT Meeting

Wednesday, August 2, 2006 – 8:00 a.m. – Board Retreat

Wednesday, August 2, 2006 – 2:30 p.m. – Special Board Meeting

Friday, August 4, 2006 – 5:00 p.m. – Special Board Meeting

Tuesday, August 8, 2006 – 4:00 p.m. – Budget Hearing/BOT Meeting

Wednesday, September 06, 2006 – 12:00 p.m. – study session

**Friday, September 8, 2006 and Saturday, September 9, 2006
KACCT/COP Annual Meeting – Wichita Airport Hilton**

Tuesday, September 19, 2006 – 4:00 p.m. – BOT Meeting

Wednesday, October 04, 2006 – 12:00 p.m. study session

**Wednesday, October 11 – Saturday, October 14
ACCT Annual Leadership Congress – Orlando, Florida**

Tuesday, October 17, 2006 – 4:00 p.m. – BOT Meeting

Wednesday, November 01, 2006 – 12:00 p.m. – study session

Tuesday, November 21, 2006 – 4:00 p.m. – BOT Meeting

**Sunday, December 3, 2006 and Monday, December 4, 2006
KACCT/COP Quarterly Meeting – Allen County Community College**

Wednesday, December 06, 2006 – 12:00 p.m. – study session

Tuesday, December 12, 2006 – 4:00 p.m. – BOT Meeting

~~**Wednesday, January 3, 2007 – 12:00 p.m. – study session**~~ **Cancelled**

~~**Tuesday, January 16, 2007 – 4:00 p.m. – BOT Meeting**~~ **Rescheduled**

Friday, January 19, 2007 – Board Retreat – 8:00 a.m.

Tuesday, January 23, 2007 – 4:00 p.m. – BOT Meeting

Wednesday, February 07, 2007 – 12:00 p.m. – study session

**Thursday, February 15, 2007 – Phi Theta Kappa Honors Luncheon
KACCT/COP Meeting – Capital Plaza Hotel – Topeka, Kansas**

Tuesday, February 20, 2007 – 4:00 p.m. – BOT Meeting

Wednesday, March 07, 2007 – 8:00 a.m. – Board Retreat
Camp Aldrich Classroom

Tuesday, March 20, 2007 – 4:00 p.m. – BOT Meeting

~~Sunday, April 1 – Wednesday, April 4, 2007
North Central Association Annual Meeting – Chicago, Illinois~~

Tuesday, April 3, 2007 – study session at Fort Riley (time and location TBA)

~~Wednesday, April 11, 2007 – 12:00 p.m. – study session~~ **Cancelled**

~~Saturday, April 14 – Tuesday, April 17, 2007
AACC Annual Convention – Tampa, Florida~~

Tuesday, April 17, 2007 – 4:00 p.m. – BOT Meeting

Wednesday, May 2, 2007 – 12:00 p.m. – study session

Tuesday, May 15, 2007 – 4:00 p.m. – BOT Meeting

Thursday, May 17, 2007 – 7:30 p.m. – COMMENCEMENT

Wednesday, June 06, 2007 – 12:00 p.m. – study session

~~Friday, June 15, 2007 and Saturday, June 16, 2007
KACCT/COP Retreat – Barton County Community College~~

Tuesday, June 19, 2007 – 4:00 p.m. – BOT Meeting

C. REVISED ENDS STATEMENT

POLICY TYPE: ENDS

POLICY TITLE: REGIONAL WORKFORCE NEEDS

~~Employment opportunities in Barton County will be expanded.~~

- 1. Workforce training will be expanded through partnerships.**
- 2. Partnerships will address needs of the service area.**

D. REVISED ENDS SCHEDULE OF MONITORING REPORTS

PROPOSED SCHEDULE OF MONITORING REPORTS

Note: Dr. Heilman will propose alternative topics for those months when monitoring reports are not scheduled for presentation.

END	Reporting Months
1	September
2	May
3	March
4	January
5	July
6	November

JANUARY

End 4: Personal Enrichment

Recipients pursuing individual interests will be personally enriched.

- Individuals/students will experience various cultural activities.
- Individuals/students will participate in College activities.
- Intercollegiate athletics and other extra curricular programs and activities will improve the lives of the participant(s).

Source:

Instrument	Description	Preparation Office/Person	Reporting Period
CCSSE	This is a national survey that shows student engagement.	Instruction/Steve Tustin	January
SSI	This is a national report that measures student satisfaction.	Instruction/Steve Tustin	January
Student Exit Survey	This report measures satisfaction rates of students with the education they received at Barton.	Institutional Research/Weltsch	January

MARCH

End 3: Academic Advancement

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

- Students will have the academic prerequisites for successful transfer.
- Students will have appropriate knowledge of transfer requirements.
- Students will have adequate preparation to be successful after transfer to other colleges and universities.
- Students will be able to obtain Bachelor's and advanced degrees through studies sponsored by Barton County Community College.

Sources:

Instrument	Description	Preparation Office/Person	Reporting Period
Academic Goal Survey	This report measures what percentage of students attains self declared academic goals.	Institutional Research/Weltsch	March
Advising Assessment Survey	This report measures how satisfied the students are with advising at Barton.	Dean of Student Services	March
CCSSE	This is a national survey that shows student engagement.	Instruction/Steve Tustin	March every odd year
SSI	This is a national report that measures student satisfaction.	Instruction/Steve Tustin	March every even year
Student Exit Survey	This report measures satisfaction rates of students with the education they received at Barton.	Institutional Research/Weltsch	March
Transfer GPA Report	This report measures the GPAs of former	Instruction/Steve Tustin	March

	Barton students to the GPAs of natives students at the Regents Universities		
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MAY

End 2: Work Preparedness

Students will be prepared for success in the workplace.

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

Sources:

Instrument	Description	Preparation Office/Person	Reporting Period
Completer Job Attainment Report	This report tracks the percentage of Barton students who find employment in their degree area within 6 months of completing.	Instruction/LaVonne Gerritzen	May
Completer Satisfaction Survey	This report measures vocational program completer satisfaction.	Instruction/LaVonne Gerritzen	May
Completer "Soft Skills" Survey	This report measures vocational program satisfaction with the "Soft Skills."	Instruction/LaVonne Gerritzen	May
Employer Survey	This report measures employer satisfaction with Barton graduates.	Instruction/LaVonne Gerritzen	May
National/State/ Local Test Comparisons	This refers to the National, State, and Local tests. The	Instruction/LaVonne Gerritzen	May

	intention is to collect the pass rate data and compare them to the national average.		
CCSSE	This is a national survey that shows student engagement.	Instruction/Steve Tustin	May every odd year
SSI	This is a national report that measures student satisfaction.	Instruction/Steve Tustin	May every even year
Student Exit Survey	This report measures satisfaction rates of students with the education they received at Barton.	Institutional Research/Weltsch	May

JULY

End 5: “Barton Experience”

Students will be positive about their Barton experience.

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

Source:

Instrument	Description	Preparation Office/Person	Reporting Period
CCSSE	This is a national survey that shows student engagement.	Instruction/Steve Tustin	July every odd year
SSI	This is a national report that measures student satisfaction.	Instruction/Steve Tustin	July every even year
Barton Difference, Leaders in Instruction	These award programs allow students to nominate faculty and staff for special recognition.	Instruction/Steve Tustin	July
Student Exit Survey	This report measures satisfaction rates of students with the education they received at Barton.	Institutional Research/Weltsch	July

SEPTEMBER

End 1: Essential Skills

Students will acquire the skills needed to be successful for the program of study they are in.

- Students will have the essential skills to succeed in the work place.
- Students will have the essential skills to lead productive lives.
- Students will be provided remediation as needed.

Sources:

Instrument	Description	Preparation Office/Person	Reporting Period
Assessment and Placement Report	This report identifies how many students were assessed as needing remedial training and how many of those students were placed in to developmental classes.	Instruction/Steve Tustin	Spring semester data
Completer "Soft Skills" Survey	This report measures vocational program completer satisfaction with the "Soft Skills" they learned while at Barton.	Instruction/LaVonne Gerritzen	September
Developmental Pass Rate Reports	This report identifies the percentage of students who successfully complete developmental courses.	Instruction/Steve Tustin	Spring semester data
Student Exit Survey	This report measures satisfaction rates of students with the education they received at Barton.	Institutional Research/Weltsch	September

NOVEMBER

End 6: Regional Workforce Needs

Employment opportunities in Barton County will be expanded.

Source:

Instrument	Description	Preparation Office/Person	Reporting Period
Employee Training Report	This report tracks the amount of workforce training provided by the College	Community Education/Elaine Simmons	November
Partnerships Report	This report tracks the number of training partnerships Barton has with companies.	Community Education/Elaine Simmons	November

E. MEETING MINUTES OF OCTOBER 17, 2006

Regular Meeting of the Board of Trustees Barton County Community College October 17, 2006

ATTENDANCE

Trustees Present: Robert Feldt, Don Learned, Dr. Paul Maneth, John Moshier and J.B. Webster

Trustees Absent: Mike Johnson

Other Attendees: Jan Peters presenting Great Bend Chamber of Commerce & Economic Development; Sharon Dennis, Erika Brining and Margaret Dirks representing CPI Qualified Plan Consultants, Inc.; Andrew Murphy and Aaron Spanier representing Innovative Livestock Services, Inc.; Mike Warren and members of Barton's Baseball Team; Jennifer Ney representing Barton's Student Senate; Danny Biggs; Betty Lawson; Brenda Kuhn; Janet Kuhn; Brad Kuhn; Diane Cahoone; Duane Rea; Mark Dean; Jane Howard; Mike Dawes; Charles Perkins; Ron Vratil; Jason Halling; Randy Henry; Kurt Kohler; Julie Kramp; Dick Wade; Sarah Shirer; President Carl Heilman and Marilyn Beary

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chairman Feldt called the meeting of the Board of Trustees of Barton County Community College to order at 4:00 p.m., October 17, 2006 in room U-219 of the Student Union. He then led in the Pledge of Allegiance.

INTRODUCTION OF GUESTS AND NEW EMPLOYEES

- Jason Halling introduced Diana Cahoone, Peer Education Advisor.
- Mark Dean introduced Duane Rea, Security Officer.

PUBLIC COMMENT

Chairman Feldt asked if there were any public comments. Trustee Webster thanked Kurt Kohler and Dr. Heilman for attending the recent musical at the College.

Trustees Feldt, Learned and Moshier shared some of their experiences at the recent ACCT Conference held in Orlando, Florida. They expressed their appreciation to the College for providing this opportunity for further Board development and to interact with trustees and presidents from across the country.

ACTION ITEM

Trustee Maneth moved that in recognition of Danny Biggs' support of Barton County Community College's Baseball Program and his contributions to the College and the students that it serves, the Jimmy Lawson Field be named the "Jimmy Lawson/Danny Biggs Field." The motion was seconded by Trustee Webster. Following discussion, the motion carried 5-0.

Trustee Maneth then presented framed certificates of appreciation to Danny Biggs and Betty Lawson to commemorate this action.

CONSENT AGENDA

The following were included in the consent agenda for consideration:

- Minutes of the regular meeting of the Board of Trustees, held on September 19, 2006
- Proposed revisions to ENDS Statements

Trustee Maneth moved that the consent agenda as presented be approved. The motion was seconded by Trustee Learned. Following discussion, the motion carried 5-0.

LINKAGE/COMMENTARY

In keeping with the Board's "Regional Workforce Needs" Ends statement, Julie Kramp, Business and Industry Training Coordinator, arranged for representatives from two business and industry entities to present at today's meeting.

Aaron Spanier, Director of Human Resources and Andrew Murphy, CEO of Innovative Livestock Services, Inc., discussed the importance of the partnership in the WorkFit Physical Capacity Profile testing and Barton's customized training class in command Spanish, both of which assist their company meet its workforce needs.

Erika Brining, Director of Human Resources at CPI Qualified Plan Consultants, Inc. highlighted the College's partnership with CPI in customized training for American Society of Pension Actuaries.

Julie Kramp also provided a written summary highlighting the many partnerships that Barton has with other businesses in the community.

ENDS REVIEW

With the revisions approved within the consent agenda today, the ENDS statements revisions were accepted.

EXECUTIVE LIMITATIONS REVIEW

The Board was provided with its current executive limitations and there were no recommendations for revision at this time.

INCIDENTAL INFORMATION AND DISCUSSION ITEMS

The following items were discussed/presented:

- Upcoming Board Meetings/Activities
- President's Report of Monthly Activities
- KBOR Report – Dr. Heilman updated the Board on KBOR activities.

BOARD SELF-ASSESSMENT

There were no comments.

EXECUTIVE SESSION

Chairman Feldt advised that an executive session would be necessary to discuss matters of attorney-client privilege in order to protect that privilege and asked that Randy Henry join the Board in executive session.

Trustee Moshier moved that, in compliance with K.S.A. 75-4319(a), the Board recess to executive session for 15 minutes at 5:00 p.m. to consult with legal counsel on a matter protected by the attorney-client privilege, in order to protect that privilege and the Board's position in litigation, to reconvene in room U-219 of the Student Union at 5:15 p.m. In compliance with this Act, no binding action may be taken in executive session. The motion was seconded by Trustee Maneth. Following discussion, the motion carried 5-0.

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 Feldt advised that the Board had discussed matters of attorney-client privilege and no action was taken.

ADJOURNMENT

The meeting adjourned at 5:16 p.m.

Recorded by Marilyn Beary

5. LINKAGE/COMMENTARY:

A. The Board of Trustees will dialogue with staff and students representing the Drug Prevention Program.

B. The Board will dialogue with faculty, staff and students representing the review of vocational programs.

http://www.bartonccc.edu/boardoftrustees/boardbooks/06_07/linkagecommentary.pdf

Dr. Gillian Gabelmann, Bill Nash and LaVonne Gerritzen will introduce and make reference to current vocational programs in a presentation to the Board.

C. Community workforce development representatives will support discussion of area partnership concept.

Dr. Heilman will introduce subject matter and participants in joint discussion on the partnership concept.

6. ENDS REVIEW

POLICY TYPE: ENDS

POLICY TITLE: ESSENTIAL SKILLS

Students will acquire the skills needed to be successful for the program they are in.

- Students will have the essential skills to succeed in the workplace.
- Students will have the essential skills to lead productive lives.
- Students will be provided remediation as needed.

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.

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.
3. Students will have adequate preparation to be successful after transfer to other colleges or universities.
4. Students will be able to obtain Bachelor's and advanced degrees through studies sponsored by Barton County Community College.

POLICY TYPE: ENDS

POLICY TITLE: PERSONAL ENRICHMENT

Recipients pursuing individual interests will be personally enriched.

- Individuals/students will experience various cultural activities.
- Individuals/students will participate in College activities.
- Intercollegiate athletics and other extra curricular programs and activities will improve the lives of the participant(s).

POLICY TYPE: ENDS

POLICY TITLE: "BARTON EXPERIENCE"

Students will be positive about their Barton experience.

1. In exit surveys and other feedback report mechanisms, students will speak 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.

POLICY TYPE: ENDS

POLICY TITLE: REGIONAL WORKFORCE NEEDS

Employment opportunities in Barton County will be expanded.

7. EXECUTIVE LIMITATIONS REVIEW

The Board will review its Executive Limitations statements on a monthly basis.

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. 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.

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.

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.

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 with a cash reserve of less than 10% for cash flow and contingency purposes.
5. Propose a budget which does not include a recommendation for staff and faculty salary increases.

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 or expend any funds without prudent protection against conflict of interest for over \$50,000. Purchases cannot be made 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 or expenditure 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 cash reserves 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.

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.

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: COMMUNICATION AND COUNSEL TO THE BOARD

The President shall keep the Board adequately informed.

Accordingly, the President shall not:

1. Fail to make the Board aware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
2. Fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Relationship, particularly in the case of Board behavior which is detrimental to the working relationship between the Board and the President.
3. Present information in an inappropriate form that is inaccurate, incomplete, or misleading.
4. Fail to report in a timely manner an actual or anticipated non-compliance with any Board policy.
5. Fail to deal with the Board as a whole, except when: (a) fulfilling individual requests for information, or (b) responding to officers or committees duly charged by the Board.
6. Neglect to submit monitoring data required by the Board (see Board/President Relationship policy on Monitoring Executive Performance) in a timely, accurate, and understandable fashion, directly addressing provisions of the Board policies being monitored.
7. Fail to provide a mechanism for official Board, officer, or committee communications.

8. **INCIDENTAL INFORMATION AND DISCUSSION ITEMS**

PRESIDENT'S REPORT OF MONTHLY ACTIVITIES

October 1 - 31, 2006

- 10/02 Vacation Day
- 10/03 Vacation Day
- 10/04 Met with staff members
Met with Dr. Harvey Stone (Mountain States University)
Facilitated Board of Trustees Study Session
Attended Foundation Board Meeting
- 10/05 Met with staff members
Attended Barton vs. Butler Co. baseball game
- 10/06 Met with individual staff member
Met with staff members
Facilitated Athletic Press Conference
- 10/07 Facilitated President's Staff Meeting
Met with individual staff member
Attended Sneak Preview Concert
- 10/10 Met with individual staff member
Met with individual staff member
Met with individual staff member
- 10/11 Bereavement Leave Day
- 10/12 Bereavement Leave Day
- 10/13 Met with individual staff member
Met with staff members
Met with individual staff member
- 10/15 Met with individual staff member
Attended American Royal Banquet in Emporia
- 10/16 Facilitated Management Council Meeting
Met with individual staff member
Made presentation at Rotary Club meeting
Attended Barton Women vs. Neosho Co. Soccer
Met with company representatives at CPI
Met with company representatives at Innovative Livestock Svs

- 10/17 Met with Board of Trustees Chairman
Facilitated Board of Trustees meeting
Traveled to Topeka for KBOR meeting

- 10/18 Attended KBOR meeting in Topeka
Met with Reggie Robinson, KBOR Chairman
Attended COP meeting in Topeka

- 10/19 Attended KBOR meeting in Topeka
Visited Barton-Fort Riley Campus
Met with individual staff member

- 10/20 Met with Board of Trustees Chairman
Met with staff members
Met with individual staff member
Met with individual staff member
Facilitated All-College Forum
Met with individual staff member

- 10/21 Attended Barton's Fall Play

- 10/22 Attended Closing Reception at Shafer Gallery

- 10/23 Facilitated President's Staff Meeting
Met with staff members
Met with individual staff member
Met with individual staff member
Met with staff members

- 10/24 Gave welcoming remarks at Jack Kilby Science Day
Attended Ellinwood Rotary Club meeting
Met with individual staff member
Met with individual staff member
Toured Wetlands at Cheyenne Bottoms

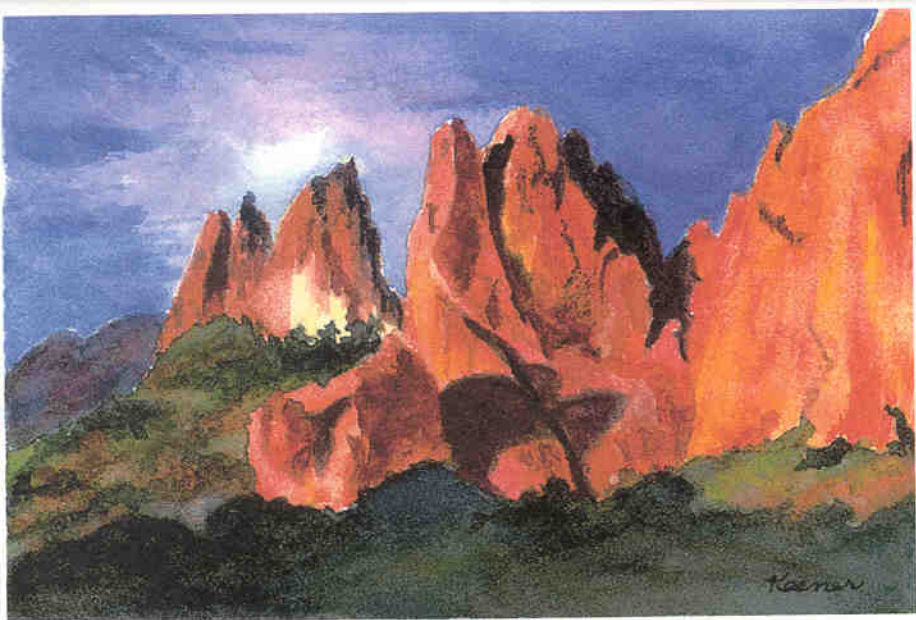
- 10/25 Interview with Dean of Student Services candidate
Met with individual staff member
Addressed College to Community Day Luncheon participants
Interview with Dean of Student Services candidate

- 10/26 Attended CTE Advisory Council Breakfast Meeting
(Business/Tech Accounting/Office/Tech/Med. Asst)
Interview with Dean of Student Services candidate
Attended Cougar Booster Club Board meeting
Met with individual staff member

Addressed Barton Foundation Tea Party library fundraising participants

- 10/27 Attended reception for Gov. Kathleen Sebelius
Attended Wetland's Educational Center Groundbreaking
Attended Wetland's Educational Center luncheon
Met with individual staff member
- 10/28 Attended funeral service of employee family member
Attended funeral service of employee family member
Attended Barton County NAACP Freedom Fund Banquet
- 10/29 Attended Student Recital
- 10/30 Facilitated President's Staff meeting
Met with individual staff member
Met with USD 496 Pawnee Heights/228 Hanston Superintendent
Met with KACCT Chairperson and Barton KACCT Board of Trustees Representative
Met with individual staff member
Met with individual staff member
- 10/31 Attended Barton Child Care Halloween Parade
Met with Ellinwood USD 355 Superintendent
Attended Ellinwood Rotary Club meeting
Conducted a campus walk about
Met with Great Bend Tribune Publisher

- ***KACCT UPDATE BY TRUSTEE JOHNSON***
- ***KBOR UPDATE BY DR. HEILMAN***
- ***THANK YOU NOTE FROM RICHARD BRINING'S FAMILY***



The family of Richard Brining
thank the BCCC Board of Trustees,
Administration, Faculty & Staff
for the plant you sent. It helped
make the occasion beautiful
and will be a reminder of
your thoughtfulness.

Clarence Brining and family

"In His time, in his time,
He makes all things beautiful in His time.
Lord, please show me every day,
as you're teaching me your way,
that you do just what you say,
in your time."

-- Diane Ball



UPCOMING EVENTS

Note: The College will be closed November 22 through November 26 for Thanksgiving

Wednesday, November 29 – President’s Holiday Reception – 8:30 a.m. – 10:00 a.m. – Student Union (focuses on students but faculty and staff are also invited – no spouses)

Sunday, December 3 and Monday, December 4 – KACCT Quarterly Meeting – Allen County Community College (Mike Johnson and Dr. Heilman attending)

Wednesday, December 6 – Board Study Session – 12:15 p.m. – U-219 (upper level of the Student Union)

Friday, December 8 – Employee Holiday Breakfast – 7:00 a.m. – 9:00 a.m. – Student Union (all current employees are invited to attend this come-and-go event – no spouses)

Sunday, December 10 – Fort Riley Holiday Party – 5:00 p.m. – Four Olives Restaurant in Manhattan

Tuesday, December 12 – Monthly Board Meeting – 4:00 p.m. – U-219 (upper level of the Student Union)

Wednesday, December 13 – Fort Riley Winter Graduation – 1:00 p.m. – Field House Gym

Note: The Barton County Campus will be closed December 16 through January 1

Tuesday, December 19 – Troop School Holiday Luncheon – 11:45 a.m. – 1:30 p.m. – Junction City Facility

9. PUBLIC COMMENT

The Chairman will again invite public comments.

10. EXECUTIVE SESSION

In compliance with the Kansas Open Meetings Act, the Board will recess to executive session, to discuss matters affecting a student in order to protect the privacy interests of the individual to be discussed.

11. BOARD SELF-ASSESSMENT

The Trustees will assess today’s meeting.

12. **ADJOURNMENT**

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