

Meeting of the Board of Trustees
Barton County Community College

April 20, 2004

OFFICIAL BOARD MEETINGS

Comments: All official Board meetings are open to the public except executive sessions, which are convened in compliance with State law. The Board of Trustees welcomes the attendance and participation of citizens in regular meetings and upon recognition by the Chairman, encourages questions or comments pertaining to items on the agenda. Persons having other matters to be brought before the Board should submit these matters in writing to the President at least 72 hours in advance of the meeting, in order that items may be placed on the agenda. In accordance with time requirements, the Chairman reserves the right to limit comments, both in content and length of presentation.

1. No comments will be heard on matters which are not on the agenda without the consent of the Board.
2. Persons wishing to speak will identify themselves to the Chairman and state whether or not they represent the opinion of a group.
3. Each person may speak no longer than five (5) minutes.
4. Presentations containing information or comments related to College personnel or students may be referred for consideration in executive sessions.
5. The Chairman reserves the right to stop the proceedings and poll the Board to determine if a speaker may continue.

Please Note: Barton County Community College Trustees routinely hold a monthly Board study session for the purpose of setting goals, Board development, and future planning; discussion is informal and no votes are taken. Both the regularly scheduled monthly Board meeting and the monthly study session are subject to the Kansas Open Meetings Act and are open to the public.

Information Only

Meeting of the Board of Trustees
Barton County Community College

April 20, 2004

CALL TO ORDER

COMMENTS FROM CHAIRMAN:

The Chairman will address the assembly.

PUBLIC AND/OR EMPLOYEE COMMENT:

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

INTRODUCTION OF GUESTS:

The President or his designee will introduce guests, including new employees.

STAFF REPORT:

Jane Howard will present a staff report on the Business Management and Leadership Program.

ACTION ITEMS

**Resolution to Refinance Certificates of Participation
Contract with Local Workforce Investment Board (LWIB) Area I
Grant Application Requests
 Carl Perkins Tech Prep Grant
 Carl Perkins Improvement Grant**

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RESOLUTION TO REFINANCE CERTIFICATE OF PARTICIPATION

Detail: At the special meeting of the Board of Trustees, conducted on April 7, 2004, the Board approved Resolution #04-03, authorizing Piper Jaffray & Co., Inc. to offer for sale of lease purchase agreement certificates of participation, Series 2004. Through the refinancing of prior certificates of participation, a cost savings of approximately \$119,135 over a 6-year period could be realized.

Recommendation: Providing the results from the offering are satisfactory to the Board, the administration recommends that the Trustees now approve a resolution to consummate the offering, utilizing the proceeds of the sale to refund prior certificates of participation.

Action: Dean of Business Services

Meeting of the Board of Trustees
Barton County Community College

April 20, 2004

CONTRACT WITH LOCAL WORKFORCE INVESTMENT BOARD (LWIB) AREA I

Detail: At its monthly study session, the Board was notified that the College had submitted a proposal for the Administrative Entity Contract with the Local Workforce Investment Board (LWIB) Area I, and had been awarded the bid.

Recommendation: It is recommended that the Board authorize the President to enter into negotiations and accept a contract with the Local Workforce Investment Board (LWIB) Area I, permitting Barton to serve as the Administrative Entity, in accordance with the general parameters it proposed and submitted and which were accepted. Further, that it authorize the President to enter into the contract following review and approval of the contract by legal counsel.

Action: Director of Grants

Meeting of the Board of Trustees
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GRANT APPLICATION REQUESTS

Detail: Attached for the Board's review are two (2) grant application requests: 1) Carl Perkins Tech Prep Grant in a funding range of \$60,000 and 2) Carl Perkins Improvement Grant in a funding range of \$203,334. These grant application requests are for amounts above that for which the President may approve without Board action.

Recommendation: It is recommended that the Board grants it authorization for the College to apply for the Carl Perkins Tech Prep Grant in a funding range of \$60,000 and the Carl Perkins Improvement Grant in a funding range of \$203,334 as presented.

Action: Director of Grants

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

Grant	Carl Perkins Tech Prep
Funding Agency	KBOR
Summary	Tech Prep calls for articulation agreements between the College and area high schools. These agreements permit students to articulate technical and vocational courses taken while in high school for college credit upon enrollment at Barton. Also, the program provides opportunities for professional development and student awareness of opportunities.
Services	<ul style="list-style-type: none"> • Articulation of high school courses for college credit • Professional development for teachers and instructors through joint activities and attendance at conferences • Internship opportunities for instructors and teachers during summer months • Apprenticeship opportunities for students • Input from business and industry
Relationship to College Mission	The project will enable the College to improve access to educational services to learners located in remote and/or underserved sites.
Target Population	High school juniors and seniors in service area
Funding Range	\$60,000; (\$50,000 basic grant + maximum of \$10,000 for teachers internships)
Indirect Cost Reimbursement	None
Funding Period	July 1, 2004 – June 30, 2005
Institutional Obligation	
Cash	\$1,615 (For Coordinator salary. This is the same amount as we have been contributing for the last 3 years.)
In-Kind	
Personnel Required	
Existing	Tech Prep Coordinator
New	
Due Date	April 22, 2004

Presidential Review

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

Veldon L. Law

President's Signature

Date

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

Grant	Carl Perkins Improvement Grant
Funding Agency	U.S. Department of Education/Kansas Board of Regents
Summary	The grant will provide funds to enhance the academic, vocation, and technical skills of post secondary students who elect to enroll in vocational and technical programs at Barton.
Services	<ul style="list-style-type: none"> • Academic, Vocational, and Technical Activities • Salaries • Curriculum and New Course Development • Enhancement and refinement of existing courses • Technology Development • Professional Development
Relationship to College Mission	Perkins funding will assist the College in improving the economic and personal lives of vocational students and their contributions to society.
Target Population	Vocational students particularly those in non-traditional occupational career tracks. Also special populations.
Funding Range	\$203,334
Indirect Cost Reimbursement	None
Funding Period	July 1, 2004 to June 30, 2005
Institutional Obligation	
Cash	None
In-Kind	Clerical, administrative
Personnel Required	
Existing	.50 Time Academic Support Specialist .40 Director of Assessment & Placement Supplementary Instruction/tutoring in PLATO
New	None
Application Deadline	May 14, 2004
Submission to BOT (Date)	

Presidential Review

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

Veldon L. Law

President's Signature

Date

KACCT/KBOR REPORT

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

INFORMATION/DISCUSSION ITEMS

Monitoring Reports
May Board Activities
President's Report of Monthly Activities

Monitoring Reports April 2004

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: GENERAL EXECUTIVE CONSTRAINTS

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

Accordingly, the President may not:

General Executive Constraint #3

Permit financial conditions which risk fiscal jeopardy, compromise Board ENDS priorities, or fail to show a generally acceptable level of foresight.

Response: In planning for the difficulties for the next two years, we have taken measures to place the College in as positive a position as possible in order to weather the state's fiscal difficulties and continue to meet the Board's ENDS. As the Board is aware, in addressing the uncertainty of the state financial position, we have taken the following measures.

- 1) In the arena of cost avoidance, salaries were frozen again this year (for the second year straight.) The risk in making this recommendation is that this action will place Barton in the vulnerable position of potentially losing valuable personnel and/or falling further behind our regional peer institutions in providing competitive salaries.
- 2) In the arena of revenue generation, tuition was increased by 13%. This has pushed the cost of attendance up \$6.00 a credit hour, meaning that our students now provide nearly 30% of the College's revenue budget. A small revenue enhancement will also come via fee increases. We continue to focus energy toward revenue growth through sound "business" decisions, enrollment growth and new market development. The prospects provided by these actions remain difficult to measure, but we have seen revenue growth in certain programs. With the Board's action in March, next year's tuition will increase another \$4.00 per credit hour.
- 3) Significantly, the administration has cut approximately \$750,000 from the operating budget. Reductions are primarily realized through reducing or not replacing support service positions and significant capital expenditure avoidance. Many other reductions are one-time savings or cost avoidance, such as out of state travel, etc.
- 4) As a means of helping to round out the efforts of the College, administratively, though we disliked taking this action, a small inflationary cost-of-living type property tax increase was approved. The mil levy increase generated \$150,000. For this coming year, I am fearful the Board will need to consider a tax increase, in lieu of cutting positions presented for consideration.
- 5) A cost efficiency and effectiveness analysis for all instructional programs was reported to the Board. Work is continuing in seeking efficiencies within programs.

- 6) Athletic expenditures, scholarships and approaches to maximize “outside the general fund” support has been and continues to be explored. Changes that are yet to be formulated will have bearing on any number of segments of the campus and larger community.
- 7) In part to address the above, the Board has approved an out-of-state tuition change for all freshman students, which has impacted this current fiscal year.

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

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

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

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

General Executive Constraint #5

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

Response: To my knowledge, no conflict of interest regarding purchases, contracts or hiring has occurred. I believe institutionally, we continue to demonstrate that our purchasing processes provide fairness, preference to local business whenever possible, and encourage competition so the taxpayers receive the most for their money. Additionally, we continue to use personnel screening and selection processes that encourage qualified and quality applicants and fairness in appointments. As it relates to this last item, we maintain processes that allow us to expeditiously make appointments when it is thought to be in the best interest of the College.

General Executive Constraint #9

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

Response: To my knowledge, all assets are protected and with no or minimal risk. The only possible exception, of which the Board is already aware, has been created by the state’s budget crisis. That exception is -- in meeting our projected budget’s expenditure plan, we have had to make the difficult decision to recommend no

increases in salaries as well as delay significant capital expenditures. These two areas are significant assets that need to be maintained.

On both fronts, we will monitor the reactions to the budget shortfall and bring to the Board's attention anything that might place these assets in further jeopardy.

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: FINANCIAL CONDITIONS

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

Accordingly, the President may not:

Financial Condition #3

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

Response: Following review of this constraint with the Dean of Business Services, I feel confident that the College is in compliance with the policy. We remain sensitive and judicious in balancing the need to support the local economy with making wise purchases in stretching limited tax dollars.

Financial Condition #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%.

Response: The Board has been apprised that progress toward this goal was made over the course of the past year. The cash reserve is above the 8% floor and we believe that this past year's budget has, for the third or fourth year in a row, helped us realize growth in the reserves. The reserves, as you are aware, were to be used this year as part of the budget expenditure plan as we face the fallout of the state's revenue crisis. However, in that anticipated further state reductions were not forthcoming, I do not anticipate a reserve reduction this year.

Financial Condition #8

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

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

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: COMMUNICATION & COUNSEL TO THE BOARD

The President shall keep the Board adequately informed.

Accordingly, the President shall not:

Communication & Counsel Constraint #1

Fail to make the Board aware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.

Response: All potential legal actions, material changes and relevant trends have been shared with the Board. The Board has also been apprised of media coverage of those issues that may elicit calls from constituents. Personnel matters have been discussed through appropriate executive sessions. I continue to appreciate the Board's support of the strategic objectives that are being pursued, which I believe has placed the College in a much stronger position, both fiscally and organizationally. I am personally pleased with the growth we have seen in enrollments and the positive contributions that our efforts on the web have made to our bottom-line. We have tried to anticipate and share the challenges that may need to be overcome in order to achieve the changes planned. The Board's understanding, support and direction to move forward, regardless of the hurdles, are sincerely appreciated.

Communication & Counsel Constraint #2

Fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Relationship, particularly in the case of Board behavior, which is detrimental to the working relationship between the Board and the President.

Response: The Board's individual and collective desires to see the College improve and succeed remain most encouraging. There have been no situations where, in the President's opinion, the Board has not been in compliance with its policies. I appreciate the Board's efforts to clarify its desires and provide limitations, as those have been deemed necessary.

Communication & Counsel Constraint #4

Fail to report in a timely manner an actual or anticipated non-compliance with any Board policy.

Response: To my knowledge, there have been no non-compliance issues that need to be reported.

MAY BOARD MEETINGS/ACTIVITIES

Tues., May 4	Employee Recognition Reception (U-219)
Wed., May 5	Board Advance – 8:00 a.m. – Camp Aldrich Classroom
Thurs., May 13	
11:00 a.m.	Honors Celebration (Student Union)
01:00 p.m.	Career and Technical Education Recognition (Student Union)
02:00 p.m.	Nurses Pinning (Fine Arts Auditorium) followed by reception at StoneRidge
06:00 p.m.	Board Dinner (U-219)
07:30 p.m.	Commencement (gymnasium) followed by reception in the Student Union
Tues., May 18	Regular Monthly Board Meeting – 4:00 p.m. – U-219
Monday, May 31	Memorial Day (offices closed)

President's Monthly Activities
March 1-31, 2004

- March 1 Met with faculty reviewing math assessment data
Met with faculty in their strategic conversations regarding assessment
Met with Ron Vratil & Student Senate Officers
Attended Booster Club meeting
- March 2 Attended Transfer Day
- March 3 Facilitated President' Staff meeting
Facilitated Board study session
Attended Power Point Library Presentation by Foundation
Attended Foundation Board meeting
Attended Men's Basketball regional play-offs
- March 4 Met with new Faculty Council leadership
- March 5 Attended NJCAA Track championships in Manhattan
Attended Spring Musical, 'My Fair Lady'
- March 6 Attended Great Bend Chamber Banquet
- March 7 Attended Men's & Women's Basketball regional playoffs in Salina
- March 8 Attended Men's & Women's Basketball regional playoffs in Salina
Attended the KJCCC Spring Conference in Salina
Visited Salina Area Technical School to consider partnerships
- March 9 Met with coaching applicant
Attended baseball and softball games at Barton
Attended Men's & Women's Basketball regional playoffs in Salina
- March 10 Facilitated President's Staff meeting
Conducted special staff and special faculty meetings
Met with College legal counsel
- March 11 Welcomed K-State Rural Development Committee
Met with coaching applicant
- March 15 Met with Larry Kopke & Glenn Opie
Met with James Wright from Midwest Energy
Facilitated Board of Trustee meeting
- March 16 Met with Mike Weltsch in Ft Riley (on the way to KBOR)

March 17 Attended Kansas Board of Regents meeting – Topeka
Met with John Edmonds at the Capitol
Attended the Kansas Small Business Development Center 20th
Anniversary Ceremony at the Capitol

March 18 Attended Kansas Board of Regents meeting – Topeka

March 22 Attended AQIP Webcast
Met with Faculty Council leadership

March 23 Met with Roy Doonan (Credit Union of America)
Attended Presidential Scholars luncheon
Met with Bart and Mary Cohen and Board representatives at
Lizzie’s Cottage

March 24 Facilitated PIC meeting
Met with Foundation Board at StoneRidge
Facilitated President’s Staff meeting
Attended Cougar Baseball game

March 25 Attended meeting with student and Dr. Gabelmann
Attended the NCA Annual Meeting in Chicago

March 26 Attended the NCA Annual Meeting in Chicago

March 27 Attended the NCA Annual Meeting in Chicago

March 28 Attended the NCA Annual Meeting in Chicago

March 29 Attended the NCA Annual Meeting in Chicago

March 30 Attended the NCA Annual Meeting in Chicago

March 31 Facilitated President’s Staff meeting
Participated in Utility Partners conference call
Met with Mr. Kummer (American State Bank)

NOTICES AND COMMUNICATIONS

Student Senate Resolution

Resolution to Support the Use of Student Fees

WHEREAS, the Student Senate of Barton County Community College (SSBCCC) exists for the benefit of the students at Barton County Community College. To provide a forum for the expression of student views and interests, and to provide a voice for these views and interests in the Student Senate; for the purpose of insuring student rights and responsibilities; for the purpose of coordination of student affairs and for the purpose of providing communication and cooperation among students, faculty, administration and to foster higher ideals and standards of conduct, and

WHEREAS, the SSBCCC is the representative organization of Barton County Community College's Student Body, and

WHEREAS, the elected officers of the SSBCCC have authority and responsibility to act on behalf of the Student Senate, and

WHEREAS, the Student Senate desires to make scholarships available to encourage and expand enrollment at the College, enhance and encourage participation in particular instructional programs, and enhance and encourage participation in various extra-curricular activities, and

WHEREAS, the Student Senate supports the concept of providing scholarships to specific individual students and various student groups, and

WHEREAS, the Student Senate recognizes that several scholarships may be awarded to an individual student from various scholarship budgets, and

WHEREAS, the Student Senate supports the concept of providing student scholarships from resources collected by the College through the assessment of student fees to all students and collected in conjunction with the tuition assessed by the Board of Trustees,

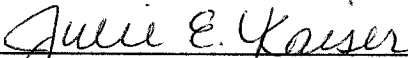
WHEREAS, the Student Senate has been informed of the provisions of House Bill 2188 and the fact that it must formally acknowledge the use of the student fees for scholarship purposes, and

WHEREAS, the Student Senate desires to support the Board of Trustees of Barton County Community College in their role and sole right to determine the amount of student fees to be assessed and budgeted for scholarships, and

NOW THEREFORE, BE IT RESOLVED, that the permanent records of Barton County Community College reflect the acknowledgment that up to \$4.50 per credit hour of student fees will annually be used to provide scholarships as determined by the College, and

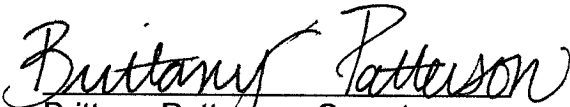
BE IT FURTHER RESOLVED that a copy of this resolution be given to the College's president, Dr. Veldon Law for the permanent records and sharing of support with the College's Board of Trustees.

Adopted and passed this 5th day of April, 2004.



Julie Kaiser, President
Student Senate of
Barton County Community College

ATTEST:



Brittany Patterson, Secretary
Student Senate of
Barton County Community College

Meeting of the Board of Trustees
Barton County Community College

April 20, 2004

EXECUTIVE SESSION

Detail: An executive session will be required.

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

Action: Board Chair

Meeting of the Board of Trustees
Barton County Community College

April 20, 2004

CONSENT AGENDA

Comments: In accordance with Barton's Board policy governance, the following items are presented to the Board for approval as a part of the Consent Agenda.

Recommendation: After reviewing the detail for each item, it is recommended that the Board approve the Consent Agenda as presented:

- Minutes of the regular meeting of the Board of Trustees, held on March 15, 2004
- Minutes of the special meeting of the Board of Trustees, held on April 7, 2004
- Personnel
- Claims and Financial Report

Action: President's Office

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

CALL TO ORDER

The regular meeting of the Board of Trustees of Barton County Community College was called to order at 4:00 p.m., March 15, 2004, in room U-219 of the Student Union.

ATTENDANCE

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

Trustees Absent: None

Other Attendees: Susan Thacker of the Tribune; Randall Henry; Dr. Tim Kimmel; Mark Dean; Jackie Elliott; Mike Dawes; Ron Vratil; Dr. Gillian Gabelmann; Cathie Oshiro; Dick Wade; Dr. Veldon Law and Marilyn Beary

Chairman Mermis led the attendees in the Pledge of Allegiance.

PUBLIC AND EMPLOYEE COMMENT

No requests for public and/or employee comment were received.

INTRODUCTION OF NEW EMPLOYEES

➤ Jackie Elliott introduced Joseph Hathaway, Security Officer

STAFF REPORTS

➤ Kathy Brock presented a staff report on health services she provides to the students and College.

EXECUTIVE SESSION – Chairman Mermis advised that an executive session would be necessary for the purpose of discussing student issues, In order to protect the privacy interests of the individual(s) to be discussed. Randall Henry and Dr. Law joined the Trustees in executive session.

Trustee Webster moved that the Board recess to executive session for 15 minutes at 4:20 p.m. for the purpose of discussing student issues, In order to protect the privacy interests of the individual(s) to be discussed, to reconvene in room U-219 of the Student Union at 4:35 p.m. The motion was seconded by Trustee Johnson. Following discussion, the motion carried.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 4:35 p.m. in room U-219 of the Student Union. Chairman Mermis advised that matters pertaining to student issues had been discussed and no action was taken.

EXECUTIVE SESSION – Chairman Mermis advised that a second executive session would be needed for the purpose of discussing personnel matters pertaining to non-elected personnel, in order to protect the privacy interests of the individual(s) to be discussed. Randall Henry and Dr. Law joined the Trustees in executive session.

Trustee Sessler moved that the Board recess to executive session for 60 minutes at 4:38 p.m. for the purpose of discussing personnel matters pertaining to non-elected personnel, in order to protect the privacy interests of the individual(s) to be discussed, to reconvene in room U-219 of the Student Union at 5:38 p.m. The motion was seconded by Trustee Johnson. Following discussion, the motion carried.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:38 p.m. in room U-219 of the Student Union. Chairman Mermis advised that matters pertaining to non-elected personnel were discussed and no action was taken.

EXECUTIVE SESSION – Chairman Mermis advised that a third executive session would be needed for the purpose of consulting with the College’s attorney on legal matters in order to protect the attorney-client privilege. Randall Henry and Dr. Law joined the Trustees in executive session.

Trustee Johnson moved that the Board recess to executive session for 15 minutes at 5:38 p.m. for the purpose of consulting with the College’s attorney on legal matters in order to protect the attorney-client privilege, to reconvene in room U-219 of the Student Union at 5:53 p.m. The motion was seconded by Trustee O’Connor. Following discussion, the motion carried.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:53 p.m. in room U-219 of the Student Union. Chairman Mermis advised that matters pertaining to attorney-client privilege were discussed and no action was taken.

EXECUTIVE SESSION – Chairman Mermis advised that the Board would need to adjourn to executive session to continue its discussion on personnel matters pertaining to non-elected personnel, in order to protect the privacy interests of the individual(s) to be discussed.

Trustee Sessler moved that the Board recess to executive session for 15 minutes at 5:55 p.m. for the purpose of discussing personnel matters pertaining to non-elected personnel, in order to protect the privacy interests of the individual(s) to be discussed, to reconvene in room U-219 of the Student Union at 6:10 p.m. The motion was seconded by Trustee Webster. Following discussion, the motion carried.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 6:10 p.m. in room U-219 of the Student Union. Chairman Mermis advised that matters pertaining to non-elected personnel were discussed and no action was taken. He then advised that the Board would need to return to executive session to complete its discussion on personnel matters pertaining to non-elected personnel.

Trustee Johnson moved that the Board recess to executive session for 5 minutes at 6:11 p.m. for the purpose of discussing personnel matters pertaining to non-elected personnel, in order to protect the privacy interests of the individual(s) to be discussed, to reconvene in room U-219 of the Student Union at 6:16 p.m. The motion was seconded by Trustee Soeken. Following discussion, the motion carried.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 6:16 p.m. in room U-219 of the Student Union. Chairman Mermis advised that matters pertaining to non-elected personnel were discussed and no action was taken.

ACTION ITEMS

Resolution 04-02 – The Board was presented with a request to authorize its Chairman or his designee to certify this resolution for the purpose of financing the purchase of replacement vehicles as approved at the regular Board meeting on November 18, 2003.

It was recommended that the resolution be revised to reflect that the period for financing the purchase of the vehicles was to be five years rather than two years as indicated on the resolution.

Trustee Soeken moved that the Board authorize its Chairman or his designee to certify Resolution 04-02, with recommended revisions, as presented. The motion was seconded by Trustee O’Connor. Following discussion, the motion carried.

Schedule of Board Meetings for 2004-2005 – A proposed meeting schedule for monthly Board study sessions and regular Board meetings was presented for the Board's consideration.

Trustee Johnson moved that the Board approve the Schedule of Board Meetings for 2004-2005 as presented. The motion was seconded by Trustee Sessler. Following discussion, the motion carried.

Honorary Degrees – The Board was presented, for final consideration/approval, the newly drafted Honorary Degrees policy, which received a first reading at the regular Board meeting on February 17, 2004.

Trustee Soeken moved that the Board approve the Honorary Degrees Policy as recommended. The motion was seconded by Trustee Johnson. Following discussion, the motion carried.

2004-2005 Tuition and Fees – The Administration presented to the Board a recommendation to increase in-state tuition by \$4 per credit hour, effective with the fall session of 2004. This would increase the in-state tuition from \$41 per credit hour to \$45 per credit hour. Ron Vratil and Dr. Law had met with student representatives from the Student Senate officers to apprise them of the potential for an increase in in-state tuition.

Trustee Sessler moved that the Board approve the \$4 per credit hour increase for in-state tuition, effective fall, 2004 as presented. The motion was second by Trustee Webster. Following discussion, the motion carried.

Grant Application Requests – The Board was requested to authorize the President to approve applications for the Kan-Ed, Rural Utilities Services/Distance Learning Telemedicine and Technology Opportunities Program, all of which were in amounts that exceeded the level for which the President may approve without prior Board approval.

Trustee Sessler moved that the Board authorize the President to apply for the Kan-Ed, Rural Utilities Services/Distance Learning Telemedicine and Technology Opportunities Program grants on behalf of the College. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

KACCT/KBOR REPORT – Mike Johnson and Dr. Law shared with the Board current and upcoming activities with the KACCT/KBOR. Mike advised the Board that the next KBOR meeting was scheduled on April 14 and 15 in Topeka and the next KACCT meeting was scheduled on June 25 and 26 in Dodge City.

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

- Monitoring Reports
- Upcoming Board Meetings/Activities
- President's Report of Monthly Activities

NOTICES AND COMMUNICATIONS – The following was presented for the Board's information:

- Acceptance of PATH Intergenerational Grant
- Application for Wal-Mart Grant
- Application for Missouri Valley Adult Education Association Grant

CONSENT AGENDA

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

- Minutes of the February 11, 2004 special meeting of the Board of Trustees
- Minutes of the February 17, 2004 regular meeting of the Board of Trustees
- Personnel
- Claims and Financial Report

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

ADJOURNMENT – The meeting adjourned at 6:35 p.m.

Stephan J. Mermis, Chairman

Mike Johnson, Secretary

Recorded by Marilyn Beary

**Special Meeting of the Board of Trustees
Barton County Community College
April 7, 2004**

CALL TO ORDER

The special meeting of the Board of Trustees of Barton County Community College was called to order at 12:00 noon, April 7, 2004, in room U-219 of the Student Union.

ATTENDANCE

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

Trustees Absent: None

Other Attendees: Ron Vratil; Dr. Tim Kimmel; Dr. Gillian Gabelmann; Mark Dean; Michael Dawes; Dr. Veldon Law and Marilyn Beary

PUBLIC AND EMPLOYEE COMMENT

No requests for public and/or employee comment were received.

ACTION ITEM

Ron Vratil, Dean of Business Services, presented information relative to refinancing some of the College's Certificates of Participation. The Board was presented with a resolution for consideration, which would authorize the offer for sale of approximately \$995,000 of refunding certificates of participation through Piper Jaffray Company, Inc. of Leawood, Kansas at a cost savings of approximately \$119,135.87 over a 6-year period.

Trustee Johnson moved for the adoption of a resolution entitled: "Resolution Authorizing the Offering For Sale of Lease Purchase Agreement Certificates of Participation, Series 2004, of Barton County Community College, Barton County, Kansas." The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

ADJOURNMENT – The special meeting adjourned at 12:30 p.m.

Stephan J. Mermis, Chairman

Mike Johnson, Secretary

Recorded by Marilyn Beary

PERSONNEL

Retirements

Charlie Batman – Director of Campus Security

Resignations/Terminations

Edith Murdoch – Head Men's and Women's Golf Coach

Bob Ziemer – Coordinator of Leadership Education (part-time)

Replacement Positions

Lane Lord – Head Women's Basketball Coach

Temporary Assignments

Ben Shaffer – Groundskeeper (part-time)

Supplemental Contracts

Christine Abbott	Interpersonal Communication
Christine Abbott	Abnormal Psychology
Christine Abbott	Introduction to Sociology
Christine Abbott	Human Sexuality
Jeffery Anderson	Medical Terminology
Cynthia Artzer	Intermediate Algebra
Steven Artzer	Accounting-Business Operations
Janet Balk	Western Civilization to 1500
Janet Balk	Western Civilization 1500 to Present
Geraldine Ball	World & Regional Geography
Geraldine Ball	Women & The American Experience
Geraldine Ball	World & Regional Geography
Geraldine Ball	Women & The American Experience
Kimberly Bennett	Strategic Management
Jimmy Bias	Microcomputer Repair & Upgrade
George Bowman	Management of Weapons Storage Facilities
George Bowman	Weapons Storage Facility Operator
George Bowman	Laser Sighting & Engage System
George Bowman	Weapons Storage Facility Operator
Sarah Bretches	Basic Algebra
Gerald Butler	World & Regional Geography
Gerald Butler	Physical Geography
Winfried Butler	Western Civilization 1500 to Present
Shanna Calvasina	English Composition I
Gilberto Chabarría	Elementary Spanish I
Richard Clark	Total Quality Management
Richard Clark	Government of United States
Richard Clark	Process Management
Michael Cox	American History to 1877
Michael Cox	Western Civilization 1500 to Present
Michael Cox	Leadership Training Techniques I
Gary Cunningham	Information Super Highway

Leigh Cunningham	Cross Cultural Awareness
LaKisha Cusack	Small Business Management
Jeffery DeFries	Business Ethics
Wendy DeFries	Principles of Microeconomics
Wendy DeFries	Personal Finance
Denise DelCarmen	Basic Nutrition
Jared Duley	Introduction to Sociology
Jared Duley	Social Psychology
Gordon Farmer	Western Civilization 1500 to Present
Gordon Farmer	Military History/American Revolution
Bill Forst	Art Appreciation
Karen Frick	Abnormal Psychology
Addie Goymerac	Environmental Science
Addie Goymerac	Environmental Science/Lab
Addie Goymerac	Basic Math Skills/Preparatory Math
Addie Goymerac	Intermediate Algebra
Sheyene Heller	Principles of Grammar, Form & Style
Sheyene Heller	Technical & Report Writing
Sheyene Heller	English Composition II
Sheyene Heller	Creative Writing
Marlene Kabriel	Language Lab
Marlene Kabriel	Elementary German I
Ed Kennedy	Organizational Communication
Dennis King	Intro to Water/Waste Water Oper.
Gene Kingslien	Personal & Community Health
Gene Kingslien	Personal & Community Health
Myron Kryschtal	Military History/First World War
Myron Kryschtal	International Relations
Lynette Lee	Management of Supply Operation
Lynette Lee	Organization Maintenance Mgmt
Joel Lundstrom	General Psychology
Joel Lundstrom	General Psychology
Joel Lundstrom	Contemporary Social Problems
John Mack	Introduction to Logic
James Maner	Introduction to Computers
James Maner	Info. Processing Systems Mgmt.
Kim Mansfield	Introduction to Counseling
Kim Mansfield	Developmental Psychology
Jennifer Miller	English Study Skills/Math Learning Strat.
Marie Miller	Public Speaking
William Nash	Dept. of Transportation Regs.
William Nash	Hazardous Waste Oper. & Emerg. Response
Robert Patterson	Technical & Report Writing
Robert Patterson	Introduction to Philosophy
Norman Russell	College Algebra
Norman Russell	Elements of Statistics
Norman Russell	Trigonometry
Gary Sacher	Military Passenger – Carry Vehicle

Gary Sacher	Military Passenger – Carry Vehicle
Mark Shipman	Accounting I
Brenda Siebold	Introduction to Computers
Brenda Siebold	Microcomputer Applications I
Brenda Siebold	Spreadsheet Applications
Brenda Siebold	Web Site Construction
Susan Simmons	Spreadsheet Applications
Susan Simmons	Word Processing Applications
Patricia Snyder	Anatomy & Physiology II
Patricia Snyder	Anatomy & Physiology I
Angela Sullivan	College Algebra
John Truitt	Environmental Protection Agency Regs II
Roger Vanderlinde	Military History/Vietnam War
Michael Weltsch	Military History/American Civil War
Michael Weltsch	Military History/Second World War
Greg Wolf	Introduction to Ergonomics

Overload Contracts

Brenda Glendenning	Practical Math – Health Sciences
Shanna Legleiter	Keyboarding I, Inter. Key., Ten Key
Judy Miller	Principles of Phelbotomy

Community Education

Connie Carey	CMA – Great Bend (4/21/04 – 4/28/04)
Louise Masden	CNA - Russell (5/3/04 – 6/16/04)
Nancy Wetig	CNA – Great Bend (5/4/04 – 7/8/04)
Mercedes Helms	Command Spanish – Personal Information & Data Gathering (5/10/04 – 6/14/04)
Mercedes Helms	Command Spanish – Retail Sales (5/11/04 – 6/8/04)
Sharon Magee Minor	Rehab Aide – Junction City (5/14/04 – 5/22/04)

BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 31-MARCH-04

1111 GENERAL FUND

YEAR TO DATE
ACTUAL

REVENUES:

FALL TUITION	1,205,789.50
SPRING TUITION	971,004.00
SUMMER TUITION	30,362.00
FALL OUT OF STATE TUITION	160,242.00
SPRING OUT OF STATE TUITION	129,064.00
SUMMER OUT OF STATE TUITION	1,632.00
ON LINE TUITION	358,301.00
GENERAL STUDENT FEES	0.00
LAVTR	0.00
STATE GRANTS	0.00
STATE OPERATING GRANT	4,349,093.00
COUNTY OUT DISTRICT TUITION	202,485.00
BARTON COUNTY AD VALOREM TAX	4,666,429.64
MOTOR VEHICLE TAX	649,528.88
RECREATIONAL VEHICLE TAX	9,076.91
NEIGHBORHOOD REVIT PRG	4,248.37
DELINQUENT TAXES	199,581.72
TAXABLE SALES	743.01
INTEREST-GENERAL	45,645.22
MISCELLANEOUS REIMBURSEMENTS	247,272.84
INSURANCE REIMBURSEMENTS	0.00
GENERAL MISCELLANEOUS	44,190.60
MISCELLANEOUS SALE OF PROPERTY	13,359.19
TRANSCRIPT REVENUE	30,430.25
MISCELLANEOUS ELECTRONIC DEPT REV	1,125.04
DONATIONS	0.00
FARM HOUSE RENTALS	5,400.00
FARM LEASE/CROP SALES	14,000.00
PAYMENT PLAN FEES	18,750.00
CAREER CENTER REVENUE	1,600.00
EVALUATION FEES	100.00
ITV REVENUE	10,000.00
INTERNATIONAL STUDENT FEE	4,650.00
REFUNDS-GENERAL	7,694.48
ROOM RENTAL-GENERAL	14,643.51

TOTAL REVENUES	13,396,442.16

BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 31-MARCH-04

1111 GENERAL FUND

YEAR TO DATE
ACTUAL

EXPENDITURES:

INSTRUCTION	3,584,481.37
PUBLIC SUPPORT	2,210.54
ACADEMIC SUPPORT	1,355,051.09
STUDENT SERVICES	659,408.55
INSTITUTIONAL SUPPORT	2,392,686.02
PHYSICAL PLANT OPERATION	1,554,640.17
STUDENT FINANCIAL SUPPORT	183,377.39
AUXILIARY SERVICES	0.00

TOTAL EXPENDITURES	9,731,855.13
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
NET INCREASE/DECREASE IN NET ASSETS	3,166,587.03

BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 31-MARCH-04

1112 VOCATIONAL FUND

YEAR TO DATE
ACTUAL

REVENUES:

STATE OPERATING GRANT	1,863,898.00
BARTON COUNTY AD VALOREM TAX	0.00
MOTOR VEHICLE TAX	0.00
RECREATIONAL VEHICLE TAX	0.00
DELINQUENT TAXES	0.00
PRIVATE SOURCE GRANT REVENUE	0.00
REFUNDS-GENERAL	1,566.76

TOTAL REVENUES	1,865,464.76

EXPENDITURES:

INSTRUCTION	1,504,258.95
PUBLIC SERVICE	0.00
ACADEMIC SUPPORT	188,287.73
STUDENT SERVICES	0.00
INSTITUTIONAL SUPPORT	0.00
PHYSICAL PLANT OPERATION	0.00
AUXILIARY SERVICES	0.00

TOTAL EXPENDITURES	1,692,546.68
NET INCREASE/DECREASE IN NET ASSETS	172,918.08

BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 31-MARCH-04

1115 EMPLOYEE BENEFIT FUND

YEAR TO DATE
ACTUAL

REVENUES:

BARTON COUNTY AD VALOREM TAX	0.00
MOTOR VEHICLE TAX	0.00
RECREATIONAL VEHICLE TAX	0.00
DELINQUENT TAXES	0.00
MISCELLANEOUS REIMBURSEMENTS	0.00

TOTAL REVENUES	0.00

EXPENDITURES:

INSTRUCTION	527,184.16
PUBLIC SERVICE	53,059.17
ACADEMIC SUPPORT	207,584.84
STUDENT SERVICES	145,687.37
INSTITUTIONAL SUPPORT	297,183.30
PHYSICAL PLANT OPERATION	79,238.08
AUXILIARY SERVICES	26,435.15

TOTAL EXPENDITURES	1,336,372.07

NET INCREASE/DECREASE IN NET ASSETS	(1,336,372.07)
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