

**BUDGET HEARING/REGULAR MEETING OF THE
BOARD OF TRUSTEES
BARTON COUNTY COMMUNITY COLLEGE**

**Tuesday, August 5, 2003 – 4:00 p.m.
Room U-219 (Upper Level of Student Union)**

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Meeting of the Board of Trustees
Barton County Community College

August 5, 2003

BUDGET HEARING

Comments: The public hearing on the 2003-2004 budget hearing will be held at 4:00 p.m. on Tuesday, August 5, 2003, in room U-219 of the Student Union at Barton County Community College. This budget was approved for publication at the July 15, 2003 meeting and appeared in the July 18, 2003 issue of the Great Bend Tribune.

Recommendation: It is recommended that the Board approve the budget as published.

Action: Dean of Business Service

STATE OF KANSAS

BARTON COUNTY

Proof of Publication

SS.

JUDY MURPHY

of lawful age, duly sworn upon oath states that SHE

is the GENERAL MANAGER

of THE GREAT BEND TRIBUNE

THAT said newspaper has been published at least weekly fifty (50) times a year and has been so published for at least five years prior to the first publication of the attached notice:

THAT said paper was entered as second class mail matter at the post office of its publication:

THAT said paper has a general paid circulation on a daily, or weekly, or monthly, or yearly basis in

BARTON County, Kansas, and is

NOT a trade, religious or fraternal publication and has been PRINTED and published in BARTON County, Kansas.

That the attached notice was published in a regular issue of said newspaper

for 1 consecutive weeks, the first publication being on the 18 day of July, 2003, and the last publication on the 18 day of July, 2003

Publication Fee \$

Affidavit, Notary's Fees \$

Additional Copies at \$

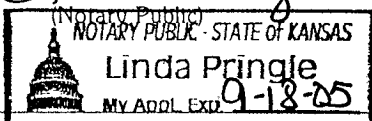
Total Publication Fee \$ 3222

(Sign) Judy R. Murphy

Witness my hand this 18 day of July, 2003

SUBSCRIBED and Sworn to before me this 18th

day of July 2003



My commission expires

(Published in the Great Bend Tribune, July 18, 2003) -11

NOTICE OF PUBLIC HEARING 2003-2004 BUDGET

The governing body of Barton Community College, Barton County, will meet on August 5, 2003, at 4 PM, at Barton County Community College Student Union Room U-219 for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of tax to be levied, and to consider amendments. Detailed budget information is available at BCCC Administration Building and will be available at this hearing.

BUDGET SUMMARY

The Expenditures and the Amount of 2003 Tax to be Levied (as shown below) establish the maximum limits of the 2003-2004 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes, is subject to slight change depending on final assessed valuation.

Table with columns: 2001-2002 Actual Expend. & Transfers, 2001-2002 Actual Tax Rate*, 2002-2003 Actual Expend. & Transfers, 2002-2003 Actual Tax Rate*, PROPOSED BUDGET 2003-2004 Actual Expend. & Transfers, Amount of 2003 Tax to be Levied, Est. Tax Rate*. Rows include Current Fds Unrestricted, General Fund, Vocational Education, Adult Education, etc.

Outstanding Indebtedness, July 1

Table with columns: 2001, 2002, 2003. Rows include G.O. Bonds, Capital Outlay Bonds, Revenue Bonds, No-Fund Warrants, Temporary Notes, Lease Purchase Principal, Total.

*Tax Rates are expressed in mills.

Stephan J. Mermis, Chair Signature and Title

Meeting of the Board of Trustees
Barton County Community College

August 5, 2003

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

August 5, 2003

COMMENTS FROM CHAIRMAN AND INTRODUCTION OF GUESTS

The Chairman will address the assembly and the President or his designee will introduce guests, including new employees.

PUBLIC AND/OR EMPLOYEE COMMENT

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

Meeting of the Board of Trustees
Barton County Community College

August 5, 2003

CONSENT AGENDA

Comments: In accordance with BCCC'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 July 15, 2003
- Personnel

Please Note: Claims and financials for the month of July will not be available. The College is in the process of creating the budget levels within the system and because of time constraints, the July claims and financials will be available for review at the September Board meeting.

Action: President's Office

**Regular Meeting of the Board of Trustees
Barton County Community College
July 15, 2003**

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., July 15, 2003, 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: Wendall Sexton of the Great Bend Tribune; Ron Vratil; Michael Dawes; Dick Wade; Dr. Tim Kimmel; Mark Dean; Angie Brummer; Dr. Veldon L. 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

Dr. Law introduced Darnell Holopirek, Executive Director of Institutional Advancement.

Marilyn Beary introduced Angie Brummer, Executive Secretary, President's Office.

INTRODUCTION OF HISPANIC ADVISORY COUNCIL

Elaine Simmons presented a brief historical overview of the Hispanic Advisory Council and the ongoing collaborative efforts between the College and the Council. Elaine recognized the other members of the Hispanic Advisory Council: Judith Arewalo, Isabel Bojorquez, Gui Burley, Ron Daniels, Mike Espinosa, Teresa Finch, Ruth Heinrichs, Diana Hernandez, Steve Wolf, Darylee Flynn, Doris Reile-Kneller, Dick Wade and Owen Williamson. Elaine also recognized Jennifer Birney and Lois Johnson for their internal support of the Council.

PRESENTATION OF AWARD

On behalf of the College, Dr. Law presented to Chairman Mermis and the Board of Trustees, the 2003 Kansas Community Action Program Harvest America Award for Collaborative Excellence. Barton was nominated for this honor in recognition of its collaborative partnership with the Hispanic community, through the Hispanic Advisory Council. The Council, which is co-facilitated by Dick Wade and Elaine Simmons, includes employees of the College along with other community members. Initiated in late 2001, the Council plans training and coordinates goals to meet the educational needs of the Hispanic population with the community. Stemming from the Council's efforts, the College recently hosted a business and industry immigration workshop. Additionally, Barton has planned a group visit this fall by area Hispanic high school juniors and seniors, and is placing educational offerings in Spanish on its Cougar Channel 17. The College has also assisted in establishing the Hispanic community newspaper, "El Herald".

STAFF REPORTS

- Lori Crowther presented a staff report and demonstration of the College's on-line enrollment capabilities.

ACTION ITEMS

Election of Board Officers – Chairman Mermis advised that Board officers would need to be elected and he thanked those who served as Board officers during 2002-2003.

Trustee Webster moved that the Board appoint the following Trustees as Board officers for 2003-2004: Stephan J. Mermis, Chair; Dan Soeken, Vice Chair; Mike Johnson, Secretary and KACCT Delegate and Ron Vratil, Treasurer. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

2003-2004 Operating Budget – The Board was presented with the proposed 2003-2004 operating budget as recommended by the Administration. The request for tax dollars was \$5, 091,813 (an increase of \$300,000 over the previous year) and the recommended requested mil levy was 30.37 (an increase of .2 mils from the 2002-2003 anticipated and approved mil levy of 30.17 and an increase of .47 mils from last year's actual mil levy of 29.90). It was further noted that this mil levy increase would remain .39 below the 30.76 mil levy in 2001 and 4.30 below the mil levy in 1999. Finally, Dr Law voiced his concern that the operating budget did not allow for pay changes for the College's employees and forces the College to rely on cash reserves to balance operational expenditures.

Trustee Sessler moved that the 2003-2004 operating budget be approved and based on a mil levy of 29.98. The motion was seconded by Trustee Webster. However, following further discussion, Trustee Sessler rescinded his motion and Trustee Webster rescinded his second.

Trustee Sessler moved to revise the 2003-2004 operating budget to reflect a mil levy of 29.90 thus holding the 2003-2004 mil levy at the 2002-2003 rate. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

Publication of 2003-2004 Budget –The Budget Hearing was scheduled for Tuesday, August 5, 2003 at 4:00 p.m. in room U-219 in the upper level of the Student Union and the Trustees were presented with the proposed budget page, to be published in accordance with K.S.A. 79-2929, in the Great Bend Tribune, ten days prior to the August 5 meeting.

Trustee Johnson moved that the publication page for the 2003-2004 budget be amended to reflect the Board's directive of setting the mil levy at 29.90 in order to hold it at the 2002-2003 rate and that the request for tax dollars be revised to \$5,013,320 prior to publication. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

Athletic Insurance – The Board was presented with the following quotes for athletic insurance for 2003-2004:

	Annual Cost
Life Insurance Company of North America	\$39,028
AIC Insurance Company	\$40,000
Pan American Life	\$52,215

The above quotes included a \$2,000 deductible, expanded Medical and HMO/PPO benefits and AD & D of \$5,000 (AIC is \$10,000). Our existing underwriter, Nationwide Insurance Company, no longer handles athletic insurance and did not quote for the coverage. The College also received a quote for catastrophic insurance from Mutual of Omaha for \$2,689 (\$5,000,000 lifetime maximum). Mr. Vratil corrected AIC's quote indicating that what was listed in the Board book was in error and that the annual cost was actually \$45,000.

Trustee Webster moved that the Board approve the low quote for athletic insurance received from Life Insurance Company of North America in the amount of \$39,028 as well as the quote from Mutual of Omaha for catastrophic insurance in the amount of \$2,689. The motion was seconded by Trustee Soeken. Following discussion, the motion carried.

Parking Lot and Road Repairs – The College received the following bids for repairing parking lots and College roads, with the work being completed during the summer of 2003:

	Total Cost
Venture Corporation	\$88,645.90
Inland Paving	\$91,750.00
Stripe and Seal	No Bid
Parking Lot Maintenance	No Bid

Trustee Sessler moved that the Board approve the low bid from Venture Corporation in the amount of \$88,645.90 for the work to be done during summer of 2003 on parking lot and road repair. The motion was seconded by Trustee Webster. Following discussion, the motion carried.

Approval of Child Development Center Rate Increase – The Board was presented with a request to approve rate increases for the Child Development Center as follows, effective during the fall 2003.

		Student	College Employee
Infant	half day	na	na
	full day	\$18.30	\$19.25
Toddler	half day	\$8.30	\$8.75
	full day	\$15.10	\$16.00
Preschool	half day	\$7.70	\$8.10
	full day	\$13.90	\$14.60
Kindergarten	3/4 day	\$11.40	\$12.00
After School	3 hour	\$4.75	\$5.00
School-age Summer	half day	\$7.70	\$8.10
	full day	\$13.90	\$14.60

Transportation fee: \$1.00 per trip for school age children

Additional child discount 2nd child 5% 3rd child 10% 4th child 15%

Center staff 20% discount

fulltime infant: \$15.40

Fulltime toddler: \$12.72

Fulltime preschool: \$11.68

Fulltime Kindergarten: \$7.20

Fulltime after school: \$4.00

Trustee Johnson moved that the Board approve the rate increase as recommended for the Child Development Center, effective in the fall, 2003. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried. However, the Board requested that additional information be gathered for tracking income/expenditures for the Child Development Center for future planning.

CONSENT AGENDA

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

- Minutes of the regular Board meeting of June 17, 2003
- Minutes of the special Board meeting of June 27, 2003
- Personnel
- Claims and Financial Report

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

KACCT/KBOR REPORT – Trustee Webster and Dr. Law shared with the Board current and upcoming activities with the KACCT/KBOR.

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

There were no notices or communications this month.

EXECUTIVE SESSION – Chairman Mermis advised that an executive session would not be required.

ADJOURNMENT – The meeting adjourned at 5:53 p.m.

Stephan J. Mermis, Chairman

Mike Johnson, Secretary

Recorded by Marilyn Beary

PERSONNEL

Resignations/Terminations

Terrance Nech – Technology Tutor
Nick Reider – Student Housing Assistant

Replacement Positions

Giovannia Bethel – Admissions and Records Receptionist
John Blackwill – Student Housing Assistant
Kathleen Brock – Nurse
Timothy Folkerts – Instructor (Physics, Physical Science, Astronomy)
Erin McKernan – Support Specialist
Tia Owens – Secretary, Emergency Services Education
John Whistler – Security Officer

Position Changes

Linda Chisholm – Receptionist & Data Processing Specialist (from part-time to full-time)

Supplemental Contracts

Randy Allen	Developmental Psychology
Jeffery Anderson	Medical Terminology
Steven Artzer	Introduction to Computers
Steven Artzer	Spreadsheet Applications
Steven Artzer	Word Processing Applications
Janet Balk	Western Civilization 1500-Present
Janet Balk	Western Civilization to 1500
Geraldine Ball	American History to 1877
Veronica Bauer	General Psychology
Jimmy Bias	Spreadsheet Applications
Laverne Bitsie-Baldwin	Basic Algebra
Laverne Bitsie-Baldwin	College Algebra
Julie Brogno	Language Lab
Gerald Butler	Principles of Microeconomics
Shanna Calvasina	English Composition I
Shanna Calvasina	Fundamentals of Grammar
Shanna Calvasina	English Composition II
Shanna Calvasina	English Composition II
Linda Carson	Peer Consulting
Gilberto Chabarria	Elementary Spanish II
Gilberto Chabarria	Public Speaking
Gilberto Chabarria	Public Speaking
Gilberto Chabarria	Public Speaking
Richard Clark	Total Quality Management
Richard Clark	Process Management
Richard Clark	Government of United States
Richard Clark	Intro to Political Science
Michael Cox	American West
Michael Cox	Supervisory Development

Michael Cox	Military Hist./Amer. Civil War
Jared Duley	Introduction to Sociology
Karen Frick	Introduction to Counseling
Karen Frick	General Psychology
Karen Frick	Social Psychology
Nancy Gaskins	Accounting Invest & Financing
Nancy Gaskins	Principles of Macroeconomics
Nancy Gaskins	Personal Finance
Sandy Haas	Nursing Clinicals
Sandy Haas	Nursing Clinicals
Ken Henderson	Intro to Exercise Science
Jane Howard	Basic Algebra
Brian Howe	College Algebra
Ed Johnson	Contemporary Social Problems
Marlene Kabriel	Language Lab
Gene Kingslien	Personal & Community Health
Myron Kryschtal	Intro to Political Science
Shanna Legleiter	Peer Consulting
Joel Lundstrom	General Psychology
James Maner	Introduction to Computers
Linda McCaffery	American History 1877-Present
Winsome Morgan-Bartley	Public Speaking
Roma Lee Murphy	Nursing Clinicals
Roma Lee Murphy	Nursing Clinicals
Dan Myers	Supervisory Development
Rekha Natarajan	Basic Algebra
Evelyn Parker	Nursing Clinicals
Robert Patterson	Fundamentals of Grammar
Robert Patterson	English Composition II
Robert Patterson	English Composition I
Robert Patterson	Introduction to Philosophy
Laura Peck	Introduction to Computers
Michele Richardson	Data Base Management Systems
Michele Richardson	Multimedia Presentations
Bill Robinson	Business Statistics & Elements of Stats.
Bill Robinson	Intermediate Algebra
Bill Robinson	College Algebra
Rita Schmidt	Nursing Clinicals
Marlene Sedillos	Creative Writing
Marlene Sedillos	English Composition I
John Simmons	Principles of Microbiology
Susan Simmons	Spreadsheet Applications
Stephen Smith	Elementary Health & PE
Leon Sobba	Fundamentals of General Chemistry
Leon Sobba	Fundamentals of General Chemistry
Angela Sullivan	College Algebra
Michael Weltsch	Military Hist./Amer. Civil War

Community Education

Mark Bretches	ABLE/BCCC Student Ambassadors (8/18/03)
Marilyn Hanna	ABLE/BCCC Student Ambassadors (8/18/03)
Mary Boman	Certified Medication Aide – Great Bend (8/23/03 – 10/12/03)
Matt Hoisington	ABLE/ Interrobang (8/24/03)
Jane Howard	ABLE/Interrobang (8/24/03)
Marilyn Hanna	ABLE/Interrobang (8/24/03)
Jon Prescott	BML Option: Salesmanship (8/27/03 – 11/19/03)
Nancy Wetig	Certified Nurse Aide - Great Bend (9/2/03 – 11/4/03)
Sue Newby	Dietary Managers Class – Great Bend (9/2/03 – 5/25/04)
Louise Masden	Certified Nurse Aide - Wilson (9/8/03 – 10/23/03)
Nancy Wetig	Home Health Aide - Great Bend (9/12/03 – 9/13/03)

College Advantage

Gloria Carson	General Psychology/Bushton (8/18/03 – 12/23/03)
Sheree Poskey	General Psychology/Chase (8/18/03 – 12/23/03)
Carolyn Kern	College Algebra/Chase (8/18/03 – 12/19/03)
Christina Rathbun	English Comp I/Ellsworth (8/21/03 – 12/19/03)
Daniel Winston	General Psychology/Ellsworth (8/21/03 – 12/19/03)
Daniel Murray	Principles of Biology/LaCrosse (8/25/03 – 12/23/03)
Tony Harp	College Algebra/LaCrosse (8/25/03 – 12/23/03)
Kathleen Heinz	English Comp I/Lucas (8/28/03 – 12/23/03)
Mark Spears	College Algebra/Lucas (8/28/03 – 12/23/03)
Lisa Seuser	English Comp I/Otis-Bison (8/20/03 – 12/19/03)
Elizabeth Blessing-Williams	English Comp I/Rozel/Pawnee Heights (8/21/03 – 12/9/03)

Yvonda Acker	Public Speaking/St. John (8/18/03 – 12/19/03)
Darrell Thrasher	General Psychology/Wilson (8/18/03 – 12/19/03)
Degree Program	
Robert Lewis	Micro Application I/Ellsworth (8/25/03 – 12/8/03)
Catherine Herber	Business Math/Ellsworth (8/25/03 – 12/8/03)
Outreach	
Rollie Peter	Woodworking I, II & Ind. Projects/Ellinwood (8/27/03 – 12/10/03)
Leon Sobba	Micro Application I/Ellinwood (8/27/03 – 12/10/03)
Catherine Herber	Accounting I/Ellsworth (8/28/03 – 12/11/03)
Daniel Winston	General Psychology/Ellsworth (8/26/03 – 12/2/03)
Tricia Seltman	Conversational Spanish/Ellsworth (8/25/03 – 12/8/03)
Christina Rathbun	Introduction to Literature/Ellsworth (8/27/03 – 12/10/03)
Christina Rathbun	English Composition I/Ellsworth (8/25/03 – 12/8/03)
Mary Bourne	Individual Art Projects/Ellsworth (8/25/03 – 12/8/03)
Judith Whitley	Marriage & Family/Ellsworth (8/28/03 – 12/11/03)
Daniel Murray	Principles of Biology/LaCrosse (8/26/03 – 12/11/03)
Rick Shepker	Woodworking I, II & Ind. Projects/LaCrosse (8/25/03 – 12/8/03)
Audrey Schoenberger	Introduction to Sociology/LaCrosse (8/27/03 – 12/10/03)
Tomi Rues	English Comp I/LaCrosse (8/27/03 – 12/10/03)
Janet Knipp	Public Speaking/LaCrosse (8/25/03 – 12/8/03)
Janet Knipp	Micro Applications I/LaCrosse (8/27/03 – 12/10/03)
Edith Elder	Painting I, II & Ind. Projects/LaCrosse (8/27/03 – 12/10/03)
Glenn Presley	Woodworking I, II & Ind. Projects/Larned (8/27/03 – 12/10/03)
Terry Huff	Introduction to Sociology/Larned (8/27/03 – 12/10/03)
Terry Huff	General Psychology/Larned (8/25/03 – 12/8/03)

Stacy Reno	Anatomy & Physiology/Larned (8/25/03 – 12/10/03)
Tom Raup	Micro Applications I/Larned (8/28/03 – 12/11/03)
Deborah Kauer	English Composition I/Larned (8/28/03 – 12/11/03)
Glenn Presley	Residential Wiring/Larned (8/25/03 – 12/8/03)
Edith Elder	Painting I, II & Ind. Art Project/Larned (8/25/03 – 12/8/03)
Bill Dooley	General Accounting/Larned (8/25/03 – 12/8/03)
Kim Heath	English Comp I/Lyons (8/28/03 – 12/11/03)
Marilyn Michaelis	Intermediate Algebra/Lyons (8/28/03 – 12/11/03)
Jack Heinrichs	Conversational Spanish/Lyons (8/25/03 – 12/8/03)
Alvin Sowers	Micro Applications I/Lyons (8/25/03 – 12/8/03)
Travis Hamrick	General Psychology/Lyons (8/26/03 – 12/2/03)
Dan Heath	Public Speaking/Otis (8/25/03 – 12/8/03)
Pamela Reisig	Accounting I/Russell (8/25/03 – 12/8/03)
Glenna Hackerott	Micro Applications I/Russell (8/26/03 – 10/7/03)
Nancy Piatt	English Composition I/Russell (8/26/03 – 12/2/03)
Marthann Schulte	American History 1877 – Present/Russell (8/27/03 – 12/10/03)
Don Anschutz	College Algebra/Russell (8/27/03 – 12/10/03)
Steve Dryden	Psychology Grief & Separation/St. John (8/27/03 – 9/24/03)
Steve Dryden	General Psychology/St. John (8/25/03 – 12/8/03)
Tara Kinnamon	Micro Applications I/St. John (8/25/03 – 12/8/03)
Jane Bennington	English Composition I/St. John (8/27/03 – 12/10/03)
Joe Snyder	American History to 1877/St. John (8/28/03 – 12/11/03)
Jennifer Dunn	Anatomy & Physiology/St. John (8/26/03 – 12/11/03)
Paula Morris	Intermediate Algebra/St. John (8/28/03 – 12/11/03)

Judith Whitley	Marriage & Family/St. John (8/27/03 – 12/10/03)
James Lakey	New Testament Lit.:Gospels/St. John (8/27/03 – 12/10/03)
Alice Peterka	Micro Applications I/Wilson (8/27/03 – 12/10/03)
Ronald Major	Woodworking I, II & Ind. Project/Wilson (8/25/03 – 12/8/03)

ACTION ITEMS

RSVP Grant Application Request

Acceptance of Grants

- ABE/GED
- Carl Perkins Improvement
- Carl Perkins Non-Traditional
- Tech Prep
- Student Support Services
- Upward Bound

Professional Liability Insurance

Meeting of the Board of Trustees
Barton County Community College

August 5, 2003

RSVP GRANT APPLICATION REQUEST

Detail: Attached for the Board's review is a request for the College to apply for the Retired and Senior Volunteer Program (RSVP) in the funding range of \$60,000 which is for an amount above that for which the President may authorize without Board approval.

Recommendation: The President respectfully requests that the Board of Trustees authorize the application request for the Retired and Senior Volunteer Program Grant in the funding range of \$60,000 on behalf of the College.

Action: Director of Grants

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

Grant	Retired and Senior Volunteer Program
Funding Agency	Corporation for National Service
Summary	Continuation grant for the continuation of the RSVP program in Barton County
Possible Services	Recruit, place and support persons age 55+ in volunteer activities in Barton County agencies including schools, home land defense, home delivered meals, medical transportation and about 60 additional agencies.
Target Population	Volunteers age 55 and better. Those served all ages
Funding Range (Approximate)	\$60,000
Indirect Cost Reimbursement	
Funding Period	January 1, 2004 to December 31, 2004
Institutional Obligation	
Cash	
In-Kind	\$8,000
Personnel Required	
Existing	1 full time + 4 part time
New	
Application Deadline	October 17, 2003

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.

President's Signature

Date

Meeting of the Board of Trustees
Barton County Community College

August 5, 2003

ACCEPTANCE OF GRANTS

Detail: The College has received approval notifications for the following grants in amounts over the \$10,000 limit for which the President is authorized to accept without Board approval (please see attached for details):

- ABE/GED (funding range of approximately \$109,220)
- Carl Perkins Improvement (funding range of approximately \$204,974)
- Carl Perkins Non-Traditional (funding range of \$37,500)
- Tech Prep (funding range of approximately \$60,000)
- Student Support Services (funding range of approximately \$285,353)
- Upward Bound (funding range of approximately \$234,624)

Recommendation: The President respectfully requests the Board's authorization to accept the ABE/GED, Carl Perkins Improvement, Carl Perkins Non-Traditional, Tech Prep, Student Support Services and Upward Bound grants, as presented, on behalf of the College.

Action: Director of Grants

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

Grant	ABE/GED
Funding Agency	Kansas Department of Education
Summary	The ABE/GED grant provides funds to support the services of the Center for Adult Education and for the GED Center in Larned.
Possible Services	<ul style="list-style-type: none"> ▪ GED preparation and Exams ▪ Adult Basic Education ▪ English as a Second Language ▪ Citizenship preparation ▪ Workplace literacy ▪ Basic math, reading, English, and keyboarding skills
Target Population	The Center for Adult Education provides services to approximately 500 area residents each year.
Funding Range	\$109,220 (Approximate at this time)
Indirect Cost Reimbursement	0 (Grant will contribute \$10,360 towards fringe benefits)
Funding Period	07/01/03 – 06/30/04
Institutional Obligation	\$105,297
Cash	Partial employee fringe benefits
In-Kind	Facilities, transportation, access to support services
Personnel Required	
Existing	Coordinator, Secretary, ESL Instructor, Math Specialist, Larned GED Coordinator/Instructor
New	None
Submission to BOT	

Presidential Review

I have reviewed this request and it is in concert with the mission and vision of Barton County Community College. I support the request and recommend that the Board of Trustees authorize me to accept the grant, which is in excess of the funding range for which I am authorized to approve without Board action.

President's Signature

Date

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

Grant	Carl Perkins Improvement Grant
Funding Agency	U.S. Department of Education/Kansas Board of Regents
Summary	Funds must be used to improve vocational and technical education programs through the following: **strengthen the academic, vocational and technical skills of students **provide students with strong experience in, and an understanding, of all aspects of an industry **develop, improve or expand the use of technology in vocational and technical education **provide professional development programs for teachers, counselors and administrators **initiate, improve, expand and modernize quality vocational and technical education programs
Possible Services	<ul style="list-style-type: none"> • Academic, Vocational and Technical Activities • WorkKeys, Nursing and MLT pre and post tests • Curriculum Development • Develop new vocational courses and enhance existing courses • Equipment purchases for vocational programs • Professional Development Activities • Training and conference activities for vocational faculty
Target Population	<ul style="list-style-type: none"> • Vocational students particularly those in non-traditional occupational career tracks. Also special populations.
Funding Range (Approximate)	\$204,974
Indirect Cost Reimbursement	None
Funding Period	July 1, 2003 to June 30, 2004
Institutional Obligation	
Cash	None
In-Kind	None
Personnel Required	
Existing	Administrator (Assoc. Dean of Career and Technical Education), Paraprofessional – supplementary instruction/Work Keys
New	Dir. of Assessment and Placement, Academic Support Specialist
Submission to BOT	

Presidential Review

I have reviewed this request and it is in concert with the mission and vision of Barton County Community College. I support the request and recommend that the Board of Trustees authorize me to accept the grant as presented, which is in excess of the funding range for which I am authorized to approve without Board action.

President's Signature

Date

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

Grant	Carl Perkins Regional Non-Traditional Center Grant
Funding Agency	Kansas Board of Regents
Summary	The Southwest Kansas Non-Traditional Occupations Center promotes opportunities for Non-Traditional training and employment.
Possible Services	<ul style="list-style-type: none"> • Training for faculty and staff about recruiting and retaining students into non-traditional occupations • Employment and Education Fairs • Job Shadow Days • Resource library • Classroom presentations about non-tradition occupations • Kansas Breaking Traditions Scholarship Contest
Target Population	<ul style="list-style-type: none"> • Students in grades 7-14, counselors, instructors, administrators, employers, and the general public in the designed Southwest region.
Funding Range	\$37,500
Indirect Cost Reimbursement	None
Funding Period	July 1, 2003 to June 30, 2004
Institutional Obligation	
Cash	\$1,442 (Partial fringe benefits)
In-Kind	\$6,058 (Clerical, transportation, communications)
Personnel Required	
Existing	Coordinator
New	None
Submission to BOT	

Presidential Review

I have reviewed this request and it is in concert with the mission and vision of Barton County Community College. I support the request and recommend that the Board of Trustees authorize me to accept the grant as presented, which is in excess of the funding range for which I am authorized to approve without Board action.

President's Signature

Date

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

Grant	Tech Prep
Funding Agency	Kansas State Board of Regents
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 BCCC. Also, the program provides opportunities for professional development and student awareness of opportunities.
Possible 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
Target Population	<ul style="list-style-type: none"> • Students at area high schools, most notably those within the college's service area • Special needs populations
Funding Range (Approximate)	\$60,000; (\$50,000 basic grant + maximum of \$10,000 for teachers internships)
Indirect Cost Reimbursement	\$2,500 – Administration
Funding Period	July 1, 2003 to June 30, 2004
Institutional Obligation	
Cash	\$ 3,184.70
In-Kind	Transportation, communication, clerical
Personnel Required	
Existing	Tech Prep Coordinator
New	
Submission to BOT	

Presidential Review

I have reviewed this request and it is in concert with the mission and vision of Barton County Community College. I support the request and recommend that the Board of Trustees authorize me to accept the grant as presented, which is in excess of the funding range for which I am authorized to approve without Board action.

President's Signature

Date

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

Grant	TRIO – Student Support Services
Funding Agency	United States Dept. of Education
Summary	The TRIO Student Support Services program seeks to increase the retention and graduation rates of eligible students as well as increase the transfer rate of eligible students from 2 year to 4 year institutions. Additionally, the program strives to foster an institutional climate supportive of low income and first generation college students and students with disabilities.
Possible Services	<ul style="list-style-type: none"> • Career, Vocational, Transfer, Academic, and Personal Counseling • Tutoring, Supplemental Instruction, Study Groups • Study/ Learning Skills Inventories • College Survival Skills Seminars • College Visits • Cultural Activities • Computer aided instruction
Target Population	<ul style="list-style-type: none"> • Barton County Community College students who are identified as low income and/or first generation college students and students with disabilities.
Funding Range (Approximate)	\$285,353
Indirect Cost Reimbursement	\$19,977 (8% of direct costs)
Funding Period	September 1, 2003 to August 31, 2006
Institutional Obligation	
Cash	\$ 0
In-Kind	Facilities, business office support, physical plant/transportation
Personnel Required	
Existing	Director, ½ time secretary, 2 professional tutors, 1 ½ time professional tutor, paraprofessionals, counselor
New	
Submission to BOT	

Presidential Review

I have reviewed this request and it is in concert with the mission and vision of Barton County Community College. I support the request and recommend that the Board of Trustees authorize me to accept the grant as presented, which is in excess of the funding range for which I am authorized to approve without Board action.

President's Signature

Date

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

Grant	Upward Bound
Funding Agency	Department of Education
Summary	<p>The Upward Bound program concentrates on building success by improving academic skills and involving students in activities that will expose them to the world around us – the workplace, careers, educational institutions, and cultural aspects of our society.</p> <p>In addition to the supplemental instruction program, Upward Bound conducts a six-week summer session on the campus of Barton County Community College. This involves students living on campus and taking courses in the areas of science, mathematics, language arts, communications, foreign language, computers, and a variety of enrichment courses.</p>
Possible Services	Upward Bound provides the following services: Campus visits, ACT waiver forms, tutoring, cultural trips, educational workshops, student leadership opportunities, monthly stipends, summer employment opportunities, career exploration, college prep activities, job shadowing, and community service projects.
Target Population	<ul style="list-style-type: none"> The four high schools served are Great Bend High School, Ellinwood High School, Hoisington High School, and Claflin High School.
Funding Range (Approximate)	\$234,624
Indirect Cost Reimbursement	\$12,514
Funding Period	09/01/03 to 08/31/04
Institutional Obligation	
Cash	\$ 0
In-Kind	Facilities, business office support, physical plant/transportation
Personnel Required	
Existing	Coordinator, Academic/Vocational advisor, ½ time secretary, tutors, and temporary summer positions.
New	
Submission to BOT	

Presidential Review

I have reviewed this request and it is in concert with the mission and vision of Barton County Community College. I support the request and recommend that the Board of Trustees authorize me to accept the grant as presented, which is in excess of the funding range for which I am authorized to approve without Board action.

President's Signature

Date

Meeting of the Board of Trustees
Barton County Community College

August 5, 2003

PROFESSIONAL LIABILITY INSURANCE

Detail: As Ron Vratil shared with the Trustees last year, the professional liability protection, which covers students and employees in the College's health care programs, student clinic and athletic training, is becoming more difficult to secure. The general decline in the economy, the September 11th terrorist attack, and high losses in the insurance market are contributing to the difficulty in securing proper coverage. Many noted underwriters for this type of coverage have dropped out of the market. These companies include those that the College has used in the past (Chicago Insurance Company, Frontier Insurance and St. Paul Insurance). The professional liability insurance coverage for the prior year was with Evanston Insurance Company.

In order to seek reasonable premium costs, the College's broker is in the process of researching and identifying companies that would provide the greatest coverage at the lowest cost. He is putting together the information relative to professional liability protection which will be distributed to the Trustees at the Board meeting for consideration/approval.

Recommendation: It is recommended that the Trustees, after being provided with and reviewing the various costs and coverage available for professional liability protection, discuss and approve the Administration's recommendation which will be shared at the Board meeting.

Action: Dean of Business Services

KACCT/KBOR REPORT

J.B. Webster 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
Upcoming Board Meetings/Activities
President's Report of Monthly Activities

Monitoring Reports August 2003

POLICY TYPE: ENDS

POLICY TITLE: MISSION

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.

Response: The Board of Trustees, the College community, and the community as a whole have reason to take pride in their community college. While the fulfillment of its mission is an evolving and on-going process which is never really complete, there is ample evidence that the College's existence does support the economic and social life of individuals and their contributions to society. Evidence of this is provided through the monitoring and ENDS' reports. Additionally, as reflection is given to the numerous successes of the past year, it is clear that the College is attempting to fulfill its mission, one student and one contact at a time.

In a small way, the economic impact statement from past years provide some evidence of the taxpayers' "return on investment," as does the study I completed this past spring and the study Johnson County completed for the state's community colleges does the same. The numerous musical and drama performances and the athletic events have all added to the "life" and social well being of the community. These elements say nothing of the contribution that the education provided to the thousands of students touched by the institution have made.

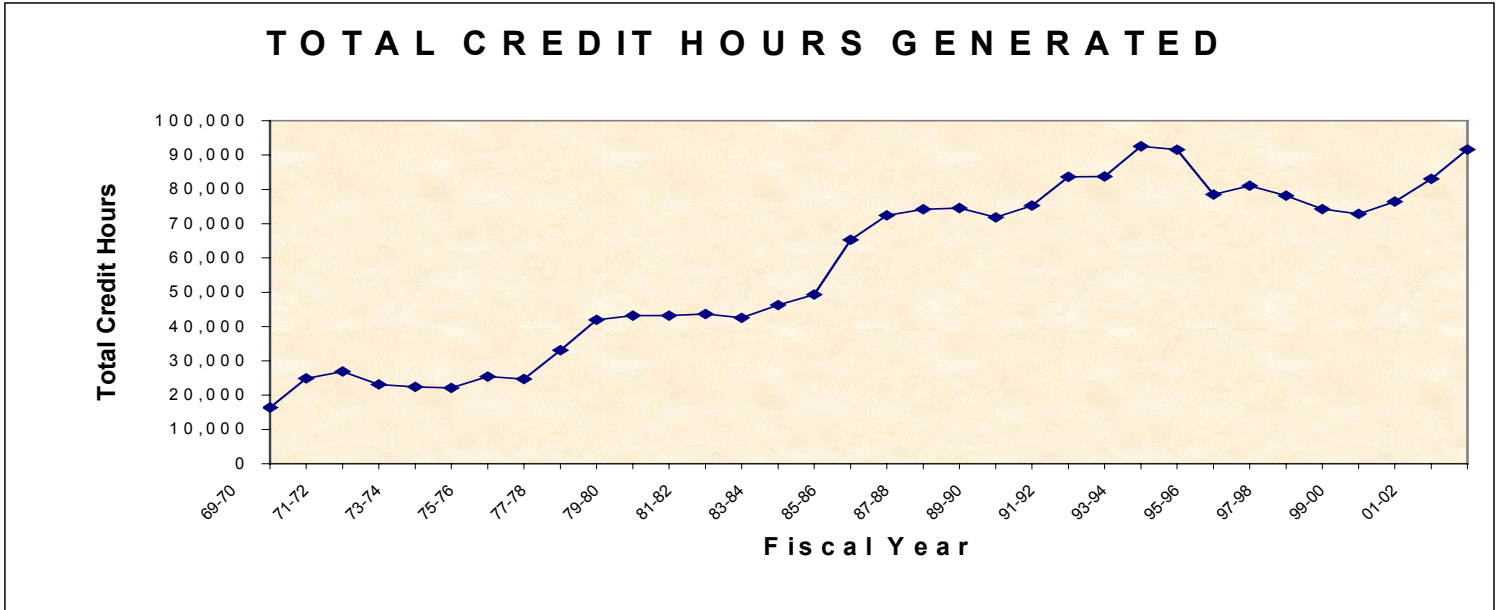
Successful Completion of Board Established Goals

Response: A number of the established goals have been addressed during the course of the year. The College Report Card was just published and indicates some of the accomplishments directed toward the Goals. I also trust that the various staff reports provided throughout the year give an indication of how the institution is addressing this ENDS item.

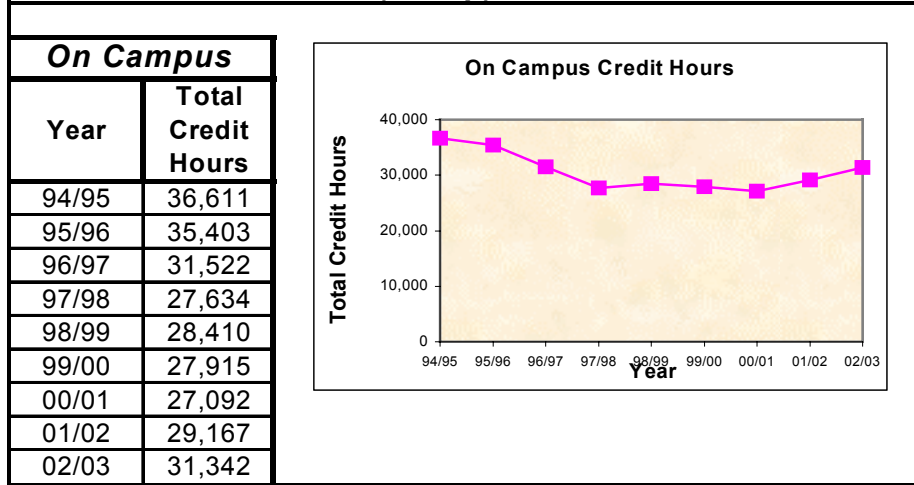
TOTAL CREDIT HOURS (Institution)

Annual: August 2003

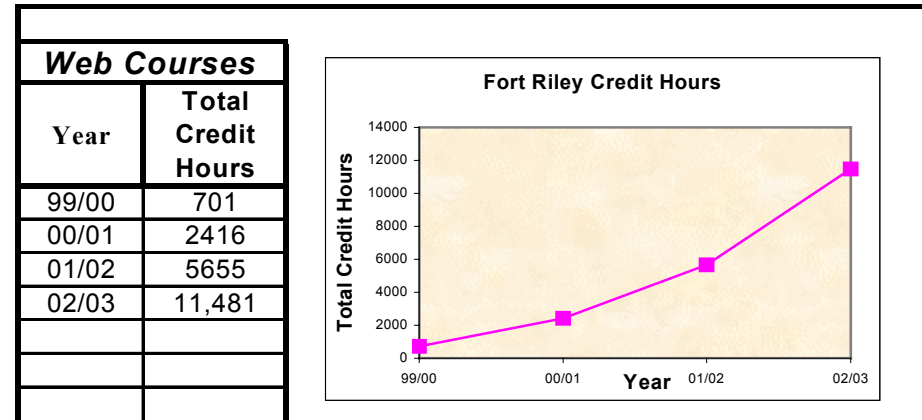
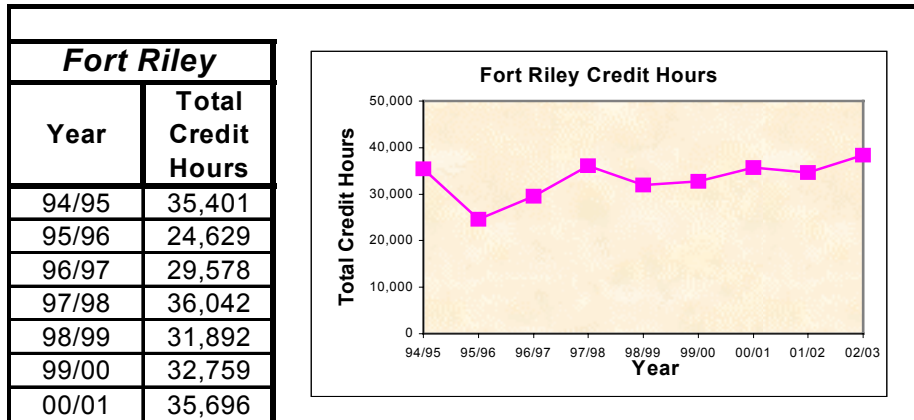
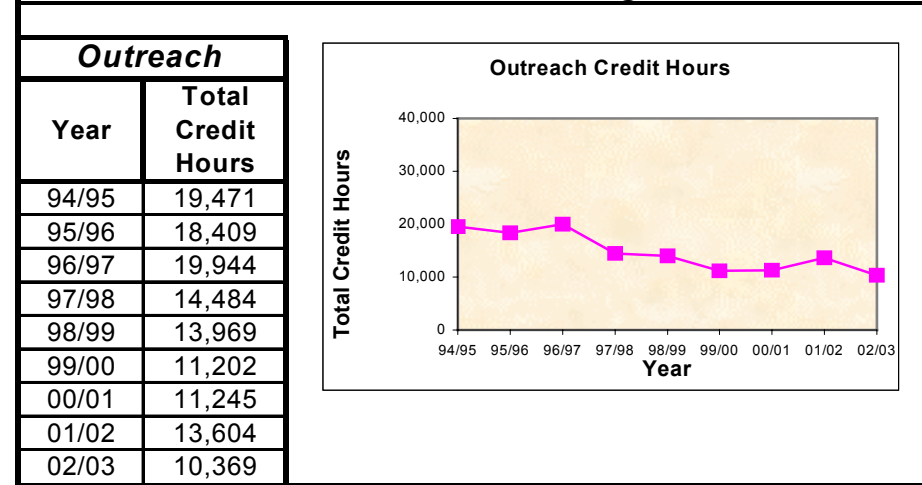
YEAR	CREDIT HOURS GENERATED
69-70	16,367
70-71	24,862
71-72	26,848
72-73	23,113
73-74	22,366
74-75	22,071
75-76	25,405
76-77	24,682
77-78	33,100
78-79	41,930
79-80	43,170
80-81	43,183
81-82	43,668
82-83	42,512
83-84	46,236
84-85	49,340
85-86	65,297
86-87	72,391
87-88	74,207
88-89	74,528
89-90	71,799
90-91	75,277
91-92	83,640
92-93	83,745
93-94	92,535
94-95	91,549
95-96	78,516
96-97	81,044
97-98	78,160
98-99	74,271
99-00	72,853
00-01	76,449
01-02	83,054
02/03	91,621



TOTAL CREDIT HOURS (Group)



Annual: August 2003



CUSTOMIZED TRAINING

Annual: August 2003

<i>Customized Training</i>	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003
Number of Businesses	20	23	17	15	7
Number of Credit Students	594	442	576	470	114
Number of Non-Credit Students	322	122	175	203	69
Total Credit Hours Generated	125.5	93.5	714.5	772.5	94

Note: One year equals Fall, Spring & Summer semesters.

Response: Through customized training, Barton plays a key role in helping develop the economic life of individuals and their contributions to the workforce.

ABE/GED GRADUATES AND ENROLLMENTS

Annual: August 2003

<i>ABE/GED Student Enrollment</i>	Main Site				Outreach Sites			
	1999	2000	2001	2002	1999	2000	2001	2002
Total Number of GED Graduates	82	108	97	78	14	12	4	4
Number of GED Graduates Enrolled at BCCC	14	18	17	12	4	3	0	1

Notes: ~One year equals July 1 through June 30.

~Outreach sites are located at Larned.

Response: Barton provides foundational services for students increasing their opportunities to be successful in life.

STUDENT CHARACTERISTICS

Annual: August 2003

Student Characteristics		Fall 2002 Headcount						
		Fort Riley		On-Campus & Outreach		Total		
Total Number of Students		3,273	51.7%	3,063	48.3%	6,336	100%	
Gender	Male	2,351	71.8%	1,232	40.2%	3,583	56.5%	
	Female	922	28.2%	1,831	59.8%	2,753	43.5%	
Age	Under 18	9	0.3%	379	12.4%	388	6.1%	
	18 to 19	238	7.3%	658	21.4%	896	14.2%	
	20 to 24	1,214	37.1%	720	23.5%	1,934	30.5%	
	25 to 34	1,186	36.2%	486	15.9%	1,672	26.4%	
	35 to 44	530	16.2%	395	12.9%	925	14.6%	
	45 to 54	81	2.4%	275	9.0%	356	5.6%	
	55 and over	15	0.5%	150	4.9%	165	2.6%	
Ethnicity	White, non-Hispanic	1,903	58.1%	2,723	88.9%	4,626	73.0%	
	Black, non-Hispanic	787	24.1%	187	6.1%	974	15.4%	
	Hispanic	413	12.6%	108	3.5%	521	8.2%	
	Asian Pacific Islander	122	3.7%	25	0.8%	147	2.3%	
	Alaskan Native / American Indian	48	1.5%	20	0.7%	68	1.1%	
Residency	In State	Barton County	1	0.0%	1,042	34.0%	1,043	16.5%
		Service Area (excluding Barton)	1	0.0%	649	21.2%	650	10.3%
		Other KS Counties	3,269	99.9%	1,036	33.8%	4,305	67.9%
	Out of State/International	2	0.1%	336	11.0%	338	5.3%	
Student Type	First Time / First Year Student	1,541	47.1%	644	21.0%	2,185	34.5%	
	Continuing / Former Student	1,364	41.7%	1,475	48.2%	2,839	44.8%	
	High School Student	11	0.3%	537	17.5%	548	8.6%	
	Non-Credit Student	0	0.0%	0	0.0%	0	0.0%	
	Transfer Student	357	10.9%	407	13.3%	764	12.1%	

Please note that the “On-Campus and Outreach” category includes the web-based instruction components of BartOnline, EduKan, and BCCC Web/Ecompanion.

Response: The above snapshot of Fall 2002 headcount reveals Barton’s very diverse student population but shows that most of the ethnic diversity comes from the Fort Riley and Junction City sites. Locally, the College needs to continue its efforts through the Hispanic Advisory Board to find ways to serve the growing Hispanic population.

ACCREDITED/LICENSED PROGRAMS

Annual: August 2003

	Program	Type	Dates	Agency
CURRENT	Adult Health Care	Providership	Yearly	KS Department of Health & Environment
	Automotive Technology	Certification	2002-2007	National Auto Technology Educ Found.
	Dietary Manager	Providership	2001-2006	Dietary Managers Association
	Medical Laboratory Technology	Accreditation	1997-2004	NAACLES
	Nurse Aide/Med Aide	Providership	Yearly	KS Department of Health & Environment
	Nursing	Accreditation	1997-2005	National League of Nursing
	Nursing	Accreditation	Yearly	KS State Board of Nursing
	Nursing Continuing Education	Certification	Quarterly	KS State Board of Nursing

Note: The above accreditations are over and above the North Central Accreditation.

Response: A variety of accredited and licensed certificate/degree programs provide an independent review of program quality.

CLASSROOM AND LABORATORY CONTACT HOURS BY FACULTY

Annual: August 2003

Contact Hours by Faculty		Fall 2001		Spring 2002		Fall 2002		Spring 2003	
		Faculty	# Hours	Faculty	# Hours	Faculty	# Hours	Faculty	# Hours
On-Campus	Full-Time	58	16,246	57	14,928	52	14,956	53	14,838
	Part-Time	54	4,507	67	5,485	57	4,651	58	4,974
Outreach	Full-Time	10	2,803	9	2,703	8	1,311	6	935
	Part-Time	88	14,900	103	12,696	98	14,128	89	9,496
Fort Riley	Full-Time	22	8,999	20	8,833	20	10,419	20	7,654
	Part-Time	32	6,206	37	7,142	37	8,854	37	10,249
Total Contact Hours			53,661		51,787		54,319		48,146

Note: The above calculations do not contain contact time for arranged classes, independent study classes, video classes, on-line classes, and non-credit classes. Since these types of classes are all arranged, contact time cannot be calculated.

Response: In addition to classroom and laboratory time, faculty invest time with students during office hours, club meetings, athletic practices and events, tutoring sessions and college sponsored functions.

Non-instructional Events by Fiscal Year*

Annual: August 2003

Type of Event	1999*	2000*	2001	01-02	02-03
Athletic Events**					
Barton Event-Barton Facility	--	--	57	165	260
Barton Event-Not Barton Facility	--	--	19	16	25
Non-Barton Event-Barton Facility	--	--	4	160	245
Athletic Totals	80*	53*	80	341	530
Cultural Events					
Barton Event-Barton Facility	--	--	30	24	57
Barton Event-Not Barton Facility	--	--	0	0	0
Non-Barton Event-Barton Facility	--	--	7	7	15
Cultural Totals	30*	42*	37	31	72
Public/Private Meetings					
Barton Event-Barton Facility	--	--	24	275	573
Barton Event-Not Barton Facility	--	--	0	0	0
Non-Barton Event-Barton Facility	--	--	131	40	65
Meeting Totals	62*	139*	155	315	638
Campus Aldrich					
Barton Event	--	--	31	18	20
Non-Barton Event	--	--	46	38	32
Camp Aldrich Totals	42*	53*	77	56	52

* Totals for years prior to 2001 are for calendar, not fiscal year; also, details for these years not determined.

** Athletic events exclude away games, meets, and tournaments.

Response: Barton provides an environment for numerous athletic, social, and cultural opportunities.

Facility Utilization**Annual: August 2003**

Facility Utilization	1996	1997	1998	1999	2000	2001	2002	02-03
Classroom Building	18.2%	18.4%	23.1%	21.7%	17.2%	13.9%	18.3%	24.1%
Fine Arts Building	22.7%	25.8%	17.5%	20.2%	17.3%	16.1%	14.7%	18.0%
PE Building	43.0%	30.8%	26.7%	22.9%	15.1%	13.6%	14.4%	21.5%
Science/Math Building	20.6%	20.7%	18.7%	18.8%	16.7%	10.9%	10.1%	16.6%
Technical Building	22.1%	26.5%	20.8%	23.6%	16.4%	12.8%	13.9%	17.8%
Camp Aldrich	12.6%	12.6%	11.1%	8.6%	13.1%	15.3%	14.8%	13.2%
All Campus	22.4%	22.7%	19.7%	19.9%	16.0%	13.8%	14.4%	18.5%

Notes:

~ Totals for years prior to 02-03 are for calendar year.

Totals for 02-03 are for fiscal year.

~ Utilization is based only on those rooms used for classes and/or meetings.

~ Percentages are based on number of hours of daily college use divided by a Typical college day (7AM to 10PM Monday - Sunday).

~ The All Campus figure is a weighted average of all rooms used for classes and/or meetings.

Response: Barton's percentage of time utilization for rooms ensures adequate access to all students in order to accomplish the college mission.

Market Penetration INTO SERVICE AREA high schools

Annual: August 2003

Market Penetration	# HS Graduates				# Enrolled at Barton*				% Enrolled at Barton				4-Year Ave.
	1999	2000	2001	2002	1999	2000	2001	2002	1999	2000	2001	2002	
Local High School													
Chase HS	10	19	14	24	1	1	3	3	10%	5%	21%	13%	11.9%
Clafin HS	21	21	23	25	7	7	4	6	33%	33%	17%	24%	26.7%
Ellinwood HS	42	51	48	42	11	13	12	12	26%	25%	25%	29%	26.2%
Ellsworth HS	49	76	48	62	5	3	6	4	10%	4%	13%	6%	7.7%
Great Bend HS	192	235	228	217	69	89	79	74	36%	38%	35%	34%	35.7%
Hoisington HS	46	61	59	54	12	13	18	12	26%	21%	31%	22%	25.0%
LaCrosse HS	26	26	23	24	0	1	1	2	0%	4%	4%	8%	4.0%
Larned HS	83	80	75	70	13	17	2	9	16%	21%	3%	13%	13.3%
Little River HS	21	20	32	19	0	0	2	0	0%	0%	6%	0%	2.2%
Lucas-Luray HS	22	13	10	18	2	2	3	0	9%	15%	30%	0%	11.1%
Lyons HS	54	59	60	66	5	3	7	4	9%	5%	12%	6%	7.9%
Macksville HS	21	20	16	18	2	2	1	0	10%	10%	6%	0%	6.7%
Otis-Bison HS	34	27	30	24	10	11	8	3	29%	41%	27%	13%	27.8%
Pawnee Heights HS	17	12	15	15	3	0	2	1	18%	0%	13%	7%	10.2%
Quivira Heights HS	18	35	26	29	3	6	4	5	17%	17%	15%	17%	16.7%
Russell HS	72	69	74	64	5	4	5	8	7%	6%	7%	13%	7.9%
St. John HS	44	34	34	31	10	4	6	2	23%	12%	18%	6%	15.4%
Stafford HS	25	18	26	24	2	2	0	2	8%	11%	0%	8%	6.5%
Sterling HS	43	33	39	37	3	2	1	0	7%	6%	3%	0%	3.9%
Wilson HS	17	21	23	21	1	0	3	2	6%	0%	13%	10%	7.3%
Overall	857	930	903	884	164	180	167	149	19.1%	19.4%	18.5%	16.9%	18.5%

* # Enrolled at Barton includes those HS graduates who enrolled during the academic year following their HS graduation.

Response: The enrollment numbers from service area high schools was below average for 2002. While we have no quantitative evidence for the decline, two situations may have affected service area enrollment. The 2001-2002 recruiting year was the first year in an experiment in cross-marketing in which the Community Education high school marketer also served as the initial Admissions recruiting contact. (This was discontinued for 2003-04.) Inquiries were down 20% and applications were down 12%. Another factor was finances. Financial concerns caused the awarding of scholarships to occur later than usual. While it is difficult to get clear reasons from students on their decision, the lateness of the scholarship awards was given as a reason (<10%) affecting student choice during phone recruitment.

GRANTS ENHANCING THE COLLEGE MISSION

Annual: August 2003

Grants Ending in FY 03					
Grant	Agency	Amount	Program Year	Duration	Target Population
RSVP	CNS	\$54,445	01/01/02 - 12/31/03	1 Year	Barton County
RSVP	CNS	\$3,500	01/01/02 - 06/30/02	6 months	Barton County
Kansas Arts Council	KAC	\$8,606	07/01/02 - 06/30/02	1 Year	BCCC
Kansas Department of Aging	KDOA	\$7,020	07/01/02-06/30/2003	1 Year	Barton County
Upward Bound	USDE	\$205400*	09/01/02 - 08/30/03	1 Year	50 HS Students
Student Support Services	USDE	\$218064*	09/01/02 - 08/30/03	1 Year	200 Students
ABE/GED/Staff Develop	KSDE	\$110,236	07/01/02 - 06/30/03	1 Year	ABE/GED Students
EOC	USDE	\$197676*	09/01/02 - 08/30/03	1 Year	1,000 Participants
Technology Grant	KSDE	\$22,000	07/01/02 - 06/30/03	1 Year	Academic Programs
Non-Traditional Occupations	KSDE	\$37,500	07/01/02 - 06/30/03	1 Year	33 SW Kansas Counties
Title III - Re-App	USDE	\$350,000*	10/01/02 - 09/30/03	1 Year	BCCC
Carl Perkins	KSDE	\$211, 741	07/01/02 - 06/30/03	1 Year	BCCC
School to Careers	KDCH	\$65,386	07/01/02 - 06/30/03	1 Year	28 NW Kansas Counties
RUS Distance Learning	USDA	\$69,000		3 Years	BCCC/3 USDs
Tech Prep	KSBOR	\$50,000	07/01/02 - 06/30/03	1 Year	BCCC/Barton Cnty Schools

* One Year amount only - additional years not specified.

Grants Funded for FY 04					
Grant	Agency	Amount	Program Year	Duration	Target Population
RSVP	CNS	\$60,000	01/01/04-12/31/04	1 Year	Barton County
Upward Bound	USDE	\$234,624	09/01/03 - 08/30/04	1 Year	50 HS Students
Student Support Services	USDE	\$285,353	09/01/03 - 08/30/04	1 Year	200 Students
ABE/GED/Staff Develop	KSDE	\$105,297	07/01/03 - 06/30/04	1 Year	ABE/GED Students
EOC	USDE	\$201,629	09/01/03 - 08/30/04	1 Year	1,000 Participants
Technology Grant	KSDE	\$22,000	07/01/03 - 06/30/04	1 Year	Academic Programs
Non-Traditional Occupations	KSDE	\$37,500	07/01/03 - 06/30/04	1 Year	33 SW Kansas Counties
Perkins Improvement	KSDE	\$204,974	07/01/03 - 06/30/04	1 Year	BCCC
Kansas Arts Council	KAC	\$4,801	07/01/03 - 06/30/04	1 Year	BCCC
Tech Prep	KSBOR	\$60,000	07/01/03 - 06/30/04	1 Year	BCCC/Barton Cnty Schools

* One Year amount only - additional years not specified.

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: 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 #4

Provide information to the community, Board, or College constituencies, which is untimely, inaccurate, or misleading.

Response: To the best of my ability, I have tried to not only provide timely and accurate information, but also have attempted to ensure that the communication is ethical and forthright. Managing the flow of information in a large organization is challenging, but I feel that progress continues to be made. I also recognize that everyone looks at what is communicated, and when it is communicated, a bit differently. My efforts have been to try to anticipate what the majority would need to know and should know at the appropriate time. I have done this while trying to balance personal communication with individuals.

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 #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.

Response: No violations of laws, rules, regulations or Board policies have occurred which have not been brought promptly to the Board's attention. With legal assistance, we have tried to be proactive in making sure that an inadvertent violation does not occur.

General Executive Constraint #9

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

Response: On two fronts, the Board has been made aware of possible asset risks. First, is in the area of the College's efforts to be in compliance with EPA and Hazardous Materials handling. Failure to appropriately acquire, label, maintain, and dispose of materials will result in fines and possibly other sanctions. The College has made progress in efforts to ensure compliance. For the most part, we believe our Chemistry lab to now be in compliance. However, as reported should an inspection occur prior to the completion of the planned work, fines could result. Secondly, as the Board is already aware, the budget challenge we are facing which has been created by the state's budget crisis has placed some of our assets at risk. As we attempt to meet our projected 2003-2004 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 and while not assets in the traditional sense, are nonetheless assets that need to be maintained. Further, related to meeting our budget plan, even with a mill levy increase the budget we have built will be using in excess of \$200,000 from our reserves.

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.

General Executive Constraint #10

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

Response: Issues of a critical nature have been shared with at least two administrators. I use the President's Staff meetings to inform and receive issues of an operational nature. PIC deals with issues and functions of a strategic nature.

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 as we stretch 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 efforts have allowed the College to realize growth in the reserves to the point we are at about 12%. Our reserves will play a significant role in helping the College meet its budget projections for the 2003-2004 fiscal year.

Financial Condition #7

Knowingly jeopardize aid from state, federal, or other funding sources before, during, or after the aided activity.

Response: To my knowledge, I am in compliance with this limitation. In fact, all of us associated with the College have been proactive in trying to protect the aid we receive and this has occurred throughout the state's higher education reorganization and funding process.

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.

UPCOMING BOARD MEETINGS/ACTIVITIES

- September 2** **Memorial Day** – Campus Closed
- September 3** **Board Study Session** – 12:00 noon, room U-219 (upper level of Student Union)
- September 6** **KACCT/COP Quarterly Meeting** – Independence Community College
- September 16** **Regular Monthly Board Meeting** – 4:00 p.m., room U-219 (upper level of Student Union)
- September 17-20** **ACCT Annual Convention** – Denver, Colorado

REMINDER – Board Advance – 8:00 a.m. – Thursday, October 2 – Camp Aldrich
Please be reminded that there will be no Board study session in October.

President's Monthly Activities
July 1- 31, 2003

- July 1 Met with Bob Peter about the Morrison Windows project.
- July 2 Facilitated President's Staff Meeting
Facilitated Board of Trustees Study Session
Attended Foundation Board Meeting
Attended Dinner with executives from Midwest Energy
- July 3 Met with Mark Dean regarding Camp Aldrich
Met with Carles Perkins regarding website access and security issues
- July 4 Office Closed - Independence Day
- July 9 Facilitated President's Staff Meeting
Read to 2-year olds in support of the CDC
Attended Foundation Auction Kick-Off
- July 10 Attended Prairie Enterprise Project Board Meeting
- July 11 Discussed staffing issues for Grants Office with Cathie Oshiro
- July 12 Attended Bill McVey's Funeral
Attended LPN Nursing Pinning Ceremony
Helped staffed the College's booth at the Barton County fair
- July 15 Discussed Organizational Development Issues with Mike Weltsch
Assisted with Board of Trustees Meeting
- July 16 Facilitated President's Staff Meeting
Met with Jackie Elliott regarding the Child Development Center
- July 17 Attended Golden Belt One Stop Shop Certification Visit
with Jackie Elliott hosted lunch for our Kansas Legal Services Staff
- July 18 Vacation Day
- July 22 Attended Russell Main Street Coffee with variety of staff members
- July 23 Attended Local Workforce Investment Board quarterly meeting
Met with Bob Peter, Julie Knoblich, and Ron Vratil regarding continuing contract issues

July 25	Met with various staff to discuss budget, program, service, and staff elimination issues
July 28	Vacation Day
July 29	Vacation Day
July 30	Met with Elaine Simmons and Matt Hoisington regarding College Advantage program in Hays
July 31	Vacation Day

Meeting of the Board of Trustees
Barton County Community College

August 5, 2003

EXECUTIVE SESSION

Detail: 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