

Meeting of the Board of Trustees
Barton County Community College

July 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

July 20, 2004

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.

ACTION ITEMS

Election of Board Officers
Revised 2004-2005 Board Meeting Schedule
Feasibility Study
2004-2005 Operating Budget
Publication of 2004-2005 Budget
Athletic Insurance
2004-2005 KACCT Dues

Meeting of the Board of Trustees
Barton County Community College

July 20, 2004

ELECTION OF BOARD OFFICERS

Detail: In keeping with the Board Process Policy (see attached), selection of officers shall be conducted on an annual basis in July by majority vote. In accordance with KSA 71-201(b) (1), 1985, the Board of Trustees shall select its own chairperson (see Chairperson's role attached) and such other officers as it may deem desirable, from among its own membership. The Secretary may be the chief administrative officer of the College. The Treasurer may be the chief financial officer of the College. In the past, the Board has elected a Chair, Vice Chair, Secretary, Treasurer, and delegate to the Kansas Association of Community College Trustees (KACCT).

Officers for 2003-2004 were as follows:

Stephan J. Mermis	Chair
Dan Soeken	Vice Chair
Mike Johnson	Secretary and KACCT Delegate
Ron Vratil	Treasurer

Recommendation: It is recommended that the Board of Trustees of Barton County Community College nominates and selects its officers for the 2004-2005 academic year, in keeping with its Board Process Policy and Kansas Statutes.

Action: President's Office

POLICY TYPE: BOARD PROCESS

POLICY TITLE: BOARD JOB DESCRIPTION

The job of the Board is to represent the owners in determining and demanding appropriate organizational performance. To distinguish the Board's own unique job from the role and functions of its staff, the Board will concentrate its efforts on the following job "products" or outputs.

1. Linkage with the public regarding ENDS. Input may be obtained in the following ways:
 - A. Meeting with individuals and organized or informal community groups (i.e., civic groups, churches, focus groups).
 - B. Observing and meeting with other public boards.
 - C. Hosting opportunities that afford owners the opportunity to learn about the College.
 - D. During open session of Board meetings.
2. Written governing policies which, at the broadest levels, address:
 - A. ENDS: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good for which people at what cost).
 - B. EXECUTIVE LIMITATIONS: Constraints on executive authority that establish the boundaries within which all executive activity and decisions must take place.
 - C. BOARD PROCESS: Specification of how the Board conceives, carries out, and monitors its own task.
 - D. BOARD-PRESIDENT RELATIONSHIP: The manner in which authority is passed to the President and assessment of the use of that authority.
3. Assure the President's performance by using the monitoring data as measured against Board Policies "ENDS" and on "Executive Limitations."

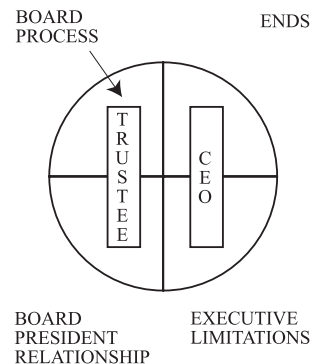
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POLICY TYPE: BOARD PROCESS

POLICY TITLE: BOARD JOB DESCRIPTION (continued)

4. Select and discipline Board officers
 - A. A chairperson shall be selected, by majority vote of the Board members present, based on abilities to carry out the responsibilities of that position. (A chairperson, and other officers deemed necessary or required by statute, shall be elected on an annual basis during the official Board meeting in July).
 - B. If, for any reason, Board members believe the chairperson fails to fulfill the role as stated in these policies, they may, by majority vote of the entire Board, remove the chairperson from office and select a replacement for the remainder of the unexpired term as chairperson.
5. Impact legislative affairs through personal advocacy and participation with Kansas Association of Community College Trustees.
6. Monitor activities and performance of the Cougar Booster Club and Barton County Community College Foundation to ensure they are legal and supportive of the College.

--This policy adopted on October 16, 1997
Reviewed on November 1, 2000 (no changes)
Reviewed on April 2, 2003 (no changes)



POLICY TYPE: BOARD PROCESS

POLICY TITLE: CHAIRPERSON'S ROLE

The job “product” of the chairperson is, primarily, the integrity of the Board process and, secondarily, occasional representation of the Board to outside parties. The chairperson is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), unless the authority is delegated to another member.

1. The job output of the chairperson is to ensure the Board behaves consistent with its own rules and those legitimately imposed upon it from outside the organization.
 - A. Meeting discussion content will only be those issues which, according to Board policy, clearly belong to the Board to decide, not the President.
 - B. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and pointed.
2. The authority of the chairperson consists of making decisions that fall within the topics covered by Board policies under BOARD PROCESS and BOARD-PRESIDENT RELATIONSHIP, except where the Board specifically delegates portions of this authority to others. The chairperson is authorized to use any reasonable interpretation of the provisions of these policies.
 - A. The chairperson is empowered to plan and chair Board meetings with all the commonly accepted authority of that position (e.g., ruling, recognizing, committee appointments).
 - B. The chairperson has no authority to make decisions about policies created by the Board within ENDS and EXECUTIVE LIMITATIONS policy areas. Therefore, the chairperson has no authority to supervise, or direct the President.
 - C. The chairperson may represent the Board to outside parties in announcing Board-stated positions and in stating chair decisions and interpretations within the area delegated. Upon official action, the chairperson is authorized by the Board to act on the Board's behalf.

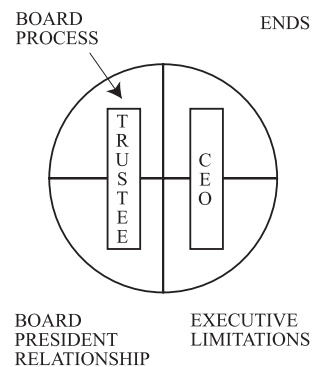
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POLICY TYPE: BOARD PROCESS

POLICY TITLE: CHAIRPERSON'S ROLE (continued)

3. The chairperson is to ensure the vice chairperson is informed of current and pending Board issues and processes.
4. In the event of a potential conflict of interest, the Vice Chair will be authorized to sign financial documents, including checks, on the Chairperson's behalf.

-- This policy adopted on October 16, 1997
Reviewed on November 1, 2000 (no changes)
Revised on October 23, 2001
Revised on April 22, 2003



Meeting of the Board of Trustees
Barton County Community College

July 20, 2004

REVISED 2004-2005 BOARD MEETING SCHEDULE

Detail: At its regular monthly meeting on March 15, 2004, the Board approved a proposed schedule for its 2004-2005 regular Board meetings and monthly study sessions. However, at that time, no date for a Board Advance had yet been set. At the Board Advance in May, the Trustees expressed their desire to have two Advances annually. The attached revised schedule now includes two Board Advances, both scheduled to begin at **8:00 a.m. in the classroom at Camp Aldrich:**

Wednesday, September 1, 2004 (replaces the September monthly Board study session)

Wednesday, March 2, 2005 (replaces the March monthly Board study session)

Recommendation: It is recommended that the Board approve the revised 2004-2005 Board meeting schedule as presented.

Action: President's Office

**REVISED SCHEDULE OF BOARD MEETINGS
2004-2005**

The following revised meeting schedule has been set for Board study sessions and regular Board meetings for the 2004-2005 academic year and now includes two Board Advances during the year.

Please know that every attempt will be made to avoid alterations to this schedule; however, unexpected conflicts may necessitate revisions throughout the year. In addition, this schedule does not reflect any special meetings, which may be scheduled at a later date.

Wednesday, July 7, 2004 – 12:00 p.m. – study session

Tuesday, July 20, 2004 – 4:00 p.m. – BOT Meeting

Wednesday, August 04, 2004 – 12:00 p.m. – study Session

***Tuesday, August 10, 2004 – 4:00 p.m. – Budget Hearing/BOT Meeting**

**Wednesday, September 1, 2004 – 8:00 a.m.
Board Advance at Camp Aldrich classroom**

Tuesday, September 21, 2004 – 4:00 p.m. – BOT Meeting

Tuesday, October 05, 2004 – 12:00 p.m. – study session

Tuesday, October 19, 2004 – 4:00 p.m. – BOT Meeting

Wednesday, November 3, 2004 – 12:00 p.m. – study session

Tuesday, November 16, 2004 – 4:00 p.m. – BOT Meeting

Wednesday, December 1, 2004 – 12:00 – Study Session

Tuesday, December 14, 2004 – 4:00 p.m. – BOT Meeting

**Tuesday, January 18, 2005 – 4:00 p.m. – BOT Meeting
(There will be no January Study Session)**

Wednesday, February 2, 2005 – 12:00 p.m. – study session

Tuesday, February 22, 2005 – 4:00 p.m. – BOT Meeting

**Wednesday, March 02, 2005 – 8:00 a.m.
Board Advance at Camp Aldrich classroom**

Tuesday, March 22, 2005 – 4:00 p.m. – BOT Meeting
(Changed to 4th Tuesday of the month in order to avoid conflict with the regional and national basketball tournaments)

Wednesday, April 6, 2005 – 12:00 p.m. – study session

Tuesday, April 19, 2005 – 4:00 p.m. – BOT Meeting

Wednesday, May 04, 2005 – 12:00 p.m. – study session

***Thursday, May 12, 2005 – 6:00 p.m. – BOT Dinner**
(Board members and guests will be invited to a special celebration dinner, in conjunction with commencement on this date)

Tuesday, May 17, 2005 – 4:00 p.m. – BOT Meeting

Wednesday, June 1, 2005 - 12:00 p.m. – study session

Tuesday, June 14, 2005 – 4:00 p.m. – BOT Meeting

Meeting of the Board of Trustees
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FEASIBILITY STUDY

Detail: As the Foundation considers the potential of a major gifts campaign, serious review of the best approach to that process has been undertaken. Collectively, the Foundation and College Boards have identified the need to first conduct a feasibility study. Through researching how to best proceed, the feasibility study approach has been recommended to the “Feasibility Study Ad Hoc Committee” by virtually all fundraising associations and foundations who have been contacted and who have engaged in similar activities. The Ad Hoc Committee’s membership consisted of Nancy Peschka, Steve Mermis, Megan Murphy, Darnell Holopirek, Rob Dove and Dan Bonine (ex officio).

This Committee felt positive about pursuing a feasibility study and recently recommended such to the full Foundation Board. Their recommendation was unanimously accepted. A number of reasons for accepting the recommendation were cited. They include the fact that a feasibility study provides a great way for the Trustees to link with their stakeholders and educate them about the needs and activities of the College while learning from, and hearing very specifically from, those stakeholders regarding the College and its services. The unbiased study also helps both Boards gauge interest and support for project funding and results in condensed and useful information regarding perceptions of the College from a significant segment of the service area’s opinion leaders. Just receiving this condensed information is well worth the cost of the multi-use study as it will give the Board critical feedback regarding institutional image, needs, as well as planning data.

Additional factors considered in making this recommendation include:

- The knowledge gained would benefit individual Board and staff members as they fulfill their roles.
- Currently, the Foundation, College staff and Board members lack experience in conducting a campaign – this will be a positive professional development experience.
- The study and its process will assist the Foundation Board in gaining confidence in conducting a major fundraising campaign.
- The College/Board of Trustees will be able to utilize the study to learn from stakeholders their support/concerns with various aspects of the College.
- The study could well uncover other fundraising ideas and opportunities.

In addition to reviewing the feasibility study concept and providing a recommendation regarding that concept, the Committee has solicited and reviewed proposals to assist with the conducting of the feasibility study. The Committee narrowed selection down to two possibilities: The Clements Group, L.C., founded in 1986 and

which specializes in community college campaigns, and the Hartsook Companies, Inc., founded in 1987. The Committee also met with a representative of Kansas State University to help in-service them regarding capital campaigns. KSU has agreed to act as a sounding board and provide general guidance as needed, they are unable to commit full time to the campaign.

The quotes to conduct the feasibility study were as follows:

The Clements Group, L.C. - \$15,750 plus expenses including travel, lodging, meals, printing and distribution costs.

Hartsook Companies, Inc. - \$15,000 plus expenses including travel, lodging, meals, writing, editing, telephone, printing, binding and mailing.

Recommendation: Following review and a number of reference checks, it is recommended that the College retain the services of The Clements Group, L.C. for the purpose of conducting the proposed feasibility study and that the College's Board of Trustees authorize the President to expend institutional funds in the amount of \$15,750 plus expenses as presented.

Action: President's Office

Meeting of the Board of Trustees
Barton County Community College

July 20, 2004

2004-2005 OPERATING BUDGET

Detail: Attached for the Board's approval is a copy of the 2004-2005 operating budget, which was presented at the recent Board study session. The budget plan created is built to address institutional needs delayed by difficult economic conditions at the state and local level. This year's budget provides adjustments permitting the College's fiscal operations to begin to return to a level that might be considered more typical/normal (considering we are still dealing with cuts and loss of state funds and the obvious -- the state will not be adding any additional funding in the near future for local tax relief).

The Board is very familiar with the prior two years fiscal difficulty and the challenges that the State's executive and legislative leadership has placed on local taxing bodies. The State's inability to generate sufficient funds has resulted in reductions, as well as loss of, promised aid. It has also meant that the State has taken funding designated for local entities, LAVTR funding. This later action has resulted in Barton losing approximately \$96,000 two years ago, and an additional \$192,000 last year. It is anticipated this funding will not be returned to us. Additionally, this year Barton faces the loss of credit hour production due primarily to the movement of troops out of Ft. Riley. The budget plan includes a planned reduction in state aid of \$161,000.

In a very real sense, the State has pushed its revenue problems down to the local taxing bodies and forced the local bodies to deal with problems not of their own creation. This places elected officials who serve local county, city, and community colleges in the precarious position of choosing between raising resources through local tax and tuition increases, or eliminating/reducing services and negatively impacting the organization's mission. You, as Barton County Community College's Trustees, face this very real dilemma – sustain or eliminate/reduce services you hold in trust for the public, or raise local property taxes and tuition.

To address the revenue needs for the College, you have already raised tuition upwards of 60% over the last three years and now face the decision of how to best handle taxes in finalizing the budget request for this year. In thinking about your action on our recommendation, the administration recognizes that we may not see the issues in the same light. At the same time, we are obligated to give to you our very best assessment and recommendation. We have attempted to do that in light of all that we believe we know and of which we are aware.

The request for tax dollars is \$5,247,000. The anticipated mil levy will be 30.54, based on an estimated assessed valuation for this coming year of \$171,828,878. The request was created in accordance with K.S.A. 71-204, which provides that the tax levy shall be an amount determined to be sufficient to finance that part of the College budget that is

not financed from any other source provided by law. That figure is then reduced by 80% of new state funds to be received in 2004-2005, net of out-district tuition reductions. As you know, there will not be any new State funds received during 2004-2005. The increase requested is to help provide for normal operational costs.

For comparative purposes, last year's actual tax requests, as approved by the Board, was as follows:

- Tax levy request: \$5,026,171
- Mil levy: 29.86
- Assessed valuation: \$167,901,110

This year's recommended tax dollar request of \$5,247,000 is an increase of \$233,680. It is an increase of .68 mils from last year's approved mil levy of 29.90. Finally, the mil levy increase would remain .34 below the 30.88 mil levy in 2001 and 4.25 below the mil levy in 1999.

Should the Board approve the budget request as proposed, you can anticipate that you will continue to be required to review elimination of programs, personnel, and services in the future. Those decisions will be just as difficult as the one you now face in determining what you will approve for the year's budget.

We do believe that successful conservation of cash reserves in the prior year and its judicious use this year will help alleviate some of the difficulties we anticipate, like the loss of credit hour production with troop deployment from Ft. Riley. It is also important to note that this year's plan also includes a pool of funds for employee raises. We believe it imperative that funds become available to help alleviate the prior two-year employee wage freeze. We are currently losing good employees because of our inability to maintain pay levels comparable with those of local USD's and other state community colleges.

I wish I could assure the Board and the public that with this action, Barton would be in a position to repair past damage done by lack of state support and improve its human and capital resources, as well as adequately address its mission and support the Board's "ENDS" now and into the future. Circumstances are such that a start can be made with the proposed budget, but until additional funding is provided or until the difficult decision regarding programs and services are made, past damage will go unrepaired. Most unfortunately, even with future increases, there is a strong likelihood that the College's mission will suffer with program and service cuts.

Recommendation: It is recommended that the Board approve the proposed operating budget, which includes continued cost reductions, a pool of funds for improving our employees' pay levels and use of our cash reserve to balance operational expenditures.

Action: President and Dean of Business Services

BARTON COUNTY COMMUNITY COLLEGE
 OPERATING PLAN
 Years 2003-2007
 At July 20, 2004

	Estimate 2003-2004	Net Changes	Projection 2004-2005	Net Changes	Projection 2005-2006	Net Changes	Projection 2006-2007
BEGINNING CASH BALANCE	\$1,659,000		\$2,257,000		\$1,973,000		\$2,001,000
REVENUES:							
Tuition	3,449,000	805,000	4,254,000		4,254,000		4,254,000
Property Taxes	4,919,000	152,000	5,071,000		5,071,000		5,071,000
State Aid	6,214,000	(161,000)	6,053,000	600,000	6,653,000	133,060	6,786,060
Other Taxes	830,000		830,000		830,000		830,000
Other Revenues	2,447,000		2,447,000		2,447,000		2,447,000
New Revenues 05-06				337,000	337,000		337,000
New Revenues 06-07						390,000	390,000
Total Revenue	17,859,000	796,000	18,655,000	937,000	19,592,000	523,060	20,115,060
EXPENDITURES:							
Salaries	9,370,000	727,000	10,097,000	394,000	10,491,000	384,200	10,875,200
Benefits	1,768,000	303,000	2,071,000	81,000	2,152,000	77,000	2,229,000
General Insurance	209,000	6,000	215,000	5,000	220,000	2,000	222,000
Utilities	589,000	16,000	605,000	15,000	620,000	6,000	626,000
Technology Services	766,000	21,000	787,000	20,000	807,000	8,000	815,000
Physical Plant	420,000	11,000	431,000	11,000	442,000	4,000	446,000
Capital Outlay	919,000	(60,000)	859,000		859,000		859,000
Other Costs	3,220,000	654,000	3,874,000	99,000	3,973,000	40,000	4,013,000
Total Expenditures	17,261,000	1,678,000	18,939,000	625,000	19,564,000	521,200	20,085,200
NET CHANGE	598,000	(882,000)	(284,000)	312,000	28,000	1,860	29,860
ENDING CASH BALANCE	\$2,257,000	(\$882,000)	\$1,973,000	\$312,000	\$2,001,000	\$1,860	\$2,030,860

Meeting of the Board of Trustees
Barton County Community College

July 20, 2004

PUBLICATION OF 2004-2005 BUDGET

Detail: The Budget Hearing is scheduled for Tuesday, August 10, 2004 at 4:00 p.m. in room U-219 in the upper level of the Student Union.

Attached for the Board's information and approval is the budget page that will be published, in accordance with K.S.A. 79-2929, in the Great Bend Tribune ten days prior to the August 10 meeting.

The request for tax dollars is \$5,247,000. The total levy is 30.54 mils, based on an estimated assessed valuation for this coming year of \$171,828,878. The request was created in accordance with K.S.A. 71-204, which indicates that the tax levy shall be an amount determined to be sufficient to finance that part of the College budget that is not financed from any other source provided by law. That figure is then reduced by 80% of new state funds to be received in 2004-2005, net of out-district tuition reductions. There will not be any new state funds received during 2004-2005.

Recommendation: It is recommended that the Board approve the budget to be published as submitted, which includes a request of tax dollars in the amount of \$5,247,000. The tax dollar request is built upon a 30.54 mil levy and an estimated assessed valuation of \$171,828,878 and is in accordance with Kansas Statutes. The Budget Hearing is scheduled to convene in room U-219 in the upper level of the Student Union at 4:00 p.m. on Tuesday, August 10, 2004 and will be the first item of business.

Action: Dean of Business Services

**NOTICE OF PUBLIC HEARING
2004-2005 BUDGET**

The governing body of Barton County Community College, Barton County, will meet on August 10, 2004, at 4PM, 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 2004 Tax to be Levied (as shown below) establish the maximum limits of the 2004-2005 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes, is subject to slight change depending on final assessed valuation.

	2002-2003		2003-2004		PROPOSED BUDGET 2004-2005		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Amount of 2004 Tax to be Levied	Est. Tax Rate*
Current Fds Unrestricted							
General Fund	14,152,628	28.53	14,747,195	29.86	18,500,000	5,247,000	30.54
Vocational Education	2,879,671		2,768,322		4,000,000	xxxxxxxxx	xxx
Adult Education	132,519		148,428		400,000	0	0.00
Adult Supp Education	0	xxx	0	xxx	50,000	xxxxxxxxx	xxx
Employee Benefits	35,268		0		150,000	xxxxxxxxx	xxx
Motorcycle Driver	0	xxx	0	xxx	0	xxxxxxxxx	xxx
Truck Driver Training	0	xxx	0	xxx	0	xxxxxxxxx	xxx
Auxiliary Enterprise	2,792,864	xxx	2,722,848	xxx	4,100,000	xxxxxxxxx	xxx
Current Funds Restricted	0	xxx	0	xxx	xxxxxxxxx	xxxxxxxxx	xxx
Plant Funds		xxx		xxx		xxxxxxxxx	xxx
Capital Outlay	0	1.38	0		500,000	0	0.00
Bond and Interest	0		0		0	0	0.00
Special Assessment	0		0		0	0	0.00
No Fund Warrants	0		0		0	0	0.00
Revenue Bonds	0	xxx	0	xxx	0	xxxxxxxxx	xxx
Total All Funds	19,992,950	29.91	20,386,793	29.86	27,700,000	5,247,000	30.54
Total Tax Levied	4,801,231		5,026,171		xxxxxxxxxxx	5,247,000	
Assessed Valuation	160,253,525		167,901,110			171,828,878	
	Outstanding Indebtedness, July 1						
	2002		2003		2004		
G.O. Bonds							
Capital Outlay Bonds							
Revenue Bonds							
No-Fund Warrants							
Temporary Notes							
Lease Purchase Principal	4,867,003		4,443,325		4,029,429		
Total	4,867,003		4,443,325		4,029,429		

*Tax Rates are expressed in mills.

Signature and Title

Chairman

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Meeting of the Board of Trustees
Barton County Community College

July 20, 2004

ATHLETIC INSURANCE

Detail: The College has secured the following quotes for athletic insurance for 2004-2005:

	Annual Cost
Life Insurance Company of North America	\$42,150
Guarantee Trust Life	\$44,280
Mutual of Omaha	Not competitive

The above quotes include a \$2,000 deductible, expanded Medical and HMO/PPO benefits and AD & D of \$5,000. We also received a quote for catastrophic insurance from Mutual of Omaha for \$2,877 (\$5,000,000 lifetime maximum). For comparative purposes, the approved low quote last year was received from Life Insurance Company of North America at an annual premium of \$39,028 which included a \$2,000 deductible, expanded Medical and HMO/PPO benefits and AD & D of \$5,000. The catastrophic insurance premium was \$2,689.

Recommendation: It is recommended that the Board approve the low quote from Life Insurance Company of North America in the amount of \$42,150 for athletic insurance and the catastrophic quote from Mutual of Omaha in the amount of \$2,689 for the 2004-2005 academic year.

Action: Dean of Business Services

Meeting of the Board of Trustees
Barton County Community College

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2004-2005 KACCT DUES

Detail: The College has received the statement for 2004-2005 dues from the Kansas Association of Community College Trustees (see attached.) The total dues for 2004-2005 are \$15,206.11 (based on 44,174 credit hours @ .265 per credit hour.) By comparison, the 2003-2004 KACCT dues totaled \$14,754.68 (based on 46,894.5 credit hours @ .24 per credit hour.)

Recommendation: It is recommended that the Board approve payment of the 2004-2005 KACCT dues in the total amount of \$15,206.11 as presented.

Action: President's Office

KANSAS ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

700 S.W. Jackson St., Suite 401 -- Topeka, Kansas 66603-3757

Sheila Frahm
Executive Director

Phone: 785-357-5156
Fax: 785-357-5157

S T A T E M E N T

RECEIVED

JUN 30 2004

PRESIDENT'S OFFICE
BCCC

**TO: Barton County Community College
245 N. 30th Rd.
Great Bend, KS 67530-9283
Attention: Dr. Veldon Law, President**

June 28, 2004

2004-2005 KACCT DUES: (Due Upon Receipt)

Basic Annual Fee \$3,500.00

Credit Hours* . . (44,174.0 @.265 per Credit Hour) \$11,706.11

TOTAL AMOUNT DUE \$15,206.11

Remit to:

**KACCT
700 S. W. Jackson, Ste. 401
Topeka, Kansas 66603-3757**

***KBOR data collated from enrollment numbers submitted by colleges**

Meeting of the Board of Trustees
Barton County Community College

July 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 June 15, 2004
- Personnel
- Claims and Financial Report

Action: President's Office

**Regular Meeting of the Board of Trustees
Barton County Community College
June 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., June 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; Michael Dawes; Mark Dean; Dr. Tim Kimmel; Randall C. Henry; Charles Perkins; Dr. Gillian Gabelmann; Cathie Oshiro; Dick Wade; Ron Vratil; Angie Brummer; Dr. Veldon Law and Marilyn Beary

Chairman Mermis led the attendees in the Pledge of Allegiance.

PUBLIC AND EMPLOYEE COMMENT

Chairman Mermis announced that the Board had received a request from Bonnie LeRoy, a student, to present governance ideas related to the Interrobang, as well as a petition, and to discuss personnel issues. Due to the ongoing legal proceedings involving personnel issues, the request was denied. Ms. LeRoy had been advised she may meet with President Law to both share her governance ideas with the administration, as well as present the petition for appropriate distribution.

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

INTRODUCTION OF NEW EMPLOYEES

- There are no new employees to introduce this month.

STAFF REPORTS

- President Veldon L. Law gave a PowerPoint presentation prepared by the Friends of Higher Education and made application of some of the concept and data to Barton.

ACTION ITEMS

Granting Tenure to Evelyn Parker

At its regular meeting on April 15, 2004, the Board approved tenure for five faculty members. However, Evelyn Parker was inadvertently omitted from the list for consideration. It was recommended that the Board grant tenure to Evelyn Parker.

Trustee Sessler moved that the Board approve tenure for Evelyn Parker as recommended. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

Audix Voice Mail System

Due to a failure in the College's Audix voice mail system, the system had to be upgraded prior to today's meeting. Dr. Law had authorized the purchase of the equipment based on his April communication to the Board and was now requesting that the \$8,150 purchase cost and the installation cost of \$2,562.90 be ratified by the Board.

Trustee Johnson moved that the Board of Trustees approved the voice mail system upgrade as presented. The motion was seconded by Trustee Soeken. Following discussion, the motion carried.

Computer Firewall Protection

The Board was presented with a proposal to provide the College with additional security and protection from hacker activities through the upgrade of its firewalls, in the total cost of \$20,715.85.

Trustee Sessler moved that the Board approve the purchase of the proposed firewall software and hardware as presented. The motion was seconded by Trustee Webster. Following discussion, the motion carried.

Property, Casualty, Liability and Workers Compensation Insurance Coverage

Ron Vratil, Dean of Business Services, presented information relative to this insurance renewal for the year beginning July 1, 2004.

Trustee Sessler moved that the Board approve the insurance rates with EMC and Cincinnati Insurance Company as presented. The motion was seconded by Trustee Johnson. Following discussion, the motion carried.

Trustee Johnson then moved that the Board authorize the Administration to pay the assessment by the KASB pool for the 2002-2003 year, if the Administration determines that it is proper to and owing. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

KBOR Performance Goals

The Kansas Board of Regents performance goals for calendar year 2005 are due to KBOR on July 15, 2004. Dr. Law presented the College's four goals recommended for submission to KBOR in fulfillment of this requirement.

Trustee Webster moved that the Board of Trustees approve Barton's performance goals for the KBOR as presented. The motion was seconded by Trustee Soeken. Following discussion, the motion carried.

Grant Application Requests

The Board was presented with two grant application requests for consideration. The grants were in amounts above which the President may approve without the Board's approval: 1) Kan-Ed Enhancing Technology Grant (ETGP) I in the funding range of \$24,525 and 2) Kan-Ed Enhancing Technology Grant Program (ETGP) II in the funding range of \$23,313.

Trustee Soeken moved that the Board authorize the President to apply for the grants as presented. The motion was seconded by Trustee Sessler. Following discussion, the motion carried.

Extension of Military Leave

In order to comply with Jerry Treaster's latest military orders and to avoid the need to continually bring further extensions to the Board for approval, it was recommended that the Board of Trustees approve an indefinite extension of Mr. Treaster's military leave of absence. Dr. Law indicated he would notify the Trustees when Mr. Treaster returns to his position at the College.

Trustee Johnson moved that the Board approve the recommendation to approve an indefinite extension of military leave of absence for Jerry Treaster as presented. The motion was seconded by Trustee Soeken. Following discussion, the motion carried.

Acceptance of Grants

The College had received approval notifications for the following three grants and it was recommended that the Board authorize the President to accept these grants on the College's behalf, as they were in amounts above which the President is authorized to accept without Board authorization: 1) Upward

Bound grant in the funding range of \$234,624; 2) Equal Opportunity Center grant in the funding range of \$255,385 and 3) TRIO – Student Support Services grant in the funding range of \$285,353.

Trustee Webster moved that the Board of Trustees authorize the President to accept the Upward Bound grant; the Equal Opportunity Center grant and the TRIO – Student Support Services grant on behalf of the College as presented. Trustee O'Connor seconded the motion. Following discussion the motion carried.

KACCT/KBOR REPORT – Mike Johnson and Dr. Law updated the Trustees of Kansas Association of Community College Trustees and Kansas Board of Regents activities.

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

- Kan-Ed Enhancing Technology Grant Program (ETGP) III
- Thank you note from Susan Phillips of Grace Academy
- Letter from Dr. Andrew M. Scibelli, President of Springfield Technical Community College

EXECUTIVE SESSION

Chairman Mermis advised that an executive session would be needed for the purpose of discussing personnel matters pertaining to non-elected personnel, in order to protect the confidentiality of the individual(s) being discussed. He asked that Randall Henry and Dr. Law join the Trustees in executive session.

Trustee Johnson moved that the Board recess to executive session for 5 minutes at 5:00 p.m. to discuss 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 5:05 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 5:05 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.

ADDITIONAL ACTION ITEM

Chairman Mermis advised that an additional item needed to be added to the agenda, "Request for Leave of Absence."

Trustee Johnson moved that the agenda be amended to include a request for leave of absence. The motion was seconded by Trustee Soeken. Following discussion, the motion carried.

Request for Leave of Absence

The Board had received a request for a 3-month leave of absence from Mary Ellen Markel.

Trustee O'Connor moved that the Board approve a 3-month unpaid leave of absence for Mary Ellen Markel as recommended. The motion was seconded by Trustee Sessler. Following discussion, the motion carried.

CONSENT AGENDA

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

- Minutes of the regular meeting of the Board of Trustees, held on May 18, 2004
- Minutes of the special meeting of the Board of Trustees, held on June 8, 2004
- Personnel
- Claims and Financial Report

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

ADJOURNMENT – The meeting adjourned at 5:10 p.m.

Stephan J. Mermis, Chairman

Mike Johnson, Secretary

Recorded by Marilyn Beary

PERSONNEL

Resignations/Terminations

Mark Adams – Audio & Video Specialist
Marilyn Charles – GED Examiner (part-time)
Melissa Lloyd – Advisement Coordinator
Matt Luthi – Assistant Athletic Trainer
Barbara Pae – Secretary (Nursing)
Cynthia Piper – Assistant Coach (Soccer)
Louis Pivonka – Director of Assessment & Placement
Kara Steffey – Admissions & Records Receptionist
Lorie Taylor – Systems Analyst
Renee Wolf – Administrative Assistant

Replacement Positions

Danette Adams – Secretary & Data Specialist (part-time)
Joseph Harrington – Instructor (Mathematics)
Josh Ivans – Head Coach (Volleyball)
John Lamatsch – Coordinator of Extended Learning Programs
Steven Lueth – Instructor (Instrumental)
Nikola Petrovic – Assistant Coach (Volleyball)
Diana Kaeberle – GED Examiner (part-time)
Jenifer Wiker – Specialist I

Position Changes

Jennifer Ankerholz – from Career Planning & Placement Coordinator to Director of Testing, Advisement and Career Services
Clint Newell – from Programmer & Analyst & User Support to Director of ITV Programs
Robert Patterson – from Associate Faculty to Instructor (Academic Transfer Programs)
Shelley Snyder – from GED Tutor (Larned) (part-time) to GED Examiner (part-time)

Title Changes

Director of Campus Security to Director of Campus Security & Residential Life

Supplemental Contracts

Christine Abbott	Interpersonal Communication
Christine Abbott	Abnormal Psychology
Christine Abbott	Introduction to Sociology
Christine Abbott	Marriage and Family
Christine Abbott	Human Sexuality
Anita Alford	Java Programming
Tim Anderson	Principles of Microbiology (2-sections)
David Balk	Psychology Grief and Separation
David Balk	Coping with Stress
Janet Balk	Western Civilization to 1500
Geraldine Ball	American History to 1877
Jeri Ball	Cultural Anthropology
Veronica Bauer	General Psychology

Tom Bergman	Comp. Aid Mgmt of EM OP (CAMEO)
Kathy Boeger	Microcomputer Account Appl.
George Bowman	Laser Sighting & Engage System
George Bowman	Laser Sighting & Engage System
George Bowman	Weapons Storage Facility Oper.
Gerald Butler	World and Regional Geography
Gerald Butler	Physical Geography
Winfried Butler	Total Quality Management
Winfried Butler	Western Civilization to 1500
Winfried Butler	Western Civilization 1500-Present
Carolyn Churchill	Business Communication
Paul Clemens	Fundamentals of General Chemistry
Gene Compton	Emerg. 1 st Aid Tact Operations
Gene Compton	Emerg. 1 st Aid Tact Operations
Gene Compton	Emerg. 1 st Aid Tact Operations
Michael Cox	Western Civilization 1500-Present
Michael Cox	Leadership Train Techniques I
Gary Cunningham	Information Super Highway
Leigh Cunningham	Cross Cultural Awareness
Charles Davis	The Short Story
Jeffrey DeFries	Business Ethics
Wendy DeFries	Principles of Macroeconomics
Wendy DeFries	Principles of Microeconomics
Wendy DeFries	Personal Finance
Denise DelCarmen	Basic Nutrition
Jared Duley	Social Psychology
Jackie Elliott	Intermediate English
Gordon Farmer	Military Hist/Amer Civil War
Marsha Finley	Human Resource Management
Marsha Finley	Fld Exp in Human Resource Mgmt.
Marsha Finley	Course Mentor
Michael Flynn	American History to 1877
Tim Folkerts	Elements of Statistics/Lab
Bill Forst	Art Appreciation
Brenda Glendenning	Medical Surgical Nursing II
Addie Goymerac	Environmental Science
Addie Goymerac	Environmental Science / Lab
Addie Goymerac	Basic Math Skills/Preparatory Mathematics
Addie Goymerac	Intermediate Algebra
Sheyene Heller	Principles of Grammar Form & Style
Sheyene Heller	Business English
Sheyene Heller	English Comp. I
Sheyene Heller	Technical & Report Writing
Sheyene Heller	English Comp. II
Sheyene Heller	Creative Writing
Sheyene Heller	Great Books Program
Bertina Hiss	College Algebra
Ed Johnson	Contemporary Social Problems
Teresa Johnson	English Composition I

Marlene Kabriel	Language Lab
Joel Keith	Beginning Guitar
Ed Kennedy	Organizational Communication
Dennis King	Intro to Water/Waste Water Oper
Gene Kingslien	Personal & Community Health
Karen Kratzer	Student Success Seminar
Myron Kryschtal	Military Hist/First World War
Myron Kryschtal	Intro to Leadership Concepts
Myron Kryschtal	Intro to Political Science
Myron Kryschtal	International Relations
Lyles Lashley	Basic Algebra
Lynette Lee	Management of Supply Operation
Lynette Lee	Organize Supply Management Operation
Joel Lundstrom	Human Relations in Business
Joel Lundstrom	General Psychology
Joel Lundstrom	Contemporary Social Problems
John Mack	Introduction to Philosophy
John Mack	Reason & Argument
Joel Maiorano	Dir. Ind. Study /Religion
James Maner	Info. Processing Systems Mgmt.
Kim Mansfield	Introduction to Counseling
Kim Mansfield	Developmental Psychology
Kenneth Martin	Military Passeng – Carry Vehicle
Kenneth Martin	Military Passeng – Carry Vehicle
Linda McCaffery	ITV Course Development Fee
Jennifer Miller	English Study Skills/Math Learning Strat.
Roma Lee Murphy	Medical Surgical Nursing II
William Nash	OSHA General Industry Regs
William Nash	Dept. of Transportation Regs
William Nash	Dept. of Transportation Regs
William Nash	Renewable Energy Sources
Tamara Piper	Intermediate Algebra
Tamara Piper	ITV Course Development Fee
Norman Russell	Technical Mathematics
Norman Russell	College Algebra
Norman Russell	Elements of Statistics
Norman Russell	Trigonometry
Gary Sacher	Military Passeng. - Carry Vehicle
Gary Sacher	Military Passeng. – Carry Vehicle
Rita Schmidt	Professional Vocation Relations
Brenda Siebold	Introduction to Computers
Brenda Siebold	Spreadsheet Applications
Brenda Siebold	Adv. WP Applications & Procedures
Sue Simmons	Data Base Management Systems
Sue Simmons	Word Processing Applications
Stephen Smith	Elementary Health & Physical Education
Letitia Snow	Government of United States
John Truitt	Comp Aid Mgmt of Em Op (CAMEO)
James Turner	English Study Skills/Math Learning Strat.

Roger Vanderlinde	American West
Roger Vanderlinde	Maintenance Operat – Supervisors
Roger Vanderlinde	Managing Organizational Maint.
Reiley Watson	Emerg. 1 st Aid Tact Operat. II
Reiley Watson	Emerg. 1 st Aid Tact Operations
Reiley Watson	Emerg. 1 st Aid Tact Operations
Michael Weltsch	American Military History
Michael Weltsch	Military Hist/Second World War
Melinda Whitney	Emerg. 1 st Aid Tact Operat. II
Melinda Whitney	Emerg. 1 st Aid Tact Operations
Owen Williamson	English Composition I
Owen Williamson	English Composition II (2-sections)
Russell Wilson	Emerg. Medical Technician

Community Education

Linda Runge	CMA Update – Great Bend (7/27/04 – 7/28/04)
Rochelle Shauers	DC 2 – Pension (8/2/04 – 11/1/04)
Terry McNeil	Dietary Manager – Hays (7/22/03 – 5/25/04)
Sharon Magee-Minor	Rehab Aide – Great Bend (8/6/04 – 8/13/04)

Site Coordinators – Summer 2004

Jane Dreiling	Bushton
Cynthia Edgerle	Ellsworth
Dan Winston	Ellsworth (ECF)
Terry Huff	Larned
Toni Walker	Lucas
Paul Bingle	Lyons
Dave Zachman	Russell
Steve Dryden	St. John
Angie Mayes	Wilson

