

# Monitoring Reports August 2002

## POLICY TYPE: ENDS

|                              |
|------------------------------|
| <b>POLICY TITLE: MISSION</b> |
|------------------------------|

### **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 its 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 provided some evidence of the taxpayers' "return on investment." Likewise, the white paper just produced to share with the tax paying public highlights "return on investment." 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 direct impact that the education provided to the thousands of students touched by the institution.

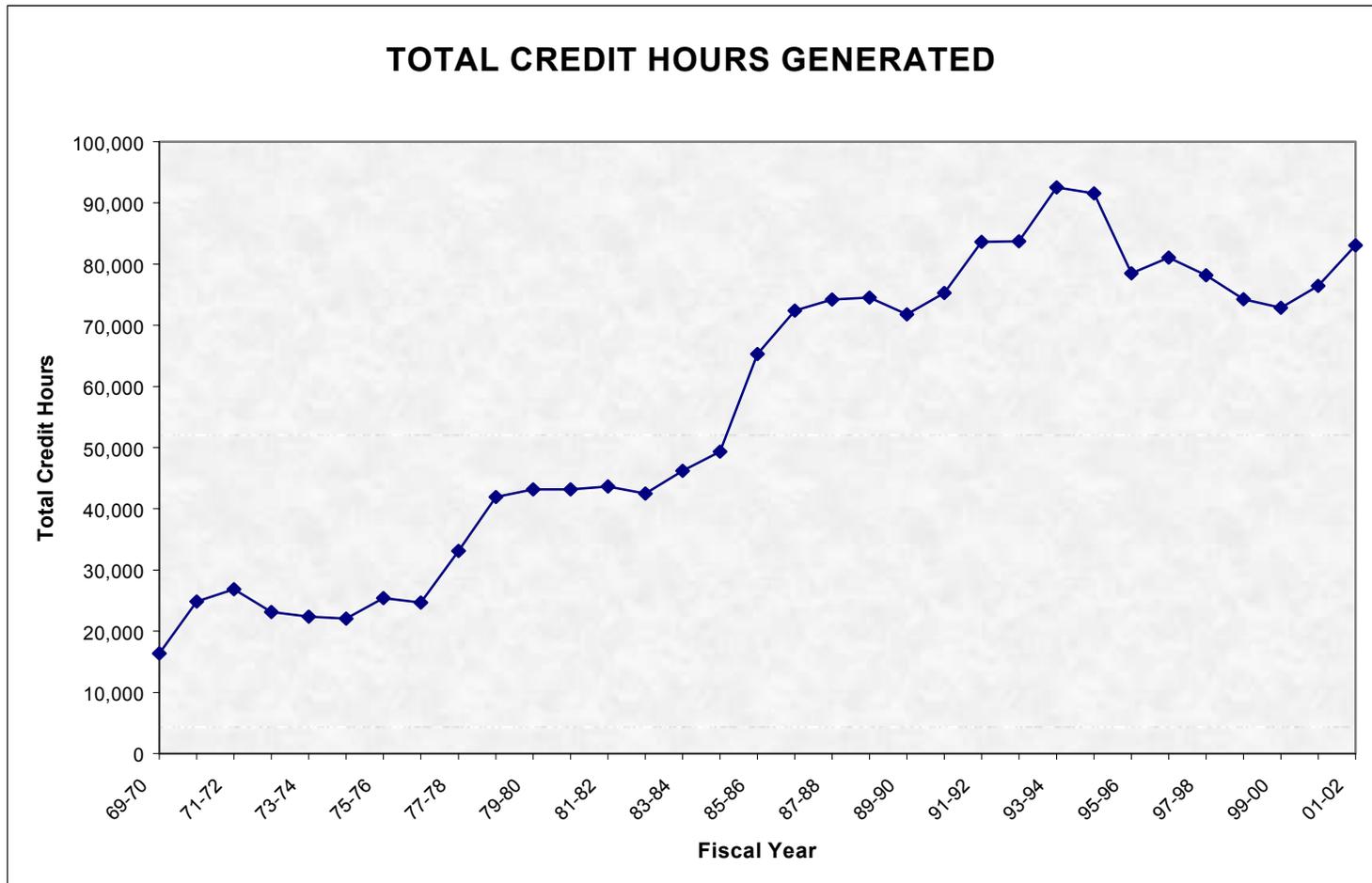
### **Successful Completion of Board Established Goals**

**Response:** A number of the established goals have been addressed during the course of the year. The College Report Card was developed, which speaks of some of the accomplishments directed toward the Goals. We are presently in the process of gathering information on accomplishments to publish this year's report card. I trust that the various staff reports also provide an indication of how the institution is addressing this ENDS item.

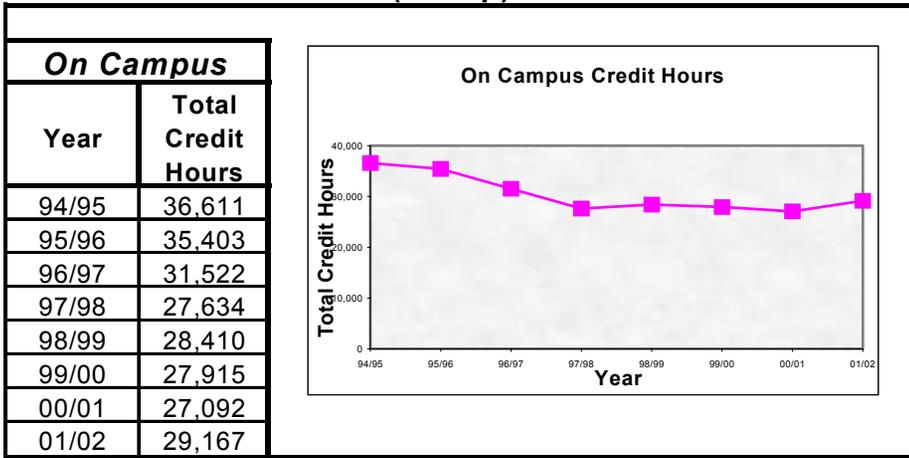
**TOTAL CREDIT HOURS (Institution)**

Annual: August 2002

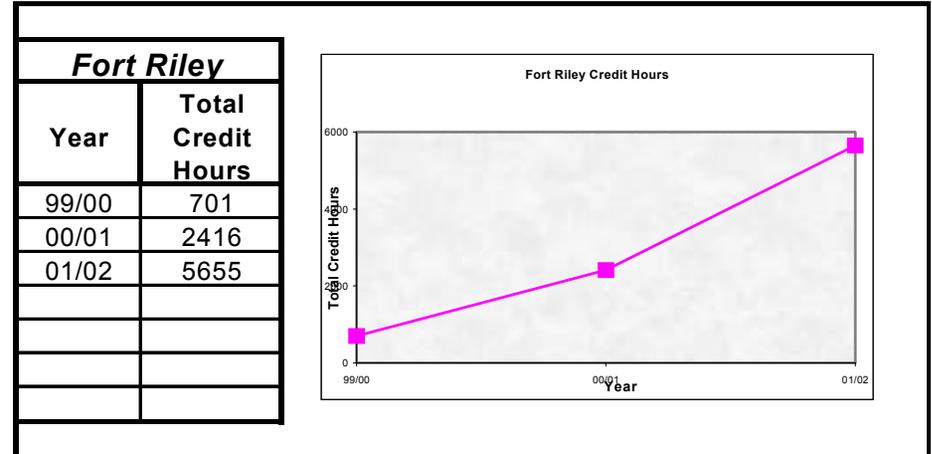
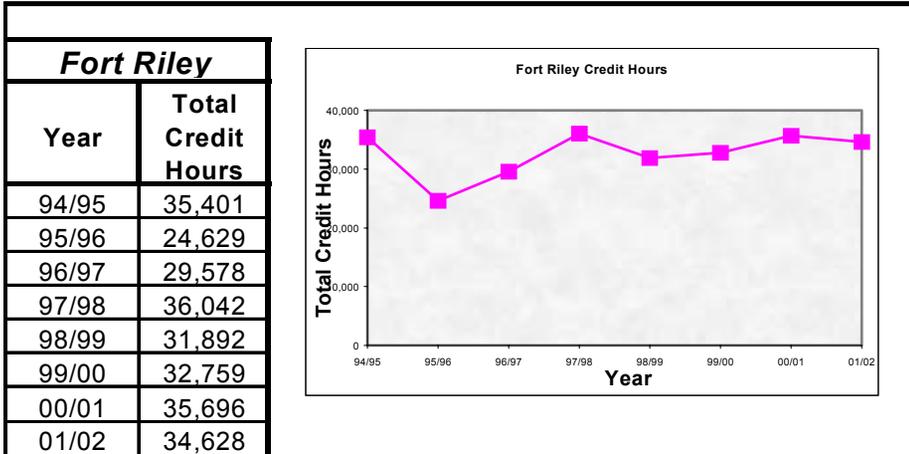
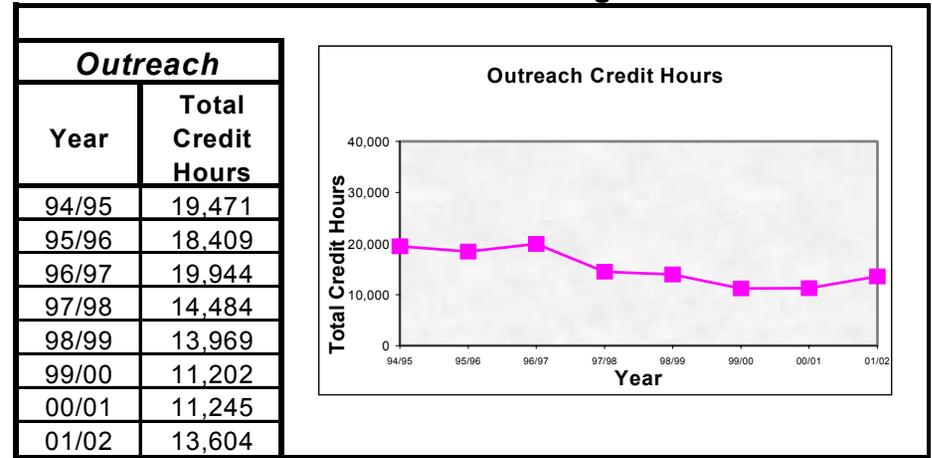
| YEAR  | CREDIT HOURS GENERATED |
|-------|------------------------|
| 69-70 | 16,367                 |
| 70-71 | 24,862                 |
| 71-72 | 26,848                 |
| 72-73 | 23,113                 |
| 73-74 | 22,366                 |
| 74-75 | 22,071                 |
| 75-76 | 25,405                 |
| 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                 |



## TOTAL CREDIT HOURS (Group)



## Annual: August 2002



## CUSTOMIZED TRAINING

Annual: August 2002

| <i>Customized Training</i>           | 1997-1998 | 1998-1999 | 1999-2000 | 2000-2001 | 2001-2002 |
|--------------------------------------|-----------|-----------|-----------|-----------|-----------|
| <b>Number of Businesses</b>          | 121       | 20        | 23        | 17        | 15        |
| <b>Number of Credit Students</b>     | 490       | 594       | 442       | 576       | 470       |
| <b>Number of Non-Credit Students</b> | 483       | 322       | 122       | 175       | 203       |
| <b>Total Credit Hours Generated</b>  | 572.5     | 125.5     | 93.5      | 714.5     | 772.5     |

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 2002

| <i>ABE/GED Student Enrollment</i>               | Main Site |      |      |      | Outreach Sites |      |      |      |
|---|-----------|------|------|------|----------------|------|------|------|
|   | 1998      | 1999 | 2000 | 2001 | 1998           | 1999 | 2000 | 2001 |
| <b>Total Number of GED Graduates</b>            | 59        | 82   | 108  | 97   | 20             | 14   | 12   | 4    |
| <b>Number of GED Graduates Enrolled at BCCC</b> | 7         | 14   | 18   | 17   | 2              | 4    | 3    | 0    |

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

~Outreach sites are located at Ellsworth, Larned, and Russell.

~In 1997, 32 students were tested at the Ellsworth Correctional Facility. These students are not reflected in the above totals as this was a one-year contract with that facility.

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

## TOTAL DEGREES & CERTIFICATES AWARDED BY LEVEL

Annual: August 2002

| <i>Award Level</i>  | 1997-98 | 1998-99 | 1999-00 | 2000-01 | 2001-02 |
|---|---------|---------|---------|---------|---------|
| <b>Certificates of Less than 1 academic year</b><br>(ex. EMT, Dietary Manager)                | 151*    | 80*     | 313     | 346     | 562     |
| <b>Certificates of at least 1 but less than 2 academic years</b> (ex. Nursing - LPN Training) | 96      | 71      | 59      | 65      | 51      |
| <b>Associate Degrees</b><br>(ex. Nursing - RN Training)                                       | 522     | 447     | 441     | 428     | 421     |

\*CNA, CMA, HHA programs not reported in 1997-98 and 1998-99.

Note: One year equals July 1 through June 30.

**Response:** While the data in the 2<sup>nd</sup> and 3<sup>rd</sup> categories (certificates of at least 1 but less than 2 academic years and associate degrees) has remained fairly stable over the last three years, the data reflects a fairly substantial increase in certificates (less than one year) between the 2000-01 and 2001-02 academic years (62%).

Explanations for this may vary, but the most reliable interpretation of data may be that, according to the Office of Institutional Research, the College has become more efficient

with respect to how data for certificates has been collected (i.e., some certificates of this nature were unreported in previous years).

Thus, the increases may be more appropriately described as a reflection of improved data collection procedures and appropriately include all certificates (credit and non-credit, for example) rather than an indication of enrollment increases in the certificate area(s).

**CERT-1 Awards by Major 1999-2000 through 2001-2002**

| <b>Major</b>                               | <b>1999-2000</b> | <b>2000-2001</b> | <b>2001-2002</b> |
|--|------------------|------------------|------------------|
| Automotive Technology                      | 0                | 0                | 12               |
| Business Computer Management               | 20               | 7                | 0                |
| Child Care & Guidance                      | 3                | 0                | 0                |
| Dietary Manager                            | 7                | 8                | 15               |
| Emergency Medical Technician               | 6                | 60               | 156              |
| Fire Science Technology                    | 21               | 13               | 20               |
| Office Technology                          | 28               | 7                | 40               |
| <b>Adult Health Care Certificate Areas</b> |                  |                  |                  |
| <i>Activity Director</i>                   | <i>0</i>         | <i>0</i>         | <i>38</i>        |
| <i>Adult Health Care</i>                   | <i>228</i>       | <i>92</i>        | <i>0</i>         |
| <i>Home Health Aide</i>                    | <i>0</i>         | <i>0</i>         | <i>4</i>         |
| <i>Rehabilitation Aide</i>                 | <i>0</i>         | <i>0</i>         | <i>7</i>         |
| <i>Certified Medication Aide</i>           | <i>0</i>         | <i>159</i>       | <i>179</i>       |
| <i>Certified Nurse Aide</i>                | <i>0</i>         | <i>0</i>         | <i>91</i>        |
| <b>Adult Health Care Totals</b>            | <b>228</b>       | <b>251</b>       | <b>319</b>       |
| <b>Totals</b>                              | <b>313</b>       | <b>346</b>       | <b>562</b>       |

**STUDENT CHARACTERISTICS**

**Annual: August 2002**

| <b>Student Characteristics</b>  |   | <b>Fall 2001 Headcount</b>             |              |                                 |              |              |             |       |
|---------------------------------|---|--|--------------|---------------------------------|--------------|--------------|-------------|-------|
|                                 |   | <b>Fort Riley</b>                      |              | <b>On-Campus &amp; Outreach</b> |              | <b>Total</b> |             |       |
| <b>Total Number of Students</b> |   | <b>2,633</b>                           | <b>49.9%</b> | <b>2,642</b>                    | <b>50.1%</b> | <b>5,275</b> | <b>100%</b> |       |
| <b>Gender</b>                   | <b>Male</b>                             | 1,834                                  | 69.7%        | 1,005                           | 38.0%        | 2,839        | 53.8%       |       |
|                                 | <b>Female</b>                           | 799                                    | 30.3%        | 1,637                           | 62.0%        | 2,436        | 46.2%       |       |
| <b>Age</b>                      | <b>Under 18</b>                         | 8                                      | 0.3%         | 351                             | 13.3%        | 359          | 6.8%        |       |
|                                 | <b>18 to 19</b>                         | 216                                    | 8.2%         | 651                             | 24.6%        | 867          | 16.4%       |       |
|                                 | <b>20 to 24</b>                         | 1,046                                  | 39.7%        | 544                             | 20.6%        | 1,590        | 30.1%       |       |
|                                 | <b>25 to 34</b>                         | 900                                    | 34.2%        | 380                             | 14.4%        | 1,280        | 24.3%       |       |
|                                 | <b>35 to 44</b>                         | 360                                    | 13.7%        | 362                             | 13.7%        | 722          | 13.7%       |       |
|                                 | <b>45 to 54</b>                         | 97                                     | 3.7%         | 235                             | 8.9%         | 332          | 6.3%        |       |
|                                 | <b>55 and over</b>                      | 6                                      | 0.2%         | 119                             | 4.5%         | 125          | 2.4%        |       |
| <b>Ethnicity</b>                | <b>White, non-Hispanic</b>              | 1,567                                  | 59.5%        | 2,357                           | 89.2%        | 3,924        | 74.4%       |       |
|                                 | <b>Black, non-Hispanic</b>              | 641                                    | 24.4%        | 170                             | 6.5%         | 811          | 15.4%       |       |
|                                 | <b>Hispanic</b>                         | 296                                    | 11.2%        | 80                              | 3.0%         | 376          | 7.1%        |       |
|                                 | <b>Asian Pacific Islander</b>           | 99                                     | 3.8%         | 19                              | 0.7%         | 118          | 2.2%        |       |
|                                 | <b>Alaskan Native / American Indian</b> | 30                                     | 1.1%         | 16                              | 0.6%         | 46           | 0.9%        |       |
| <b>Residency</b>                | <b>In State</b>                         | <b>Barton County</b>                   | 30           | 1.1%                            | 1,012        | 38.3%        | 1,042       | 19.8% |
|                                 |   | <b>Service Area (excluding Barton)</b> | 16           | 0.6%                            | 634          | 24.0%        | 650         | 12.3% |
|                                 |   | <b>Other KS Counties</b>               | 2,583        | 98.1%                           | 731          | 27.7%        | 3,314       | 62.8% |
|                                 | <b>Out of State/International</b>       | 4                                      | 0.2%         | 265                             | 10.0%        | 269          | 5.1%        |       |
| <b>Student Type</b>             | <b>First Time / First Year Student</b>  | 1,419                                  | 53.9%        | 627                             | 23.7%        | 2,046        | 38.8%       |       |
|                                 | <b>Continuing / Former Student</b>      | 1,111                                  | 42.2%        | 1,242                           | 47.0%        | 2,353        | 44.6%       |       |
|                                 | <b>High School Student</b>              | 4                                      | 0.1%         | 527                             | 19.9%        | 531          | 10.1%       |       |
|                                 | <b>Non-Credit Student</b>               | 0                                      | 0.0%         | 12                              | 0.5%         | 12           | 0.2%        |       |
|                                 | <b>Transfer Student</b>                 | 99                                     | 3.8%         | 234                             | 8.9%         | 333          | 6.3%        |       |

**Response:** The above snapshot of Fall 2001 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 Hispanic population has grown considerably and the College needs to continue its efforts through the Hispanic Advisory Board to find ways to serve that population.

## ACCREDITED/LICENSED PROGRAMS

Annual: August 2002

|         | 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             |

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

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

## CLASSROOM AND LABORATORY CONTACT HOURS BY FACULTY

Annual: August 2002

| Contact Hours by Faculty |           | Fall 2000 |         | Spring 2001 |         | Fall 2001 |         | Spring 2002 |         |
|--------------------------|-----------|-----------|---------|-------------|---------|-----------|---------|-------------|---------|
|                          |           | Faculty   | # Hours | Faculty     | # Hours | Faculty   | # Hours | Faculty     | # Hours |
| On-Campus                | Full-Time | 54        | 16,693  | 54          | 14,598  | 58        | 16,246  | 57          | 14,928  |
|                          | Part-Time | 56        | 4,474   | 68          | 4,766   | 54        | 4,507   | 67          | 5,485   |
| Outreach                 | Full-Time | 5         | 2,168   | 5           | 1,942   | 10        | 2,803   | 9           | 2,703   |
|                          | Part-Time | 91        | 18,936  | 97          | 13,801  | 88        | 14,900  | 103         | 12,696  |
| Fort Riley               | Full-Time | 17        | 7,605   | 19          | 9,545   | 22        | 8,999   | 20          | 8,833   |
|                          | Part-Time | 46        | 8,040   | 39          | 8,933   | 32        | 6,206   | 37          | 7,142   |

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.

## SOCIAL ACTIVITIES AVAILABLE TO COMMUNITY

Annual: August 2002

| <i>Annual Social Activities</i>         | 1998 | 1999 | 2000 | 2001 | 2002 |
|---|------|------|------|------|------|
| <b>Athletic Events &amp; Activities</b> | 10   | 80   | 53   | 61   | 76   |
| <b>Fine Arts Activities</b>             | 9    | 30   | 42   | 37   | 30   |
| <b>Community Groups Served</b>          | 48   | 62   | 139  | 155  | 164  |
| <b>Camp Aldrich Activities</b>          | 57   | 42   | 53   | 61   | 67   |

\*The 2002 figures are based on both actual and projected events!

**Note:** One year equals January 1 through December 31.

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

## FACILITY UTILIZATION

Annual: August 2002

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

\*The 2002 percentage is based on both actual and projected events!

**Notes:** ~ One year equals January 1 through December 31.

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

~ Percentages are based on a 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 2002

| Market Penetration<br>Local High School | # HS Graduates |      |      |      | # Enrolled at Barton* |      |      |      | % Enrolled at Barton |      |      |      | 4-Year Ave. |
|---|----------------|------|------|------|-----------------------|------|------|------|----------------------|------|------|------|-------------|
|   | 1998           | 1999 | 2000 | 2001 | 1998                  | 1999 | 2000 | 2001 | 1998                 | 1999 | 2000 | 2001 |             |
| Chase HS                                | 15             | 10   | 19   | 14   | 0                     | 1    | 1    | 3    | 0%                   | 10%  | 5%   | 21%  | 8.6%        |
| Clafin HS                               | 25             | 21   | 21   | 23   | 10                    | 7    | 7    | 4    | 40%                  | 33%  | 33%  | 17%  | 31.1%       |
| Ellinwood HS                            | 39             | 42   | 51   | 48   | 9                     | 11   | 13   | 11   | 23%                  | 26%  | 25%  | 23%  | 24.4%       |
| Ellsworth HS                            | 71             | 49   | 76   | 48   | 2                     | 5    | 3    | 6    | 3%                   | 10%  | 4%   | 13%  | 6.6%        |
| Great Bend HS                           | 213            | 192  | 235  | 228  | 71                    | 69   | 85   | 79   | 33%                  | 36%  | 36%  | 35%  | 35.0%       |
| Hoisington HS                           | 64             | 46   | 61   | 59   | 19                    | 12   | 13   | 18   | 30%                  | 26%  | 21%  | 31%  | 27.0%       |
| LaCrosse HS                             | 27             | 26   | 26   | 23   | 3                     | 0    | 1    | 1    | 11%                  | 0%   | 4%   | 4%   | 4.9%        |
| Larned HS                               | 82             | 83   | 80   | 75   | 8                     | 13   | 14   | 2    | 10%                  | 16%  | 18%  | 3%   | 11.6%       |
| Little River HS                         | 20             | 21   | 20   | 32   | 1                     | 0    | 0    | 2    | 5%                   | 0%   | 0%   | 6%   | 3.2%        |
| Lucas-Luray HS                          | 10             | 22   | 13   | 10   | 1                     | 2    | 2    | 3    | 10%                  | 9%   | 15%  | 30%  | 14.5%       |
| Lyons HS                                | 58             | 54   | 59   | 60   | 1                     | 5    | 3    | 7    | 2%                   | 9%   | 5%   | 12%  | 6.9%        |
| Macksville HS                           | 23             | 21   | 20   | 16   | 1                     | 2    | 2    | 1    | 4%                   | 10%  | 10%  | 6%   | 7.5%        |
| Otis-Bison HS                           | 32             | 34   | 27   | 30   | 8                     | 10   | 11   | 8    | 25%                  | 29%  | 41%  | 27%  | 30.1%       |
| Pawnee Heights HS                       | 23             | 17   | 12   | 15   | 1                     | 3    | 0    | 2    | 4%                   | 18%  | 0%   | 13%  | 9.0%        |
| Quivira Heights HS                      | 17             | 18   | 35   | 26   | 4                     | 3    | 6    | 4    | 24%                  | 17%  | 17%  | 15%  | 17.7%       |
| Russell HS                              | 72             | 72   | 69   | 74   | 5                     | 5    | 5    | 4    | 7%                   | 7%   | 7%   | 5%   | 6.6%        |
| St. John HS                             | 45             | 44   | 34   | 34   | 4                     | 9    | 4    | 6    | 9%                   | 20%  | 12%  | 18%  | 14.6%       |
| Stafford HS                             | 19             | 25   | 18   | 26   | 0                     | 2    | 2    | 0    | 0%                   | 8%   | 11%  | 0%   | 4.5%        |
| Sterling HS                             | 34             | 43   | 33   | 39   | 1                     | 3    | 2    | 1    | 3%                   | 7%   | 6%   | 3%   | 4.7%        |
| Wilson HS                               | 23             | 17   | 21   | 23   | 1                     | 1    | 0    | 3    | 4%                   | 6%   | 0%   | 13%  | 6.0%        |

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

**Response:** Market penetration reflects representation of traditional age students from the surrounding area. While the College's ability to attract recent high school graduates has remained relatively consistent, the data shows room for improvement. Efforts have begun to target specific high schools in the service area in an attempt to improve matriculation.

**GRANTS ENHANCING THE COLLEGE MISSION**

Annual: August 2002

| Grants Ending in FY 02      |            |            |                     |          |                          |
|-----------------------------|------------|------------|---------------------|----------|--------------------------|
| Grant                       | Agency     | Amount     | Program Year        | Duration | Target Population        |
| RSVP                        | CNS        | \$39,335   | 01/01/01 - 12/31/02 | 1 Year   | Barton County            |
| RSVP                        | PNS        | \$15,110   | 01/01/02 - 06/30/02 | 6 months | Barton County            |
| RSVP                        | United Way | \$8,500    | 07/01/01 - 06/30/02 | 1 Year   | Barton County            |
| Kansas Department of Aging  | KDOA       | \$7,020    | 07/01/01 - 06/30/02 | 1 Year   | Barton County            |
| Upward Bound                | USDE       | \$211,562  | 09/01/01 - 08/30/02 | 1 Year   | 50 HS Students           |
| UB Supplemental Funds       | USDE       | \$3,803    | 09/01/01 - 08/30/02 | 1 Year   | 50 HS Students           |
| Student Support Services    | USDE       | \$242,691  | 09/01/01 - 08/30/02 | 1 Year   | 200 Students             |
| SSS Supplemental Funds      | USDE       | \$30,477   | 09/01/01 - 08/30/02 | 1 Year   | 200 Students             |
| SSS Supplemental Funds      | USDE       | \$13,084   | 09/01/01 - 08/30/02 | 1 Year   | 200 Students             |
| ABE/GED/Staff Develop       | KSDE       | \$93,206   | 07/01/01 - 06/30/02 | 1 Year   | ABE/GED Students         |
| EOC                         | USDE       | \$216,777* | 09/01/01 - 08/30/02 | 1 Year   | 1,000 Participants       |
| EOC Supplemental Funds      | USDE       | \$10,000   | 09/01/01 - 08/30/02 | 1 Year   | 1,000 Participants       |
| Technology Grant            | KSDE       | \$22,000   | 07/01/01 - 06/30/02 | 1 Year   | Academic Programs        |
| Non-Traditional Occupations | KSDE       | \$37,500   | 07/01/01 - 06/30/02 | 1 Year   | 33 SW Kansas Counties    |
| Title III - Re-App          | USDE       | \$350,000* | 10/01/01 - 09/30/02 | 1 Year   | BCCC                     |
| Carl Perkins                | KSDE       | \$211,741  | 07/01/01 - 06/30/02 | 1 Year   | BCCC                     |
| School to Careers           | KDCH       | \$120,000  | 07/01/01 - 06/30/02 | 1 Year   | 28 NW Kansas Counties    |
| Tech Prep                   | KSBOR      | \$60,000   | 07/01/01 - 06/30/02 | 1 Year   | BCCC/Barton Cnty Schools |
| Shafer Gallery              | HAF        | \$360      | One Event           |          |                          |
| Shafer Gallery              | KAC        | \$4,551    | 07/01/02 - 06/30/02 | 1 Year   | Students                 |

\* One Year amount only - additional years not specified.

| Grants Funded for 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 Department of Aging  | KDOA   | \$7,020    | 07/01/02-06/30/2003 | 1 Year   | Barton County            |
| Upward Bound                | USDE   | \$205,400* | 09/01/02 - 08/30/03 | 1 Year   | 50 HS Students           |
| Student Support Services    | USDE   | \$218,064* | 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   | \$197,676* | 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    |
| 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.

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

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. Generally, these issues are discussed on a weekly basis with the Dean’s and/or appropriate administrative staff.

**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. SILC 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 in stretching limited tax dollars.

**Financial Condition #6**

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

**Response:** The Board has been apprised that progress toward this goal was made over the course of the past year. The cash reserve is above the 8% floor and we believe that this past year's budget has, for the second or third year in a row, helped us realize growth in the reserves. The reserves may, in fact, be of significant help as we face the fallout of the state's revenue crisis.

**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.