

**REGULAR MEETING OF THE
BOARD OF TRUSTEES
BARTON COUNTY COMMUNITY COLLEGE**

**December 17, 2002 – 4:00 p.m.
U-219 (Upper Level of Student Union)**

AGENDA

1.	Official Board Meetings	1
2.	Call to Order	2
	Comments from Chairman & Introduction of Guests	
3.	Public/Employee Comment	2
4.	Staff Reports	2
5.	Consent Agenda	3
	Minutes of 11-19-02 Meeting	
	Personnel	
	Claims and Financial Report (Exhibit A)	
6.	Action Items	9
	College Audit Report	
	Acceptance of RSVP Grant Renewal	
	Housing Rate Changes	
	eCollege Contract Renewal (see Exhibit B for detailed contract)	
	Fire Science Training Proposal	
7.	KACCT/KBOR Report	16
8.	Information/Discussion Items	16
	Monitoring Reports (Exhibit C)	
	Upcoming Board Meetings/Activities	
	President’s Report of Monthly Activities	
9.	Notices and Communications (Exhibit D).....	16
	Revised 403(b) Plan	
	Letter from Paul Hedlund	
	RSVP Grant (under \$10,000)	
10.	Executive Session	20

Meeting of the Board of Trustees
Barton County Community College

December 17, 2002

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

December 17, 2002

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.

STAFF REPORTS

- Ron Vratil will report on the fiscal challenges facing the College
- Mark Dean and Neil Elliott will report on available handicapped parking during athletic events

-

Meeting of the Board of Trustees
Barton County Community College

December 17, 2002

CONSENT AGENDA

Comments: In accordance with BC²CC'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 Board meeting, held on November 19, 2002
- Personnel
- Claims and Financial Report through November, 2002 (Exhibit A)

Action: President's Office

**Regular Meeting of the Board of Trustees
Barton County Community College
November 19, 2002**

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., November 19, 2002, in room U-219 of the Student Union.

ATTENDANCE

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

Trustees Absent: None

Other Attendees: Dick Wade; Michael Dawes; Ron Vratil; Daniel Devine, representing the Great Bend Tribune; Matthew Girard, representing the Interrobang; Mark Dean; Dr. Tim Kimmel; Caicey Schartz; Dr. Veldon L. Law; and Marilyn Beary.

Chairman Mermis led the attendees in the Pledge of Allegiance.

Comments from Chairman: Chairman Mermis opened the meeting by welcoming the guests.

PUBLIC AND EMPLOYEE COMMENT

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

INTRODUCTION OF NEW EMPLOYEES

Charles Perkins introduced Lorie Taylor, Systems Analyst

STAFF REPORTS

Myrna Perkins presented a staff report on the Boost Scholarship
Vern Fryberger presented a staff report on the Music Department's Assessment Plan

CONSENT AGENDA

Chairman Mermis advised that the Personnel section of the consent agenda would be acted upon following the Board's executive session.

The following remaining items on the consent agenda for the Board's approval:

- Minutes of the regular Board meeting, held on October 15, 2002
- Claims and Financial Report through October, 2002 (Exhibit A)

Trustee Johnson moved that the Board approve the minutes of the October 15, 2002 regular Board meeting and the claims and financial report through October 2002 as presented. The motion was seconded by Trustee Soeken. Following discussion, the motion carried.

ACTION ITEMS

Booster Club By-Laws – Dr. Law advised the Board that the College had been working cooperative with the Booster Club Board and Bob Peter in updating the Booster Club's by-laws. These by-laws were approved at the Club's meeting on October 24, 2002. Dr. Law, with the support of the Athletic Director, recommended the approval of the Booster Club's by-laws.

Trustee Webster moved that the Board of Trustees approve the Booster Club by-laws this 19th day of November 2002 as presented. The motion was seconded by Trustee Johnson. Following discussion, the motion carried.

Upward Bound Grant Application – The Board was presented with a request to authorize the President to apply for the continuation of the Upward Bound Program in the funding range of \$230,000.

Trustee Soeken moved that the Board authorize the President to apply for the continuation of the Upward Bound grant on behalf of the College as recommended. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

Replacement Car – As part of the College's transportation replacement plan, the Institution was in need of replacing the car that is used by the President. It was recommended that the Board of Trustees approve the purchase of a 2002 Dodge Intrepid, to be purchased from Marmie Chrysler in the amount of \$13,618.30 utilizing funds from the storm damaged vehicle insurance settlement.

Trustee Sessler moved that the Board accept the recommendation to replace the President's car by purchasing a 2002 Dodge Intrepid from Marmie Chrysler in the amount of \$13,618.30 utilizing funds from the storm damaged vehicle insurance settlement. The motion was seconded by Trustee Soeken. Following discussion, the motion carried.

eCollege Contract Renewal – Chairman Mermis advised that this agenda item would be removed from the agenda, to be deferred for action at a future Board meeting.

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 (Exhibit B)
- Upcoming Board Meetings/Activities
- President's Report of Monthly Activities

NOTICES AND COMMUNICATIONS (Exhibit C) – Dr. Law shared the following as informational only items:

- RSVP Grant through the Golden Belt Community Foundation in the funding range for \$300
- Letter from Gayle Schladale, CNS State Office
- Letter from Jerry Moran
- Article from the Hutchinson News website

EXECUTIVE SESSION – Chairman Mermis advised that an executive session would be necessary to discuss non-elected personnel in order to protect the confidentiality of the individual(s) being discussed.

Trustee Webster moved that the Board recess to executive session at 4:56 p.m. for 20 minutes to discuss non-elected personnel in order to protect the confidentiality of the individual(s) being discussed, to reconvene in room U-219 at 5:16 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 5:16 p.m. in room U-219 of the Student Union. Chairman Mermis advised that matters pertaining to non-elected personnel were discussed in order to protect the confidentiality of the individual(s) being discussed, and that no action was taken.

PERSONNEL SECTION OF CONSENT AGENDA

The Personnel section of the consent agenda was presented for approval.

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

ADJOURNMENT – The meeting adjourned at 5:17 p.m.

Stephan J. Mermis, Chairman

Mike Johnson, Secretary

Recorded by Marilyn Beary

PERSONNEL

Resignations/Terminations

Marliene Fuller – Administrative Assistant, Fort Riley
Tamara Mason – Admissions/Records Receptionist, Fort Riley
Lisa Weatherman – Scheduling Specialist

New Employees

John Bean – Upward Bound Tutor (part-time hourly)
Stacey Scritchfield – Upward Bound Tutor (part-time hourly)

Replacement Employees

Mary Fauser – Secretary, Learning and Instruction
Ruth Moritz – English Faculty
Tanya Smith – Program Manager (Professional Development)
Owen Williamson – English Faculty

Position Changes

Dr. Gillian Gabelmann – from Interim Associate Dean of Mathematics, English and Essential Skills to Associate Dean of Mathematics, English and Essential Skills

Title Changes

Carol Beck – from Upward Bound Associate Faculty to Upward Bound Tutor (part-time hourly)
Jay Johnson – from Upward Bound Associate Faculty to Upward Bound Tutor (part-time hourly)

Supplemental Contracts_

George Bowman	Weapons Storage Facility Operation
George Bowman	Laser Sighting & Engage System
George Bowman	Vehicle Operation & Inspection
George Bowman	Weapons Storage Facility Operation
Jeana Brack	Mentoring Tara Kinnamon
Walter Brown	Tank & Lease Operations
Eugene Compton	Emergency 1 st Aid Tact Operations
Michael Cox	Supervisory Development
George Forst	Mentoring Rick Peters
Marlene Kabriel	Language Lab
Lou Kottmann	Mentoring Monique DePue
Lynette Lee	Organize Supply Mgmt Operation
Lynette Lee	Organize Supply Mgmt Operation
Lynette Lee	Advanced Records Management
Dan Myers	Supervisory Development
Laura Peck	Word Processing Applications
Brian Schroeder	Intro to Exercise Science
G.E. Simmons	Spreadsheet Applications

Bruce Watson	Emergency 1 st Aid Tact Operations
Bruce Watson	Emergency 1 st Aid Tact Operations
Bruce Watson	Emergency 1 st Aid Tact Operations
Johnny Yee	Fundamental Reading Skills

Community Education

Terri Stewart	Certified Nurse Aide – Junction City (1/6/03 – 1/29/03)
Steve Kummer	Quick Books 2000 (1/7/03 – 1/16/03)
Rick Peters	Paint the Town (1/9/03 – 2/27/03)
Rick Peters	Paint the Town – St. John (1/9/03 – 2/27/03)
Terri Stewart	Certified Medication Aide – Junction City (1/11/03 – 4/12/03)
Rick Peters	Drawing/Painting (1/13/03 – 3/3/03)
Gaye Callich	Signing Exact English (1/13/03 – 5/12/03)
Nancy Wetig	Certified Nurse Aide – Great Bend (1/14/03 – 3/18/03)
Evalina Craig	Senior Computers (1/14/03 – 1/23/03)
Ron Willis	Sensitive Communication (1/16/03)

ACTION ITEMS

College Audit Report
Acceptance of RSVP Renewal Grant
Housing Rate Changes
eCollege Contract Renewal
Fire Science Training Proposal

Meeting of the Board of Trustees
Barton County Community College

December 17, 2002

COLLEGE AUDIT REPORT .

Detail: The College audit is accomplished each year to assess whether the institution is appropriately handling the institutional funds and conforms with Kansas statutes. An audit report for fiscal year 2001-2002 will be given by Dave Folkerts of David Folkerts CPA Chtd., the auditing firm for the College.

Recommendation: It is recommended that the Board of Trustees accept the audit as presented.

Action: Dean of Business Services

Meeting of the Board of Trustees
Barton County Community College

December 17, 2002

ACCEPTANCE OF RSVP GRANT RENEWAL

Detail: The College has been notified that it has been awarded a continuation of its RSVP program in the funding range of \$56,623.

Recommendation: It is the Administration's recommendation that the Board authorize the President to accept the RSVP grant renewal on behalf of the College.

Action: Director of Grants

**ACCEPTANCE OF GRANT
(Funding range over \$10,000)**

Grant	RSVP renewal grant
Funding Agency	Corporation for National Service
Summary	Annualize RSVP budget
Possible Services	Volunteers will continue to serve in the 60 volunteer stations already established, concentrate on homeland defense, serving the elderly and literacy
Target Population	Volunteers will be 55 years of age or better
Funding Range (Approximate)	\$56,623
Indirect Cost Reimbursement	none
Funding Period	01-01-2003 to 12-30-2003
Institutional Obligation	
Cash	0
In-Kind	Non-cash copies, mailing, use of car and payroll
Personnel Required	
Existing	1 full time 3 part time
New	
Application Deadline	

Presidential Review

The College has received notification that it has been awarded the above grant. I have reviewed this grant and it is in concert with the mission and vision of Barton County Community College. I support the acceptance of this grant and recommend that the Board of Trustees authorize the College to accept the grant, which is in excess of the funding range for which I am authorized.

President's Signature

Date

Meeting of the Board of Trustees
Barton County Community College

December 17, 2002

HOUSING RATE CHANGES

Detail: Costs for our College housing are continuing to increase. With the need to refurbish existing units, upgrading of computer capability, increasing food costs and other anticipated operating cost increases, housing rates to our students need to be increased. Discounts on units that still need refurbishing are also continuing. Because of the above activity, the Administration recommends the following new annual rates which would be effective in the Fall 2003:

	Current Rates	New Rates
19 Meal Single Pay	\$3,039.00	\$3,191.00
14 Meal Single Pay	\$2,861.00	\$3,003.00
10 Meal Single Pay	\$2,800.00	\$2,940.00
19 Meal Installment	\$3,234.00	\$3,396.00
14 Meal Installment	\$3,054.00	\$3,210.00
10 Meal Installment	\$2,994.00	\$3,144.00

The above new rates are an increase of 5% over the current rates. This change will maintain a cash flow to allow the College to continue improving its housing units and covering anticipated cost changes through fees assessed to students. As the Board knows, housing expenditures must not come from general fund (tax) dollars.

Recommendation: It is recommended that the Board of Trustees approve the 5% rate increase as recommended for the College's housing contracts effective the Fall, 2003.

Action: Dean of Business Services

Meeting of the Board of Trustees
Barton County Community College

December 17, 2002

eCOLLEGE CONTRACT RENEWAL

Detail: The College's current contract with eCollege will expire at the end of the current semester. At its November study session, the Board received detailed information in the form of a talking paper from Mike Weltsch and dialogued about two options and the advantages and disadvantages of each. The contract (see Exhibit B) has been reviewed and approved by the College's legal counsel.

Following are the two options available:

Name	Option 1: The Flat Rate Option	Option 2: Guaranteed Enrollment Option
Cost per credit hour	\$40	\$38
Guaranteed Enrollment?	No	Yes (4,050 enrollments, or \$151,875 per the length of the contract)
Free eCompanion?	No (Cost would be \$30/student/year regardless of how many classes the student took)	Yes, but limited to 5 megabytes per course
Space on eCollege servers	Unlimited	5 megabytes

Based on the College's needs, our assessment of the inherent risks of each of the two options as contrasted with a number of "knowns" the administration feels the best about option 1 as we continue our relationship with eCollege.

Recommendation: It is the Administration's recommendation that the Board approve Option 1 as outlined above.

Action: President

Meeting of the Board of Trustees
Barton County Community College

December 17, 2002

FIRE SCIENCE TRAINING PROPOSAL

Detail: At the December 4 study session, Elaine Simmons presented information on a proposed fire science training project in conjunction with House Bill #2991 that went into effect July 1, 2002. The bill provides \$1.5 million over a two-year period for the delivery of fire science training throughout the state of Kansas.

Elaine (and other community college representatives from across the state) has been involved in meetings to help determine the fire service training needs of the State of Kansas and to assess Barton's potential role in this partnership. As a result, a proposal has been presented to the University of Kansas, Fire Science Training Department, who will serve as the manager of the training project. A commission of 12 members will serve as the advisory board for the implementation of the training fund. The availability of House Bill #2991 provides fire service professionals in our service area, as well as the remainder of the state, the opportunity to participate in fire science training at little or no cost. Community colleges with fire science programs will serve a vital role (as requested by various state fire associations) in delivering the training.

Recommendation: The Administration respectfully requests the Board's support of this project and approval of the following courses and tuition rates for fire science training at Barton. The proposed rate will be at the same credit hour rate charged by each community college participating the project:

Firefighter I – 5.0 credit hour class with HazMat and practicals.
Firefighter II – 4.0 credit hour class with HazMat and practicals.
Driver/Operator – 4.0 credit hour class with practicals.

Tuition/Fees: \$54 per credit hour
Minimum Class Size – 9 students

This proposal provides for "like" courses, contact hours, costs, and class minimums across the state. Specifically to Barton, this proposal represents a \$2 increase in tuition per credit hour beyond its "normal" tuition and fee rate. This tuition differential for the preceding three courses is recommended so that Barton remains consistent with its partnering community colleges. As other courses are approved under the training fund, subsequent proposals will be submitted for consideration.

Action: Associate Dean of Community Education

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 (Exhibit C)
Upcoming Board Meetings/Activities
President's Report of Monthly Activities

NOTICES AND COMMUNICATIONS (See Exhibit D)

Revised 403(b) Plan
Letter from Paul Hedlund
RSVP Grant Application Request (under \$10,000)

UPCOMING BOARD MEETINGS/ACTIVITIES

**December 19
through January 1**

College Closed for Christmas Break

Tuesday, January 7

President's Forum – 8:00 a.m. – Fine Arts Auditorium

Tuesday, January 21

Monthly Board Meeting – 4:00pm – U219

Note: There will be NO study session in January.

President's Monthly Activities
November 1 – 30, 2002

- November 2 Attended Women's Pepsi Cola Classic Basketball Tournament
- November 3 Participated in welcoming guests to the Shafer Gallery 10 year Anniversary Reception
Attended Women's Regional Volleyball game
- November 4 Met with Jackie Elliott & Jennifer Ankerholz Regarding the One Stop Shop
Met with Mr. Gary Gordon, Glen and Sandra Opie, Larry Kopke, and campus staff to further refine plans for the Morrison Windows project
- November 5 Met with Trustees, Foundation Board representatives on Morrison Windows
Attended Luncheon with Mr. Gordon and community representatives
Attended "I Hate Hamlet" fall play
- November 6 Facilitated weekly SILC meeting
Facilitated weekly President's Staff meeting
Facilitated Board Study Session
Attended Outcomes Assessment meeting
Attended Foundation Board meeting
- November 7 Met with Steve Bucko and Rob Krumm – Great Western Dining representatives
- November 8 Attended Men's Basketball Pepsi Cola Classic tournament
- November 9 Attended Men's Basketball Pepsi Cola Classic tournament
- November 12 Attended Booster Club Executive Board meeting
Attended Presidential Scholars luncheon
- November 13 Attended KBOR in Topeka
- November 14 Attended KBOR in Topeka
Attended USD #428 Educational Open House
- November 15 Met with Dr. Clos and Paul Hedlund to develop Planning Council agenda
Met with George Drake regarding Harms Trust
Attended Pizza Hut Classic basketball games

November 16	Attended Pizza Hut Classic basketball games
November 18	Participated in interview with Jennifer Dunn and Jack Hartle on Hilltopics Hosted area Superintendents luncheon Addressed faculty at faculty meeting on budget
November 19	Hosted Student Holiday Reception Attended Booster Club Board Meeting Facilitated Board of Trustees meeting
November 20	Facilitated weekly SILC meeting Facilitated weekly President's Staff meeting Met with a student to provide an interview for their composition course Met with the Foundation Board Chair to outline plans for next week's administrative committee meeting
November 21	Vacation for son's wedding
November 22	Vacation for son's wedding
November 25	Attended Women's Volleyball National Tournament in West Plains, MO
November 26	Attended Women's Volleyball National Tournament in West Plains, MO
November 27	Attended Women's Volleyball National Tournament in West Plains, MO Offices Close at 12:00 Noon – Thanksgiving Break
November 28	Offices Closed Thanksgiving Day
November 29	Offices Closed Thanksgiving Break Attended Walnut Bowl/Cougar Classic Basketball Tournament
November 30	Attended Walnut Bowl/Cougar Classic Basketball Tournament

Meeting of the Board of Trustees
Barton County Community College

December 17, 2002

EXECUTIVE SESSION

Detail: An executive session may be required.

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

Action: Board Chair