

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

**January 21, 2003 – 4:00 p.m.  
U-219 (Upper Level of Student Union)**

**AGENDA**

<b>1.</b>	<b>Official Board Meetings</b> .....	<b>1</b>
<b>2.</b>	<b>Call to Order</b> .....	<b>2</b>
	Comments from Chairman & Introduction of Guests	
<b>3.</b>	<b>Public/Employee Comment</b> .....	<b>2</b>
<b>4.</b>	<b>Introduction of New Employees</b> .....	<b>2</b>
<b>5.</b>	<b>Staff Reports</b> .....	<b>2</b>
<b>6.</b>	<b>Consent Agenda</b> .....	<b>3</b>
	Minutes of 12-17-02 Meeting	
	Personnel	
	Claims and Financial Report (Exhibit A)	
<b>7.</b>	<b>KACCT/KBOR Report</b> .....	<b>12</b>
<b>8.</b>	<b>Information/Discussion Items</b> .....	<b>12</b>
	Upcoming Board Meetings/Activities	
	President's Report of Monthly Activities	
<b>9.</b>	<b>Notices and Communications</b> (Exhibit B) .....	<b>15</b>
	Critical Components for Community Colleges	
	Path Intergenerational Grant (Under \$10,000)	
<b>10.</b>	<b>Executive Session</b> .....	<b>16</b>

Meeting of the Board of Trustees  
Barton County Community College

January 21, 2003

**OFFICIAL BOARD MEETINGS**

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

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

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

**Information Only**

Meeting of the Board of Trustees  
Barton County Community College

January 21, 2003

**COMMENTS FROM CHAIRMAN AND INTRODUCTION OF GUESTS**

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

**PUBLIC AND/OR EMPLOYEE COMMENT**

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

**INTRODUCTION OF NEW EMPLOYEES**

Dr. Law will ask supervisors to introduce new/replacement employees whose employment has been previously approved by the Board of Trustees.

**STAFF REPORTS**

- LaVonne Gerritzen will report on WorkKeys
- Ken Henderson will present the HPER Assessment Plan
- Angie Maddy will present information relative to the Student Support Services Annual Performance Report

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January 21, 2003

**CONSENT AGENDA**

**Comments:** In accordance with BC<sup>2</sup>CC'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 December 17, 2002
- Personnel
- Claims and Financial Report through December, 2002 (Exhibit A)

**Action:** President's Office

**Regular Meeting of the Board of Trustees  
Barton County Community College  
December 17, 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., December 17, 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; Neil Elliott; Mark Dean; Jackie Elliott; Dr. Tim Kimmel; David Folkerts and Douglas Volkland, representing David Folkerts CPA Chtd.; 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**

Elaine Simmons introduced Janet Keller, Program Manager, Professional Development  
Jackie Elliott introduced Angie Brummer, Secretary, Grants Office

**STAFF REPORTS**

Ron Vratil reported on the College's current and projected fiscal challenges.  
Mark Dean and Neil Elliott reported on handicapped parking for athletic events.

**CONSENT AGENDA**

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

- Minutes of the regular Board meeting, held on November 19, 2002
- Personnel
- Claims and Financial Report through November, 2002 (Exhibit A)

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

**ACTION ITEMS**

**College Audit Report** – Dave Folkerts of David Folkerts CPA Chtd., the auditing firm for the College, presented the College's audit report for fiscal year 2001-2002.

*Trustee Webster moved that the Board of Trustees accept the audit report for fiscal year 2001-2002 as presented. The motion was seconded by Trustee Sessler. Following discussion, the motion carried.*

**Continuation of RSVP Grant** – The College had been notified that it was awarded a continuation of its RSVP grant in the funding range of \$56,623. It was recommended that the Board authorize the President to accept the grant continuation as presented on behalf of the College.

*Trustee Sessler moved that the Board authorize the President to accept the continuation of the RSVP grant in the funding range of \$56,623 as presented. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.*

**Housing Rate Changes** – In consideration of the rising costs to maintain and upgrade student housing as well as increasing food costs, the Board was requested to approve the following annual rates which would be effective in the Fall 2003. These rates represent a 5% increase over current rates and are in line with rates charged by other community colleges within the state:

	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

*Trustee Soeken moved that the Board accept the proposed 5% increase in housing rates as recommended, to become effective in Fall 2003. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.*

**eCollege Contract Renewal** – At its November study session, the Board received detailed information on the proposed eCollege contract renewal. The revised eCollege Contract Renewal was presented to the Board and it was recommended that the Board authorize the President to sign the contract on behalf of the College.

*Trustee Johnson moved that the Board approve Option 1 as presented and authorize the President to sign the eCollege contract renewal on behalf of the College. The motion was seconded by Trustee Webster. Following discussion, the motion carried.*

**Fire Science Training Proposal** – President Law advised that this item would be postponed until a future date.

**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 C)
- Upcoming Board Meetings/Activities
- President's Report of Monthly Activities

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

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

**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 and asked that Bob Peter, College attorney, join the Board in executive session.

*Trustee Johnson moved that the Board recess to executive session at 5:35 for 45 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 6:20 p.m. The motion was seconded by Trustee Sessler. Following discussion, the motion carried.*

**Note:** Bob Peter was dismissed from executive session at 6:01 p.m.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 6:20 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.

**ADJOURNMENT** – The meeting adjourned at 6:21 p.m.

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Stephan J. Mermis, Chairman

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Mike Johnson, Secretary

Recorded by Marilyn Beary

## **PERSONNEL**

### **Early Retirement**

Greta Foster – Instructor/Coordinator, Office Technology

### **New Employees**

Terrance Nech – Technology Tutor

### **Replacement Employees**

Lori Owens – Admissions/Records Receptionist, Fort Riley

Jana Williams – Softball Aide (temporary replacement for Assistant Softball Coach position)

Steven Willis, Sr. – Scheduling Specialist

Renee Wolf – Administrative Assistant, Fort Riley

### **Title Changes**

Chy Miller – from Coordinator of EMT/MICT Program to Emergency Services Education Coordinator

### **Supplemental Contracts**

Larissa Adams	Peer Consulting of Paula Wilton
Dorothy Arvizu	Math Learning Strategies
Janet Balk	Western Civilization to 1500
Geraldine Ball	American History to 1877
Geraldine Ball	Introduction to Philosophy
Geraldine Ball	World & Regional Geography
Geraldine Ball	Women and the American Experience
Laverne Bitse-Baldwin	College Algebra
George Bowman	Vehicle Operation & Inspection
George Bowman	Vehicle Operation & Inspection
George Bowman	Vehicle Operation & Inspection
George Bowman	Vehicle Operation & Inspection
George Bowman	Vehicle Operation & Inspection
George Bowman	Vehicle Operation & Inspection
Gilberto Chabarria	Public Speaking
Gilberto Chabarria	Public Speaking
Gilberto Chabarria	Public Speaking
Carolyn Churchill	Coverage of classes for Jeana Brack
Richard Clark	Human Relations in Business
Richard Clark	Human Relations in Business
Richard Clark	Total Quality Management
Richard Clark	Government of the United States
Michael Cox	Military History/First World War
Michael Cox	Military History-American Civil War
Michael Cox	Supervisory Development
Jared Duley	Social Psychology
Karen Frick	Introduction to Sociology
Karen Frick	General Psychology

Karen Frick	Introduction to Counseling
Magdalena Gamble	Hazardous Waste Operations
Magdalena Gamble	Nuclear Bio & Chemical Response Oper.
Nancy Gaskins	Principles of Macroeconomics
Nancy Gaskins	Personal Finance
Dena Goble	Emergency First Aid Tactical Operations
Dena Goble	Emergency First Aid Tactical Operations II
Sheyenne Heller	Fundamentals of Grammar
Sheyenne Heller	Introduction to Philosophy
Mark Hinton	Emergency First Aid Tactical Operations
Marlene Kabriel	Language Lab
Dennis King	Hazardous Waste Operations Refresher
Dennis King	Vehicle Operation & Inspection
Dennis King	Industrial Hygiene/Toxicology
Gene Kingslien	Personal and Community Health
Lynette Lee	Training Records Management
Lynette Lee	Organize Supply Management Operations
Joel Lundstrom	General Psychology
Jennifer Miller	Eng. Study Skills/Math Learning Strategies
Winsome Morgan-Bartley	Business Communications
Anita Motensenboker-Alford	Introduction to Computers
Anita Motensenboker-Alford	Keyboarding I & II
Dan Myers	Supervisory Development
Rekha Natarajan	College Algebra
Robert Patterson	English Composition I
Robert Patterson	English Composition II
Robert Patterson	Fundamentals of Grammar
Robert Patterson	Technical and Report Writing
Brian Schroeder	Introduction to Exercise Science
Brian Schroeder	Introduction to Exercise Science
GE Simmons	Introduction to Computers
GE Simmons	Beginning Keyboarding
Susan Simmons	Word Processing Applications & Advanced
	Word Processing Applications
Letitia Snow	International Relations
Letitia Snow	Cross Cultural Awareness
Angela Sullivan	Basic & Preparatory Mathematics
John Truitt	Computer Aid Management
Roger Vanderlinde	American West
Bruce Watson	Emergency First Aid Tactical Operations
Bruce Watson	Emergency First Aid Tactical Operations
Kalin Wells	Anatomy & Physiology I
Russ Wilson	Emergency First Aid Tactical Operations

### **Community Education**

Evalina Craig	Introduction to Computer Applications (1/18/03 & 1/25/03)
Jerry Felkel	GB Packing – Electrical Training (1/21/03 – 4/8/03)
Robert Ziemer	ABLE – Jr. Leadership – Pratt (1/29/03)
Chris Krueger	Introduction to Access (2/1/03 & 2/8/03)
Evalina Craig	Scrapbooking with your PC (2/4/03 & 2/6/03)
Gaye Callich	Sign Language Seminar (2/6/03 – 3/6/03)
Louise Masden	Certified Nurse Aide – Wilson (2/10/03 – 4/4/03)
Neal Cassell	Human Relations in Business - Pension (2/11/03 – 4/22/03)
Gary Albright	Introduction to Leadership – Banking (2/11/03 – 4/22/03)
Evalina Craig	Office 2000 (2/15/03 & 2/22/03)

### **OUTREACH - ELLINWOOD**

Leon Sobba	Microcomputer Applications (1/20/03 – 3/10/03)
Rollie Peter	Individual Wood Projects (1/22/03 – 5/14/03)

### **OUTREACH - ELLSWORTH**

Daniel Winston	Human Growth & Development (1/21/03 – 5/13/03)
Anita Hoffhines	Microcomputer Applications I (1/20/03 – 5/12/03)
Ingrid Pohl	Children's Literature (1/22/03 – 5/14/03)
Johnathon Wild	English Comp II (1/20/03 – 5/12/03)
Daniel Winston	Public Speaking (1/21/03 – 5/13/03)
Mary Bourne	Individual Art Projects (1/20/03 – 5/12/03)
Allen Whipkey	Principles of Biology (1/20/03 – 5/14/03)
Exie Barber	Introduction to Philosophy (1/23/03 – 5/15/03)
Christina Rathbun	English Comp II (1/20/03 – 5/12/03)

### **OUTREACH - LaCROSSE**

Gloria Carson	General Psychology (1/22/03 – 5/14/03)
Mary Barrows	English Comp I (1/20/03 – 5/12/03)
Edith Elder	Painting I, II & Individual Art Projects (1/22/03 – 5/14/03)
Janet Knipp	Public Speaking (1/20/03 – 5/12/03)
Janet Knipp	Microcomputer Applications I (1/22/03 – 5/14/03)
Rick Shepker	Woodworking I, II & Individual Projects (1/22/03 – 5/14/03)

### **OUTREACH – LARNED**

Travis Hamrick	Abnormal Psychology (1/22/03 – 5/14/03)
Terry Huff	Human Growth & Development (1/20/03 – 5/12/03)
Tom Raup	Microcomputer Applications I (1/23/03 – 5/15/03)
Deborah Kauer	English Comp II (1/23/03 – 5/15/03)
Edith Elder	Painting I, II & Individual Projects (1/20/03 – 5/12/03)
James Lakey	Introduction to Philosophy (1/22/03 – 5/14/03)
Stacy Reno	College Algebra (1/20/03 – 5/12/03)
Glen Presley	Computer Aided Draft/Design I (1/20/03 – 5/12/03)
Glen Presley	Woodworking I, II & Individual Projects (1/22/03 – 5/14/03)
Donnitta Plowman	Conversational Spanish II (1/22/03 – 5/14/03)

## **OUTREACH - LYONS**

Alvin Sowers	Microcomputer Applications I (1/20/03 – 5/12/03)
Terry Hoff	Introduction to Sociology (1/21/03 – 5/13/03)
Kim Heath	English Composition I (1/20/03 – 5/12/03)
Marilyn Michaelis	Intermediate Algebra (1/20/03 – 5/12/03)
Jack Heinrichs	Conversational Spanish II (1/20/03 – 5/12/03)

## **OUTREACH – RUSSELL**

Daniel Winston	Human Growth & Development (1/22/03 – 5/14/03)
Karla Armbrister	Introduction to Sociology (1/22/03 – 5/14/03)
Robert Piatt	English Composition II (1/22/03 – 5/14/03)
Martha Brungardt	Public Speaking (1/20/03 – 5/12/03)
Marthann Schulte	Western Civilization 1500-Present (1/23/03 – 5/15/03)
Pam Reisig	Accounting II (1/20/03 – 5/12/03)
Don Anschutz	Business Math (1/20/03 – 5/12/03)

## **OUTREACH – ST. JOHN**

Steve Dryden	Human Growth & Development (1/20/03 – 5/12/03)
Steve Dryden	Coping with Stress (1/23/03 – 2/27/03)
Tara Kinnamon	Microcomputer Applications I (1/20/03 – 5/12/03)
Rick Peters	Art Appreciation (1/21/03 – 5/13/03)
Jane Bennington	English Comp II (1/22/03 – 5/14/03)
Diana Johnson	Public Speaking (1/20/03 – 3/3/03)
Joel Miller	Photography I & II (1/20/03 – 5/12/03)
Jennifer Dunn	Principles of Biology (1/20/03 – 5/14/03)
Paula Morris	College Algebra (1/23/03 – 5/15/03)
Rita Suiter	Conversational Spanish (1/23/03 – 5/15/03)
Judith Whitley	Introduction to Sociology (1/20/03 – 5/12/03)

## **OUTREACH – VICTORIA**

Martha Brungardt	Public Speaking (1/23/03 – 5/15/03)
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## **OUTREACH – WILSON**

Alice Peterka	Microcomputer Applications I (1/20/03 – 5/12/03)
Ronald Major	Woodworking I, II & Individual Projects (1/22/03 – 5/14/03)
Donald Wilson	General Psychology (1/20/03 – 5/12/03)

## **OUTREACH – ELLSWORTH DEGREE PROGRAM**

Catherine Herber	General Accounting (1/22/03 – 5/14/03)
Robert Lewis	Spreadsheet Applications (1/20/03 – 5/12/03)
Linda Carson	Day Care Operations (2/4/03 – 4/15/03)

## **OUTREACH – RUSSELL DEGREE PROGRAM**

Shirley Windholz	Spreadsheet Applications (2/11/03 – 4/22/03)
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**OUTREACH – ELLSWORTH CORRECTIONAL FACILITY**

Christina Homeier	Basic Math Skills (1/13/03 – 2/10/03)
Christina Homeier	Prep Math (1/17/03 – 5/5/03)
Anita Hoffhines	Microcomputer Applications I (1/17/03 – 5/9/03)
Randy Allen	Death & Dying (1/16/03 – 5/8/03)
Daniel Winston	Public Speaking (1/13/03 – 5/5/03)

## **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**

Upcoming Board Meetings/Activities  
President's Report of Monthly Activities

**UPCOMING BOARD MEETINGS/ACTIVITIES**

**February 5                      Board Study Session – 12:00 noon – U-219**

**February 18                     Regular Board Meeting – 4:00 p.m. – U-219**

**President's Monthly Activities  
December 1 – 31, 2002**

- December 2      Met with Mark Dean regarding the potential of a gift to the College and its impact on the physical plant  
Held a planning meeting regarding tuition, fees, and housing/food rates for the coming year  
Enjoyed the CDC Children singing Christmas Carols
- December 4      Facilitated weekly President's Staff meeting  
Facilitated Board of Trustees Study Session  
Attended Foundation Board meeting
- December 5      Participated in the Fort Riley Graduation with students, staff and some Trustees
- December 6      Attended Christmas Social and Dinner
- December 8 & 9    Attended KACCT/COP Quarterly meeting in Labette with Trustee Webster
- December 11     Conducted a TV interview regarding budget issues with Tim McQuade  
Facilitated weekly SILC meeting  
Facilitated weekly President's Staff meeting  
Met with Trustee Mermis over lunch  
Attended Planning Council meeting
- December 12     Met with Trustees Johnson for lunch  
Met with Ron Vratil and Dave Folkerts to discuss the audit
- December 13     Met with Mike Boys regarding Foundation/Alumni ideas  
Held meetings with selected staff to discuss possible gift to the College to support and enhance the library
- December 16     Vacation Day
- December 17     Attended Foundation Executive Committee meeting  
Facilitated Board of Trustees meeting
- December 18     Attended KBOR and related meetings in Topeka
- December 19     Attended KBOR in Topeka  
Offices Closed for Christmas Break through January 1
- December 28     With Carol Davis and Linda McCaffery met with a possible donor in their home in Kansas City for lunch and to discuss their interest in supporting the College and enhancing its library

**NOTICES AND COMMUNICATIONS** (Exhibit B)

Path Intergenerational Grant (under \$10,000)  
Critical Components for Community College Services

Meeting of the Board of Trustees  
Barton County Community College

January 21, 2003

**EXECUTIVE SESSION**

**Detail:** An executive session will be required.

**Recommendation:** It is recommended that the Board move to recess to executive session 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