

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

**Tuesday, July 16, 2002 – 4:00 p.m.
U-219 (Upper Level of Student Union)**

AGENDA

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	Comments from Chairman & Introduction of Guests	
3.	Public/Employee Comment	2
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Meeting of the Board of Trustees
Barton County Community College

July 16, 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

July 16, 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.

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PUBLIC AND/OR EMPLOYEE COMMENT

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

STAFF REPORTS

- Jane Howard will present a report on CPI Enrollment
- Darcy Wedel, Ron Kirmer, and LaVonne Gerritzen will present a staff report on the College's automotive program.

NCA UPDATE

Cathie Oshiro and Dr. Tim Kimmel will present the Trustees with a monthly update on the College's progress towards its October 21-23, 2002 accreditation visit by The Higher Learning Commission (NCA).

Meeting of the Board of Trustees
Barton County Community College

July 16, 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 meeting of the Board of Trustees, held on June 25, 2002
- Personnel
- Claims and Financial Report through June, 2002

Action: President's Office

**Regular Meeting of the Board of Trustees
Barton County Community College
June 25, 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., June 25, 2002, in room U-219 of the Student Union.

ATTENDANCE

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

Trustees Absent: Stephan J. Mermis and Marvin Sessler

Comments from Vice Chairman: Dan Soeken opened the meeting by welcoming the guests.

Other Attendees: Michael Dawes; Dick Wade; Ron Vratil; Daniel Devine, representing the Great Bend Tribune; Lavonne Gerritzen; Dr. Karén Clos; Bob Peter; Cathie Oshiro; Dr. Tim Kimmel; Jackie Elliott; Caicey Schartz; Dr. Veldon L. Law; and Marilyn Beary.

PUBLIC AND EMPLOYEE COMMENT

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

STAFF REPORTS

Dr. Karen Clos, Gail Bauer, Jackie Elliott, LaVonne Gerritzen, and Elaine Simmons presented a staff report on the 2001-2002 core indicators and related successes.

Dr. John Simmons presented the departmental assessment plan for Biology and Live Sciences.

NCA UPDATE

Cathie Oshiro and Dr. Tim Kimmel presented an update on the College's progress towards the upcoming accreditation visit by the Higher Learning Commission. They will present a monthly update to the Board at each meeting through October.

CONSENT AGENDA

The following items were included in the consent agenda for the Board's approval:

- Minutes of the May 21, 2002 regular Board meeting
- Minutes of the May 30, 2002 special Board meeting
- Personnel
- Claims and Financial Report through May, 2002 (Exhibit A)

Trustee Johnson moved that the Board of Trustees approve the consent agenda as presented. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

ACTION ITEMS

Approval of Core Indicators Final Report and Proposed Institutional Improvement Plan – The Board was presented with the Final Report on Core Indicators for its approval as well as the Proposed Institutional Improvement Plan

Trustee Webster moved that the Board approve the Final Report on Core Indicators and the proposed Institutional Improvement Plan for academic year 2002-2003. The motion was seconded by Trustee Johnson. Following discussion, the motion carried.

Property and Casualty Insurance – The property and casualty insurance coverage for the College was scheduled to renew on July 1, 2002. Ron Vratil distributed detail sheets of all costs associated with the College's insurance package, totaling \$221,260 for the Board's consideration and approval.

Trustee Johnson moved that the Board approve the College's property and casualty insurance coverage in the amount of \$221,260 as presented. The motion was second by Trustee Webster. Following discussion, the motion carried.

Increase in Graduation Fees – The Board was presented with a request to increase the College's graduation fees from \$20 to \$30 effective for the 2002-2003 academic year. This recommendation was the result of discussions within the President's Staff relative to cost cutting and revenue generating recommendations.

Trustee Webster moved that the Board approve the increase in the graduation fees from \$20 to \$30 as recommended. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

KACCT Dues – The Board was requested to approve payment of the annual dues for the Kansas Association of Community College Trustees (KACCT) for the 2002-2003 academic year, in the amount of \$13,779.80.

Trustee Webster moved that the Board approve payment of the 2002-2003 dues to the Kansas Association of Community College Trustees in the amount of \$13,779.80. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

KJCCC Dues – The Board was requested to consider and approve the 2002-2003 membership dues for the Kansas Jayhawk Community College Conference (KJCCC) in the amount of \$6,825.

Trustee Johnson moved that this agenda item be postponed until the July regular Board meeting for consideration by the full Board. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried. The 2002-2003 KJCCC dues will be placed on the July 16 Board agenda for approval.

Schedule of Board Meetings for 2002-2003 – The Board was presented with the schedule of 2002-2003 Board study sessions and regular meetings for approval.

Trustee Johnson moved that the Board approve the meeting schedule for 2002-2003 as presented. The motion was seconded by Trustee Webster. Following discussion, the motion carried.

KACCT/KBOR REPORT – Trustee Webster and Dr. Law provided the Board with an update of Kansas Association of Community College Trustees and Kansas Board of Regents activities. Trustee Webster distributed a draft copy of the 2002-2003 KACCT Strategic Plan.

INFORMATION/DISCUSSION ITEMS – The following were presented to the Board as informational items:

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

NOTICES AND COMMUNICATIONS – Dr. Law highlighted correspondence relative to the recertification of the College’s automobile technician training program from the National Institute for Automotive Service Excellence (Exhibit C).

EXECUTIVE SESSION – Vice Chairman Soeken 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 to consult with the College’s legal counsel on matters of attorney-client privilege. He requested that Bob Peter, President Law, and Dr. Clos join the Board in executive session.

Trustee Webster moved that the Board recess to executive session at 5:03 p.m. for 30 minutes to discuss non-elected personnel in order to protect the confidentiality of the individual(s) being discussed and to consult with the College’s legal counsel on matters of attorney-client privilege, to reconvene in room U-219 of the Student Union at 5:33 p.m. The motion was seconded by Trustee O’Connor. Following discussion, the motion carried.

Note: Dr. Clos was excused from executive session at 5:15 p.m.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:33 p.m. in room U-219 of the Student Union. Vice Chairman Soeken advised that matters pertaining to non-elected personnel and attorney-client privilege were discussed and that no action was taken. He further advised that the Board would need to again recess to executive session.

Trustee Webster moved that the Board again recess to executive session at 5:34 p.m. for 10 minutes to discuss non-elected personnel in order to protect the confidentiality of the individual(s) being discussed and to consult with the College attorney to discuss matters of attorney-client privilege, to reconvene in room U-219 of the Student Union at 5:44 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 5:44 p.m. in room U-219 of the Student Union. Vice Chairman Soeken advised that matters pertaining to non-elected personnel and attorney-client privilege were discussed and that no action was taken.

ADJOURNMENT – The meeting adjourned at 5:47 p.m.

Dan Soeken, Vice Chairman

Mike Johnson, Secretary

Recorded by Marilyn Beary

PERSONNEL

Resignations/Terminations

Misty Jimison (Hommertzheim) – Lead Care Provider (CDC)
Morre Hughes – Faculty/Staff Admin. Support Specialist (Fort Riley)

Replacement Positions

Elaine Zei – Administrative Assistant (Fort Riley)

Supplemental Contracts

Janet Balk	Western Civ to 1500, 1500 to Present
Geraldine Ball	Western Civ to 1500, 1500 to Present
Jim Bias	Spreadsheet Applications
George Bowman	Management of Weapons Storage Facility
Gerald Butler	Physical Geography
Wendy Butler	Principles of Macro, Principles of Micro, Personal Finance
Wynn Butler	Western Civ to 1500, 1500 to Present
Gilberto Chabarría	Math Learning Strategies, English Study Skills
Jenny Chambers	EPA Regs II, ISO 14000 Environment Mgmt. Treatment, Storage, Disposal of Haz Mat
Rebecca Claassen	Technical Math, Basic Algebra, College Algebra, Elements of Statistics
Gene Compton	Emergency Medical Training, CPR, EMT-D, Hazardous Materials
Michael Cox	Supervisory Development, Western Civ to 1500, 1500 to Present
Gary Cunningham	Information Processing Systems Mgmt
Leigh Cunningham	Cross Cultural Awareness
Charles Davis	The Short Story, Great Books Program
Jeffrey DeFries	Total Quality Management
Denise Del Carmen	Basic Nutrition
Keith Earnshaw	Environmental Mgmt, Contingency Planning
Marsha Finley	Human Resource Mgmt & Field Experience Course Development
Nancy Gaskins	Business Ethics
Addie Goymerac	Basic Math Skills, Prep Math, Intermediate Algebra
Sheyenne Heller	The Short Story, Fund. Reading Skills
James Hill	Supervisory Development
Ed Kennedy	Organizational Communication
Marlene Kabriel	Language Lab

Dennis King	Hazardous Waste Mgmt & Emerg. Response
Gene Kingslien	Personal & Community Health
George Kneuper	Industrial Processes
Myron Kryschtal	Western Civ to 1500, 1500 to Present Intro to Political Science, International Relations
Lynette Lee	Management of Supply Operation
Joel Lundstrom	General Psychology, Contemp Social Probs
James Maner	Data Base Management Systems
Kim Mansfield	Intro to Counseling, Group Dynamics I
Jennifer Miller	Basic Math Skills, Prep Math
Christine Motley	Interperson. Communications, Death & Dying, Human Sexuality
Anita Motsenbocker-Alford	Language Lab
Dan Myers	Supervisory Development
Bill Nash	OSHA General Industry Regs
Norman Russell	Environmental Science, Tech Math, Basic Algebra, College Algebra, Statistics, Physical Science
Brian Schroeder	Introduction to Exercise Science
Brenda Siebold	Multimedia Presentations
Sue Simmons	Word Processing Applications & Advanced
Dan Sumile	Technical & Report Writing
John Truitt	EPA Regs I
Roger Vanderlinde	American West & Western Civ to 1500
Mike Weltsch	Western Civ to 1500, American Military History, Military History/American Civil War, Military History/World War II

Community Education

<u>INSTRUCTOR</u>	EVENT	DATE BEGIN	DATE END
Julie Wright	Outreach/Degree Program – Parenting Ellsworth	6/18/02	8/20/02
William Middleton	Outreach/Introduction to Leadership Russell	6/18/02	8/20/02
Paula Morris	Outreach/Basic Algebra St. John	7/8/02	8/19/02
Dee Ann Smith	Word Wonders: Enhance your Design	7/16/02	7/16/02
Tricia Seltman	Spanish for Sunflower Bank #6	7/17/02	7/18/02
Nancy Wetig	Home Health Aide – Great Bend	7/19/02	7/27/02
Tricia Seltman	Spanish for Sunflower Bank #7	7/22/02	7/23/02
Tricia Seltman	Spanish for Sunflower Bank #8	7/24/02	7/25/02
Sharon Magee-Minor	Rehab Aide in Nursing Home – JC	8/2/02	8/10/02
Teresa Finch	Spanish Made Easy I – St. John	8/5/02	8/9/02

Gaye Callich	Sign Language for Families – Ellinwood	8/5/02	8/7/02
Terry McNeil	Dietary Manager – Hays	8/7/02	5/21/03
Colleen Darrow	Dietary Manager – Hutchinson	8/8/02	5/23/03
Clint Newell	CPI Customized Computer Class	8/12/02	8/22/02
Mark Bretches	ABLE BCCC Student Ambassadors	8/15/02	8/15/02
Janet Keller	ABLE BCCC Student Ambassadors	8/15/02	8/15/02

BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 30-JUN-02

1111 GENERAL FUND

YEAR TO DATE
ACTUAL

REVENUES:

FALL TUITION	859,142.00
SPRING TUITION	878,878.00
SUMMER TUITION	250,600.00
FALL OUT OF STATE TUITION	74,519.00
SPRING OUT OF STATE TUITION	87,005.00
SUMMER OUT OF STATE TUITION	14,757.00
ON LINE TUITION	131,852.00
GENERAL STUDENT FEES	1,111,830.00
LAVTR	176,480.84
STATE GRANTS	0.00
STATE OPERATING GRANT	4,564,987.40
COUNTY OUT DISTRICT TUITION	264,978.00
BARTON COUNTY AD VALOREM TAX	4,535,208.73
MOTOR VEHICLE TAX	720,599.38
RECREATIONAL VEHICLE TAX	9,842.37
DELINQUENT TAXES	95,770.69
TAXABLE SALES	719.31
INTEREST-GENERAL	125,281.57
MISCELLANEOUS REIMBURSEMENTS	281,827.50
INSURANCE REIMBURSEMENTS	0.00
GENERAL MISCELLANEOUS	92,466.48
MISCELLANEOUS SALE OF PROPERTY	3,891.28
TRANSCRIPT REVENUE	20,483.03
MISCELLANEOUS ELECTRONIC DEPT REV	1,128.39
DONATIONS	0.00
PRIVATE SOURCE GRANT REVENUE	0.00
FARM HOUSE RENTALS	6,350.00
FARM LEASE/CROP SALES	12,620.00
PLATO REVENUE	0.00
PAYMENT PLAN FEES	15,780.00
REFUNDS-GENERAL	7,520.33
ROOM RENTAL-GENERAL	12,600.75

TOTAL REVENUES	14,357,119.05

BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 30-JUN-02

1111 GENERAL FUND

YEAR TO DATE
ACTUAL

EXPENDITURES:

INSTRUCTION	4,079,220.91
PUBLIC SUPPORT	39.50
ACADEMIC SUPPORT	1,443,516.15
STUDENT SERVICES	853,540.27
INSTITUTIONAL SUPPORT	3,796,700.58
PHYSICAL PLANT OPERATION	2,167,909.09
STUDENT FINANCIAL SUPPORT	382,361.70
AUXILIARY SERVICES	0.00

TOTAL EXPENDITURES 12,723,288.20

TRANSFERS AMONG FUNDS:

TRANSFERS TO ABE FUND	3,505.16
TRANSFERS TO ATHLETIC FUND	350,000.00
TRANSFERS TO ATHLETIC ACTIVITY FUND	72,000.00
TRANSFERS TO STUDENT ACT ACTIV FUND	26,000.00

TOTAL TRANSFERS AMONG FUNDS: 451,505.16

NET INCREASE/DECREASE IN NET ASSETS 1,182,325.69

BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 30-JUN-02

1112 VOCATIONAL FUND

YEAR TO DATE
ACTUAL

REVENUES:

STATE OPERATING GRANT	1,956,422.60
BARTON COUNTY AD VALOREM TAX	0.00
MOTOR VEHICLE TAX	43,043.37
RECREATIONAL VEHICLE TAX	555.21
DELINQUENT TAXES	0.00
PRIVATE SOURCE GRANT REVENUE	0.00
REFUNDS-GENERAL	843.00

TOTAL REVENUES	2,000,864.18

EXPENDITURES:

INSTRUCTION	2,726,557.51
PUBLIC SERVICE	0.00
ACADEMIC SUPPORT	223,830.99
STUDENT SERVICES	0.00
INSTITUTIONAL SUPPORT	0.00
PHYSICAL PLANT OPERATION	0.00
AUXILIARY SERVICES	0.00

TOTAL EXPENDITURES	2,950,388.50

NET INCREASE/DECREASE IN NET ASSETS (949,524.32)

BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 30-JUN-02

1115 EMPLOYEE BENEFIT FUND

YEAR TO DATE
ACTUAL

REVENUES:

BARTON COUNTY AD VALOREM TAX	0.00
MOTOR VEHICLE TAX	162,707.98
RECREATIONAL VEHICLE TAX	2,098.73
DELINQUENT TAXES	0.00
MISCELLANEOUS REIMBURSEMENTS	0.00

TOTAL REVENUES	164,806.71

EXPENDITURES:

INSTRUCTION	140,000.00
PUBLIC SERVICE	0.00
ACADEMIC SUPPORT	0.00
STUDENT SERVICES	0.00
INSTITUTIONAL SUPPORT	0.00
PHYSICAL PLANT OPERATION	0.00
AUXILIARY SERVICES	0.00

TOTAL EXPENDITURES	140,000.00
NET INCREASE/DECREASE IN NET ASSETS	24,806.71

BARTON COUNTY COMMUNITY COLLEGE
GENERAL, VOCATIONAL, AND EMPLOYEE BENEFITS
FUNDS FLOW ACTIVITY
PERIOD ENDED JUNE 30, 2002 **PRE CLOSING**

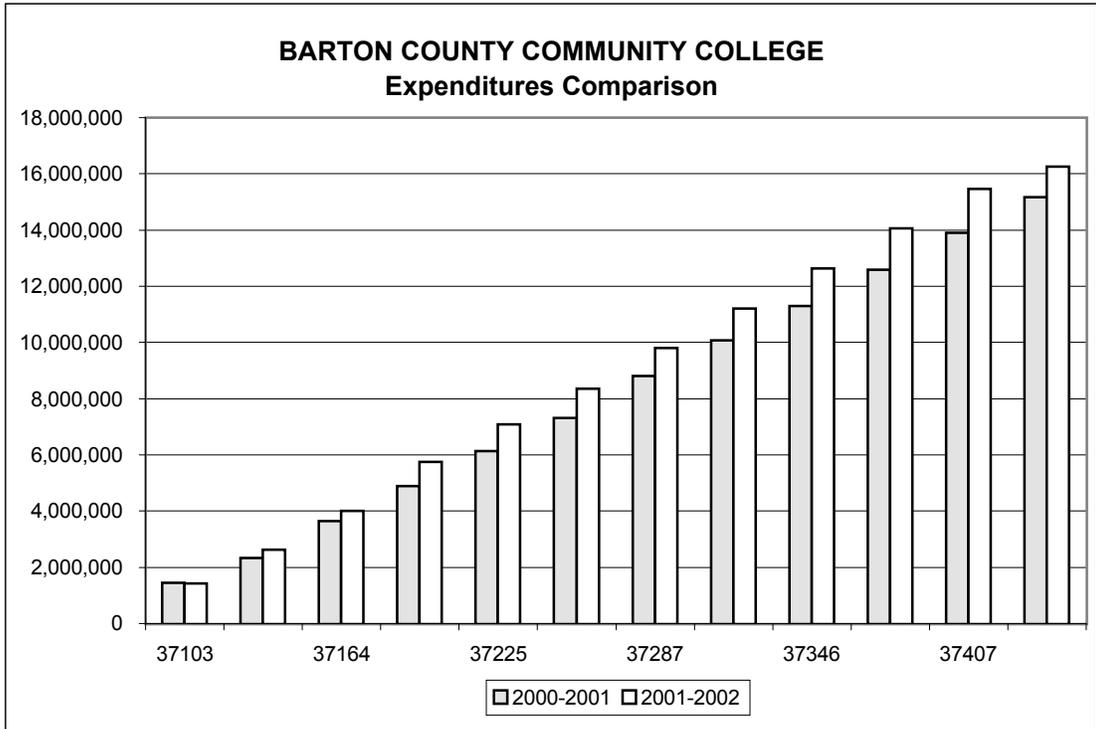
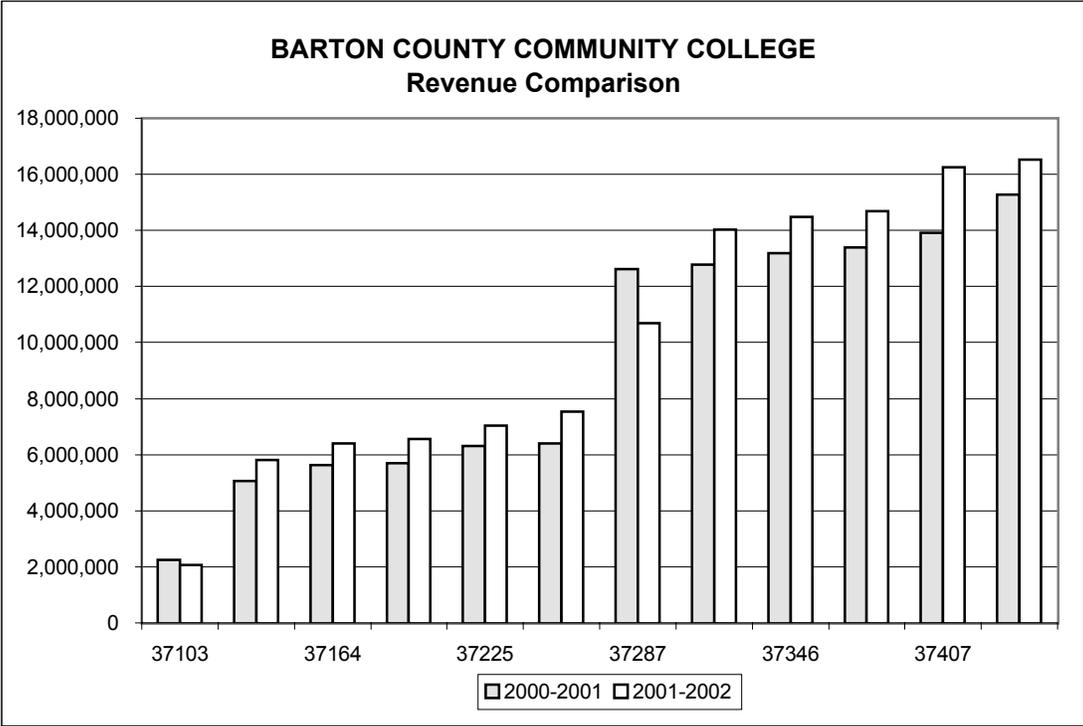
	2001-02 BUDGET	PERIOD ENDED 6/30/02	YTD AVAILABLE	%
				AVAILABLE
Fund Balance, Beginning	\$1,915,838.00	\$1,915,838.00		
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Tuition-Out Of State	130,000.00	176,281.00	(46,281.00)	-35.60%
Tuition-In State	2,145,000.00	2,120,472.00	24,528.00	1.14
Tuition-Out District	239,000.00	264,978.00	(25,978.00)	(10.87)
State Aid	6,522,000.00	6,521,410.00	590.00	0.01
Property Taxes	4,671,000.00	4,643,476.00	27,524.00	0.59
Other Taxes	1,021,000.00	1,102,832.00	(81,832.00)	(8.01)
Interest Income	170,000.00	125,282.00	44,718.00	26.30
Other	1,393,000.00	1,568,060.00	(175,060.00)	(12.57)
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Total Revenue	16,291,000.00	16,522,791.00	(231,791.00)	(1.42)
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Expenditures:				
Academic Salaries	5,258,201.00	5,294,009.00	(35,808.00)	(0.68)
Support Salaries	3,875,799.00	4,007,516.00	(131,717.00)	(3.40)
Supplies	2,729,000.00	2,704,745.00	24,255.00	0.89
Equipment	19,000.00	24,337.00	(5,337.00)	(28.09)
Advertising	70,000.00	55,070.00	14,930.00	21.33
Transfers & Other	334,000.00	370,000.00	(36,000.00)	(10.78)
Employee Benefits	1,746,000.00	1,756,497.00	(10,497.00)	(0.60)
General Insurance	163,000.00	173,052.00	(10,052.00)	(6.17)
Utilities	633,000.00	540,242.00	92,758.00	14.65
In County Scholarships	40,000.00	46,984.00	(6,984.00)	(17.46)
Capital Outlay	1,020,000.00	932,356.00	87,644.00	8.59
Maintenance	388,000.00	359,273.00	28,727.00	7.40
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Total Expenditures	16,276,000.00	16,264,081.00	11,919.00	0.07%
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Fund Balance, Ending	\$1,930,838.00	\$2,174,548.00		
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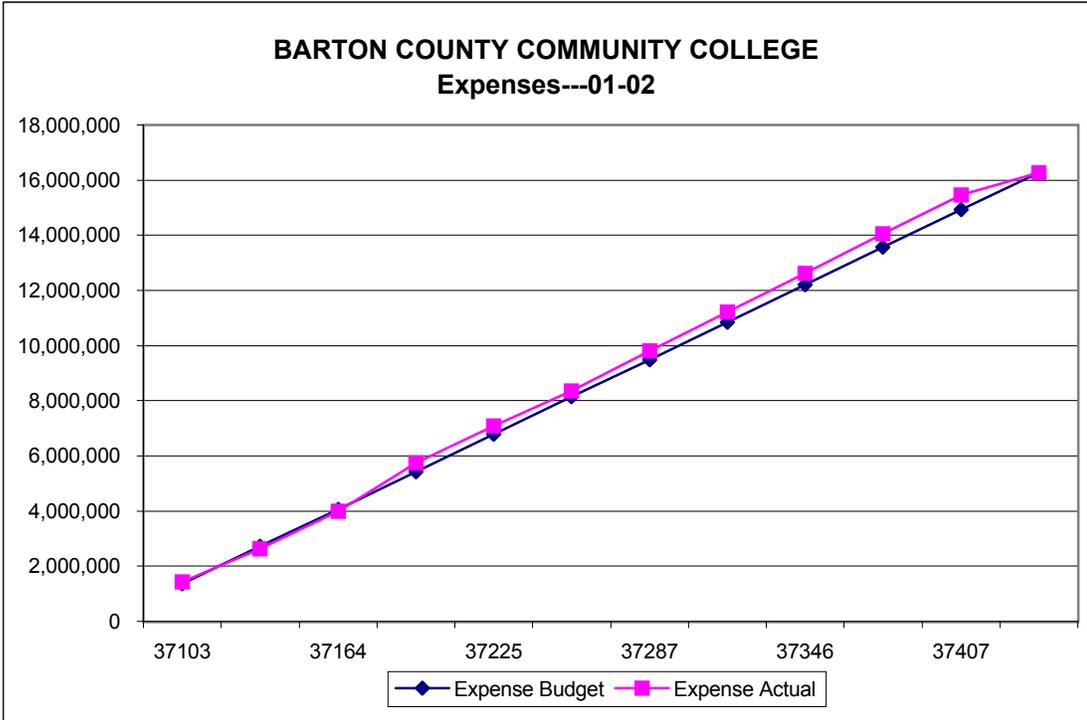
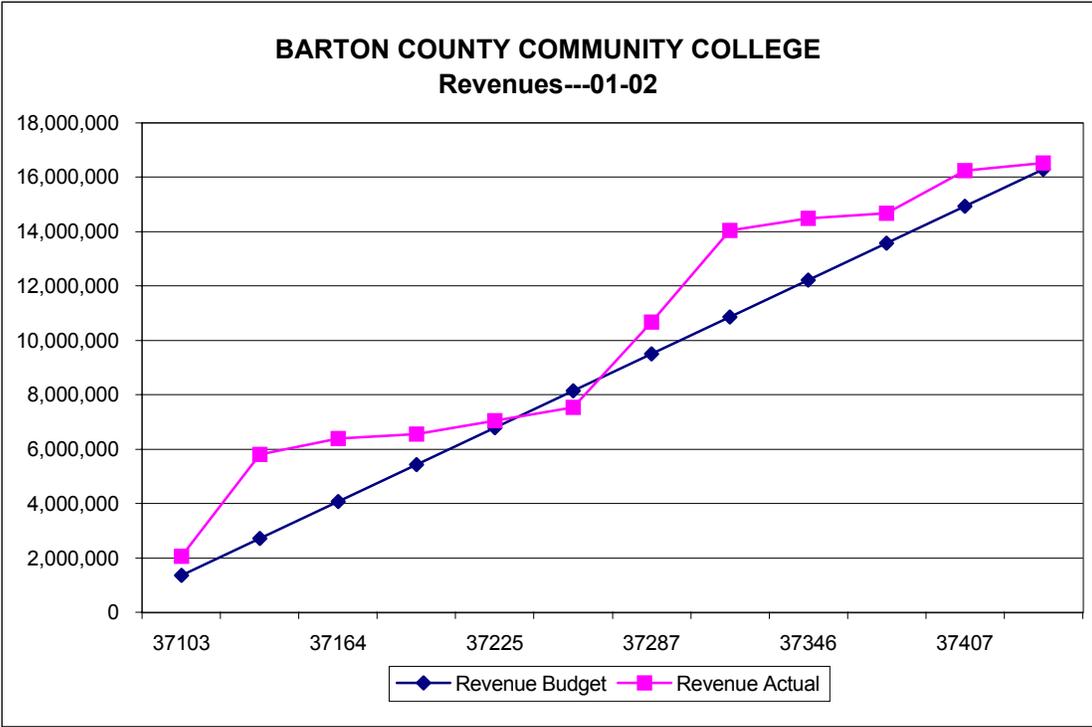
BARTON COUNTY COMMUNITY COLLEGE
AUXILIARY FUNDS
FUNDS FLOW ACTIVITY
PERIOD ENDED JUNE 30, 2002 **PRE CLOSING**

	STUDENT UNION	DORMITORIES	ATHLETICS	CAMP ALDRICH	TWELVE MONTHS ACTIVITY	2001-02 BUDGET	YTD AVAILABLE	% AVAILABLE
Fund Balance, Beginning:	633,979	297,527	74,684	10,813	1,017,003	615,793		
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Revenues:								
Vending	1,550				1,550	11,000	9,450	85.91
Bookstore	663,026				663,026	631,400	(31,626)	(5.01)
Food service	481,358			0	481,358	414,000	(67,358)	(16.27)
Fees	267,544			0	267,544	221,000	(46,544)	(21.06)
Supplies & Services		27,100			27,100	140,500	113,400	80.71
Housing Rental		859,061		53,562	912,623	734,000	(178,623)	(24.34)
Transfers			350,000	40,000	390,000	230,818	(159,182)	(68.96)
Revolving					0	0	0	
Misc.	3,242				3,242	13,000	9,758	75.06
Gate Receipts			32,406		32,406	33,700	1,294	3.84
Entry Fees & Other			15,731	0	15,731	21,400	5,669	26.49
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Total Revenues	1,416,720	886,161	398,137	93,562	2,794,580	2,450,818	(343,762)	(14.03)
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Expenditures:								
Salaries	120,183	53,973	17,533	24,821	216,510	225,000	8,490	3.77
Books & Supplies	571,317				571,317	540,000	(31,317)	(5.80)
Maintenance	17,796	58,657		21,921	98,374	112,800	14,426	12.79
Food	498,447	350,848		0	849,295	750,500	(98,795)	(13.16)
Utilities	47,597	97,407		15,452	160,456	91,800	(68,656)	(74.79)
Lease payments & Int	12,231	189,601			201,832	297,000	95,168	32.04
Travel & Recruiting			121,432		121,432	67,700	(53,732)	(79.37)
Officials			16,570		16,570	18,589	2,019	10.86
Training Supplies			16,880		16,880	15,490	(1,390)	(8.97)
Insurance			56,086		56,086	43,637	(12,449)	(28.53)
Equipment	65,942	20,002	84,960	0	170,904	96,632	(74,272)	(76.86)
Clinics & Awards			9,179		9,179	9,119	(60)	(0.66)
Transfers & Refunds		0	29,347		29,347	45,500	16,153	35.50
Revolving					0	0	0	
Nationals & Fees			33,331		33,331	44,944	11,613	25.84
Supplies	14,555	18,696	38,721	3,473	75,445	91,267	15,822	17.34
Misc.		0			0	23,050	23,050	100.00
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Total Expenditures	1,348,068	789,184	424,039	65,667	2,626,958	2,473,028	(153,930)	(6.22)
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Fund Balance, Ending	702,631	394,504	48,782	38,708	1,184,625	593,583		

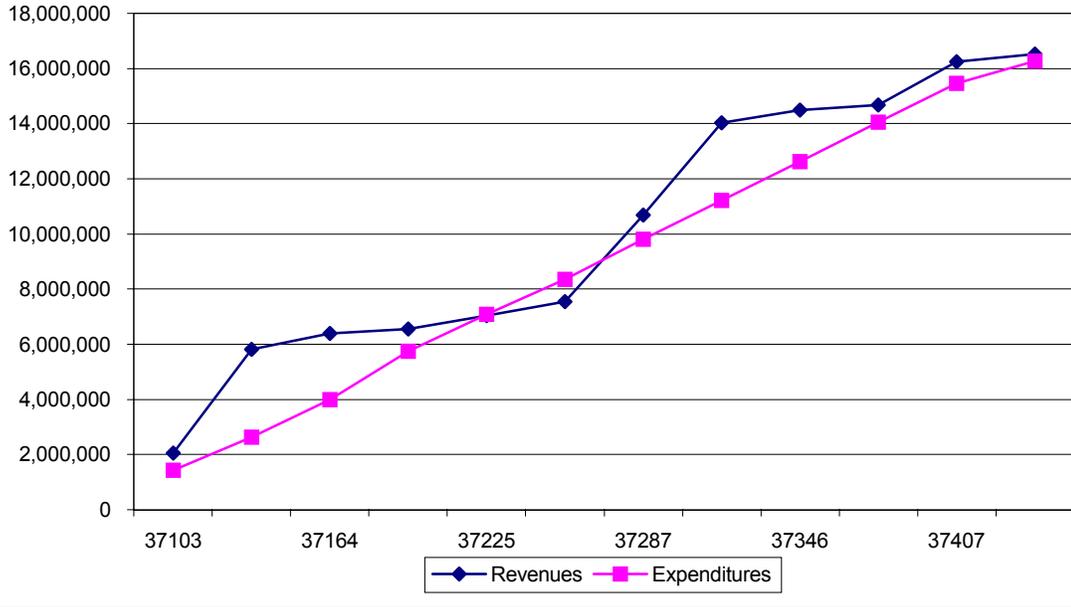
BARTON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
6/30/02 **PRE CLOSING**

FUND-DESCRIPTION	BEGIN-BAL	MONTH-RCPT	MONTH-EXP	YTD RCPT	YTD-EXP	END-BAL	CHECKING	INVEST	CHANGE
GENERAL & VOC	1,641,309	396,457	2,552,555	16,318,778	15,959,613	2,000,474	1,606,374	350,000	44,100
EMPLOYEE BENEFITS	10,461	0	(1,456,311)	164,807	140,000	35,268	35,268	0	0
STUDENT UNION	631,085	94,343	159,839	1,418,341	1,348,068	701,358	600,358	100,000	1,000
DORMITORY	295,098	9,616	70,581	887,682	789,185	393,595	293,195	100,000	400
CAMP ALDRICH	10,812	4,875	7,509	93,562	65,667	38,707	38,707	0	0
ATHLETICS	74,686	3,748	27,754	398,137	424,039	48,784	48,784	0	0
	2,663,451	509,039	1,361,927	19,281,307	18,726,572	3,218,186	2,622,686	550,000	45,500





BARTON COUNTY COMMUNITY COLLEGE
Revenues and Expenses---01-02



ACTION ITEMS

Strategic Goals and Objectives for 2002-2007
Election of Board Officers
Publication of KJCCC Dues
Athletic Insurance
Operating Budget for 2002-2003

Meeting of the Board of Trustees
Barton County Community College

July 16, 2002

STRATEGIC GOALS AND OBJECTIVES FOR 2002-2007

Detail: Attached are the current Strategic Goals and Objectives which have been adopted by the College's Board of Trustees, and have been in force since 1999. It is upon these Goals and Strategic Objectives that the College has built its Action Plans. By many measures, we have experienced success in addressing many of these Goals; at least to a level sufficient that it is my recommendation that the Board alter the current Strategic Objectives by removing from such a high profile some of the Objectives presently listed. At the same time, it is my recommendation that the Board adopt the changes recommended on the attached, as its new Strategic Goals and Objectives for the years 2002 - 2007.

Though some of the Strategic Objectives presently listed may be "removed", the Board can continue to expect the high level of attention and commitment that it has come to count on from College personnel in developing partnerships with business, industry, and educational entities. I think it is important for all of us to recognize that institutional goals and objectives are under constant review and, based on circumstances and needs within the organization as well as the community, they may be altered so that the College remains responsive to its stakeholders and environment.

Recommendation: As the Board knows, the original Goals and Objectives were recommended by the Planning Council and were adopted for a five-year period. Again, the Planning Council has been heavily involved in developing and recommending the new Goals that fall within the category of "Community Relations". I concur with its recommendations and present the changes for your approval.

You will also note that in making this recommendation, I have proposed some other changes and "word-smithed" other Objectives to more accurately reflect our current circumstances.

Action: President

Current Goals 1999 –2004

1) **Community Relations**

Strategic Goal: Increase visibility and active participation in the service area.

Strategic Objectives:

- a) Enhance partnerships with business and industry.
- b) Develop and enhance partnerships with Unified School Districts and other educational entities.

2) **Marketing**

Strategic Goal: Develop and maintain an integrated enrollment management approach to marketing, recruitment, and retention of students so that the College is able to realize a continuing positive fiscal balance.

Strategic Objectives:

- c) Develop and implement strategies to increase Barton's share of both traditional and non-traditional age students.
- d) Investigate and develop retention strategies.

3) **Quality Teaching and Learning**

Strategic Goal: Provide an effective environment for quality instruction, programs, and services that promote student success.

Strategic Objective:

- e) Develop flexible course scheduling for a variety of student populations.

4) **Resource Management**

Strategic Goal: Ensure adequate financial, physical, and human resources to fulfill the college mission.

Strategic Objective:

- f) Establish scenario contingency plans in the event of changes in the College's partnership with Fort Riley.

Strategic Goals and Objectives for the years 2002 - 2007

1) **Community Relations**

Strategic Goal: Increase visibility and active participation in the service area.

Strategic Objectives:

- a) Unify and mesh the College's Mission, Vision, and Values with community expectations.
- b) Magnify, through further and continued communication, the College's success to its various Stakeholders.
- c) Share the breadth of the College's success to Internal and External Stakeholders and Special Targeted Groups.

2) **Marketing**

Strategic Goal: Develop and maintain an integrated enrollment management approach to marketing, recruitment, and retention of students so that the College is able to realize a continuing positive fiscal balance.

Strategic Objectives:

- d) Develop and implement strategies to increase Barton's share of both traditional and non-traditional age students.
- e) Investigate and develop retention strategies.

3) Quality Teaching and Learning

Strategic Goal: Provide an effective environment for quality instruction, programs, and services, that promote student success.

Strategic Objective:

- f) Develop flexible course scheduling for a variety of student populations.

4) Resource Management

Strategic Goal: Ensure adequate financial, physical, and human resources to fulfill the College mission.

Strategic Objective:

- g) Establish, in preparation for making fiscal recommendations and decisions to the Board, a participatory process that utilizes effectiveness and efficiency models that will fairly present factual information regarding the College's programs and services.

Meeting of the Board of Trustees
Barton County Community College

July 16, 2002

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 2001-2002 were as follows:

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

Recommendation: It is recommended that the Board of Trustees of Barton County Community College selects its officers for the 2002-2003 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."

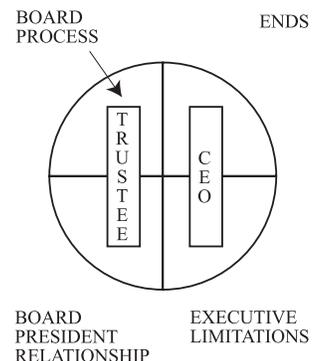
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POLICY TYPE: BOARD PROCESS

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 11-01-00 (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.

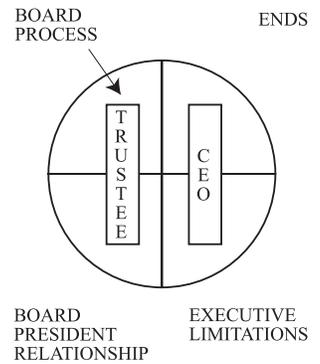
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POLICY TYPE: BOARD PROCESS

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.

-- This policy adopted on October 16, 1997
Reviewed on 11-01-00 (no changes)
Revised on 10-23-01



Meeting of the Board of Trustees
Barton County Community College

July 16, 2002

PUBLICATION OF 2002-2003 BUDGET

Detail: The Budget Hearing is scheduled for Tuesday, August 6, 2002 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 6 meeting.

The request for tax dollars is \$4,791,813. The total levy is 30.17 mils based on an estimated assessed valuation for this coming year of \$158,838,305. The request was created in accordance with K.S.A. 71-204. 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 2002-2003, net of out-district tuition reductions. There will not be any new state funds received during 2002-2003.

Recommendation: It is recommended that the Board approve the budget to be published as submitted, in accordance with Kansas Statutes, and that the Budget Hearing scheduled in room U-219 in the upper level of the Student Union at 4:00 p.m. on Tuesday, August 6, 2002 be the first item of business.

Action: Dean of Business Services

**NOTICE OF PUBLIC HEARING
2002-2003 BUDGET**

The governing body of Barton County Community College, Barton County, will meet on August 6, 2002, at 4:00 PM, at Barton County Community College Student Union Room U-219 for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of tax to be levied, and to consider amendments. Detailed budget information is available at BCCC Administration Building and will be available at this hearing.

BUDGET SUMMARY

The Expenditures and the Amount of 2002 Tax to be Levied (as shown below) establish the maximum limits of the 2002-2003 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes, is subject to slight change depending on final assessed valuation.

	2000-2001		2001-2002		PROPOSED BUDGET 2002-2003		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Amount of 2001 Tax to be Levied	Est. Tax Rate*
Current Fds Unrestricted General Fund	11,689,404	29.34	13,253,230	27.10	16,700,000	4,571,379	28.78
Vocational Education	2,833,416		2,999,506		3,700,000	xxxxxxxxx	xxx
Adult Education	90,085		102,725		150,000	0	0.00
Adult Supp Education	0	xxx	0	xxx	100,000	xxxxxxxxx	xxx
Employee Benefits	836,000		140,000		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	2,441,921	xxx	2,626,959	xxx	3,320,000	xxxxxxxxx	xxx
Current Funds Restricted	0	xxx	0	xxx	xxxxxxxxx	xxxxxxxxx	xxx
Plant Funds		xxx		xxx		xxxxxxxxx	xxx
Capital Outlay	211,728	1.42	283,704	1.35	283,932	220,434	1.39
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	18,102,554	30.76	19,406,124	28.45	24,403,932	xxxxxxxxx	30.17
Total Tax Levied	4,806,071		4,652,548		xxxxxxxxxxx	4,791,813	
Assessed Valuation	155,824,756		163,167,415		158,838,305		
	Outstanding Indebtedness, July 1						
	2000		2001		2002		
G.O. Bonds							
Capital Outlay Bonds							
Revenue Bonds							
No-Fund Warrants							
Temporary Notes							
Lease Purchase Principal	5,261,490		5,150,862		4,867,003		
Total	5,261,490		5,150,862		4,867,003		

*Tax Rates are expressed in mills.

Signature and Title

Meeting of the Board of Trustees
Barton County Community College

July 16, 2002

2002-2003 OPERATING BUDGET

Detail: Attached for the Board's approval is a copy of the 2002-2003 operating budget, which was presented at the recent Board study session. The plan has been created to maintain the existing operations of the College and the expected revenue from state, local and student sources. Because of State budget problems, the plan includes cost reductions of \$764,832 from our normal plan and does not include any pay changes for our employees. With this type of action, the plan, per Board policy, supports the Board's "Ends".

Recommendation: It is recommended that the Board approve the proposed operating budget, which includes cost reductions of \$764, 832 from the normal plan and no pay changes for employees.

Action: Dean of Business Services

Meeting of the Board of Trustees
Barton County Community College

June 25, 2002

ATHLETIC INSURANCE

Detail: The College has secured the following quotes for athletic insurance for 2002-2003:

	Annual Cost
Nationwide Insurance Company	\$29,144
TIG Insurance Company	\$34,271
Hartford Insurance	\$43,072
Guarantee Trust Life	\$33,950
Mutual of Omaha	\$46,033

The above quotes include a \$2,000 deductible, expanded Medical and HMO/PPO benefits and AD & D of \$5,000. Our existing underwriter, American National Insurance Company no longer handles athletic insurance and did not quote for the coverage. The low quote from Nationwide Insurance Company is the same premium as the college paid the previous year. Nationwide is rated by A.M. Best as an A+ insurance company.

Recommendation: It is recommended that the Board accept the low bid from Nationwide Insurance Company for an annual premium of \$29,144.

Action: Dean of Business Services

KACCT/KBOR REPORT

J.B. Webster and Dr. Law will update the Board concerning Kansas Association of Community College Trustees and Kansas Board of Regents activities.

INFORMATION/DISCUSSION ITEMS

Monitoring Reports
August Board Activities
President's Report of Monthly Activities

Monitoring Reports July 2002

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: GENERAL EXECUTIVE CONSTRAINTS
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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 #3

Permit financial conditions which risk fiscal jeopardy, compromise Board ENDS priorities, or fail to show a generally acceptable level of foresight.

Response: In planning for the difficulties for the next two years, we have begun measures to place the College in a position of being able to weather the storm and continue the Board's ENDS. As the Board is aware, to help us address the uncertainty of state financing for this coming year we have taken the following measures.

- 1) In the arena of cost avoidance, salaries have been frozen for this year and a recommendation has been provided that a pool of dollars for salary increases not be provided this year. The risk in making this recommendation is that this action will place Barton in the vulnerable position of potentially losing valuable personnel and/or falling further behind our regional peer institutions in providing competitive salaries.
- 2) In the arena of revenue generation, tuition has been increased by 13%. This has pushed the cost of attendance up \$6.00 a credit hour, meaning that our students now are providing roughly 20.2% of the College's budget as compared with what appears to be the state standard of 20%. Small revenue enhancement will also come via fee increases. We continue to focus energy toward revenue growth through sound "business" decisions, enrollment growth, and new market development. The prospects provided by these actions remain difficult to measure, but we have seen revenue growth in certain programs.
- 3) Significantly, the Administration has cut approximately \$750,000 from the operating budget. Reductions are primarily realized through reducing or not replacing support service positions and significant capital expenditure avoidance. Many other reductions are one-time savings or cost avoidance, such as out-of-state travel, etc.
- 4) As a means of helping to round out the efforts of the College, administratively, though we dislike taking this action, we are proposing a small inflationary cost-of-living type property tax increase. The mil levy increase proposed will generate \$150,000. Recognizing the difficulties faced in our communities only adds to the difficulty of making this recommendation, at the same time, we hope that most will understand and be supportive of this action to ensure the continuation of basic services that support the College's ability to fulfill its mission.

We anticipate similar difficult budget decisions next year. Accordingly, we have begun serious efficiency and effectiveness analysis of all College programs, services, and

activities. The Board can anticipate recommendations that will impact the expense side of next year's budget, along with some small revenue enhancement recommendations by the end of the calendar year. The Board can also anticipate that the recommendations provided will be controversial, as we have no areas to cut that will not negatively impact current instructional programs, athletics, services to students, and the public.

The budget planned, unless there is an extreme "state emergency," will permit the College to maintain its small reserve, and possibly modestly grow that reserve toward the Board's established goal.

Based on the above, no immediate condition exists which would portray fiscal jeopardy or compromise Board ENDS priorities. For the current year's budget, we are tentatively projecting a modest enrollment growth, which we hope will continue to have a positive fiscal impact.

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 also have in place processes that allow us to expeditiously make appointments when it is thought to be in the best interest of the College.

General Executive Constraint #6

Allow the day-to-day operations to impede the vision or prevent the achievement of the ENDS of the College.

Response: While the daily activities of the institution are demanding, we continue to focus on the achievement of the goals and strategic priorities that support the College's ENDS. The Board's strategic priorities are administratively addressed through SILC. To further our efforts in this regard, the implementation of the Board's Strategic Goals and Objectives continue to be tracked.

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 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.

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: COMPENSATION AND BENEFITS

The President shall maintain fiscal integrity and a positive public image with respect to employment, compensation, and benefits to employees, consultants, and contract workers.

Accordingly, the President may not:

Compensation and Benefits Constraint #1

Change his or her, own compensation and benefits.

Response: The President has not altered his benefits or compensation.

Compensation and Benefits Constraint #2

Employ persons in positions considered permanent in nature without Board approval.

Response: In most situations, those being recommended for employment in permanent positions are brought to the Board of Trustees for review and action. There are times where ratification of an employee who has already begun work is sought. This only occurs when it is critical to fill the position and a delay until the next Board meeting would hamper or place a continuing hardship on the College, should the position remain unfilled. In these situations, I remain committed to trying to alert the Board to the circumstances prior to the individual beginning their employment.

Compensation and Benefits Constraint #3

Employ full or part-time faculty whose credentials are not appropriate for the position.

Response: Considerable care and review of credentials occurs during the screening process. Credentials must match at least the minimum standard set for the position as outlined in the job description and job announcement. As a cleanup from years past and in preparation for our North Central visit, current full and associate faculty credentials remain under constant review. Plans are being developed for those that do not hold the necessary credentials so they may proceed with obtaining the necessary degree. Progress by those who have development plans are being monitored.

Compensation and Benefits Constraint #4

Grant tenure without Board approval.

Response: Tenure has not been granted without Board approval. For the last five years, the President has brought forth a recommendation for each faculty member that is eligible to be granted tenure. The College's official records now reflect this action so there is never any question as to a full-time employee/faculty member's tenure status. Additionally, Human Resources has been asked to include a notation in job announcements as to whether or not a position is tenure track.

Compensation and Benefits Constraint #5

Sign a collective bargaining agreement without Board approval.

Response: No collective bargaining agreement has been signed, nor are any negotiations underway.

Compensation and Benefits Constraint #6.a.

Establish current compensation and benefits which:

Deviate materially from the geographic or professional market for the skills employed or become noncompetitive.

Response: Based on the Board's acceptance of the salary recommendation as part of this coming year's budget, the College may or may not be in violation of this constraint. The recommendation provided freezes salaries as no salary increase budget pool has been requested. Accordingly, our effort to continue to move the College's compensation toward the average of its regional competing institutions is placed on hold. Based on the data gathered, we feel that some of our positions are at regional parity, but many others are not.

While no increase is recommended, the Salary and Benefits Team continues to work and develop data and regional comparisons upon which future compensation decisions can be made. This progress will be reported at a future Board Study Session.

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 #1

Indebt the organization in an amount greater than can be repaid by otherwise unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the Board for that purpose.

Response: While our resources are stretched, appropriate safeguards are in place and Mr. Vratil closely monitors activity such that compliance with this constraint is met.

Financial Condition #2

Expend funds from reserves, restricted or designated accounts, except for the purposes for which the account was established, without prior Board approval.

Response: To the best of my knowledge, no inappropriate expenditure of funds from reserves, restricted, or designated accounts have occurred. Prudent action and review have permitted a small growth in the College's reserves.

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 modest growth in the reserves.

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.

POLICY TITLE: COMMUNICATION & COUNCIL TO THE BOARD

The President shall keep the Board adequately informed.

Accordingly, the President shall not:

Communication & Council Constraint #1

Fail to make the Board aware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.

Response: All potential legal actions, material changes, and relevant trends have been shared with the Board. The Board has also been apprised of media coverage of those issues that may elicit calls from constituents. Personnel matters have been discussed through appropriate executive sessions. I continue to appreciate the Board's support of the strategic objectives that are being pursued which I believe has placed the College in a much stronger position, both fiscally and organizationally. I am personally pleased with the growth we have seen in enrollments and the positive contributions that our efforts on the web have made to our bottom-line. We have tried to anticipate and

share the challenges that may need to be overcome in order to achieve the changes planned. The Board's understanding, support, and direction to move forward, regardless of the hurdles, are sincerely appreciated.

Communication & Council Constraint #2

Fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Relationship, particularly in the case of Board behavior, which is detrimental to the working relationship between the Board and the President.

Response: The Board's individual and collective desires to see the College improve and succeed remain most encouraging. There have been no situations where, in the President's opinion, the Board has not been in compliance with its policies. I appreciate the Board's efforts to clarify its desires and provide limitations as those have been deemed necessary.

Communication & Council Constraint #4

Failure to report in a timely manner an actual or anticipated non-compliance with any Board policy.

Response: To my knowledge, there have been no non-compliance issues that need to be reported.

AUGUST BOARD MEETINGS/ACTIVITIES

August 6 **Budget Hearing/Regular Board Meeting** – 4:00 p.m., room U-219
(upper level of Student Union)

Note: No study session has been scheduled for August.

Reminder: The College's NCA visit is scheduled for October 21-23, 2002.

President's Monthly Activities
June 1 – 30, 2002

- June 1 Attended Bill Lebert's retirement reception
- June 2 Participated in Barton's GED Graduation and gave Commencement Address
- June 4 Welcomed Kansas Farm Bureau's Leadership American Conference
- June 5 Facilitated combined SILC & President's Staff meeting
Facilitated Board Study Session
Met with Trustee Mermis
Attended Foundation Appreciation Dinner
- June 6 Attended Luncheon with Bruce Kranicz and Robert Gey, Fuller Brush President
- June 11 Facilitated combined SILC & President's Staff meeting
Attended Campus Pot Luck in Union
- June 12 Attended EduKan and WKEC Meeting in Dodge City
- June 13 Attended Fort Riley Graduation ceremony
- June 19 Facilitated weekly SILC meeting
Facilitated weekly President's Staff meeting
Luncheon with Dick Wade and Gary Gore to discuss KSU partnership
- June 20 Attended President's Staff luncheon
Facilitated Special SILC meeting
Attended Dale Hartig's retirement reception
- June 23 & 24 Attended KACCT/COP Retreat at Allen County with Trustee Webster
- June 25 Facilitated Board of Trustees meeting
- June 27 Met with Bob Peter to discuss personnel issue
Met with business prospect and community representatives
- June 28 Met with community representatives regarding business prospect and KSU partnership planning
Attended reception for John Andress
- June 29 Attended funeral services for Charles Sessler

Meeting of the Board of Trustees
Barton County Community College

July 16, 2002

EXECUTIVE SESSION

Detail: An executive session may be required.

Recommendation: It is recommended that the Board recess to executive session, should it be deemed necessary, in compliance with the Kansas Open Meetings Act.

Action: Board Chair

NOTICES AND COMMUNICATIONS



Sheriff: Randy Henderson
Undersheriff: Dennis E. Stofer

RENO COUNTY
Sheriff's Department
210 West First Ave.
Hutchinson, Kansas 67501-5298
620-694-2735
TDD: Kansas Relay Center 1-800-766-3777

June 23, 2002

To Whom It May Concern,

The Reno County Sheriff's Department has completed another year of DARE Camp at your Camp Aldrich facility (June 7-9). I'd like to give you some information about your staff - Dave and Mary Tudor. They help us in fulfilling our mission to influence our children in a positive way while providing a fun and safe, learning environment.

As always the campground was in beautiful shape. We appreciated the clean, cool, and comfortable facilities.

Some of the students said horseback riding was their favorite activity. Others disagreed; it was the swimming. Many valued the edutainment by professional speakers/entertainers that was up close and personal due to the dinning hall's spaciousness with its clear public address system.

One of my favorite parts of camp is the ongoing positive relationship with Dave and Mary Tudor. We appreciate them a whole lot - for them starting the patio fire for "smores" to taking us on hayrack rides at the last minute.

This year the Tudor's again went above and beyond the call of duty. We had a special education participant who was having a very good time despite his ability to lose his personal property - towel, ball glove, award ribbon, and finally, his eyeglasses.

Everything except his glasses turned up prior to our departure for Reno County. Once we were home the glasses were found and we were informed of the good news.

I then advised the parents of this 11 year-old camper that it was their responsibility to go to Camp Aldrich to identify and claim the found property if the glasses discovered were indeed theirs. I encouraged them to call ahead.

Basically, I was washing my hands of a problem I had decided wasn't mine, especially after an exhausting, but successful weekend.

Upon returning to work some days later I learned that Mary Tudor had been contacted by the boy's mother and told (if not requested) to send the glasses via mail! Mary was glad to do so. I had to ask myself the question: "Was Mary being more responsible than I was?"

I commend both Mary and Dave for having the character and strength to continually do the extras that one could argue is not their job.

I recommend each of them for the extra mile award, if you have one.

Sincerely,

Sgt. Jim Potter
School Resource Officer



PARTNERSHIP FOR ENVIRONMENTAL TECHNOLOGY EDUCATION

584 Main Street, South Portland, ME 04106
Telephone: (207)771-9020 / Fax: (207)771-9028
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RECEIVED

JUN 18 2002

**PRESIDENT'S OFFICE
BCCC**

June 14, 2002

Mr. William K. Nash, Jr.
Barton County Community College
Fort Riley / Junction City Campus
540 Grant Avenue
Junction City, KS 66441

Subject: Notification of selection as a "Pilot" College to participate in the launching of the PETE Energy Services & Technology Program, funded by U.S. DOE - ORNL

On behalf of the national Partnership for Environmental Technology Education (PETE), we are pleased to inform you that your college has been selected to participate our cooperative project through a contract from the Oakridge National Laboratory – U.S. Department of Energy. The pilot project entitled "Bring Energy to Your Campus – Start a Energy Services & Technology Program at Your College" provides an opportunity for six to ten PETE member colleges/universities to be part of this project nationwide.

The following eight institutions have been accepted as "pilot" colleges:

- Bronx Community College, Bronx, NY
- Hill College, Cleburne, TX
- Lakeshore Technical College, Cleveland, WI
- Faulkner State Community College, Fairhope, AL
- Highline Community College, Des Moines, WA
- Turtle Mountain Community College, Belcourt, ND
- Barton County Community College, Junction City, KS
- University of Puerto Rico at Aguadilla, Aguadilla, PR

As mentioned in the solicitation notice, we are on a "fast track" to make the "pilot" college selections and have the "kick-off" workshop in July for enough preparation to begin this project at your institution in time for the fall semester. The "Kick-Off" Workshop will be held Monday and Tuesday, July 15-16, 2002 in Chicago, IL. The host hotel has not been determined at this point in time, but it will be located a short distance from O'Hare International Airport and provide free shuttle service. The Chicago, IL location was chosen in the effort to make the traveling distance centrally located and accessible for everyone.

PETE will provide travel funds for one person from each institution for this workshop trip and air travel will be arranged through the PETE travel agency. The travel details

will be sent to each of you next week with all of the contact information and specifications, so please be sure plan the workshop dates in your calendar.

Congratulations to each institutions selection as a "pilot" college for this valuable project. I look forward to working with you and your team.

If you have additional questions, please don't hesitate to contact the PETE office at (207) 771-9020 or email: natlpete@maine.rr.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kirk J. Laflin', with a stylized flourish at the end.

Kirk J. Laflin, CET
Executive Director

Cc: Dr. Veldon L. Law, BCCC President
Lani MaCrae, U.S. DOE
Pat Love, ORNL
Ellen Kabat-Lensch, ATEEC
Cindy Lake-Cary, ATEEC
Michael Holmes, PETE Board Chairman