

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

**March 18, 2003 – 4:00 p.m.
U-219 (Upper Level of Student Union)**

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Meeting of the Board of Trustees
Barton County Community College

March 18, 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

March 18, 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

- Ed Johnson will present the Social Sciences Assessment Plan.

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Meeting of the Board of Trustees
Barton County Community College

March 18, 2003

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 February 18, 2003
- Personnel
- Claims and Financial Report through February, 2003 (Exhibit A)

Action: President's Office

**Regular Meeting of the Board of Trustees
Barton County Community College
February 18, 2003**

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., February 18, 2003, in room U-219 of the Student Union.

ATTENDANCE

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

Trustees Absent: J.B. Webster

Other Attendees: Lou Kottmann, Jennifer Schartz; Advanced Reporting Class students Bonnie LeRoy, Julie Ney, Derrick Schaller, Shelva Slifer, and Melinda Waugh; Dick Wade; Michael Dawes; Ron Vratil; Neil Elliott; Mark Dean; Dr. Tim Kimmel; Bob Peter; 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 and leading in the Pledge of Allegiance.

PUBLIC AND EMPLOYEE COMMENT

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

INTRODUCTION OF NEW EMPLOYEES

- Tim Kimmel introduced Steven Willis Sr., Scheduling Specialist
- Darylee Flynn introduced Terrence Nech, Technology Tutor

STAFF REPORTS

- Angie Maddy presented a staff report on the recently completed Student Support Services Annual Performance Report
- Bob Loss, Jennifer Schartz, and Kay Robinson reported on the Communications Department Assessment Plan.

CONSENT AGENDA

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

- Minutes of the regular Board meeting, held on January 21, 2003
- Personnel
- Claims and Financial Report through January, 2003 (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

Academic Calendars – Proposed academic calendars for Summer 2004 and Fall/Spring 2004-2005 were presented for the Board's consideration and action.

Trustee Johnson moved that the Board approve the Academic Calendars for Summer 2004 and Fall/Spring 2004-2005 as presented. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

2003-2004 Tuition and Fees – Due to continued financial shortfalls at the state level and in order to assist the College to build its budget for the 2003-2004 fiscal year, the following recommendations were presented for the Board’s consideration and action.

- 1) That in-state tuition for all students be increased by \$7 (12%). Dr. Law advised that with this recommended change, the students’ financial contribution to their education would increase from near 20% (two years ago) to a projected 30% while at the same time, the state’s contribution would have been reduced from 36% to an estimated 29%.
- 2) That out-of-state tuition remains unchanged, since the Board authorized the College to double that rate this past year.
- 3) That the College creates a one-time fee of \$150.00 to be paid prior to/or at the time of enrollment for all international students. This fee would be assessed as a means of helping to recoup additional costs related to enrollment support for those students.

The tuition and fees, with the proposed changes, would be as follows. Dr. Law advised that because of the potential of increasing tuition and the potential of shifting the percentage of dollars from student fees that are used for scholarships, the College Student Senate officers have been apprised of the potential increases:

	<u>Tuition</u>	<u>Fees</u>	<u>Total</u>
In State	\$41.00	\$18.00	\$59.00
Out-of-State (unchanged)	\$68.00	\$18.00	\$86.00
International	\$68.00	\$18.00	\$86.00
	plus additional one-time fee of \$150.00		

Trustee Soeken moved that the Board approve the increase for in-state tuition and the special fee for international students as presented. The motion was seconded by Trustee Sessler. Following discussion, the motion carried.

KACCT/KBOR REPORT – 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) – The following were presented for the Board’s information:

- Service-Learning Grant Application Request
- Kansas Arts Commission Grant Application Request
- Letter from Senator Dave Kerr

EXECUTIVE SESSION – Chairman Mermis advised that an executive session would be necessary for the purpose of consulting with legal counsel, Robert Peter, to discuss matters of attorney-client privilege.

Trustee Sessler moved that the Board recess to executive session at 5:10 p.m. for 25 minutes for the purpose of consulting with legal counsel, Robert Peter, to discuss matters of attorney-client

privilege, to reconvene in room U-219 of the Student Union at 5:35 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 5:35 p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board consulted with legal counsel, Robert Peter, on matters of attorney-client privilege and that no action was taken. Chairman Mermis advised that the Board would need to again recess to executive session to continue its discussion and consultation with legal counsel.

Trustee Johnson moved that the Board recess to executive session at 5:37 p.m. for 5 minutes for the purpose of consulting with legal counsel, Robert Peter, to continue its discussion of matters of attorney-client privilege, to reconvene in room U-219 at 5:42. 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 5:42 p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board consulted with legal counsel, Robert Peter, on matters of attorney-client privilege and that no action was taken. He then advised that the Board would need to call an executive session to discuss matters affecting students in order to protect the privacy interests of the individuals to be discussed.

Trustee Sessler moved that the Board recess to executive session at 5:45 p.m. for 10 minutes to discuss matters affecting students to protect the privacy interests of the individuals to be discussed, to reconvene in room U-219 of the Student Union at 5:55 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 5:55 p.m. in room U-219 of the Student Union. Chairman Mermis advised that matters affecting students were discussed to protect the privacy interests of the individuals and that no action was taken. He then advised that the Board would need to call an executive session to discuss non-elected personnel in order to protect the confidentiality of the individual(s) being discussed.

Trustee Johnson moved that the Board recess to executive session at 5:58 p.m. for 17 minutes to discuss non-elected personnel in order to protect the confidentiality of the individual(s) being discussed, to reconvene in room U-219 of the Student Union at 6:15 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 6:15 p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board discussed non-elected personnel and that no action was taken. He then advised that the Board would need to again recess to executive session to continue its discussion of non-elected personnel.

Trustee Johnson moved that the Board recess to executive session at 6:15 p.m. for 5 minutes to discuss non-elected personnel in order to protect the confidentiality of the individual(s) being discussed, to reconvene in room U-219 of the Student Union at 6:20 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 6:20 p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board discussed non-elected personnel in order to protect the confidentiality of the individual(s) being discussed and that no action was taken.

ADJOURNMENT – The meeting adjourned at 6:22 p.m.

Stephan J. Mermis, Chairman

Mike Johnson, Secretary

Recorded by Marilyn Beary

PERSONNEL

New Employees

Greg Wolf – Full-time Faculty, Military Programs

Resignations/Terminations

Toni Bryant – Student Loan Specialist

Margie Flickner – GED Tutor (Larned – part-time)

Lisa Rainey – Full-time Faculty, Military Programs

Arthur Turner – Security Officer

Title/Position Changes

Eugene Compton – from Part-time Faculty, Military Programs to Full-time Faculty, Military Programs

Dena Goble – from Associate Faculty, Military Programs to Full-time Faculty, Military Programs

Matt Hoisington – from Marketing Representative for Outreach Education to Coordinator

of Extended Learning Programs

Janet Kirmer – from Program Manager for Traditional Studies to Coordinator of Outreach

Shelley Snyder – from Program Manager for Health Care to Coordinator of Health Care Programs

Request for Military Leave of Absence

Dena Goble – Full-time Faculty, Military Programs

Contract Information

Supplemental Contracts:

Christine Abbott	Marriage and Family
Dorothy Arvizu	English Study Skills/Math Learning Strateg.
Janet Balk	Western Civ 1500-Present
Geraldine Ball	American History 1877-Present
Jeff Beaman	Lifetime Fitness & Wellness
Jeff Beaman	Lifetime Fitness & Wellness
Laverne Bitsie-Baldwin	Technical Math
Laverne Bitsie-Baldwin	Intermediate Algebra
Laverne Bitsie-Baldwin	College Algebra
George Bowman	Weapons Storage Facility Operations
George Bowman	Vehicle Operation and Inspection
George Bowman	Vehicle Operation and Inspection
George Bowman	Transformers and DC Motors
George Bowman	Weapons Storage Facility Operations
George Bowman	Laser Sighting and Engagement Systems
Sarah Bretches	Prep Math

Sarah Bretches	Prep Math
Walter Brown	HAZWOPER Refresher
Walter Brown	Laser Sighting and Engagement Systems
Wynn Butler	American Military History
Wynn Butler	Introduction to Leadership Concepts
Gilberto Chabarria	Public Speaking
Gilberto Chabarria	Public Speaking
Gilberto Chabarria	Public Speaking
Richard Clark	Process Management
Eugene Compton	Pre-Hospital Trauma Life Support-P
Eugene Compton	Trauma Aims
Eugene Compton	Emergency First Aid-Tactical Operations
Michael Cox	Supervisory Development
Michael Cox	Military History of American Revolution
Michael Cox	Military History of First World War
Karen Frick	General Psychology
Karen Frick	Social Psychology
Magdalena Gamble	HAZWOPER Refresher
Nancy Gaskins	Principles of Macroeconomics
Nancy Gaskins	Personal Finance
Dena Goble	Emergency First Aid-Tactical Operations
Marlene Kabriel	Language Lab
Dennis King	Laser Sighting and Engagement Systems
Lynette Lee	Advanced Records Management
Lynette Lee	Management of Supply Operation
Lynette Lee	Management of Supply Operation
Lynette Lee	Organize Supply Management Operation
Jari Marietta	Introduction to Literature
Jari Marietta	English Composition II
Jennifer Miller	English Study Skills/Math Learning Strateg.
Anita Motsenbocker-Alford	Spreadsheet Applications
Anita Motsenbocker-Alford	Java Programming
Dan Myers	Supervisory Development
Robert Patterson	English Comp I
GE Simmons	Introduction to Computers
GE Simmons	Microcomputer Applications
GE Simmons	Multimedia Presentations
Letitia Snow	Introduction to Political Science
Letitia Snow	International Relations
Patricia Snyder	Anatomy & Physiology I
Bruce Watson	Emergency First Aid-Tactical Operations
Bruce Watson	Emergency First Aid-Tactical Operations
Bruce Watson	Emergency First Aid-Tactical Operations

Community Education

Mary Boman	Certified Medication Aide – Great Bend (3/22/03 – 5/4/03)
Bonnie Rupke	Certified Nurse Aide – Hays (4/3/03 – 5/8/03)
Rhonda Riedel	AD/SSD Module I, II & III (4/4/03 – 4/18/03)
Mark Bretches	ABLE Osage City Kiwanis (4/5/03)
Chuck Merriman	ABLE Osage City Kiwanis (4/5/03)
April Ziemer	ABLE Osage City Kiwanis (4/5/03)
Mario Perez	ABLE Osage City Kiwanis (4/5/03)
Michelle Staudinger	ABLE Osage City Kiwanis (4/5/03)
Joleen Tustin	ABLE Osage City Kiwanis (4/5/03)
Steve Pottorff	ABLE Osage City Kiwanis (4/5/03)

ACTION ITEMS

BCCC/Foundation Memorandum of Understanding

Grant Application Requests

- Tech Prep Grant
- Kansas Health Foundation Recognition Grant
- Grants to Reduce Violent Crimes Against Women on Campus

Revised Strategic Goals and Objectives for 2002-2007

Revised Glossary

Meeting of the Board of Trustees
Barton County Community College

March 18, 2003

BCCC/FOUNDATION MEMORANDUM OF UNDERSTANDING

Detail: Due to the close association of the Foundation with the College, it is prudent and beneficial to have a clear statement agreed upon by the parties regarding the responsibilities, authority, and the relationship between the College and its recognized Foundation.

Recommendation: Attached is a memorandum of understanding between the College and the Foundation for the Board's consideration. Likewise, the Foundation Board has been asked to execute this agreement in order to provide cohesiveness between the two entities. It is recommended that the College's Board of Trustees authorize its Chairman to execute the memorandum of understanding on behalf of the College.

Action: Board Chair

Board of Directors

Jerry Felkel (Chair)
Dan Bonine (First Vice Chair)
Nancy Peschka (Second Vice Chair)
Dan Guesnier (Immediate Past Chair)
Kathi Armatys
H. Mike Boys
Betty Chlumsky
Sharon DeBusk
Charlie Depperschmidt
Rob Dove
Carol Hopkins
Larry Klusener
Frank Riedl
Diane Sauber
Jim Vopat

Barton County Community College College President

Dr. Veldon Law, Ed. D.

Barton County Community College Foundation Director

Ex-Officio Members

Dr. Veldon Law (President, Barton
County Community College)
Stephan Mermis (Chairman, Barton
County Community College Board of
Trustees)

The Barton County Community College Foundation was established on May 5, 1967 as the not-for-profit, 501(c)(3) and 509(a)(1) supporting organization of Barton County Community College (Barton).

Under the leadership of an independent Board of Directors, the primary purposes of the Barton County Community College Foundation include:

- Advance the vision, mission, goals, and objectives of Barton County Community College
- Provide the leadership, coordination, and function as a catalyst for private-sector resource development for programs and activities of Barton County Community College
- Raise private funds for College-wide initiatives and needs
- Seek support from state, regional, and national corporations and foundations
- Provide oversight and guidance for the management and investment of private funds
- Cooperate and function as a supportive resource for other college foundations
- Friend-raise and advocate for the College
- Provide counsel and advice to Barton County Community College President

**Memorandum of Understanding
between the
Barton County Community College
and the
Barton County Community College Foundation**

This Memorandum of Understanding (the "Memorandum") is made and entered into this 18th day of March, 2003, by and between the Barton County Community College Foundation, with an address of 245 NE 30 Road, Great Bend, KS 67530 (hereinafter "Foundation"); and the Barton County Community College, a governmental agency of the State of Kansas and an educational institution, with an address of 245 NE 30 Road, Great Bend, KS 67530 (hereinafter "Barton").

PURPOSE:

Barton County Community College's mission is as a learning college and a learning organization, and that it strives to advance learning that improves not only the economic, social, and personal lives of individuals, but also their contributions to society.

The support of the private sector is instrumental in achieving the vision, mission, and goals of Barton as articulated through its elected Board of Trustees.

The creation of the Barton County Community College Foundation will assist Barton in attracting the support of individuals, corporations, foundations, and organizations who desire to advance the vision, mission, and goals of Barton through voluntary efforts and philanthropic financial support.

The activities of the Foundation will advance the purposes of fundraising, advocacy, public relations, and the educational and community service goals of Barton to benefit the students, faculty, staff, and the communities served by Barton.

The Foundation is recognized as the official supporting organization of Barton.

Barton desires to assist the Foundation in the management and supervision of its activities by providing the Foundation access to certain activities, employees, and resources of Barton.

Because of the close association of the Foundation with Barton, it is prudent and beneficial to have a clear statement agreed upon by the parties regarding the responsibilities, authority, and the relationship of Barton and its recognized Foundation.

In consideration of the mutual covenants and conditions contained herein, and for other good and valuable consideration, the Foundation and Barton each agree as follows:

Section 1. Obligations of the Foundation

- a. The Foundation shall actively cooperate and assist Barton in the implementation of private-sector fundraising appeals, campaigns, events, public awareness activities, and advocacy efforts that enhance the mission, goals and objectives of Barton.
- b. The Foundation shall solicit, receive, hold and invest funds, administer property, and make expenditures to support the programs, activities, and needs of Barton. The Foundation shall not engage in activities contrary to this objective. In addition, the acts, deeds, functions, and activities of the Foundation shall in no way conflict with the authority of Barton. Nor shall the Foundation solicit or accept gifts for any use specified by a donor that is inconsistent with the mission, goals, and objectives of Barton.
- c. The books and records of the Foundation shall be kept in accordance with generally accepted accounting principles and shall be audited annually in accordance with generally accepted auditing standards by an independent professional auditor who shall furnish copies of the annual audit to the Foundation Directors and exofficio members of the Foundation Board. For the College's fiscal and planning purposes it and its administrative, financial aid, and business office staff may prudently use the records.
- d. The Foundation staff as employed and determined by Barton shall in good faith work for the good and toward the betterment of both organizations, and work within the policies, procedures, and practices of Barton utilizing its existing resources so as to maximize coordination and cooperation among the organizations and staff, and in order to avoid duplicative and unnecessary costs and expenditures.
- e. The Foundation agrees to transfer restricted funds, both current gifts and income from endowments, to Barton in an expeditious manner when requested by Barton for expenditure in accordance with the policy of the Foundation and conditions applicable to the donor's direction.
- f. The Foundation in concert with Barton shall maintain or provide adequate insurance, including Director liability, in such forms and sums as the Foundation and Barton agree are necessary.

Section 2. Obligations of Barton

- a. Barton recognizes the Foundation as a 509(a)(1) supporting organization separate, independent, and private in nature but closely aligned to Barton in terms of the mutual fiscal support, staff, functional, and operational support provided by Barton.

- b. Barton agrees that the Foundation's status shall continue as long as the Foundation Board approves any applicable policies and guidelines Barton may adopt and amend.
- c. The President of Barton (or their designee) will present to the Foundation on an annual basis a list of private funding priorities for which the Foundation will seek funds. The Foundation's Investment Committee will recommend a budget to the Foundation's Board of Directors for consideration and action so that needed unrestricted funds are made available for allocation to Barton.
- d. Barton agrees that all funds received will be expended in accordance with Foundation policies, and in adherence with the general charitable purposes of the Foundation, and in conformance with any restrictions imposed by the donor on the Foundation as to the use or purpose of the specific funds.
- e. The President of Barton shall assign the necessary duties and functions to appropriate Barton staff members in connection with this Memorandum. Barton acknowledges that certain of its employees may, from time to time also serve as staff members of the Foundation, and in such capacity are obliged to perform the duties of such positions subject to the direction and control of the Foundation's governing board. In areas where the best interest of the Foundation may deviate from Barton, the Foundation Administrative Committee and College President will meet and jointly direct Foundation staff members. **All Foundation staff members shall be employed by Barton and shall be considered employee(s) of Barton.** During the term of this memorandum, the Foundation shall be authorized to use the facilities, equipment, personnel, and services of the Barton in order to carry out its activities in support of Barton, subject to the prior approval of the Barton President. The Barton Office of Institutional Advancement or an office that performs similar duties as designated by the Barton President shall serve as the principal office for the Barton Foundation.
- f. Barton recognizes that the Foundation is a private corporation and as such is not subject to the Kansas Open Meetings Act (KOMA) and the Kansas Open Records Act (KORA) requiring public meetings and disclosure of its books or records.

Section 3. Mutuality of Obligations.

- a. The parties agree that the obligations imposed upon the parties are for the benefit of the parties and that the timely fulfillment of each and every obligation in accordance with this Memorandum is necessary. The failure of any party to fulfill its obligations under this Memorandum or the failure of any event to occur by a date established by this Memorandum shall constitute

a breach of this Memorandum unless the fulfillment of such obligation is waived or modified by written agreement of the parties.

Section 4. Term of Memorandum.

- a. This Memorandum shall be effective as of the date first written above and shall continue until amended or terminated by mutual agreement.
- b. This Agreement may be terminated by either party for causes not cured within **sixty (60)** days of receipt of written notice.

Section 5. Miscellaneous Provisions

- a. This Memorandum may be signed by each party upon a separate copy, and in such case one counterpart of this Memorandum shall consist of a sufficient number of such copies to reflect the signature of each party hereto. This Memorandum may be executed in two or more counterparts, each of which shall be deemed an original, and it shall not be necessary in making proof of this Memorandum or the terms and conditions thereof to produce or account for more than one of such counterparts.
- b. The headings set forth in this Memorandum are for convenience or reference only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Memorandum.
- c. The terms and conditions of this Memorandum shall be binding upon and shall inure to the benefit of the successor and assigns, respectively, of the parties. This provision shall not be construed to permit assignment by any party of its rights and duties under this Memorandum, which assignment shall be prohibited except with the prior written consent of all parties hereto.
- d. This Memorandum sets forth the entire understanding of the parties with respect to the subject matter hereof, and supersedes all existing agreements among them concerning the subject matter hereof, and may be modified only by a written instrument duly executed by each of the parties hereto.
- e. Time is of the essence in the performance of each of the terms and conditions of the Memorandum.
- f. Barton may review all documentation and records of the Foundation relating to its activities in connection with Barton.

g. All notices, requests, demands, waivers and other communications given as provided in this Memorandum shall be in writing, and shall be addressed as follows:

If to the Foundation: Barton County Community College Foundation
245 NE 30 Road
Great Bend, KS 67530
Attn: Director of Institutional Advancement

If to Barton: Barton County Community College
245 NE 30 Road
Great Bend, KS 67530
Attn: President

IN WITNESS WHEREOF, the Foundation and College has executed this Memorandum as of the date first written above.

Barton County Community College Foundation

By: _____
Chair, Foundation Board

Barton County Community College

By: _____
Chair, Board of Trustees

Examined as to Form and Legality

Legal Counsel for
Barton County Community College

Meeting of the Board of Trustees
Barton County Community College

March 18, 2003

GRANT APPLICATION REQUESTS

Detail: Attached for the Board's review are three (3) grant application requests: 1) Tech Prep Grant in a funding range of \$60,000; 2) Kansas Health Foundation Recognition Grant in a funding range up to \$25,000; and 3) Grants to Reduce Violent Crimes Against Women on Campus in a funding range of \$200,000 - \$400,000. All of these grant application requests are for amounts above which the President may authorize without Board action.

Recommendation: The President respectfully requests Board authorization to approve the application requests for the Tech Prep Grant in a funding range of \$60,000; the Kansas Health Foundation Recognition Grant in a funding range up to \$25,000; and Grants to Reduce Violent Crimes Against Women on Campus in a funding range of \$200,000 - \$400,000.

Action: Director of Grants

**BARTON COUNTY COMMUNITY COLLEGE
GRANT APPLICATION REQUEST
(Funding range over \$10,000)**

Grant	Tech Prep
Funding Agency	Kansas Board of Regents
Summary	Develop the academic, vocational, and technical skills of secondary and postsecondary students by integrating the instruction provided at both levels.
Services	Articulation Agreements written between BCCC and area high schools in vocational and technical courses; Summer Internships for college and high school instructors; other in-service and professional development opportunities for instructors, teachers, administrators, and counselors.
Relationship to College Mission	To enhance specifically the employable skills of students in technical and vocational areas.
Target Population	High School students as well as their teachers, counselors, principals; also postsecondary faculty, as their involvement in integrating instruction between secondary and postsecondary instruction is concerned.
Funding Range	\$60,000
Indirect Cost Reimbursement	
Due Date	April 4, 2003
Funding Period	July 1, 2002 to June 30, 2003
Institutional Obligation	
Cash	\$1,615
In-Kind	
Personnel Required	
Existing	1 Tech Prep Coordinator
New	
Submission to BOT (Date)	

Presidential Review

I have reviewed this request and it is in concert with the mission and vision of Barton County Community College. I support the request and recommend that the Board of Trustees authorize the College to proceed with the preparation of the grant application, which is in excess of the funding range for which I am authorized to approve.

President's Signature

Date

**BARTON COUNTY COMMUNITY COLLEGE
GRANT APPLICATION REQUEST
(Funding range over \$10,000)**

Grant	Kansas Health Foundation Recognition Grant
Funding Agency	Kansas Health Foundation
Summary	<p>The Kansas Health Foundation provides funding to programs and projects that support the Foundation's mission to improve health of all Kansans. Projects are selected based upon their focus on prevention of high-risk behaviors, meeting a clear need, and creativity.</p> <p>The mission and purpose of the proposed Barton KYSS project is to encourage college students to look at personal behaviors and offer innovative opportunities for them to choose healthy lifestyles – lifestyles grounded in moderation, and acceptance of personal responsibility for actions.</p>
Possible Services	Barton proposes to implement the Keeping Yourself Safe (KYSS) program. This program is designed to use current movies, videos, CD Rom, live programming, and interactive discussion to educate students about the negative effects of alcohol abuse, to de-glamorize alcohol use, to improve awareness, and to decrease risky behaviors among campus residential students.
Target Population	Barton County Community College Residential Housing students.
Funding Range (Approximate)	Up to \$25,000
Indirect Cost Reimbursement	none
Funding Period	August 2003 – May 2004
Institutional Obligation	
Cash	
In-Kind	\$350 (equipment that we already have)
Personnel Required	
Existing	\$27,151
New	
Application Deadline	March 15, 2003
Submission to BOT	

Presidential Review

I have reviewed this request and it is in concert with the mission and vision of Barton County Community College. I support the request and recommend that the Board of Trustees authorize the College to proceed with the preparation of the grant application, which is in excess of the funding range for which I am authorized to approve.

President's Signature

Date

**BARTON COUNTY COMMUNITY COLLEGE
GRANT APPLICATION REQUEST
(Funding range over \$10,000)**

Grant	Grants to Reduce Violent Crimes Against Women on Campus
Funding Agency	Office of Justice Programs
Summary	The primary purpose of the program is to develop and strengthen victim services in cases involving violent crimes against women on campuses and strengthen effective security and investigative strategies to combat crime against women on campus.
Services	Training for campus administrators, security, and members of campus disciplinary boards. Implement and operate prevention education programs. Develop or enlarge support services programs. Develop and implement more effective campus policies, protocols, orders, and services. Provide capital improvements. Support improved coordination between campus and community.
Relationship to College Mission	The program
Target Population	Incoming students Security, administrative, and academic staff
Funding Range	\$200,000 - \$400,000
Indirect Cost Reimbursement	0
Funding Period	11/01/03 to 10/30/05
Institutional Obligation	
Cash	0
In-Kind	Employee time, office, secretarial support
Personnel Required	
Existing	Student development staff, employee and student volunteers
New	Part-time project coordinator
Submission to BOT (Date)	03/03/03

Presidential Review

I have reviewed this request and it is in concert with the mission and vision of Barton County Community College. I support the request and recommend that the Board of Trustees authorize the College to proceed with the preparation of the grant application, which is in excess of the funding range for which I am authorized to approve.

President's Signature

Date

Meeting of the Board of Trustees
Barton County Community College

March 18, 2003

REVISED STRATEGIC GOALS AND OBJECTIVES FOR 2002-2007

Detail: Attached for the Board's consideration are proposed revisions to the College's strategic goals and objectives for 2002-2007. The revisions were recommended by the Planning Implementation Council and are indicated in the italicized and underlined sections on the attached document. Additionally, at the recent Board Advance, the Trustees indicated that they would like to be advised as to which goal the various Deans/Supervisors have responsibility for, as identified by the Planning Implementation Council. Therefore, you will note that each goal has beside it the individual responsible for that goal.

Recommendation: It is recommended that the Board approve the revisions to the strategic goals and objectives for 2002-2007 as presented.

Action: President's Office

Strategic Goals and Objectives for the years 2002 - 2007

1) **Community Relations** (Dick Wade)

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

The College will lead efforts to develop and sustain successful relationships with its stakeholders.

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.
- d) *Increase visibility and active participation in the service area.*

2) **Marketing** (Dick Wade)

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:

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

3) **Quality Teaching and Learning** (Dr. Karen Clos)

Strategic Goal: *Ensure student learning and* ~~Provide an effective environment for~~ *provide* quality instruction, programs, *activities*, and services that promote student success.

Strategic Objective:

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

4) **Resource Management** (Ron Vratil)

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

Strategic Objective:

- a) 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.

5) **Organizational Development** (Mike Weltsch)

Strategic Goal: Through organizational development initiatives, create a structural foundation that permits organizational learning and change to naturally occur within the context of the organization's culture.

Strategic Objective:

a) Put in place essential programs and systems that provide the foundation for a learning organization and learning college culture.

6) **Information Management** (Dr. Tim Kimmel)

Strategic Goal: Through the creation of information management and data gathering systems, provide a basis of data for organizational decision making.

Strategic Objective:

a) Put in place essential information management and data gathering systems that provide the foundation for accessing data for organizational decision making.

Meeting of the Board of Trustees
Barton County Community College

March 18, 2003

REVISED GLOSSARY

Detail: Attached for the Board's review and approval is a revised glossary section of its Policy Governance manual. It is recommended that definitions of a quorum and majority of a quorum, as reviewed and approved by legal counsel, be included in the glossary to help distinguish between these definitions (please see the italicized and underlined additions on the attached).

Recommendation: It is recommended that the Board approve the addition of the definitions of a quorum and majority of a quorum within its Policy Governance manual as presented.

Action: President's Office

GLOSSARY

Board President Relationship – The manner in which the Board of Trustees passes authority to the President and assesses the use of that authority.

Board Process – The specifications of how the Board conceives, carries out, and monitors its own tasks.

Community - With the broadest interpretation possible, community is inclusive of the citizens, residents, students, and employees of Barton County Community College and its service area.

Organization - With the broadest interpretation possible, the term organization is inclusive of the various elements and structures (formal and informal) that support Barton County Community College.

Ends – Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good for which people at what cost).

Executive Limitations – The constraints on executive authority that establish the boundaries within which all executive activity and decisions must take place.

Means – A synonym for “process.” The method for how an “end” is achieved.

Owners - With the broadest interpretation possible, owners refers to the numerous and varied stakeholders of Barton County Community College (students, taxpayers, employees, residents, etc.).

Policy Governance – A unique method of organizational governance that focuses the organization’s leadership outward toward “ends,” rather than inward and institutional means.

Quorum – *In a six-member Board, four Trustees constitute a quorum. Therefore, in order to conduct business at all regular and special Board meetings, as well as study sessions, there must be no less than four Trustees present.*

Majority of a Quorum – *The majority of the quorum consists of three of the four Trustees mandated above.*

The Glossary is not an attempt to define all possible words, phrases and definitions within the document. Rather, it provides a flavor of the intent of the Barton County Community College Board as it applies its adopted Governance Model to the College and those served by the institution.

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

UPCOMING BOARD MEETINGS/ACTIVITIES

- April 2** **Board Study Session** – 12:00 noon – U219 (upper level of Student Union)
- April 18** **Campus Closed** – Good Friday
- April 21** **Campus Closed** – Easter Monday
- April 22*** **Regular Monthly Board Meeting** – 4:00 p.m. – U-219 (upper level of Student Union)

*Due to the NCA Annual Meeting in Chicago, the April Board meeting has been moved from April 15 to April 22.

**President's Monthly Activities
February 1 – 28, 2003**

- February 1 Attended Women's & Men's Basketball vs. Seward
- February 3 Met with Paul Hedlund and Dr. Clos to plan Planning Council meeting
- February 5 Facilitated combined SILC & President's Staff meeting
Met with Trustee Mermis
Facilitated Board Study Session
Attended Foundation Board meeting
- February 6 Met with Mike Weltsch – planning issues
Economic Impact Interview with Daniel Devine
- February 7 Facilitated weekly meeting with Foundation staff
School Closing Interview with Shawn Hubbard – Barton Interrobang
Variety of Staff Meetings Regarding – Tuition, Morrison Chapel, Scholarships
- February 8 Attended Women's & Men's Basketball vs. Garden City - Homecoming
- February 9 - 10 Attended NCA Review Committee Meeting in Chicago (vacation 2/10)
- February 11 Attended Presidential Scholar's luncheon
Met with Mr. Vratil and Student Senate to discuss tuition and scholarships
- February 12 Facilitated combined SILC & President's Staff meeting
- February 13 Met with Trustees Mermis and Johnson
Hosted Westco and Western Kansas One-Stop Operators meeting
Met with Mark Dean, Larry Kopke, and Glenn Opie – Morrison Chapel
Presented Barton's Impact on Ellinwood to Annual Rotary Meeting
- February 14 Met with Neil Elliott, Ryan Wolf, and Jayhawk Commissioners
- February 17 Facilitated weekly meeting with Foundation staff
- February 18 Facilitated Board of Trustees meeting
- February 19 Attended KACCT/COP/PTK/EduKan meetings in Topeka
Attended Women's & Men's basketball vs. Hutchinson

February 20 Attended all day Planning Implementation Council meeting

February 21 Attended Mid-West Energy luncheon meeting to discuss Electric Rate Case

February 22 Attended Women's & Men's Basketball vs. Butler County

February 24 With Jackie Elliott met with County's Sheriff and staff
Gave presentation at Great Bend Rotary meeting

February 26 Conducted President's Staff meeting
Attended Planning Implementation Council meeting
Attended Women's & Men's Basketball vs. Cloud County

February 27 Attended Planning Implementation Council meeting
Attended "Remember the Titans" Speech by Coach Herman Boone

February 28 Facilitated weekly meeting with Foundation staff
Attended Elmer L. Fenn's Funeral Services
Attended Photo Shoot at Great Bend High School
Met with Dr. Kerstetter – President Kansas Wesleyan University

NOTICES AND COMMUNICATIONS (Exhibit C)

Student Resolution to Support the Use of Student Fees
Student Senate Meeting Minutes of February 11, 2003
Heartland Arts Fund Performing Artists Grant Application Request

Meeting of the Board of Trustees
Barton County Community College

March 18, 2003

EXECUTIVE SESSIONS

Detail: Two separate executive sessions will be required. The first will be for the purpose of consulting with legal counsel, Robert Peter, to discuss matters of attorney-client privilege. The second will be for the purpose of discussing non-elected personnel in order to protect the confidentiality of the individual(s) being discussed.

Recommendation: In compliance with the Kansas Open Meetings Act, it is recommended that the Board move to recess to executive session as outlined above.

Action: Board Chair