

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

**May 20, 2003 – 4:00 p.m.
U-219 (Upper Level of Student Union)**

AGENDA

1.	Official Board Meetings	1
2.	Comments from Chairman & Introduction of Guests	2
3.	Public/Employee Comment	2
4.	Introduction of New Employees	2
5.	Staff Reports	2
6.	Consent Agenda	3
	Minutes of 04-22-03 Meeting	
	Personnel	
	Claims and Financial Report (Exhibit A)	
7.	Action Items	11
	Student Senate Constitution (Revised)	
	Core Indicators	
	Lease Renewal for One-Stop Shop	
	Revised Policy: Annual Board Planning Cycle	
	Schedule of Board Meetings for 2003-2004	
	Grant Applications:	
	▪ Nurse Education, Practice, and Retention Grants Program/ Career Ladder Program Grants	
	▪ Adult Education Program Grant	
8.	KACCT/KBOR Report	47
9.	Information/Discussion Items	47
	Monitoring Reports	
	Upcoming Board Meetings/Activities	
	Board Meeting Schedule for 2003-2004	
	President's Report of Monthly Activities	
10.	Notices and Communications	55
	Letters from:	
	▪ Senator Sam Brownback	
	▪ Dr. Ed. Stehno, FHSU	
	▪ Victor R. Sisk, KSHSAA	
11.	Executive Session	58

Meeting of the Board of Trustees
Barton County Community College

May 20, 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

May 20, 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

- Linda Carson will present the assessment plan for the Child Care & Guidance Program.
- Kara Veverka will present a staff report on the Non-Traditional Career Grant.

Meeting of the Board of Trustees
Barton County Community College

May 20, 2003

CONSENT AGENDA

Comments: In accordance with BCCC'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 April 22, 2003
- Personnel
- Claims and Financial Report through April, 2003 (Exhibit A)

Action: President's Office

**Regular Meeting of the Board of Trustees
Barton County Community College
April 22, 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., April 22, 2003, in room U-219 of the Student Union.

ATTENDANCE

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

Other Attendees: Michael Dawes; Leonard Bunselmeyer; Ron Vratil; Jackie Elliott; Mike Weltsch; Cathie Oshiro; Lou Kottmann; Dick Wade; Dr. Karen Clos; Dr. Tim Kimmel; Caicey Schartz; Dr. Veldon L. Law; and Marilyn Beary.

Chairman Mermis led the attendees in the Pledge of Allegiance.

PUBLIC AND EMPLOYEE COMMENT

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

INTRODUCTION OF NEW EMPLOYEES

➤ There were no new employees to introduce this month.

STAFF REPORTS

- Linda McCaffery presented the assessment plan for the Education Department.
- Dr. Dat-Kwong Lock presented the assessment plan for the Physical Science Department.

CONSENT AGENDA

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

- Minutes of the regular Board meeting, held on March 18, 2003
- Personnel
- Claims and Financial Report through March, 2003 (Exhibit A)

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

ACTION ITEMS

Grant Requests – The Board was presented request to authorize the President to approve the Carl Perkins Improvement Grant in a funding range of \$193,334 and the SBC Excelerator Grant in a funding range of \$50,000 and to ratify application for the Non-Traditional Occupations Grant in a funding range of \$37,500.

Trustee Webster moved that the Board approve the Carl Perkins Improvement Grant in a funding range of \$193,334 and the SBC Excelerator Grant in a funding range of \$50,000 and to ratify application for the Non-Traditional Occupations Grant in a funding range of \$37,500 as recommended. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

Revised "Chairperson's Role" – The Board was presented with a recommended revision to the "Chairperson's Role" section of its Board Policy Governance manual, which reflected the Chairperson's authority, upon official Board action, to act on the Board's behalf.

Trustee Webster moved that the Board approve the change in the "Chairperson's Role" process of its Board Policy Governance manual as recommended. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

Drug Testing Proposal – The Board had previously received information relative to random drug testing services for all students representing the College and who receive a performance award or are on an athletic scholarship at Barton County Community College beginning in the Fall 2003 semester. It was recommended that the Board approve the services of Ellinwood District Hospital to provide these random drug-testing services.

Trustee Webster moved that the Board approve the services of Ellinwood District Hospital to provide random drug testing services for all students representing the College and who receive a performance award or are on an athletic scholarship at Barton County Community College beginning in the Fall 2003 semester. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

KACCT/KBOR REPORT – Trustee Webster and Dr. Law shared with the Board current and upcoming activities with the KACCT/KBOR.

INFORMATION/DISCUSSION ITEMS – The following were presented for the Board's information and discussion:

- Report to the Board of Trustees on MLT Faculty Position Review (Exhibit B)
- Monitoring Reports (Exhibit C)
- Upcoming Board Meetings/Activities
- President's Report of Monthly Activities

NOTICES AND COMMUNICATIONS

- Letter from Senator Pat Roberts

EXECUTIVE SESSION – Chairman Mermis 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 Sessler moved that the Board recess to executive session at 4:55 p.m. for 30 minutes to discuss non-elected personnel, in order to protect the confidentiality of the individuals being discussed, to reconvene in room U-219 of the Student Union at 5:25 p.m. The motion was seconded by Trustee Webster. Following discussion, the motion carried.

Note: The Board excused Dr. Law from executive session at 5:10 p.m. and asked that he rejoin the Trustees in executive session at 5:21 p.m.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:25 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.

Contract Renewals – The Board was presented with lists of faculty, coaching, and administrative contracts for 2003-2004 for consideration.

Trustee Webster moved that the Board approve the lists of faculty, coaching, and administrative contracts for 2003-2004 as presented as well as an administrative contract for Mike Weltsch as Executive Assistant to the President for Planning, Organizational Development and Military Operations, for the remainder of the 2002-2003 academic year and for the 2003-2004 academic year. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

Granting Tenure – Following approval of the 2003-2004 contracts, the following faculty members were recommended for tenure: Dr. Christine Abbott, Charles Davis, Dr. John Simmons

Trustee Sessler moved that the Board approve tenure status for Dr. Christine Abbott, Charles Davis, and Dr. John Simmons. The motion was seconded by Trustee Soeken. Following discussion, the motion carried.

ADJOURNMENT – The meeting adjourned at 5:27 p.m.

Stephan J. Mermis, Chairman

Dan Soeken, Vice Chairman

Recorded by Marilyn Beary

PERSONNEL

Retirements

Gary Kenyon – Instructor (History)

Resignations/Terminations

Mark Hinton – Full-time Faculty (Fort Riley)

Melissa Nech – Coordinator of School-to-Careers Grant (part-time) – grant is ending

William Robinson – Instructor (Mathematics)

Replacement Employees

Jeff Allison – Assistant Care Provider (part-time)

Renelle Mooney – Instructor (Technical Business)

Title/Position Changes

Shanna Legleiter – from Administrative Assistant to Instructor and Coordinator (Office Technology)

Contract Information

Supplemental Contracts

Janet Balk	Western Civilization to 1500
Geraldine Ball	American History to 1877
Jimmy Bias	Word Processing Applications/Spreadsheets
Lavern Bitsie-Baldwin	Basic Algebra
George Bowman	Weapons Storage Facility Operations
George Bowman	Laser Sighting & Engagement Systems
George Bowman	Weapons Storage Facility Operations
George Bowman	Laser Sighting & Engagement Systems
George Bowman	Weapons Storage Facility Operations
Wynn Butler	Total Quality Management
Wynn Butler	American Military History
Shanna Calvasina	English Composition II
Gilberto Chabarria	Public Speaking
Gilberto Chabarria	Public Speaking
Richard Clark	Government of the U.S.
Richard Clark	International Relations
Mike Cox	Military History-American Civil War
Mike Cox	Military History-Second World War
Mike Cox	Supervisory Development
Rhonda Eurich	Water Safety Instructor
Michael Fey	Introduction to Philosophy
Karen Frick	Introduction to Counseling
Karen Frick	Social Psychology
Nancy Gaskins	Principles of Macroeconomics
Marlene Kabriel	Language Lab
Lynette Lee	Management of Supply Operations
Lynette Lee	Organization Supply Management Operation

Lynette Lee	Organization Supply Management Operation
Jennifer Miller	English Study Skills/Math Learning Strateg.
Anita Motsenbocker-Alford	Data Base Management Systems
Dan Myers	Supervisory Development
William Nash	Renewable Energy Sources
Robert Patterson	Fundamentals of Grammar
Robert Patterson	Technical & Report Writing
Steve Pottorff	Environmental Science Lab
Brian Schroeder	Intro to Exercise Science
Brian Schroeder	Intro to Exercise Science
Marlene Sedillos	English Composition I
Candace Teichman	Lifeguard Training
Kalin Wells	Anatamy & Physiology II
Melinda Whitney	Organization Maintenance Management
Melinda Whitney	Emergency First Aid Tactical Operations
Melinda Whitney	Emergency First Aid Tactical Operations
Melinda Whitney	Emergency First Aid Tactical Operations

Community Education

Linda Runge	Certified Medication Aide – Update, Hays (5/21/03 – 5/22/03)
Phyllis Schuster	AD/SSD – Module I, II & III- Great Bend (5/30/03 – 6/14/03)
Karen Kratzer	AD/SSD – Module IV – Great Bend (7/11/03 – 7/12/03)
Donna Scott	Certified Medication Aide - Hays (6/3/03 – 7/26/03)
Virginia Hubka	Certified Nurse Aide - Ellsworth (6/5/03 – 8/7/03)
Sharon Magee-Minor	Rehab Aide - Russell (6/12/03 – 6/19/03)

Degree Program – Ellsworth

Julie Wright	Child Abuse & Neglect (4/22/03 – 6/24/03)
Janet Kempke	Standard First Aide & CPR (5/28/03 – 6/25/03)
Robert Lewis	Word Processing Applications (5/29/03 – 7/22/03)

Degree Program - Russell

Neal Cassell	Human Relations in Business (5/6/03 – 7/8/03)
--------------	--

Outreach - Ellsworth

Daniel Winston	Public Speaking (5/29/03 – 7/22/03)
----------------	--

Christina Rathbun	English Composition I (5/28/03 – 7/21/03)
Julie Nienke	College Algebra (5/29/03 – 7/22/03)
Darrell Thrasher	Introduction to Sociology (5/29/03 – 7/22/03)
Outreach – LaCrosse Mary Schwindt	English Composition II (5/29/03 – 7/22/03)
Outreach – Larned Kim Heath	English Composition I (5/29/03 – 7/22/03)
Deborah Kauer	Public Speaking (5/28/03 – 7/21/03)
Donnitta Plowman	Conversational Spanish (5/28/03 – 7/21/03)
Terry Huff	General Psychology (5/29/03 – 7/22/03)
Terry Huff	Introduction to Sociology (5/28/03 – 7/21/03)
Kim Heath	English Composition II (5/28/03 – 7/21/03)
Outreach – Lyons Ken Troyer	Public Speaking (5/28/03 – 7/21/03)
Marilyn Michaelis	Basic Algebra (5/28/03 – 7/21/03)
Outreach – OtisBison Edith Elder	Individual Art Projects (6/2/03 – 6/6/03)
Outreach – Russell Martha Brungardt	Public Speaking (5/28/03 – 7/21/03)
Robert Piatt	Intermediate English (5/28/03 – 7/21/03)
Nancy Piatt	English Composition I (5/28/03 – 7/21/03)
Ruth Moritz	Introduction to Literature (5/29/03 – 7/22/03)
Blaine Maier	College Algebra (5/29/03 – 7/22/03)
Daniel Winston	Abnormal Psychology (5/28/03 – 7/21/03)

Audrey Schoenberger	Marriage & Family (5/28/03 – 7/21/03)
Outreach – St. John Jane Bennington	English Composition II (5/28/03 – 6/30/03)
Paula Morris	College Algebra (5/29/03 – 6/26/03)
Steve Dryden	Death & Dying (5/28/03 – 6/30/03)
Steve Dryden	Abnormal Psychology (5/29/03 – 6/26/03)

ACTION ITEMS

Student Senate Constitution (Revised)
Approval of Core Indicators
Lease Renewal for One-Stop Shop
Revised Governance Policy: Annual Board Planning Cycle
Schedule of Board Meetings for 2003-2004
Grant Applications
Nurse Education, Practice, and Retention Grants Program/
Career Ladder Program Grants
Adult Education Program Grant

Meeting of the Board of Trustees
Barton County Community College

May 20, 2003

STUDENT SENATE CONSTITUTION (REVISED)

Detail: At the May Board study session, the Trustees received a copy of the Student Senate Constitution, as recently revised by that organization. Student representatives were in attendance to provide clarification of the revisions to the constitution. In accordance with the Student Senate Constitution, the revised constitution has been prepared for Board approval.

Recommendation: It is recommended that the Board approve the revised Student Senate Constitution as presented.

Action: Dean of Student Development

Student Senate

Student Senate is the representative governing body of the student population. It is composed of elected officials and representatives of each club. The main purpose of the Student Senate is to provide a voice for the student population on campus and plan student activities.

The Student Senate Office is located in the lower level of the Student Union. Please direct questions and suggestions to the Student Senate President (792-9227) or coordinator of student activities (792-9271). Office hours are posted on the door of the coordinator of student activities located in the Union.

Constitution of the Student Senate Organization of Barton County Community College Effective: August 1, 2003 Passed by the Vote of the Students – November 2002

Mission:

Student Senate will provide a voice for the expression of student views and interests and will insure student rights and responsibilities. At the same time Student Senate will foster good communications and cooperation among students, faculty and administration. Student Senate will lead by example with solid decisions and high standards of conduct. Student Senate will also provide well-rounded social activities that appeal to the college community, encourage school spirit, and provide a learning experience in the democratic process.

We, the students of Barton County Community College, do hereby establish this constitution for the Student Senate as a means of setting forth the following purposes.

Article I.

Name, Colors, Mascot

Section 1.

The name of the organization shall be Barton County Community College Student Senate. This organization shall hereafter be referred to as Barton Student Senate

Section 2.

The official colors of the College shall be royal blue and light gold.

Section 3.

The official mascot of the College shall be a cougar.

Article II.

Executive Officers

The elected positions created for the officers of Barton Student Senate shall be President, Vice President, Secretary, Treasurer and two representative for both the freshman and sophomore classes (At the discretion of the Senate Advisor, there can be one freshman representative and one sophomore representative position).

Section 1.

The officers shall be full-time students (12 hours or more) in good academic standing with a minimum cumulative G.P.A. of 2.0.

Section 2.

Students with 28 or more credit hours (sophomore classification) at the end of the spring semester will be eligible to campaign for President, Secretary or Sophomore Representative positions. These positions will be elected in the spring semester prior to April 1. All members of Barton Student Senate who are elected shall serve a term of office of one calendar year beginning with the first day of May. The month of April will serve as an internship. Election to Barton Student Senate shall be by majority votes cast by the student body and an interview session conducted by the Student Senate Advisory Committee.

Section 3.

The Vice President, Treasurer and two freshman representatives will be elected in the fall semester to be held no later than September 12. All members of Barton Student Senate who are elected at this election shall serve a term of office of one calendar year beginning with the first day following the election. Election to Barton Student Senate shall be by majority votes cast by the student body and an interview session conducted by the Student Senate Advisory Committee.

Section 4.

All freshman officers have the option of campaigning for a different office for the next academic year or submitting a proposal to the Student Senate Advisory Committee to have their tenure renewed for an additional term.

Position Duties and Responsibilities

Section 5.

The President of Barton Student Senate serves as the facilitator of the Barton Student Senate. He/She acts as a guide, resource and motivator for the officers. The general duties and responsibilities of the President shall be to:

- Serve as the official spokesperson/representative for Barton Student Senate to the college community, reporting all information obtained and actions taken.
- Plan and preside over all regular, executive and special meetings of Barton Student Senate and to provide agendas for those meetings.
- Plan and attend Barton Student Senate Executive Committee meetings.
- Appoint Executive Officers to attend or lead ad hoc committee(s) that are deemed to be in the best interest of the Senate and the student body of Barton County Community College.
- Assist in the new freshman orientation program that is held in August.
- Attend all Senate meetings.
- Attend all student activity functions.
- Attend leadership conferences and participate in campus compliance training when the opportunity is presented.
- Help in preparation and planning of Student Senate Activities.
- Appoint an Executive Officer to attend the Board of Trustees Meetings.
- Establish and work five hours a week in the office of the Coordinator of Student Activities (some of these hours may coincide with student activities).

- Represent Student Senate ideas to the Coordinator of Student Activities.
- Perform other duties assigned by the Coordinator of Student Activities.

Section 6.

The Vice President of Barton Student Senate assists the President in the management of the Barton Student Senate. The general duties and responsibilities of this position shall be to:

- Advise and assist the President.
- Establish and maintain relations with campus organizations and college departments.
- Assist in the new freshman orientation program that is held in August (if this position is filled at the time of orientation).
- Attend Senate meetings and Senate Executive Committee meetings.
- Preside in the absence of the President over all regular and special meetings of the Barton Student Senate and provide agendas for those meetings.
- Seeking out new student activity programs for campus.
- Establish and work four hours a week in the office of the Coordinator of Student Activities (some of these hours may coincide with student activities)
- To attend all student activity functions.
- Attend leadership conferences and participate in campus compliance training when the opportunity is presented.
- Help in preparation and planning of Student Senate Activities
- Represent Student Senate ideas to the Coordinator of Student Activities.
- Perform other duties assigned by the Coordinator of Student Activities

Section 7:

The Secretary of Barton Student Senate will keep accurate minutes of all Student Senate Meetings and email the minutes to the Coordinator of Student Activities. The general duties and responsibilities of this position shall be to:

- Establish and maintain relations with campus organizations and college departments.
- Attend Senate meetings and Senate Executive Committee meetings.
- Seeking out new student activity programs for campus.
- Establish and work four hours a week in the office of the Coordinator of Student Activities (some of these hours may coincide with student activities)
- Assist in the new freshman orientation program that is held in August (if this position is filled at the time of orientation)
- Attend all student activity functions.
- Attend leadership conferences and participate in campus compliance training when the opportunity is presented.
- Help in preparation and planning of Student Senate Activities
- Represent Student Senate ideas to the Coordinator of Student Activities.
- Perform other duties assigned by the Coordinator of Student Activities

Section 8:

The Treasurer of Student Senate is in charge of all fund raising activities. These activities will include working with Clubs and Organizations in fundraising efforts and providing leadership for fundraising activities for the Student Senate. The general duties and responsibilities of this position shall be to:

- Establish and maintain relations with campus organizations and college departments.
- Attend Senate meetings and Senate Executive Committee meetings.
- Seeking out new student activity programs for campus.
- Establish and work four hours a week in the office of the Coordinator of Student Activities (some of these hours may coincide with student activities).
- Assist in the new freshman orientation program that is held in August (if this position is filled at the time of orientation).
- Attend all student activity functions.
- Attend leadership conferences and participate in campus compliance training when the opportunity is presented.
- Help in preparation and planning of Student Senate Activities.
- Represent Student Senate ideas to the Coordinator of Student Activities.
- Perform other duties assigned by the Coordinator of Student Activities.

Section 9:

The general duties and responsibilities of the Sophomore Representatives position shall be to:

- Establish and maintain relations with campus organizations and college departments.
- Attend Senate meetings and Senate Executive Committee meetings.
- Seeking out new student activity programs for campus.
- Establish and work three hours a week in the office of the Coordinator of Student Activities (some of these hours may coincide with student activities).
- Assist in the new freshman orientation program that is held in August (if this position is filled at the time of orientation).
- Attend all student activity functions.
- Attend leadership conferences and participate in campus compliance training when the opportunity is presented.
- Help in preparation and planning of Student Senate Activities
- Represent Student Senate ideas to the Coordinator of Student Activities.
- Perform other duties assigned by the Coordinator of Student Activities

Section 10:

The general duties and responsibilities of the Freshman Representative position shall be to:

- Establish and maintain relations with campus organizations and college departments.
- Attend Senate meetings and Senate Executive Committee meetings.
- Seeking out new student activity programs for campus.
- Establish and work three hours a week in the office of the Coordinator of Student Activities (some of these hours may coincide with student activities).
- Assist in the new freshman orientation program that is held in August (if this position is filled at the time of orientation).
- Attend all student activity functions.
- Attend leadership conferences and campus compliance training when the opportunity is presented.
- Help in preparation and planning of Student Senate Activities.

- Represent Student Senate ideas to the Coordinator of Student Activities.
- Perform other duties assigned by the Coordinator of Student Activities

Article III. Election Process

Section 1.

Officers will be elected by a combination of majority votes cast and score of interview by Student Senate Advisory Committee.

Section 2.

The student body will vote on Student Senate Officers from 8 a.m. to 1 p.m. on Election Day. All students with validated Barton ID cards shall be able to vote in all and any Barton Student Senate elections. All voting shall take place by secret ballot.

Section 3.

Interviews for candidates will be held from 1 to 4 p.m. the afternoon of the elections. Results will be announced the following day.

- The interview portion will be conducted by the Student Senate Advisory Committee.
- The candidates will be judged on their application, (including essay) and a question/answer period. The committee will prepare questions to ask all candidates running for a specific office. Every candidate running for a specific office will be asked the same questions.
- Each judge can award a maximum of five (5) points for each of the five areas. The candidate may receive a maximum of twenty-five (25) points per judge and a total score of one hundred (100) points.
- Tabulating the points will be done by the Student Senate Sponsor(s) the day of the elections. For each candidate, the average total points awarded in the interview will be added to the number of votes the candidate received. This sum will decide the winner. In case of a tie, the committee will determine the winner.
- Any freshman wanting to have their tenure renewed will go in front of the Advisory Committee by March 1. If their tenure is renewed, they will continue to serve on the Senate.

Article IV. Executive Committee Duties & Responsibilities

Section 1.

The general duties and responsibilities of the Executive Committee shall be to:

- Call special meetings as needed by the President to discuss current problems and future directions for the Barton Student Senate.
- Review the Barton Senate Constitution on an annual basis to keep all printed material up-to-date.
- Record and distribute minutes if action is taken on an issue.

Article V. Removal, Vacancies, Resignations and Succession

Section 1.

Any member is liable for removal. Evidence will be submitted by a Student Senate Advisory Committee concerning removal of any Executive Officer. All unaffected members of the Barton Student Senate Executive Board will vote on the removal of an officer. The vote to remove must be by three-fourths (3/4) majority. The Senate may remove members for the following reasons:

- Unexcused absence from more than four meetings per semester.
- Lack of participation in assigned duties stated in job descriptions.
- Dishonorable conduct.

A Barton Student Senate Officer shall be automatically dismissed if one or the following conditions occurs:

- Failure to enroll and/or pay fees as a student of Barton County Community College.
- Failure to maintain a 2.0 cumulative grade point average.
- Disciplinary action resulting in probation. An officer is disqualified from serving on the Barton Student Senate one full semester due to disciplinary probation. If the probation is still in effect after the completion of the full semester, the officer will only be able to return when the probation has been resolved.

Section 2.

Vacancies

- If the office of President becomes vacant, the Vice President will assume the office of President. In the event the President is absent, the Vice President will temporarily assume the duties of President.
- If an Officer's position becomes vacant during the fall/spring semesters, the remaining Barton Student Senate Executive Officers will decide to fill that vacancy by appointment via a two-thirds (2/3) majority vote or not fill the position until the next scheduled election. If the officers decide not to fill the position, a written explanation must appear in the minutes explaining the reason for this decision.
- Barton Student Senate Executive Officer wishes to resign their position must give two-week written notice to the President.

Article VI. Student Senate Advisory Committee

Section 1.

The Student Senate Advisory Committee will consist of Student Senate President, a staff member, faculty member, and the Student Senate sponsor(s).

Article VII. Meetings

Section 1.

The meetings of the Barton Student Senate shall be patterned after the Parliamentary Procedure as stated in Robert's Rules of Order.

Section 2.

A quorum shall consist of three-fourths (3/4) of the voting membership and an assigned adviser. It takes two-thirds (2/3) majority to pass any business. Abstaining is not considered voting. Abstentions are not counted as either affirmative or negative votes.

Section 3.

The officers will decide when the Senate will meet. The meetings should be held bi-monthly or whenever deemed necessary by the Student Senate Officers.

Section 4.

All meetings of the Student Senate shall be open unless designated as closed by the Senate and its Advisor(s).

Section 5.

All absences must be reported to the President in advance of any meeting. An absence is defined as missing over fifty percent of the meeting. An absence is considered excused for other college activities, classes, or illnesses. At the discretion of the President, problematic excuses for illness may require a note from the college nurse, which will be presented to the advisor to be placed in the Senate records.

Section 6.

The President of Barton Student Senate shall vote only in case of a tie or to make a quorum.

Article VIII. Committees

Section 1.

The Senate shall have full authority to create, dissolve and define the jurisdiction of any standing and/or ad hoc committee according to what it deems to be the best interest of the Senate and the student body of Barton county Community College.

Section 2.

Any standing committee and ad hoc committee shall have the power to request the establishment of a subcommittee.

Article IX Advisors

Section 1.

There shall be one assigned advisor. The Student Senate can elect to assign an additional faculty member to serve as an advisor. The faculty member elected to serve as advisor may be removed by a two-thirds (2/3) majority vote of the Senate, for failure of duties.

Article X

Amending the Constitution

Section 1.

An amendment or revised Constitution must be read and discussed at two Senate meetings before a vote can be cast.

Section 2.

An amended or revised constitution shall be effective upon approval by two-third (2/3) majority vote by the Barton Student Senate Executive Officers.

Article XI.

Petitioning

Section 1.

Any and all action of the Barton Student Senate may be petitioned for recall. The petition to recall shall not be valid unless it contains the signatures of a number of students equal to over twenty (20) percent of the enrolled student body.

Section 2.

All recall petitions must state the reason for the recall action and will be delivered to the Barton Student Senate President, who shall notify within three (3) days the appropriate individual(s) involved in the recall petition of its existence.

Section 3.

One week after the person(s) named has been notified, the Barton Student Senate shall declare the petition valid or invalid based upon the validity of the signatures contained in the petition and the validity of the charges against the person(s) named in the petition. If the petition is deemed valid, the Barton Student Senate shall hold a new election within one week after valid decision is made.

Articles XII

Barton Student Clubs and Organizations

Campus clubs and organizations must follow these policies in order to be officially recognized by the Barton Student Senate.

Section 1.

All clubs and organizations must be chartered by the Barton Student Senate according to the rules stated in the Constitution.

Section 2.

Candidate clubs and organizations must write a constitution and present this constitution to the Barton Student Senate for approval. The organization must have a member present at a regularly scheduled Senate meeting to present the constitution and explain the goals of the club or organization.

Section 3.

All charters shall exist for only one academic year and are subject to Barton Student Senate confirmation in the fall of each year, such renewal to become effective prior to the last week of September.

Section 4.

For clubs and organizations to be chartered, a constitution and club roster including a list of officers must be on file with the Senate by the third week of September

Section 5.

Any club and/or organization must be open to any student of Barton County Community College regardless of grade point average and/or curriculum. Any exception shall be brought to the Senate for approval.

Section 6.

Each club must have at least one faculty or staff sponsor and/or advisor.

Section 7.

Each club and organization must have representation at every Senate meeting unless excused by a written request. In the fall of each year, club sponsors must appoint two representatives. One will serve as a regular representative and the other as an alternate representative to attend any meetings that the regular representative cannot attend. The representatives shall make a report to their clubs and organizations concerning Senate meetings. These representatives are to participate and assist with activities when asked.

Section 8.

All clubs and organizations must file all information including meetings, fund-raisers and other activities with the Senate at least two weeks prior to the event. All forms including fliers and all fundraising events must be approved by the Coordinator of Student Activities before the event can take place.

Student Rights

Article XV

Section 1.

The position stated in the charter of Barton County Community College (Barton) is reaffirmed, that no test of religious faith be applied as a condition for admission. It is further affirmed that no academically qualified applicant shall be denied admission or consideration for Barton financial aid on the basis of race, color, sex, national origin or political belief.

Section 2.

School publications should inform the students in a clear and concise manner of all College policies that directly affect them and shall be informed promptly of all changes in said policies. Students shall be free from prosecution by reason of rules made ex post facto.

Section 3.

Students may exercise freedom of speech and critical inquiry.

Section 4.

Any person, whether student or non-student, shall be allowed to speak on campus if sponsored by a recognized student organization or bona fide College group as long as there is no interference with normal functioning of the College and/or College policy.

Section 5.

Students may peaceably assemble and conduct orderly demonstrations and other nonviolent activity, provided that the rights of all members of the community are maintained.

Section 6.

Students are entitled to procedural due process in disciplinary situations and these procedures shall be published.

Section 7.

Students are entitled to a reasonable explanation from the instructor of each course of the criteria upon which their grades shall be based. Students also have the right to a just evaluation including the right of appeal of evaluations. It shall be understood that course grades and evaluations are not to be based upon a student's physical appearance, his political affiliation or his activities outside the classroom.

Section 8.

Students, through the student government, have the right of freedom of the collegiate press, to establish, publish, distribute, regulate and must accept all responsibility for their own publications.

Section 9.

Students have the right to be taught by a faculty that enjoys academic freedom.

Section 10.

Neither students nor faculty shall be subjected to loyalty oaths or tests of allegiance originated by the College.

Section 11.

Students have the right of representative student government operating under constitutions approved by the Board of Trustees.

Section 12.

Students have the right to participate on committees within the College with voice and vote in all those areas where their contributions as students complement the contributions of the other committee members.

Section 13.

Students, individually, may specify the persons or agencies outside the College to whom transcripts may be released, and also specify the type of information from other records which may be disseminated about them to person(s) or agencies outside the College.

Section 14.

The College shall provide an annual report on College finances including general sources and general uses of funds which students may examine upon request.

Section 15.

Students living in campus residential units have the right to privacy. Housing agreements and group living standards will be maintained.

Section 16.

Students have the right to freedom of organization and association.

Meeting of the Board of Trustees
Barton County Community College

May 20, 2003

APPROVAL OF CORE INDICATORS

Detail: Last year (June 25, 2002), the Barton County Community College Board of Trustees approved the attached Core Indicators, as required by the State.

According to KBOR policy, the process for submitting proposed measures and certifying completed measures rests with the local Board of Trustees. In theory, respective local Board(s) were to designate and submit certain goals for supplemental funding. However, because of on-going negative complications regarding budget developments at the State level, it remains almost certain that there will be no funding (as promised) for the successful completion of these goals.

Nevertheless, the final report that demonstrates the fulfillment of the goals must be reviewed and approved by the Board as completed prior to submission to the State. Further, the Board is required by the State to approve the core indicators to be used for next year's institutional improvement plan. Both documents are attached.

Recommendation: It is recommended that the Board: (a) approve the attached final report and (b) approve the proposed core indicators for next year.

Action: Dean of Learning and Instruction

**Core Indicators: Proposed Institutional Improvement Plan
Academic Year 2002-2003
Barton County Community College**

CORE INDICATOR 1: QUALITY OF TEACHING & LEARNING

- Sub-Indicator: Assessment of Student Learning (Clos)

The College will improve student learning by incorporating routine classroom assessment activities into courses. Specifically, this will include the following:

- (a) Each full-time faculty member will continue to conduct at least one in class assessment activity per semester and demonstrate how improvements were incorporated into the course.
- (b) A minimum of four assessment workshops will be offered in on-campus and at outreach sites to familiarize associate faculty with the elements of effective assessment of student learning.
- (c) At least two professional development activities will be scheduled which focus on the assessment of student learning.

Status: Complete.

- (a) During Fall Professional Development activities, the Dean of Learning and Instruction, working in cooperation with the members of the Outcomes Assessment Committee, asked members of the faculty to identify one course and prepare and conduct at least one in class assessment activity per semester. As a result, members of the faculty met this goal, having conducted on-going classroom assessment activities in at least one course. The specific activities are documented and supervised by the associate deans in Liberal Arts and Science, Math, English and Essential Skills, and Career and Technical Education.
- (b) With the support of the Associate Dean of Community Education and members of the Outcomes Assessment Team, a total of 5 assessment workshops were scheduled in the Summer and Fall of 2002, serving 120 faculty participants.
- (c) Fall 2002 and Spring 2003 professional development activities centered exclusively upon assessment of student learning activities. In addition, because the College was actively engaging in college-wide assessment of student learning, at least four other professional development activities (2 per semester) were available to faculty on a variety of topics relevant to assessment including rubric development, scoring artifacts, and assessment results.

- Sub-Indicator: Developmental Education (Gabelmann)

The College will improve student learning by monitoring the placement and progress of students enrolled in developmental reading classes. Specifically, this will include the following:

- (a) Every student enrolled in a developmental reading course will be given the Nelson-Denny Reading Test for the purpose of determining pre- and post-test scores.
- (b) Baseline data will be collected to confirm or improve the placement of developmental reading students.
- (c) Reading assessment and course grade data will be evaluated to determine improvement in reading level.

Status: Complete.

- (a) As a result of the data collected using the Nelson Denny and Stanford Binet instruments, the cut-off scores for reading have been revised for Fall 2003 (See data attached).
- (b) This data has been collected and new cut-off scores have been established (see data attached).
- (c) This data has been collected (see data attached).

The College will improve student learning by re-evaluating the developmental education curriculum in math, reading, and English. Specifically, this will include the following:

- (a) At least two research-based model programs (in developmental education) will be identified.
- (b) A comparative analysis of the curriculum in all levels of these three areas will be completed for the purpose of recommending and implementing curricular modifications and improvement.

Status: In Progress.

- (a) This task is in process by the Developmental Education Task Force and will be complete by April 15th.
- (b) This task is in process. Each department within the division is annually reviewing the curriculum in their discipline. Recommendations for improvements will be implemented prior to the Fall 2003 Semester.

The College will improve student learning by developing a writing sample to augment traditional assessment (i.e., ASSET and/or ACCUPLACER). Specifically, this will include the following:

- (a) At least 100 students enrolled in English Comp I will complete an essay using WritePlacer.
- (b) Each essay will be dually evaluated by both the faculty and the WritePlacer Program.
- (c) The results of each will be compared (in a double-blind methodology) to determine comparative scoring results.

Status: In Progress.

- (a) Completed. WritePlacer has been purchased using Title III funds (2/03). It will be used as an exit test for Intermediate English for Spring 2003 students.
- (b) In progress; scheduled for completion May 2003
- (c) In progress; scheduled for completion May 2003.

- Sub-Indicator: ITV Development (Clos/Simmons/Kottmann/Gerritzen/Gabelmann)

The College will improve the quality of student learning by the continued research and development of a functional ITV system.

- (a) Continue to seek alternate funding for an ITV network that will serve place-bound students in the College's service area.

Status: Complete.

- (a) An ITV Task Force was chartered and became active in Fall 2002. Specific activities include the following:
 - (1) The College was awarded a USDA RUS grant in the amount of \$69,500 of October, 2002. These funds, in addition to funds from Barton and partnership high school districts, are being used to develop an Interactive Distance Learning (IDL) network.
 - (2) District partners were identified in November 2002 and include Lucas-Luray High School, Quivira Heights High School (Bushton), Russell High School, and Wilson High School. These five schools, in addition to Barton's Main Campus and facility at Junction City campus comprise the North Central Distance Learning Network.
 - (3) A schedule for offering College Advantage and Outreach classes via the NCDLN has been planned for the 03-04 academic year.

- Sub-Indicator: Academic Integrity (Clos)

The College will improve the quality of student learning by conducting qualitative research regarding academic integrity for the purpose of developing a permanent policy response to dishonesty.

- (a) Incorporating the Center for Academic Integrity model, staff, faculty, staff, and administration will have the opportunity to participate in at least one focus group on the topic of academic integrity.
- (b) The resulting data will be analyzed and incorporated into the development of policy and procedures regarding academic integrity.

Status: Complete/In Progress.

- (a) Using The Center for Academic Integrity instrument, more than 100 full- and part-time faculty were surveyed in the Fall of 2002; similarly, almost 800 students were surveyed regarding academic integrity.
- (b) A Strategic Conversation (coordinated by the Academic Integrity Task Force) is scheduled for Friday, April 11th. The purpose of this conversation is to bring the multiple constituencies together in order to review the data and reach consensus regarding permanent Academic Integrity policy and procedures.

- Sub-Indicator: Non-Traditional Education (Simmons)

The College will continue to enhance offerings available to students in the College's service area.

- (a) Offer an 18.0 credit hour certificate program in Business Computer Technology in at least one outreach site.
- (b) Offer Business Management and Leadership degree on-campus including an emphasis in Pension Administration and Bank Operations.

Status: Complete.

- (a) The Business Computer Technology Certificate program was initiated with the Fall 2002 semester at Barton's Ellsworth Outreach site. The certificate program includes 18.0 credit hours of instruction (9.0 credits in software applications, 3.0 credits in Business Math, 3.0 credits in Technical Communication, and 3.0 credits in Accounting).
- (b) The Business Management and Leadership degree is being offered in two locations: Great Bend (Main Campus) and Russell (outreach site). Barton is offering Pension Administration and Bank Operations emphasis on the Barton County campus and the marketing management emphasis in Russell.

CORE INDICATOR 2: QUALITY OF SERVICE

- Sub-Indicator: Academic Advising (Elliott)

The College will improve the delivery of advising services to students. Specifically, this will include the following measurable activities:

- (a) Implement on-line enrollment and advisement for on-campus, outreach, and on-line students.
- (b) Offer at least two training sessions so that each advisor has the opportunity to become familiar with developmental advising theories and principles of developmental advising.
- (c) Update advising templates for each of the College academic programs (and transfer plans).
- (d) Evaluate the revised advising model using baseline data to determine student satisfaction for analysis in subsequent years.

Status: Complete/In Progress

- (a) *Incomplete*. On-line enrollment options for students will be available for the 2004 academic year beginning with a pilot of on-line enrollment in April of 2003.
- (b) *Complete*. Fourteen (14) training sessions have been offered during the 2002-03 academic year. Advisors are required to attend two workshops per semester to fulfill their yearly Advisor Agreement.
- (c) *Complete*. Advising templates for each of the College's academic programs and transfer plans have been completed and are updated on a regular basis by the associate deans and/or program coordinators. Templates can be found in Barton's Public Folders and on the Barton website.
- (d) *Incomplete*. The evaluation process consists of three components: (1) student evaluation, (2) advisor evaluation, and (3) advisement coordinator evaluation. All of this will begin in April, 2003. Students will be given the opportunity to evaluate their advisor and the advisement system for the purpose of determining baseline data of student satisfaction and analysis. Advisors will evaluate themselves, the advisement system, and the advisement coordinator. The advisement coordinator will evaluate each advisor and the advisement system. All evaluations will be sent to Human Resources for analysis.

- Sub-Indicator: Quality Service Training (Simmons)

The College will continue its Quality Service project; thus ensuring that students receive the best possible "customer service" at Barton.

- (a) Student employee supervisors will receive training that will enhance the consistency of student employee supervision.
- (b) Mystery shoppers will be used to 'spot check' customer service at the College.
- (c) Telephone training for employees will be developed and implemented, pending budget resources.

Status: Complete/In Progress.

- (a) The Quality Service Committee, in cooperation with the Quality Service Trainers, completed a survey with individuals who supervise student employees. The results of the survey confirm the need for supervisory training for individuals who supervise student employees. The goal of the training is to promote consistency in how supervisors supervise student employees and to recommend the use of quality service techniques in the daily work of the student employees. The training curriculum is currently being developed by members of the Quality Service Trainers. It is anticipated that training will occur in the Fall of 2003.
- (b) The Mystery Shopper program is an on-going process at Barton. The results of “Mystery Shoppers” are reported to supervisors, whether positive or negative. There are supervisors who have requested mystery shoppers and who plan to use the results for training purposes.
- (c) Telephone training for Barton employees has been put on hold due to budget constraints.

CORE INDICATOR 3: QUALITY OF WORKFORCE DEVELOPMENT

- Sub-Indicator: Technical Program Activities (Gerritzen)

The College will improve the quality of technical programs for students in the Barton County Community College service area. Specifically, this will include the following measurable activities:

- (a) Update existing curriculum in at least three program areas (automotive, graphic arts, medical laboratory, and/or networking).
- (b) Initiate and analyze data relevant to the possible implementation of a Medical Assistant program.
- (c) At least 4 eligible faculty will participate and successfully complete curricular updates and/or training in their respective instructional areas.

Status: Complete/In Progress.

- (a) The following updates have been completed as follows:
 - (1) Automotive – Development of two new courses to be offered Spring 2004
 - (2) Hazardous Materials Management – Brownfield class enhanced to offer on-line
 - (3) Graphic Arts – Development of a new course (Animation Authoring) that is being offered Spring 2003. Enhancement of Digital Image Editing to include visual presentation.
 - (4) Medical Laboratory Technician – Development of an on-line orientation to be used with both on-line and on-campus students.
 - (5) Emergency Management Services – Development of three new courses and the updating of curriculum in at least six others (necessary to meet both Kansas and National EMS standards).
- (b) Incomplete at this time. Research will be conducted during the 2003-04 academic year regarding the possible implementation of a Medical Assistant program.
- (c) A total of 21 instructors have participated in ten (10) training workshops.

CORE INDICATOR 4: QUALITY OF MANAGEMENT

- Sub-Indicator: Refinement of Consensus Model (Clos/Dunavan)

The College will improve communication and leadership relevant to strategic instructional goals by the continued refinement of a faculty-based consensus model. Specifically, this will include:

- (a) Evaluate and review the past year's performance of the Faculty Council.
- (b) Incorporate necessary structural revisions, per consensus of membership to improve facilitation and management of Faculty Council.
- (c) Adopt a model for consensus, linking Faculty Council to College teams and committees.

Status: Complete. The responses (below) are offered by the Faculty Council for inclusion in this document.

- (a) An evaluation of the past year's performance was conducted at the March 17th Faculty Council meeting. The members conducted a review of topics and special projects which had been discussed with departments and which had become topics or projects discussed at monthly meetings. Two major accomplishments were noted:
 - (1) Faculty Council input was *sought and applied* in the establishment of the academic calendar for 2004-05, and
 - (2) Faculty Council input was *sought and applied* in the accommodation of student athletes with respect to the administration of final exams.
- (b) The members of Faculty Council voted to retain the current Faculty Council structure of departmental liaisons meeting three times monthly; during the first week with departments, the second as a Faculty Council, and the third week to host the monthly faculty meeting.
- (c) To improve communications within Learning & Instruction, the Faculty Council agreed to send a permanent representative to Instructional Staff meetings and would welcome an associate dean as a representative on the Faculty Council. Further, Faculty Council will establish an on-going agenda item which incorporates "updates" from Team facilitators to improve faculty awareness of the work of college committees, teams, and task forces.

- Sub-Indicator: Incorporate the Use of Program Specific Data into Budget Decisions (Clos)
 - (a) Identify, evaluate, and review specific instructional programs (identified by the Dean of Business Services) that reflect a consistent financial loss in order to improve fiscal efficiency to the overall instructional program.

Status: Complete.

- (a) This objective has been completed by the Financial Review Team with the development of a process and model.

Core Indicator 1: Quality of Teaching and Learning
 Sub-Indicator: Developmental Education (attachments)

Fall 2002 data

Placement by grade level using Nelson Denny	Intermediate Reading
Below 7.5	25%
7.5 – 10-5	48%
10.5 – 12.5	12%
Above 12.5	15%

Improvement	Basic Reading	Intermediate Reading
Students pre and post tested	7	65
Average increase in grade level	.78	1.5

New cut off scores related to grade levels:

Basic Reading:	below 7.5	ASSET below 35	ACCUPLACER below 54
Intermediate Reading	7.5 – 10.5	ASSET 35 - 39	ACCUPLACER 54- 68
Advanced Reading	10.5 – 12.5	ASSET 40 - 43	ACCUPLACER 69 – 83

Completed AY 02-03 ND used as posttest.

<i>Improvement</i>	Basic Reading	Intermediate Reading
Students pre and post tested	7	65
<i>Average increase in grade level</i>	.78	1.5
<i>Successful completion (A, B, C)</i>	60%	56%

CORE INDICATOR 1: QUALITY OF TEACHING AND LEARNING

* Sub-Indicator: Assessment of Student Learning (Clos, et al)

The College will improve student learning by actively using the data generated by college-wide assessment activities. Specifically, this includes the following:

- (a) Reviewing assessment of student learning data collected as the result of college-wide assessment activities (2002-03) and, with the consensus of the faculty from Main Campus and Ft. Riley, develop, recommend, and implement relevant curricular improvements in the appropriate subject areas.

* Sub-Indicator: Liberal Arts and Sciences (Kottmann)

The College will improve student learning in Liberal Arts and Sciences by expanding course offerings for students in the college service area. Specifically, this will include the following measurable activities:

- (a) Provide an opportunity for students to enroll in Elementary Latin I and Elementary Latin II.
- (b) Increase Dance offerings to include Modern Dance II, Ballet I, History of Dance, and Pilates Physical conditioning.
- (c) Provide additional internship opportunities in Radio Broadcasting.

* Sub-Indicator: Assessment of Student Learning (Kottmann)

The College will improve student learning by “piloting” at least one college-wide assessment activity and applying the results to courses for curricular improvement.

- (a) Selected faculty will conduct embedded assessment of college general education outcomes in at least one course.

* Sub-Indicator: Developmental Education (Gabelmann)

The College will improve student learning by maintaining appropriate goals and objectives in developmental courses and course sequences. Specifically, this will include the following:

- (a) Review and revise goals, objectives, and competencies for individual developmental courses.
- (b) Review goals and objectives to provide a seamless transition of competencies across sequential developmental courses.

- (c) As recommended in the Boylan Plan (p. 14), full-time instructors in the Math, English, and Essential Skills Division will teach multiple levels of developmental courses.
- (d) In cooperation with the faculty, the division will develop processes for exit tests in English, Reading, and Math keyed for entry to the next developmental level.

The College will improve student learning, in cooperation with the Student Assessment and Placement Department, by facilitating proper placement and by assessing each learner's level of preparedness for college coursework. Specifically, this will include the following:

- (a) Investigate and report to the Developmental Education Task Force the models used for evaluating placement of students based on assessment scores.¹
- (b) Based on the model, review and revise (if needed) cut-off scores used for placement, reviewing placement instruments at least once per year.
- (c) An annual report will be developed which compares the number of entering developmental students with non-developmental students, and the percent of students placed by each placement instrument.

¹ Students must provide evidence of their level of preparedness based on one or more of the following placement tools: ASSET, ACT, SAT, ACCUPLACER, WRITEPLACER, or writing sample, or the successful completion (C or higher) of prerequisite courses. Also, students must enroll in the appropriate courses for their assessed skill level.

The College will improve student learning by enhancing the retention of students. Specifically, this will include the following:

- (a) Systematically gather, analyze, and review semester to semester retention rates for students enrolled in developmental courses.
- (b) Systematically gather, analyze and review semester to semester retention rates for students that transition from developmental to college-level courses.
- (c) In accordance with the Boylan Report (p. 19), emphasize success in developmental courses.

* Sub-Indicator: Community Education/ITV (Simmons, et al)

In cooperation with our partners within the college service area, the College will improve student learning by the successful implementation of the North Central Distance Learning Network (NCDLN).

- (a) Develop schedules with IDL partners that provide College Advantage and Outreach classes to off-campus sites.
- (b) Continue to seek additional funding to enhance NCDLN.

The College will continue to enhance offerings available to students in the college's service area.

- (a) Research offering additional degree programs off-campus and at college outreach sites.
- (b) Research and develop para-educator's associate degree programs.

* Sub-Indicator: Academic Integrity (Clos, et al)

The College will improve the quality of student learning by initiating and implementing appropriate curricular and policy responses to the issue of academic dishonesty. Specifically, this will include:

- (a) Incorporating the results of Strategic Conversations with students, faculty, and staff, the Academic Integrity Task Force will recommend permanent policy and procedure to address academic dishonesty.
- (b) In cooperation with officials from KSU and college-wide constituencies (faculty, staff, and students), explore, develop, and implement a 1 hour course to allow the removal of the "XF" grade.
- (c) In cooperation with officials from KSU and college-wide constituencies (faculty, staff, and students), explore the development and implementation of a course-based model program designed to promote academic integrity on campus.

CORE INDICATOR 2: QUALITY OF SERVICE

*** Sub-Indicator: Academic Advising (Elliott)**

The College will improve the delivery of advising services to students. Specifically, this will include the following measurable activities:

- (a) Develop an advising system for outreach, summer, online, evening, part-time, and college advantage students.
- (b) Evaluate the revised advising model using baseline data to determine student satisfaction for analysis in subsequent years (incomplete in 2002-03).
- (c) Develop and incorporate an advising component to enhance the on-line enrollment option for students.
- (d) Develop and implement a degree audit reporting system (DARS).

*** Sub-Indicator: Quality Service Training (Simmons)**

The College will continue its Quality Service project, ensuring that students receive the best possible “customer service” at Barton.

- (a) In cooperation with President’s Staff and Quality Service Team, implement at least one student employee supervisor training.

CORE INDICATOR 3: QUALITY OF WORKFORCE DEVELOPMENT (Gerritzen)

* Sub-Indicator: The College will improve the quality of workforce education in the college service area. Specifically, this will include the following measurable activities:

- (a) Complete research on implementation of Medical Assistant Program.
- (b) Research and analyze the potential of offering Phlebotomy course at Junction City.
- (c) Develop possible MLT marketing partnership between Seward County Community College, Wichita Area Technical College and the College.
- (d) Initiate and analyze data relevant to possible offering of on-line MLT program in the Kansas City area.
- (e) Develop further offerings in the high school GAP program in Criminal Justice and Office Technology.
- (f) Investigate the development of an 18 hour Hispanic Business/Office Technology Certificate (first offerings would be in cooperation with local high schools).
- (g) Applying the data generated by departmental assessment plans, college-wide assessment of student learning activities, and individual course-based assessment activities, identify and implement curricular improvements in each of the technical/career programs.
- (h) Supplemented by Carl Perkins funding, provide skill updates through training sessions, conferences, and workshops for 50% of the program faculty.

CORE INDICATOR 4: QUALITY OF MANAGEMENT (Clos, et al)

* Sub-Indicator: The College will improve communication among and between instructional and campus constituencies by developing a series of “Strategic Conversations” designed to more fully illuminate specific college-wide strategic initiatives. Specifically, this will include:

- (a) In cooperation with Instructional Staff, review PIC action items, identifying at least four (4) topics appropriate for strategic conversation in the 2003-04 academic year.

g:clos/coreindicators(2003-04)

Meeting of the Board of Trustees
Barton County Community College

May 20, 2003

LEASE RENEWAL FOR ONE-STOP SHOP

Detail: For the past several years, the College has partnered with local and state agencies in providing and developing a “One-Stop Shop” in its downtown facility. The contractual lease arrangements with the Kansas Department of Human Resources are drawing to a close and it is time to renew the lease arrangements with the state.

The Board will recall the One-Stop Shop concept brings together a number of community agencies that are dedicated to the support of human resource development through job readiness, assessment, career counseling, job placement, and training into a single location. The idea of co-location permits more efficient and effective delivery of services to clients and the effort helps to eliminate and reduce duplication of services. This initiative remains a national trend.

To continue this convenience and promote efficient use of state and local tax dollars within Barton County and the surrounding region, the College and other human service agencies continue to work together with the able leadership of Julie Peterson, Coordinator of the One-Stop Shop and Terry Young (Kansas Job Services). Through the proposed contract agreement, joint use of the College’s downtown facilities would continue to provide the kinds of services outlined above.

A lease for 4,000 square feet of office space in the downtown building has been prepared, using the state’s standard contract form. The original contract form has been reviewed by the College’s legal counsel and the renewal of the current terms of the lease is recommended.

Recommendation: It is recommended that the Board authorizes the President to sign the two-year lease with the State of Kansas as part of a “One-Stop Shop”, to be located in the downtown building at 1025 N. Main in Great Bend. The lease provides for custodial, telecommunications/data support, and floor space. The total monthly cost to the State for the lease is \$2,050 for the space plus \$250 for telecommunication and data services and \$250 for custodial services, beginning on September 1, 2003 and ending on August 31, 2005. Should the Board have interest in reviewing a copy of the contract, it is available.

Action: Director of Physical Plant

Meeting of the Board of Trustees
Barton County Community College

May 20, 2003

REVISED GOVERNANCE POLICY – ANNUAL BOARD PLANNING CYCLE

Detail: As part of the ongoing review of the Board's Policy Governance, the Trustees reviewed the following policies at the May 7, 2003 Board study session: (1) Board Committee Principles, (2) Annual Board Planning Cycle, and (3) Board Members' Code of Conduct. Upon review of these governance policies, it was recommended that the policy "Annual Board Planning Cycle" be revised to indicate that the College will send its annual report to its owners in July, rather than November, in order to better correspond with the publication of the College's hearing.

Recommendation: Attached for the Board's review and approval is a copy of the revised governance policy "Annual Board Planning Cycle" which reflects the change in the mailing of the College's annual report from November to July.

Action: President's Office

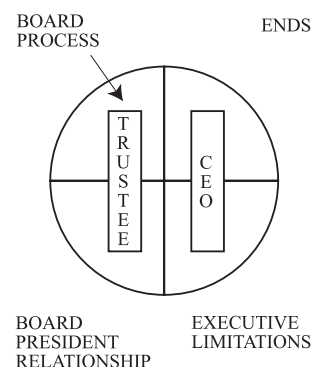
POLICY TYPE: BOARD PROCESS

POLICY TITLE: ANNUAL BOARD PLANNING CYCLE

In order to accomplish its job outputs with a governance style consistent with Board policies, the Board will follow an annual agenda which will:

1. Evaluate progress toward the achievement of the ENDS – according to the established Monitoring Schedule.
2. Evaluate the BOARD PROCESS related to Policy Governance – monthly.
3. Complete evaluation of President performance and salary review – April.
4. Redefine and prioritize the ENDS to provide guidance for the development of the budget – September.
5. Send annual report to owners – ~~November~~ July.
6. The Board will share the Report Card with its stakeholders, through a variety of mechanisms, including presentations to civic groups and linkage meetings with various segments of the community.

-- This policy adopted on October 16, 1997
Revised: December 11, 2001
Revised:



Meeting of the Board of Trustees
Barton County Community College

May 20, 2003

SCHEDULE OF BOARD MEETINGS FOR 2003-2004

Detail: Attached is a schedule of all regular Board meetings and study sessions for the 2003-2004 academic year for the Board's consideration. Please know that every attempt will be made to avoid alterations to this schedule; however, unexpected conflicts may necessitate revisions throughout the year. In addition, this schedule does not reflect any special meetings or Board Advances that may be scheduled at a later date. Required notifications of additional/revised meeting dates, times, and locations will be communicated as these are identified.

Recommendation: It is recommended that the Board approve the schedule of Board meetings and study sessions for 2003-2004 as presented.

Action: President's Office

SCHEDULE OF REGULAR BOARD MEETINGS AND STUDY SESSIONS FOR 2003-2004

The following meeting schedule has been set for Board study sessions and regular Board meetings for the 2003-2004 academic year. Please know that every attempt will be made to avoid alterations to this schedule; however, unexpected conflicts may necessitate revisions throughout the year. In addition, this schedule does not reflect any special meetings, which may be scheduled at a later date, or the fall 2003 Board Advance.

Wednesday, July 2, 2003 – 12:00 p.m. – study session

Tuesday, July 15, 2003 – 4:00 p.m. – BOT meeting
(no study session will be held in August)

***Tuesday, August 5, 2003 – 4:00 – Budget Hearing/BOT meeting**
(moved to first Tuesday to comply with Kansas statutes)

Wednesday, September 3, 2003 – 12:00 p.m. – study session

Tuesday, September 16, 2003 – 4:00 p.m. – BOT meeting

Wednesday, October 1, 2003 – 12:00 p.m. – study session

Tuesday, October 21, 2003 – 4:00 p.m. – BOT meeting

Wednesday, November 5, 2003 – 12:00 p.m. – study session

Tuesday, November 18, 2003 – 4:00 p.m. – BOT meeting

Wednesday, December 3, 2003 – 12:00 p.m. – study session

Tuesday, December 16, 2003 – 4:00 p.m. – BOT meeting

Tuesday, January 20, 2004 – 4:00 p.m. – BOT meeting
(There will be NO January Study Session)

Wednesday, February 4, 2004 – 12:00 p.m. – study session

Tuesday, February 17, 2004 – 4:00 p.m. – BOT meeting

Wednesday, March 3, 2004 – 12:00 p.m. – study session

Tuesday, March 16, 2004 – 4:00 p.m. – BOT meeting

Wednesday, April 7, 2004 – 12:00 p.m. – study session

Tuesday, April 20, 2004 – 4:00 p.m. – BOT meeting

Wednesday, May 5, 2004 – 12:00 p.m. – study session

***Thursday, May 13, 2004 – 6:00 p.m. – BOT Dinner**
(Board members and guests will be invited to a special celebration dinner, in conjunction with commencement on this date)

Tuesday, May 18, 2004 – 4:00 p.m. – BOT meeting

Wednesday, June 2, 2004 – 12:00 p.m. – study session

Tuesday, June 15, 2004 – 4:00 p.m. – BOT meeting

Meeting of the Board of Trustees
Barton County Community College

May 20, 2003

GRANT APPLICATION REQUESTS

Detail: Attached for the Board's review are two grant application requests: (1) Nurse Education, Practice, and Retention Grants Program/Career Ladder Program Grants in a funding range of \$200,000 and (2) Adult Education Program Grant in a funding range of \$111,000. Both of these grant requests are in excess of the limit for which the President may apply without Board authorization.

Recommendation: The Board is respectfully requested to authorize the President to approve application for the Nurse Education, Practice, and Retention Grants Program/Career Ladder Program Grants and the Adult Education Program Grant as presented.

Action: Director of Grants

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

Grant	Nurse Education, Practice, and Retention Grants Program/Career Ladder Program Grants
Funding Agency	US Department of Health and Human Services
Summary	(A) To promote the advancement of individuals to become professional nurses, advanced education nurses, licensed practical nurses, certified nurse assistants, and home health aides; (B) To assist individuals in obtaining education and training required to enter the nursing profession and to advance within such profession, such as by providing career counseling and mentoring.
Services	Funds will support the activities that will substantially benefit rural or underserved populations
Relationship to College Mission	The project will enable the College to improve access to educational services to assist nursing students to master skills for advanced employment.
Target Population	Barton nursing students and professionals
Funding Range	\$200,000
Indirect Cost Reimbursement	8% of direct costs, exclusive of equipment and subcontract costs
Funding Period	September 1, 2003 to June 30, 2006
Institutional Obligation	
Cash	
In-Kind	Facilities, equipment existing faculty and support staff
Personnel Required	
Existing	Director, faculty, clerical support
New	Program Coordinator, other part-time grant funded staff that may include a counselor/mentor, adjunct instructors, clerical support
Due Date	June 6, 2003

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	Adult Education Program Grant
Funding Agency	Workforce Investment Act: Title II Adult Ed and Family Literacy
Summary	Kansas adult education is guided by a four-year state plan developed and approved by the Kansas Board of Regents and the US Department of Ed. The Kansas four-year state plan was developed cooperatively with adult education center directors who provide services to citizens in Kansas. The grant is funded through two-year sub-grants and centers maintain funding on the basis of performance on eight outcomes and on measures of quality indicators set by the state.
Possible Services	<ul style="list-style-type: none"> • Students, ages 16 and older, seeking a Kansas State High School Diploma (GED) • Students, ages 16 and older, seeking math and reading skills to improve employability • Students, ages 16 and older, desiring to learn English as a second language and/or gain citizenship skills
Target Population	<ul style="list-style-type: none"> • 18 and older Kansas residents without a high school diploma • 18 and older Kansas residents who don't speak English
Funding Range (Approximate)	\$111,000
Indirect Cost Reimbursement	N/A
Funding Period	7/01/03 to 6/30/04
Institutional Obligation	
Cash	\$ 1,300 (Required by State)
In-Kind	\$ 25,000 (Facilities and Utilities)
Personnel Required	
Existing	7
New	
Application Deadline	May 23, 2003

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

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

Monitoring Reports May 2003

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: GENERAL EXECUTIVE CONSTRAINTS
--

The President shall act at all times in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President shall act in a manner consistent with Board policies and consistent with those practices, activities, decisions, and organizational circumstances, which are legal, prudent, and ethical.

Accordingly, the President may not:

General Executive Constraint #5

Permit conflict of interest in awarding purchases or other contracts or hiring of employees.

Response: To my knowledge, no conflict of interest regarding purchases, contracts, or hiring has occurred. I believe institutionally, we continue to demonstrate that our purchasing processes provide fairness, preference to local business whenever possible, and encourage competition so the taxpayers receive the most for their money. Additionally, we continue to use personnel screening and selection processes that encourage qualified and quality applicants and fairness in appointments. As it relates to this last item, we maintain processes that allow us to expeditiously make appointments when it is thought to be in the best interest of the College.

General Executive Constraint #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 2002-2003 budget's expenditure plan we have had to make the difficult decision to recommend no increases in the budget in salaries as well as delay significant capital expenditures. These two areas are significant assets and while not assets in the traditional sense are none-the-less 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: FINANCIAL CONDITIONS

The President shall administer the Board approved budget without material deviation from Board priorities in ENDS policies, and shall protect the College from financial risk.

Accordingly, the President may not:

Financial Condition #3

Make any purchase: (a) without prudent protection against conflict of interest; (b) over \$10,000 without Board approval; (c) over \$10,000 without seeking at least three competitive quotes or sealed bids, submitted on prepared specifications. No purchase shall be made except on the basis of quality, cost, and service. Consideration shall be given to local vendors who can provide like quality products and services, and who meet bid specifications.

Response: Following review of this constraint with the Dean of Business Services, I feel confident that the College is in compliance with the policy. We remain sensitive and judicious in balancing the need to support the local economy with making wise purchases as we stretch limited tax dollars.

Financial Condition #6

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

Response: The Board has been apprised that progress toward this goal was made over the course of the past year. The cash reserve is above the 8% floor and we believe that this past year's budget has, for the second or third year in a row, helped us realize growth in the reserves. The reserves may in fact be of significant help as we face the fallout of the state's revenue crisis and build the budget for the 2003-2004 fiscal year.

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.

Financial Condition #9

It is material deviation to allow cash to drop below the amount needed to settle payroll and debts in a timely manner.

Response: While we anticipate a difficult year fiscally and have concerns about what the economy will bring for our next fiscal year, we do not anticipate an inability to meet payroll or address debts in a timely manner.

Financial Condition #10

It is material deviation to allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.

Response: The College has not received notice of any government-ordered payments that are due. The College’s filings of reports have been timely and accurate.

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: COMMUNICATION AND COUNSEL TO THE BOARD

The President shall keep the Board adequately informed.

Accordingly, the President shall not:

Communication and Counsel to the Board #3

Present information in an inappropriate form that is inaccurate, incomplete, or misleading.

Response: To the best of my knowledge, reports and information provided to the Board have been in a form that is clear and the information has been accurate, complete, and timely. Should the Board have suggestions as to how to improve the delivery of information, their suggestions would be most welcome.

UPCOMING BOARD MEETINGS/ACTIVITIES

- May 26** **Memorial Day** – Campus Closed
- June 4** **Board Study Session – 12:00 noon** – U219 (upper level of Student Union)
- June 17** **Regular Board Meeting – 4:00 p.m.** – U-219 (upper level of Student Union)
- July 4** **Independence Day** – Campus Closed

President's Monthly Activities
April 1 – 30, 2003

April 1	Participated in interviews for the Executive Director of Institutional Advancement
April 2	Attended Planning Implementation Council meeting Facilitated Board of Trustees Study Session Attended Foundation Board Meeting
April 3 & 4	Vacation Days
April 7	Attended LRC Candidate Interview/Forum
April 8	Attended Dodge City vs. Barton softball game
April 9	Attended Planning Implementation Council meeting Facilitated weekly President's Staff meeting Attended Garden City vs. Barton baseball game
April 10	Attended luncheon with Dr. Wojciechowski & Dr. Franz Attended Memorial Service for Randy Evans Attended Cougar Booster Club meeting
April 11	Attended Strategic Conversation with faculty regarding Academic Integrity Served students attending the Spring Formal
April 12	Attended Cowley vs. Barton tennis match
April 12 – 16	Attended NCA Annual Meeting
April 17	Met with Dr. Clos & Mike Weltsch on Organizational Changes
April 18 & 21	Campus Closed for Easter Break Attended Brown Mackie vs. Barton baseball game
April 22	Attended Presidential Scholar's Luncheon Attended Cloud vs. Barton softball game Facilitated Board of Trustees Meeting
April 23	Attended Local Workforce Investment Board meeting in Garden City Attended LRC Candidate Interview/Forum
April 24	Met with Foundation staff for weekly meeting Attended Cougar Booster Club Meeting

April 25 Attended Automotive Open House

April 26 Visited Bart & Mary Cohen

April 28 Met with Bob Peter regarding possible donation and legal agreement
Met with Dr. Ballantyne regarding One-Stop Shop and fiscal comparisons
Toured the nearly completed athletic facility construction

April 29 Attended luncheon with Howard Partington, Clay Guthmiller, and Mel Waite regarding budgets
Attended Planning Council meeting

April 30 Attended Planning Implementation Council meeting
Facilitated weekly President's Staff meeting

NOTICES AND COMMUNICATIONS

Letters from:

- Senator Sam Brownback
- Dr. Ed Stehno, FHSU
- Victor R. Sisk, KSHSAA

SAM BROWNBACK
KANSAS

(202) 224-6521 PHONE
(202) 228-1265 FAX

United States Senate
WASHINGTON, DC 20510-1604

RECEIVED

MAY 06 2003

**PRESIDENT'S OFFICE
BCCC**

COMMITTEES:
APPROPRIATIONS
COMMERCE, SCIENCE,
AND TRANSPORTATION
FOREIGN RELATIONS
JOINT ECONOMIC

April 17, 2003

Mr. Veldon L. Law
President
Barton County Community College
245 NE 30th Road
Great Bend, KS 67530

Dear Veldon:

Thank you for contacting me regarding financial aid for higher education students. I appreciate your taking the time to contact me on such an important issue. It is always encouraging to hear from Kansans on issues that concern them.

I wholeheartedly support federal student aid programs. I am a product of two state universities in Kansas, so I have experienced first-hand how important federal student aid programs are in opening up the doors of opportunity to hard-working young people and other citizens trying to better themselves.

The federal government certainly has a role to play in expanding access to higher education through student aid programs. However, like so much of what the federal government does, we could go about this mission in a more productive way. We must examine our student loan programs to ensure they are running as efficiently and effectively as possible. Rest assured that as legislation relevant to the Higher Education Act comes before the Senate in the 108th Congress, I will be sure to keep your comments about student aid programs in mind.

Again, thank you for contacting me. I encourage you to visit my website at <http://www.senate.gov/~brownback> for additional information on this and other issues on which I am working. Please do not hesitate to contact me in the future.

Sincerely,



Sam Brownback
United States Senator

SB:am

612 SOUTH KANSAS AVENUE
TOPEKA, KS 66603
(785) 233-2503 PHONE
(785) 233-2616 FAX

1001-C NORTH BROADWAY
PITTSBURG, KS 66762
(620) 231-6040 PHONE
(620) 231-6347 FAX

811 NORTH MAIN STREET, SUITE A
GARDEN CITY, KS 67846
(620) 275-1124 PHONE
(620) 275-1837 FAX

www.senate.gov/~brownback

245 NORTH WACO, SUITE 240
WICHITA, KS 67202
(316) 264-8066 PHONE
(316) 264-9078 FAX

1111 WEST 95TH, SUITE 245
OVERLAND PARK, KS 66214
(913) 492-6378 PHONE
(913) 492-7253 FAX



FORT HAYS STATE
UNIVERSITY

RECEIVED

MAY 06 2003

PRESIDENT'S OFFICE
BCCC



May 5, 2003

Dr. Veldon L. Law
President of Barton County Community College
245 NE 30th Road
Great Bend, KS 67530

Dear Dr. Law,

Thank you for allowing us to rent your beautiful Camp Aldrich facilities. For the past several years the education department of Fort Hays State University have been holding four seminars at your facility each year. We average 100 educators per seminar. We are especially pleased to see the new flooring that was installed during the year. Dave and Mary Tudor do an excellent job of keeping the campground and buildings in exceptional condition. Judy Mason, one of your staff members, has been wonderful to work with when scheduling to use your facilities. I again want to personally thank you for the improvements you have made and your continuous cooperation in allowing us to enjoy your facilities.

Sincerely,

Dr. Ed Stehno
Fort Hays State University

cc Tudor
Mason

KANSAS • STATE • HIGH • SCHOOL
ACTIVITIES
ASSOCIATION, INC.



RECEIVED
APR 25 2003
PRESIDENT'S OFFICE
BCCC

601 SW Commerce Place, Box 495 □ Topeka, KS 66601-0495 □ PH: 785 273-5329, FAX: 785 271-0236 □ E-Mail: activities@kshsaa.org □ www.kshsaa.org
GARY P. MUSSELMAN, EXECUTIVE DIRECTOR
Assistant Executive Directors: Victor R. Sisk, Cheryl Gleason, Rick Bowden, Paul E. Palmer, David Cherry; Karen Ruder, Personnel & Information Services
Member of the National Federation of State High School Associations

April 24, 2003

Bob Loss
Barton Co. Comm. College
RR 3, Box 136Z
Great Bend, KS 67530

THANK YOU!

Regional Speech & Drama Festivals: *"A valuable classroom for our high school students."*

Saturday, April 12 was a beautiful day and a positive experience for our speech students. Regional speech festivals are important to many of our teachers and students. We will continue to provide the activity as long as it is educational and important.

Please convey to me your impressions of the judges and their ability to accurately comment and rate the performances. Let me know your ideas regarding the proposed half day schedule for next year. Your opinions are very important.

YES, on behalf of the Association, I would once again like to invite you to host. Will your facilities be available on Saturday, April 17, 2004? Please FAX the enclosed form to advise us of your intentions.

With appreciation,

Victor R. Sisk
Assistant Executive Director

dds

enc

cc: Dr. Veldon L. Law, President

EXECUTIVE BOARD: President Reggie Romine, Ellis; Vice-President Bruce Deterding, Wichita-South; Secretary-Treasurer Melvin Ormiston, Cunningham; John Bacon, Olathe; Douglas Bolden, Kansas City-Schlagle; Gina Geis, Topeka-Seaman USD 345; Rick Johnson, Hiawatha; Dennis King, Stilwell-Blue Valley; Andy Metsker, Easton-Pleasant Ridge; Evan Yoder, Hillsboro

Meeting of the Board of Trustees
Barton County Community College

May 20, 2003

EXECUTIVE SESSION

Detail: An executive session may be required.

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

Action: Board Chair