

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

**October 15, 2002 – 4:00 p.m.  
U-219 (Upper Level of Student Union)**

**AGENDA**

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Meeting of the Board of Trustees  
Barton County Community College

October 15, 2002

**OFFICIAL BOARD MEETINGS**

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

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

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

**Information Only**

Meeting of the Board of Trustees  
Barton County Community College

October 15, 2002

**COMMENTS FROM CHAIRMAN AND INTRODUCTION OF GUESTS**

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

**PUBLIC AND/OR EMPLOYEE COMMENT**

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

**STAFF REPORTS**

- Steve Pottorff will present the Ag Department's Assessment Plan
- Elaine Simmons, Dr. Tim Kimmel, and Jennifer Dunn will present a staff report on the Peer Consulting Program
- Dick Wade will present a staff report on results of the student satisfaction survey

**NCA UPDATE**

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

Meeting of the Board of Trustees  
Barton County Community College

October 15, 2002

**CONSENT AGENDA**

**Comments:** In accordance with BC<sup>2</sup>CC's Board policy governance, the following items are presented to the Board for approval as a part of the Consent Agenda.

**Recommendation:** After reviewing the detail for each item, it is recommended that the Board approve the Consent Agenda as presented:

- Minutes of the regular Board meeting, held on September 18, 2002
- Personnel
- Claims and Financial Report through September, 2002 (Exhibit A)

**Action:** President's Office

**Regular Meeting of the Board of Trustees  
Barton County Community College  
September 18, 2002**

**CALL TO ORDER**

The regular meeting of the Board of Trustees of Barton County Community College was called to order at 4:00 p.m., September 18, 2002, in room U-219 of the Student Union.

**ATTENDANCE**

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

Trustees Absent: None

Other Attendees: Dick Wade; Michael Dawes; Ron Vratil; Daniel Devine, representing the Great Bend Tribune; Susan Thacker, representing the Hutchinson News; Robert Peter; Mark Dean; Cathie Oshiro; Dr. Tim Kimmel; Jackie Elliott; Caicey Schartz; Dr. Veldon L. Law; and Marilyn Beary.

Chairman Mermis led the attendees in the Pledge of Allegiance.

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

**PUBLIC AND EMPLOYEE COMMENT**

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

**INTRODUCTION OF NEW EMPLOYEES**

Neil Elliott introduced Wade Forrestt – Assistant Cheer Coach/Fitness Center Manager and Jeff Carter, Assistant Women's Basketball Coach

Lou Kottmann introduced Dr. Dat-Kwong Lock, Physics/Physical Science Faculty

**STAFF REPORTS**

Kathi Dewey and Bill Robinson presented a staff report on the Math Department's assessment plan.

**NCA UPDATE**

Cathie Oshiro presented an update on the College's progress towards the upcoming accreditation visit by the Higher Learning Commission. Progress reports will be presented as a monthly update to the Board at each meeting through October.

**CONSENT AGENDA**

Chairman Mermis recommended that the personnel section of the consent agenda be considered following executive session.

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

- Minutes of the budget hearing and regular Board meeting, held on August 6, 2002
- Personnel (moved to end of meeting)
- Claims and Financial Report through August, 2002 (Exhibit A)

*Trustee Soeken moved that the Board approve the minutes, claims, and financial report as presented. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.*

**ACTION ITEMS**

**KSU-BCCC Memorandum of Understanding** – The Board was presented with a Memorandum of Understanding and requested to authorize Chairman Mermis and President Law to execute the agreement, officially recognizing the affiliation between Kansas State University and Barton County Community College.

*Trustee Johnson moved that the Board authorize, pending review by legal counsel and minor wording modifications to be inclusive of Barton County and its region, Chairman Mermis and President Law to execute the Memorandum of Understanding between Kansas State University and Barton County Community College on behalf of the Board and the College. The motion was seconded by Trustee O'Connor.* Following discussion, the motion carried.

**English Literacy and Civics Education Grant** – The Board was presented with a request to ratify the College's application for the English Literacy and Civics Education Grant in the funding range of \$10,000. Although this exceeded the limit for which the President was authorized to apply without prior Board approval, the application deadline did not allow sufficient time to accomplish this. Therefore, Dr. Law authorized the Director of Grants to apply for the grant, contingent upon Board ratification. Should the Board not concur with the application request, the grant application will be withdrawn.

*Trustee Webster moved that the Board ratify the application for the English Literacy and Civics Education Grant in the funding range of \$10,000. The motion was seconded by Trustee Johnson.* Following discussion, the motion carried.

**Acceptance of Grants** – The Board was requested to accept the following grant awards:

- Title III Strengthening Institutions (funding range of \$350,000)
- Adult Education Program (funding range of \$110,087)
- Upward Bound (funding range of \$230,024)
- TRIO – Student Support Services (funding range of \$284,758 per year)
- Tech Prep (funding range of \$60,000)
- Carl Perkins Regional Non-Traditional Center (funding range of \$37,500)
- Carl Perkins Improvement (funding range of \$193,334)
- Central Kansas Educational Opportunity Center (funding range of \$250,377)

*Trustee Webster moved that the Board authorize the President to accept the grant awards as presented. The motion was seconded by Trustee Johnson.* Following discussion, the motion carried.

**Copiers** – The Board was presented with information relative to upgrading two Canon copiers currently located in the Copy Center and one copier in the Kirkman Center through Office Products, Inc. and to maintain these three new machines and two other copiers for a total monthly cost of \$3,061.52 during the next three year period.

*Trustee Soeken moved that the Board accept OPI's bid as presented. The motion was seconded by Trustee Sessler.* Following discussion, the motion carried.

**Increase in Freshman Out-of-State Tuition** – In recent Board study sessions, the Trustees have received information relative to the possible elimination of the differential of tuition rates for freshman out-of-state students. The Board was presented with a request to approve the elimination of the freshman out-of-state tuition rate effective in the fall 2003 semester, leaving all out-of-state tuition at \$68 per credit hour, regardless of the student's class status.

*Trustee Sessler moved that the Board approve all out-of-state tuition at \$68 per credit hour, regardless of the class status, effective with 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:

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

**NOTICES AND COMMUNICATIONS** (Exhibit C) – The following were presented as informational items:

- RSVP Grant Application Request
- Article from the Community College Times
- Letter from Kathleen Sebelius

**EXECUTIVE SESSION** – Chairman Mermis advised that an executive session would be necessary to discuss non-elected personnel in order to protect the confidentiality of the individual(s) being discussed, and requested that Jackie Elliott, Ron Vratil, and Bob Peter join the Board and Dr. Law in executive session.

*Trustee Webster moved that the Board recess to executive session at 5:10 p.m. for 45 minutes to discuss non-elected personnel in order to protect the confidentiality of the individual(s) being discussed, to reconvene in room U-219 at 5:55 p.m. The motion was seconded by Trustee Johnson. Following discussion, the motion carried.*

Note: Jackie Elliott and Ron Vratil were excused from executive session at 5:45 p.m.

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 pertaining to non-elected personnel were discussed in order to protect the confidentiality of the individual(s) being discussed, and that no action was taken.

**PERSONNEL SECTION OF CONSENT AGENDA** – Following executive session, the personnel section of the consent agenda was presented for the Board's consideration.

*Trustee Webster moved that the Board approve the personnel section of the consent agenda as printed. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.*

**ADJOURNMENT** – The meeting adjourned at 5:58 p.m.

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Stephan J. Mermis, Chairman

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Mike Johnson, Secretary

Recorded by Marilyn Beary

## **EXPLANATION OF REQUEST FOR NEW/REVISED POSITIONS**

### **New Positions**

Within the consent agenda is a request to establish 2.25 new staff positions at Fort Riley. As the Trustees will recall, at the September 26 Board Advance, Mike Weltsch presented detailed information on significant enrollment growth in Bartonline. This growth has placed increasing demands on Fort Riley's staff, which necessitates the request to establish the new positions. As Mr. Weltsch indicated at that time, it is anticipated that Bartonline will produce an additional \$100,00 beyond last year's revenue as well as cover all the costs of the new positions.

### **Revised Positions**

Presently, the College provides a total of 40 hours a week of tutoring at Ft. Riley. These tutoring hours have been divided, each week, between two part-time staff members. This request is to increase the number of part-time staff from two to four, but not increase the number of tutoring hours. Essentially, the two individuals currently employed would have their hours reduced and two new staff members would pick up some of the tutoring hours. We are requesting that we add part-time staff but not add additional costs.

#### *Current Tutoring Positions:*

Two (2) positions at 20 hours/week each for a total of 40 hours per week

#### *Proposed:*

Reduce one (1) of the above positions to a 13 hour week,

Reduce one (1) of the above positions to a 9 hour week,

Appoint two (2) new individuals to fill the remaining 40 hour work week by providing each of them a part-time position where they can each work 9 hours per week.

Total = 40 hours per week

### **EMT Program**

An internal study was conducted on the College's EMT program. Staffing for this program's administration has been at Junction City during the last few years. Following a needs analysis, it was determined that the program has greater potential for enrolling and serving students in the Barton County service area. Accordingly, we are shifting the program to the Great Bend campus. Therefore, the 1.5 positions previously involved in the administration of the EMT program at Junction City are being transferred to Barton's main campus.



## **PERSONNEL**

### **Resignations/Terminations**

Kerry Bergren – Security Officer  
Carman Flott – MICT/EMT Faculty  
Julie Peterson – Program Manager for Professional Development  
Monica Smith – Academic Advisor (Fort Riley)  
Damian Tudor – Camp Aldrich (part-time temporary)

### **New Positions – Fort Riley**

Increase a .75 time Faculty and Staff Administrative Support Specialist to full time –  
(increase of .25 time) – Fort Riley  
Assistant Coordinator of Admissions and Records (full-time) – Fort Riley  
Assistant Director of Academic Transfer Programs (full-time) – Fort Riley

### **New Employees**

Catherine Graves – Tutor, Title III – Fort Riley (part-time hourly)

### **Revised Positions – Fort Riley**

Change from two tutoring positions @ 20 hours per week each to:  
One tutoring position @ 13 hours per week  
One tutoring position @ 9 hours per week  
Create two (2) new tutoring positions @ 9 hours per week each

### **Additional Responsibilities**

Jim Turner – Tutor, Title III (Fort Riley) – This is in addition to his assigned duties  
as associate faculty

### **Replacement Employees**

Janet Keller – Support Specialist (Community Education)  
Matt Skillman – Assistant Men's Basketball Coach  
Lorie Taylor – Systems Analyst  
Arthur Christian Turner – Security Officer

### **Position Changes**

Kay Boyd – from PC Hardware/Software Technician to Network Analyst  
Tamara Corbett – from Secretary, Grants Office (part-time) to Secretary, EMT/MICT  
(part-time)  
Carol Newbury-Nichols – from ½ time EMT and ½ time Troop School to Receptionist/  
Enrollment Clerk – Troop School (full-time)

### **Supplemental Contracts**

Janet Balk	Western Civ to 1500
Geraldine Ball	Am. History to 1877, Military History
LaVerne Bitsie-Baldwin	Basic Algebra
George Bowman	Laser Sight and Engaging, Remodeling & Renovation, Weapons Storage
Walter Brown	Dept. of Transportation Regulations

Gilberto Chabarría	Public Speaking-2 sections
Richard Clark	Human Relations in Business
Eugene Compton	Emergency Medical Training
Michael Cox	Supervisory Development, Military History- First World War, American Revolution
Monique DePue	Curriculum Development
Nancy Gaskins	Principles of Macroeconomics
Marlene Kabriel	Language Lab
Ron Kirmer	Curriculum Development
Lynette Lee	Organizational Supply of Mgmt. Operations
Jennifer Miller	English Study Skills, Math Learning Strateg.
Setoria Morris	Word Processing Applications
Alford Motsenbocker	Intro to Computers, Beginning Keyboarding, Database Mgmt Systems, Word Processing
Dan Myers	Supervisory Development
Merrilees Owens	American History 1866-Present
Robert Patterson	English Comp II
Laura Peck	Introduction to Computers
Brian Schroeder	Intro to Exercise Science
Marlene Sedillos	English Comp I
GE Simmons	Language Lab, Spreadsheet Applications, Basic Math, Preparatory Math
Letitia Snow	International Relations and Cross Cultural Awareness
Reiley Watson	Emerg. First Aid for Tactical Operations
Darcy Wedel	Curriculum Development

### Community Education

<u>INSTRUCTOR</u>	EVENT	DATE BEGIN	DATE END
Connie Carey	CMA Update – Great Bend	10/19/02	10/26/02
Mabel Adams	CNA - Great Bend	10/21/02	12/18/02
Joel Miller	OR/Photography I/St John	10/29/02	12/11/02
Kathy Brock	Advanced Cardiac Life Support	11/1/02	11/2/02
Chris Krueger	Excel	11/2/02	11/9/02
Larissa Adams	OR/Single Parenting/Ellsworth Degree Program	11/2/02	11/16/02
Terri Stewart	CNA – Junction City	11/4/02	12/3/02
David Weeks	OR/Woodworking I, II, Ind. Projects/Ellsworth	11/4/02	2/17/03
Donna Scott	CMA – Hays	11/5/02	1/21/03
Kent Blakeslee	OR/Welding I/Ellinwood	11/6/02	2/3/03
Nancy Wetig	Home Health Aide – Great Bend	11/8/02	11/16/02

Terri Stewart	CMA Update – Junction City	11/9/02	11/10/02
Linda Runge	CMA Update – Ellsworth	11/12/02	11/13/02
Gary Albright	Introduction to Business	11/12/02	1/28/03
Linda Carson	OR/Creative Activities II/Ellsworth	11/12/02	1/28/03
Dennis Davidson	OR/Business Law I/Russell	11/12/02	1/28/03

## **ACTION ITEMS**

Request for Unpaid Leave of Absence  
Health Insurance (see Exhibit B for detailed information)  
Fee for NCA Consultant-Evaluator Visit  
Students Fees for Academic Systems Classes  
Contract with Academic Systems  
Technology Request  
RSVP Grant Application  
Acceptance of Grant

Meeting of the Board of Trustees  
Barton County Community College

October 15, 2002

**REQUEST FOR UNPAID LEAVE OF ABSENCE**

**Detail:** The College has received notification from Jerry Treaster, Physical Plant employee, that his National Guard Unit will be departing to Bosnia for approximately six (6) months; however, he has been informed that this term of service may be extended up to one (1) year. As outlined in the College's Leave of Absence Policy, this request for an unpaid leave of absence is being presented by the President for Board approval. Further, the Board needs to be aware that the College will seek a temporary replacement to fill the vacancy left by Jerry's departure.

**Recommendation:** The Administration respectfully requests Board approval for up to one (1) year of unpaid leave for Jerry Treaster to serve his country as outlined in the attached request and under the terms of the Leave of Absence policy, also attached. Should additional time be required, Mr. Treaster will be required to submit a new unpaid leave of absence request at least one month prior to the expiration of this request.

**Action:** President's Office

September 25, 2002

Attention: Mark Dean  
245 NE 30<sup>th</sup> Road  
Great Bend, KS 67530

Mark,

I am requesting an unpaid leave of absence to serve with my National Guard Unit in Bosnia. My unit has been activated and the tentative deployment date is January 2, 2003. This date is tentative, as the date has already been changed twice. The length of stay in Bosnia should be for approximately 6 months, but again that is subject to change if the military decides we will be needed longer. We have been told that the length of stay could be extended up to 1 year. Although I do not expect this to happen, I would like College approval for the entire time frame if necessary. I would appreciate your consideration in this matter.

Sincerely,

Jerry Treaster

## **Leave of Absence Policy**

The Board of Trustees may grant a leave of absence if, in the opinion of the College, such leave would serve the best interest of the College or is required by law and the employee has first utilized all other accumulated leave for which he/she may be eligible.

Leaves of absence may be granted for the following reasons: professional leave, medical leave, childbirth leave, active military service leave, and extenuating individual circumstances approved by the President and Board of Trustees. Likewise, it shall be at the President's discretion whether to recommend the leave of absence with pay or without pay, depending upon individual situations.

No leave, except military leave, may be granted for a period greater than one year. An employee granted such leave will be reinstated to the same, or similar, position at the expiration of the leave, provided that the employee is capable and able, physically and mentally, to resume their duties. Failure to return to work at the end of an approved leave will be considered to be a resignation.

Employment while on leave will be cause for termination, unless specifically approved by the President. In accordance with individual insurance provider policies, during leaves of absence an employee may be able to continue College insurance coverage by paying premiums to either the Office of Human Resources or the applicable insurance provider.

Holidays, vacation time, and sick leave will not accumulate during a leave of absence other than if the leave of absence is approved with pay.

All requests for leaves of absence shall be submitted through the employee's supervisor, to be presented to the President for his/her recommendation to the Board of Trustees.

Approved by Veldon L. Law on 08-30-02

Meeting of the Board of Trustees  
Barton County Community College

October 15, 2002

**HEALTH INSURANCE**

**Detail:** The College's health insurance plan year begins November 1, 2002. Overall claims activity for the past three years have been good and is reflected in the anticipated costs for the new year. Because of the success of the past three years, our insurance reserve has grown to approximately \$600,000. We believe the reserve will allow us to maintain our current premium charges to our employees. This will be welcome news during a year when the College was forced to freeze wages because of continuing state financial difficulties.

As noted in the corresponding documentation (see Exhibit B) which was reviewed at the Board Advance, maintaining premium rates for our employees will expose the reserve to approximately \$182,000 of cost under the worst case scenario. Based on past activities, we have a very good chance of not using the reserve to this extent. We are also recommending that we increase our specific limit from \$50,000 to \$60,000, which will further reduce the reserve exposure by \$24,801.82. This cost reduction is created by a reduction of premium rates on the specific coverage and maintaining the annual aggregate. Although there is a risk that we will have some claims that will exceed the specific limit, we have the same chance that the aggregate will not be exceeded. We are also recommending that no other changes be made to the plan until another year has been completed. This should allow us flexibility for future rates if claims should become larger than we have anticipated.

**Recommendation:** The Administration respectfully recommends that the College maintains its health insurance operation with Benefit Management Inc. for another year and also continue excess insurance coverage with the College's current carrier, AUL. We also recommend that the College increase the specific insurance limit to \$60,000 and maintain all other coverage. Insurance premiums to Barton's employees will not increase.

**Action:** Dean of Business Services



Meeting of the Board of Trustees  
Barton County Community College

October 15, 2002

**FEE FOR NCA CONSULTANT-EVALUATOR VISIT**

**Detail:** Attached is a billing in the amount of \$14,172 for the College's upcoming North Central accreditation team's visit.

**Recommendation:** Because the attached billing exceeds the amount for which the President is authorized to approve without Board consent, the Administration respectfully requests that the Board authorize the President to pay the invoice in the amount of \$14,172 as presented.

**Action:** President's Office



The Higher Learning Commission

The Higher Learning Commission  
30 N. LaSalle Street, Suite 2400  
Chicago, Illinois 60602-2504  
(312) 263-0456 • Fax: (312) 263-7462

# INVOICE

Invoice Date: 9/10/2002  
Invoice Number: E01448

**TO:** Barton County Community College  
Veldon L. Law, President  
245 NE 30th Road  
Great Bend KS 67530-9283

Your account number: A1267

Customer PO Number: VISIT-10/21-23/02


Quantity	Description	Price	Total
1	Evaluation Visit-3day/7people	\$14,172.00	\$14,172.00

**TOTAL DUE:** \$14,172.00

**Payment is due upon receipt of invoice. Make checks payable to The Higher Learning Commission.**  
Questions about this invoice? Please call our Business Office at (312) 263-0456 or (800) 621-7440, extension 117.

**PLEASE DETACH AND RETURN THIS SECTION WITH YOUR PAYMENT • DO NOT STAPLE**

Account Name	ID No.	Invoice No.	Invoice Date	Amount Due
Barton County Community College	A1267	E01448	9/10/2002	\$14,172.00
Please indicate amount enclosed:				\$

**MAIL TO:**   
The Higher Learning Commission  
30 N. LaSalle Street, Suite 2400  
Chicago, IL 60602-2504

**FOR NCA OFFICE USE ONLY**

Date Received	Check Number

For your convenience, this form may be placed in a standard window envelope. Please make sure our address shows through the window

Meeting of the Board of Trustees  
Barton County Community College

October 15, 2002

**STUDENT FEES FOR ACADEMIC SYSTEMS CLASSES**

**Detail:** The mathematics department at Barton County Community College has been using Academic Systems since the Spring 2000. This is a computer based teaching system for developmental math classes. The College purchases individual licenses from Academic Systems and charges a fee to students who take the course. For this fee the student receives a CD with the software and a workbook. This is in lieu of the student purchasing a textbook.

During the past FY year 2001-2002, student fees generated revenue of \$52,195.00 (for 803 students) and the cost of the licenses were \$53,743.00, (803 licenses plus shipping and handling), showing a small loss. The loss comes from the fact that even though the College charges the students \$65.00 for the \$62.00 license as it is assessed to the College by Academic Systems, the excess charged does not completely cover shipping and handling of the workbooks and instructional CD's. During the FY 2001-02, both Math and English classes used academic systems. The number of licenses that annually need to be purchased has dropped this fiscal year as the courseware is now only used for the math sequence.

It is therefore recommended that the student fee be increased, both to cover the cost of the licenses, including shipping and handling, and to generate some funds that could be used to upgrade the computers in the math labs. The increase being recommended would generate an estimated \$4,800.00 each year over and above costs, \$12.00 per enrollment. The College anticipates using 400 licenses and increasing the fees by \$15 (400 x \$12.00 = \$4,800.00 - \$3.00 of the increase being used to cover existing costs where we are experiencing a small loss). In assessing how this cost would impact students, it should be noted that the average mathematics textbook costs approximately \$90.00.

**Recommendation:** It is recommended that the Board approve an increase in student fees for the Academic Systems course from \$65.00 per enrollment to \$80.00 per enrollment. It is understood that any fees generated over and above the license fees paid to Academic Systems will be used for the upkeep of the computer labs that use the courseware.

**Action:** Interim Associate Dean of Mathematics, English, and Essential Skills

Meeting of the Board of Trustees  
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October 15, 2002

**CONTRACT WITH ACADEMIC SYSTEMS**

**Detail:** The mathematics department at Barton County Community College has been using Academic Systems since the Spring of 2000. This computer-based teaching system is used in developmental math classes. The College buys licenses from Academic Systems and charges a student fee of \$65.00 per enrollment. For this fee the student receives an instructional CD and a workbook in place of a textbook.

Academic Systems has made the following proposal to Barton County Community College. If Barton agrees to sign a contract to use 400 Academic Systems licenses per year over the next three years at a guaranteed price of \$62.00 per license, then Academic Systems will use 10% of the contract price to purchase computer hardware, through a leasing company, for the College to use. At the end of the three-year period, the College will be able to purchase the equipment for \$1.00 and own it outright. Academic Systems will pay all leasing fees and interest for that three-year period.

The contracts have been reviewed and approved by legal counsel.

**Contract Details:**

Three (3) Master License Agreement Cost \$79,002  
*Includes: 1200 licenses at \$62.00 plus Service Fees and Shipping and Handling*

Amount of hardware available to Barton \$7,900

Payment Schedule

Payment 1	July 2003	\$13,167
Payment 2	January 2004	\$13,167
Payment 3	July 2004	\$13,167
Payment 4	January 2005	\$13,167
Payment 5	July 2005	\$13,167
Payment 6	January 2006	\$13,167

The need for replacing computers is ongoing and the \$7,900 would be spent to buy new hard drives for 11 or 12 of the 21 computers in C-108 that are used for these math classes. The rest of the computers would be replaced as funds become available from student fees.

(continued on next page)

**Advantages to the Contract:**

1. Holds price at \$62.00 for three years
2. Allows replacement of some of the computers in C-108
3. Payments can be made every 6 months over three years

**Recommendation:** It is recommended that the Board authorize the President to sign the contract with Academic Systems for three years and enter into and accept the master lease agreement to purchase \$7,900 of hardware for computer lab C-108.

**Action:** Interim Associate Dean of Mathematics, English, and Essential Skills

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**TECHNOLOGY REQUEST**

**Detail:** Earlier this fall, Cathie Oshiro had solicited proposals from the faculty for utilizing Technology Grant funds to advance student learning at Barton. Attached is a request that was submitted by Darcy Wedel to purchase a Vibration Control System to neutralize wheel and tire vibration. Because the total expenditure for this purchase exceeds the amount for which the President is authorized to approve, the Administration respectfully requests that the Board authorize the President to proceed with this purchase.

**Recommendation:** The Administration respectfully requests that the Board authorizes the President to approve the purchase of one Hunter GSP9712-17P Vibration Control System from Stafford Automotive Service Equipment in the amount of \$11,085 (including freight charges) utilizing Technology Grant funds.

**Action:** Director of Grants

**TECHNOLOGY REQUEST**  
FY 2003

**DUE: September 6, 2002**

**4:30 P.M.**

Please e-mail to Cathie Oshiro.

**Requester:** \_\_\_\_\_ Darcy Wedel – Automotive Technology

**Phone Number:** \_\_\_\_\_ 620.792.9336

**Proposal Title:** \_\_\_\_\_ Vibration Control System

<b>Technology Beneficiaries</b>	<b>Related Courses and/or Programs</b> Automotive Technology courses 1005 Service Techniques 1006 Fundamentals of Mechanics I 1027 Steering Wheel Alignment and Brakes 1022 Automotive Braking Systems 1018 Special Problems in Auto Tech
---------------------------------	---

**Number of Students Benefiting from Technology**

\_\_\_\_\_ 65 students per academic year

**Is/are this/these item(s) currently available on campus? (Click on box.)**       Yes     No

**If this/these item(s) are available, do you have access to them?**       Yes     No     DNA

**What types of services will you need with this request?**

- Training
- Software
- Equipment
- Software Installation
- Hardware Installation
- Wiring
- Other (specify)

**Additional purchases required to incorporate this technology into the curriculum. (Purchases that are not covered by the Technology Grant.)**

- Software
- Equipment
- Other (specify)

**Need/Justification for Purchase (Provide justification for each item):**

**Item Description/Brand** Hunter GSP9712-17P Vibration Control System

**Company:** Stafford Automotive Service **Phone #:** 316.282.0040 **FAX #:** 316.841.9698  
Equipment 316.841.9698

**Address:** 919 Santa Fe  
Newton, Kansas 67114

**E-mail:** \_\_\_\_\_ **Contact:** Clint Stafford

**Website address:** \_\_\_\_\_

**Justification:** Proper tire balance is important for tire life, ride comfort, and safety. The advent of low profile tires and aluminum suspension components has greatly improved handling by reducing tire roll and unsprung weight. The disadvantage is that aluminum does not absorb vibrations as well as steel or cast iron, and low profile tires have stiff sidewalls that increase the amount of road vibrations transferred to the suspension system. Therefore minute tire imbalance and runout problems cause serious vibration concerns with today's automobiles. As a result new technologies to neutralize wheel and tire vibration concerns is now available. Recently Hunter Engineering developed the GSP9712-17P Vibration Control System. The Vibration Control System utilizes a "road roller" to measure the uniformity of the wheel and tire assembly, simulating a road test by applying up to 1400 pounds of pressure against the tire as it tests for an imbalance. The system utilizes a dot matrix printer and a large monitor to facilitate instructional purposes in the shop. The Vibration Control System eliminates virtually every cause of tire and rim vibration associated with today's automobiles. This machine is rapidly becoming an industry standard, and can be found in a growing number of quality automotive training programs committed to providing a world class education for individuals entering the automotive service industry.

Vibration Control System with printer, cone kit, and adapter kit .....\$10,935  
Freight charges .....\$150  
Total charges .....\$11,085

**Item Description/Brand** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**Website address:** \_\_\_\_\_

**Justification:** \_\_\_\_\_

**Item Description/Brand** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**Website address:** \_\_\_\_\_

**Justification:** \_\_\_\_\_

**Please note: A detailed plan will have a better chance of being funded.**



Meeting of the Board of Trustees  
Barton County Community College

October 15, 2002

**RSVP GRANT APPLICATION**

**Detail:** Attached for the Board's review is a grant application for continuation of the Retired and Senior Volunteer Program (RSVP) in the funding range of \$60,000 which is in an amount above that for which the President may authorize without Board action.

**Recommendation:** The President respectfully requests that the Board ratify the application for the continuation of the Retired and Senior Volunteer Program in the funding range of \$60,000 on behalf of the College.

**Action:** Director of Grants

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

<b>Grant</b>	Retired and Senior Volunteer Program
<b>Funding Agency</b>	Corporation for National Service
<b>Summary</b>	Continuation of RSVP grant
<b>Possible Services</b>	Continuation of programs to assist non-profit agencies meet needs of the community. Expansion of volunteers in schools and programs supporting Homeland Security will be given priority.
<b>Target Population</b>	Volunteers over age 55 will be recruited to work with persons of all age.
<b>Funding Range (Approximate)</b>	\$60,000 federal funds
<b>Indirect Cost Reimbursement</b>	None
<b>Funding Period</b>	01-01-03 to 12-31-03
<b>Institutional Obligation</b>	
<b>Cash</b>	
<b>In-Kind</b>	Copies, mail, some printing and occasional use of a car
<b>Personnel Required</b>	
<b>Existing</b>	No new staff positions
<b>New</b>	
<b>Application Deadline</b>	October 18, 2002

**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

October 15, 2002

**ACCEPTANCE OF GRANT**

**Detail:** At its September regular meeting, the Board authorized the President to apply for the English Literacy and Civics Education Grant in the funding range of a minimum of \$10,000. The College has received notification that it has been awarded this grant in the funding range of \$25,800 and following approval at the end of the first year, the grant would be extended another year for an additional \$25,800.

**Recommendation:** The President respectfully requests the Board's authorization to accept the English Literacy and Civics Education Grant in the funding range of \$25,800 on behalf of the College.

**Action:** Director of Grants

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

<b>Grant</b>	English Literacy and Civics Education Grant
<b>Funding Agency</b>	Kansas Board of Regents
<b>Summary</b>	The literacy and civics grant is available to existing adult education programs in Kansas. It supplements funding and is added to the original FY03 AEFLA basic grant award. It is subject to the same federal and state requirements as AEFLA and will be evaluated annually.
<b>Possible Services</b>	Basic technology for ESL Civics class, using video material for ABE and GED students
<b>Target Population</b>	Primary focus is ESL and/or services for unserved or underserved populations such as unemployed learners, learners in low-paying jobs, and/or learners in need of skills to pass the US citizenship exam.
<b>Funding Range (Approximate)</b>	\$25,800
<b>Indirect Cost Reimbursement</b>	
<b>Funding Period</b>	10/02 to 06/03
<b>Institutional Obligation</b>	NA
<b>Cash</b>	\$
<b>In-Kind</b>	Transportation, computer assistance
<b>Personnel Required</b>	One part-time instructor
<b>Existing</b>	
<b>New</b>	One part-time instructor, one part-time bilingual paraprofessional
<b>Submission to BOT</b>	10/15/02

**Presidential Review**

The College has received notification that it has been awarded the above grant. I have reviewed the grant and it is in concert with the mission and vision of Barton County Community College. I support the acceptance of this grant and recommend that the Board of Trustees authorize the College to accept the grant, which is in excess of the funding range for which I am authorized to accept without Board approval.

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

## **NOTICES AND COMMUNICATIONS**

**UPCOMING BOARD MEETINGS/ACTIVITIES**

- October 17**      **Case-New Holland Appreciation Dinner**  
                         **Social** – 6:00-7:00pm – Student Union  
                         **Dinner** – 7:00pm – Student Union
- October 21**      **Dinner w/NCA Team & Dr. Law** – 6:30pm – Lizzie’s Cottage
- November 6**      **Board Study Session** – 12:00 noon – U219
- November 19**      **Student Holiday Reception** – 8:30 -10am – Student Union
- November 19**      **Monthly Board Meeting** – 4:00pm – U219
- December 6**      **Employee Christmas Dinner**  
                         **Social** – 6 - 7pm – Shafer Gallery  
                         **Dinner** – 7:15pm – Student Union

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

**President's Monthly Activities**  
**September 1 – 30, 2002**

September 2	Offices Closed – Labor Day
September 3	Met with Garey Pennington to discuss Booster ideas
September 4	Facilitated weekly SILC meeting Facilitated weekly President's Staff meeting Facilitated Board of Trustees Study Session Attended Foundation meeting Attended Barton/Dodge volleyball match
September 5	Attended BLINK Luncheon meeting to plan for the continuation of community leadership experiences
September 6	Attended EduKan meeting in Pratt With Trustees, participated in the KACCT/COP Retreat in Pratt
September 7	With Trustees, attended KACCT/COP Retreat in Pratt
September 9	Attended Faculty Outcomes Assessment Meeting
September 10	Attended meetings at Fort Riley in support of a new KSU/Barton partnership opportunity
September 11	Hosted a morning 9/11 activity Facilitated weekly SILC meeting Facilitated weekly President's Staff meeting Participated in September 11 <sup>th</sup> Remembrance Activities for the community hosted by the Shafer Gallery
September 12	With Ron Vratil and Mary Lou Warren, met with regional RSVP representative Attended Chamber Coffee at the Elks Lodge and introduced Jennifer Dunn Hosted a luncheon with Mark Dean and Rick Ball to discuss water issues for StoneRidge Country Club
September 13	Attended Meeting with TEC Group (KSU) to explore possible new business ideas Attended Ernesto Sorroli Group at StoneRidge
September 15	Attended Barton/Iowa Central Soccer matches

September 16	<p>Participated in KSU teleconference to discuss the partnership's progress</p> <p>Facilitated area Superintendents Luncheon and discussion</p> <p>Reviewed and discussed donation proposal request</p>
September 17	<p>Facilitated Executive Booster Board meeting to generate revenue producing ideas</p> <p>Received Assessment Training to assist with writing assessment effort</p>
September 18	<p>Facilitated Board of Trustees meeting</p> <p>Attended Barton/Butler Volleyball match</p>
September 19	<p>With Dr. Kimmel, participated in the Hilltopics radio interview with Jack Hartle to discuss the NCA visit</p>
September 20	<p>Attended some of the Active Ankle Volleyball Tournament games hosted at Barton</p>
September 21	<p>Attended some of the Active Ankle Volleyball Tournament games hosted at Barton</p> <p>Attended the Barton/Hesston Soccer match</p>
September 23	<p>Attended Barton/Dodge Soccer Matches</p> <p>Attended Aldrich Committee Meeting</p>
September 24	<p>Attended General Staff meeting</p>
September 25	<p>Facilitated weekly SILC meeting</p> <p>Facilitated weekly President's Staff meeting</p> <p>Attended Learning &amp; Instruction Integrity meeting</p>
September 26	<p>Facilitated Board of Trustees Advance at Camp Aldrich</p>
September 27	<p>Facilitated Policy &amp; Procedure clarification teleconference meeting with Ft. Riley</p>
September 29	<p>Attended Meet the Cougars night</p>
September 30	<p>Attended meetings at Ft. Riley and at KSU to promote their support for a business venture for Barton County</p>





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PRESIDENT'S OFFICE  
BCCC

September 18, 2002

Dr. Veldon Law, President  
Barton County Community College  
245 NE 30<sup>th</sup> Road  
Great Bend, Kansas 67530

Dear Dr. Law,

My name is Lisa Perez Miller, Vice President of Students/Enrollment Management for Pratt Community College, and the current president for the Kansas Association of Collegiate Registrars and Admissions Officers (KACRAO). I would like to bring to your attention the efforts of two of your employees.

Carrie Beck and Julie Munden have served as members of the KACRAO executive council this past year. The leadership and hard work demonstrated by both Carrie and Julie have been a tremendous asset to our executive council.

Too many times the extra volunteer and professional efforts of employees go unnoticed. I am proud to have worked with Carrie and Julie throughout this past year and I wanted you to know how much I appreciated your willingness to allow them to be part of the executive council. KACRAO is grateful for your support and commitment to higher education and the service we provide young people throughout Kansas. Thank you again.

Sincerely,

Lisa Perez Miller  
KACRAO President, 2001-02  
Pratt Community College  
Vice President of Students/EM  
348 NE SR 61  
Pratt, Kansas 67124

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KANSAS ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

Meeting of the Board of Trustees  
Barton County Community College

October 15, 2002

**EXECUTIVE SESSION**

**Detail:** An executive session will be required to discuss personnel issues.

**Recommendation:** It is recommended that the Board recess to executive session for the purpose of discussing non-elected personnel in order to protect the confidentiality of the individual(s) being discussed.

**Action:** Board Chair