

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

~~Tuesday, September 17, 2002~~
Wednesday, September 18, 2002 – 4:00 p.m.
U-219 (Upper Level of Student Union)

REVISED AGENDA

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Meeting of the Board of Trustees
Barton County Community College

~~September 17, 2002~~
September 18, 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

~~September 17, 2002~~
September 18, 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

Myrna Perkins will present a staff report on the "Boost" scholarship.
Kathi Dewey will present a staff report on the Mathematics Assessment Plan.

NCA UPDATE

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

Meeting of the Board of Trustees
Barton County Community College

~~September 17, 2002~~
September 18, 2002

CONSENT AGENDA

Comments: In accordance with BC²CC's Board policy governance, the following items are presented to the Board for approval as a part of the Consent Agenda.

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

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

Action: President's Office

**Minutes of Budget Hearing/Regular Meeting of the Board of Trustees
Barton County Community College
August 6, 2002**

CALL TO ORDER

The budget hearing/regular meeting of the Board of Trustees of Barton County Community College was called to order at 4:00 p.m., August 6, 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: Vernon Law; VaNita Law; Dick Wade; Bill Forst; Michael Dawes; Ron Vratil; Daniel Devine, representing the Great Bend Tribune; Robert Peter; Shanna Legleiter; Elaine Simmons; Mark Dean; Neil Elliott; Dr. Karén Clos; 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.

BUDGET HEARING

The Chairman presented the proposed budget for 2002-2003 as published, and announced that the Budget Hearing would remain open until 4:30 p.m. in order to allow any latecomers the opportunity to address this issue. At 4:33 p.m., Chairman Mermis asked if there were any questions concerning the budget. There were none offered.

Trustee Johnson moved that the Board of Trustees approve the 2002-2003 budget as published. The motion was seconded by Trustee Soeken. Following discussion, the motion carried.

PUBLIC AND EMPLOYEE COMMENT

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

INTRODUCTION OF NEW EMPLOYEE

Neil Elliott introduced Cindy Piper, Assistant Soccer Coach.

STAFF REPORTS

Bill Forst presented a staff report on the Art Department's assessment plan.

NCA UPDATE

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

CONSENT AGENDA

Chairman Mermis advised that the personnel portion of the consent agenda would be tabled and addressed following executive session and that he would entertain a motion to approve the minutes of the July 16, 2002 regular Board meeting.

Trustee Webster moved that the Board approve the minutes of the July 16, 2002 Board meeting as presented. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

ACTION ITEMS

KACCT State-Wide Economic Impact Initiative – At the request of the Kansas Association of Community College Trustees (KACCT), the Board was asked to provide direction to Trustee Webster, KACCT Delegate, as to its support for a state-wide initiative to secure the services of CCBenefits.com to complete a state-wide study on the economic impact of Kansas community colleges through the sponsorship of KACCT. The cost to the College to participate in this initiative would be \$3,200 if all of the Kansas colleges participate and \$6,000 per institution if they do not.

Trustee Sessler moved that the Board indicate its support of the state-wide initiative and acknowledge that the cost, whether that be \$3,200 or at the higher cost of \$6,000 if KACCT is unable to receive unanimous support from all of the Kansas colleges, is within the limits for which Dr. Law is authorized to act. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

Proposed Deviation from and Revision to Executive Limitations (Budgeting/Forecasting) – At its July 16, 2002 regular meeting, the Board of Trustees approved the operating budget for 2002-2003 which, due to budgetary constraints at the state level, did not allow for salary increases for Barton's employees. Therefore, it was recommended that the Board approve this deviation from its Executive Limitations.

Trustee Johnson moved that the Board approve the deviation in the Board's Executive Limitations (Budgeting/Forecasting) as recommended. The motion was seconded by Trustee O'Connor.

Additionally, the Board was presented with a proposed revision to this governance policy in order to provide clarification:

(Current):

"Accordingly, the President shall not:

5. Propose a budget which does not include a recommendation for staff and faculty salary increases."

(Proposed):

"Accordingly, the President shall not:

5. Propose a budget which does not consider staff and faculty salaries, and a recommendation as to whether or not resources should or should not be provided from which to grant salary increases."

Trustee Soeken moved that the Board approve the revision to the Budgeting/Forecasting governance as presented. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

Natural Gas Participation Agreement – The Board was presented with information and a proposed member participation agreement with the Kansas Association of School Board Kansas Joint Utilities Management Program (KJUMP) for the purchase of natural gas. This agreement would extend the College's current participation agreement with this consortium from February 2003 to June 2005.

Trustee Sessler moved that the Board authorize the Chairman and College President to execute the KJUMP agreement as presented. The motion was seconded by Trustee Soeken. Following discussion, the motion carried.

Professional Liability Insurance – The Board was presented with a request to authorize the College to secure coverage with Evanston Insurance Company for its Professional Liability Coverage for the current fiscal year in the amount of \$13,250.

Trustee Webster moved that the College secure coverage from Evanston Insurance Company for its Professional Liability Coverage for the 2002-2003 fiscal year in the amount of \$13,250. The motion was seconded by Trustee Johnson. 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 to the Board as informational items:

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

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 Dr. Karen Clos and Bob Peter join the Board and Dr. Law in executive session.

Trustee Johnson 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 individual(s) 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.

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 matters pertaining to non-elected personnel were discussed and that no action was taken. He further advised that the Board would need to return to executive session for an additional 10 minutes to continue its discussion on non-elected personnel issues.

Trustee Sessler moved that the Board recess to executive session at 5:25 p.m. for 10 minutes in order to continue its discussion of non-elected personnel issues in order to protect the confidentiality of the individual(s) being discussion, to reconvene in room U-219 of the Student Union at 5:35 p.m. The motion was seconded by Trustee Johnson. Following discussion, the motion carried.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:35 p.m. in room U-219 of the Student Union. Chairman Mermis advised that matters pertaining to non-elected personnel were discussed and that no action was taken.

APPROVAL OF PERSONNEL SECTION OF CONSENT AGENDA – Following executive session, the Board reviewed that portion of the revised consent agenda pertaining to personnel. Chairman Mermis advised that one addition would be added to the consent agenda; the temporary appointment of Dr. Gillian Gabelmann as Interim Associate Dean of Mathematics, English and Essential Skills. *Trustee Soeken moved that the revised consent agenda be approved as presented. The motion was seconded by Trustee Johnson. Following discussion, the motion carried.*

ADJOURNMENT – The meeting adjourned at 5:38 p.m.

Stephan J. Mermis, Chairman

Mike Johnson, Secretary

Recorded by Marilyn Beary

PERSONNEL (Revised)

Resignations/Terminations

Todd Ammeter – Camp Aldrich (part time)
Austin Boyd – Evening Math Specialist and Upward Bound Tutor
Lance Brauman – Head Track/Cross Country Coach
Teresa Finch – Support Specialist
Jami Klug – Camp Aldrich (part time)
Alaina Merlau – Camp Aldrich (part time)
Jack Owens – Assistant Men’s Basketball Coach
Benjamin South – Camp Aldrich (part time)

New Employees

AmyLynn Headley – Junction City Secretary Data Specialist (part time)

Replacement Positions

Jennifer Kingslien – Faculty and Staff Administrative Support Specialist
Lyles Lashley – from Assistant Track/Cross Country Coach to Head Track/Cross Country Coach
Chy Miller – Coordinator of EMT Program
Roy Overman - Printer
Stephen Smith – Assistant Track/Cross Country Coach

Status Changes

Frances Fanshier – RSVP Volunteer Coordinator (moved from part-time hourly with no benefits to part-time hourly with partial benefits)

Title Changes

Julie Kramp – From Marketing Representative – Business & Industry to Business & Industry Training Coordinator

Overload

Tim Anderson	Two hours
Kathy Boeger	Four hours
Jeana Brack	Three hours
Linda Carson	Four hours
Jamee Dannebohm	Four hours
Kathi Dewey	Five hours
Steve Dudek	Six hours
Bob Dunavan	Three hours
Bill Forst	Six hours
Ted Gardner	Three hours
Stephannie Goerl	Three hours
Kathy Heidrick	One hour
Jane Howard	Three hours
Brian Howe	Six hours
Nellene Kenyon	Three hours
Ron Kirmer	Four hours
Lyles Lashley	Four hours

D.K. Lock	Seven hours
Linda McCaffery	Two hours
Steve Oelke	Three hours
Doug Polston	Three hours
Bill Robinson	Three hours
Jennifer Schartz	Four and a half hours
John Simmons	Two hours
Randy Smith	Three hours
Darcy Wedel	Five hours

Supplemental Contracts

Christine Abbott	Interpersonal Communications, Human Sexuality, Human Growth & Development, Death & Dying
Randy Allen	Mentoring Veronica Bauer
Charles Bartlett	Basic Algebra
Jeff Beaman	Personal & Community Health
George Bowman	Weapons Storage Facility Operations Instructor Training
Sarah Bretches	Basic Math Skills, Tech Math, Prep Math, Basic Algebra
Kenneth Brooks	Intro to Geology & Lab
Walter Brown	Transport & Handling of Explosive Mat, Tank & Lease Operations, Laser Sighting
Gerald Butler	World & Regional, Physical Geography
Wendy Butler	Principles of Macro, Personal Finance, Principles of Micro
Wynn Butler	Western Civ to 1500, Western Civ 1500 to Present
Jenny Chambers	Treatment, Storage, Disposal of Haz. Mater.
Rebecca Claassen	Tech Math, Basic Algebra, College Algebra, Elements of Stats
Cheyla Clawson	Modern, Jazz Dance, Barton Dance Theatre
Dr. Karén Clos	English Comp I
Eugene Compton	Trauma AIMS
Dustin Cook	Prep Math
Michael Cox	Supervisory Development, Western Civ, Leadership Training Techniques
Gary Cunningham	Information Super Highway
Leigh Cunningham	Cross Cultural Awareness
Charles Davis	The Short Story, Intro to Drama, Intro to Philosophy, Intro to Literature, Intro to Logic
Jeffrey DeFries	Total Quality Management, Process Mgmt, Business Ethics
Denise Del Carmen	Basic Nutrition
Jared Duley	Social Psychology
Jennifer Dunn	Principles of Biology
Jackie Elliott	English Comp I

Rhonda Eurich	Beginning & Intermediate Swimming
Deborah Eyestone	English Comp II
Jo Felke	Karate I, II, Advanced Karate
Marsha Finley	Human Resource Mgmt, Field Experience, Sanitation & Mgmt of Food Serv, Nutrition Therapy, Bartonline course development
Larry Gale	Woodworking I, II, Individ. Woodworking
Magdalena Gamble	Nuclear Bio & Chemical Response Operat.
Addie Goymerac	Environmental Science & Lab, Algebra, Basic Math, Prep Math, Intermediate Algebra, Physical Science
Doug Greer	Day Care Operations
Mark Grunewald	Intermediate Algebra
Sheyenne Heller	Technical & Report Writing
Joy Hembree	Aqua Aerobics and Advanced Aerobics
Ken Henderson	Intro to Athletic Training
William Hickert	Scuba Diving
James Hill	Training Records Management
Mark Hinton	Emergency 1 st Aid Tactical Operations
Marlene Kabriel	Language Lab
Donald Kayser	Golf and Advanced Golf
Lee Keil	Auto Body Repair I & II
Joel Keith	Beginning Guitar
Ed Kennedy	Supply in War, Organizational Commun.
Rhonda Kent	Intro to Counseling
Dennis King	Treatment, Storage, Disposal Hazard. Mat.
Gene Kingslein	Personal & Community Health
Kurtis Koch	Applied Music-Percussion
Karen Kratzer	Medical Terminology
Myron Kryschtal	Military History, Intro to Leadership Concepts, Intro to Political Science, Intro to Leadership Concepts
James Lakey	Intro to Philosophy & Systematic Ethics
Shanna Legleiter	Student Success Seminar
Lynette Lee	Maintenance Operations-Supervisors
Joel Lundstrom	General Psychology, Contemp. Social Probs.
Kim Mansfield	Intro to Counseling, Group Dynamics I
Winsome Morgan-Bartley	Public Speaking, Cross Cultural Awareness
Jennifer Miller	English Study Skills, Math Learning Strategy
Setoria Morris	Multimedia Presentations
Anita Motsenbocker-Alford	Word Processing Applications
Kevin Murphy	Microcomputer Apps 1-2 sections
Dan Myers	Supervisory Development
Bill Nash	OSHA General Industry Regs
Becky Newell	Public Speaking
Jacqueline Oborny	Elementary Spanish I
Larry Parsons	Intro to Corrections
Rick Peters	Art Appreciation-2 sections
Warren Peterson	Police Defense Tactics

George Redington	Old Testament: Prophets
Scott Richardson	Student Success Seminar & English Comp I
Dale Riggs	Photography I
Cari Ringwald	Student Success Seminar
Norman Russell	Environmental Science & Lab, Tech Math, Basic Algebra, College Algebra, Elements of Statistics, Physical Science
Brian Schroeder	Intro to Exercise Science
Jann Sherman	Basic Algebra
Jeff Shull	Microcomputer Repair & Upgrade
Brenda Siebold	Multimedia Presentations, Word Processing Applications
Sue Simmons	Word Processing Applications
Steven Smith	Elementary P.E.
Kayla Springer	Conversational Spanish
Doug Simmons	Astronomy
Susan Simmons	Database Management Systems
John Truitt	Environmental Protection Agency Regs I
Lori Underwood	Accompanist Hilltop Singers
Roger Vanderlinde	Organ. Maintenance Mgmt, American West
Kathleen Waitt	Basic Nutrition
Bruce Watson	EMT & Refresher Seminar II
Mike Weltsch	Military History-American Civil War, American Military History
Russell Wilson	Emergency 1 st Aid Tactical Operations
Darren Worcester	Technical Drafting I
Johnny Yee	Basic Math Skills, Prep Math

Community Education

<u>INSTRUCTOR</u>	EVENT	DATE BEGIN	DATE END
Evalina Craig	Senior Computers	9/16/02	9/25/02
Teresa Finch	Spanish Made Easy I – La Crosse	9/16/02	9/20/02
Evalina Craig	Hard Drive Maintenance	9/17/02	9/17/02
Alvin Sowers, Jr.	PowerPoint 2000 – Lyons	9/19/02	10/17/02
Ron Kirmer	Basic Automobile Maintenance	9/21/02	9/28/02
Anita Hoffhines	How to Make Money with Online Auctions	9/21/02	9/21/02
Teresa Finch	Teresa’s Kitchen – South of the Border	9/23/02	9/27/02
Dale Hogg	Digital Photography	9/24/02	10/22/02
Evalina Craig	Scrapbooking with Your PC	9/28/02	9/28/02
Anita Hoffhines	How to Make Money with Online Auctions	9/28/02	9/28/02
Chris Krueger	Advanced Access	9/28/02	10/5/02

Tricia Seltman	CNE Spanish for Nursing – Salina	10/1/02	10/29/02
Louise Masden	CMA – Wilson	10/1/02	11/16/02
Gaye Callich	Sign Language Seminar	10/3/02	10/31/02
Phyllis Schuster	AD/SSD – Social Service Designee	10/4/02	10/19/02
Tina Kelso	AD/SSD – Activity Director	10/4/02	10/19/02
Alvin Sowers, Jr.	Digital Photography – Lyons	10/5/02	10/19/02
Teresa Finch	Teresa’s Kitchen – South of the Border – LaCrosse	10/7/02	10/11/02
Teresa Resendiz	Teresa’s Kitchen – South of the Border – LaCrosse	10/7/02	10/11/02
Connie Manion	Dietary Managers – Dodge City	10/7/02	8/25/03
Sue Newby	Dietary Managers (Mentor) – Dodge City	10/7/02	8/25/03
Terri Stewart	CNA – Junction City	10/7/02	10/31/02
Christina Homeier	ECF – Preparatory Mathematics Ellsworth C. F.	10/7/02	12/9/02
Rhonda Riedel	AD/SSD – Social Service Designee	10/11/02	11/16/02
Trudy Berthelson	OR/Single Parenting/Ellsworth	10/12/02	10/26/02
Teresa Finch	Spanish Made Easy II – LaCrosse	10/14/02	10/18/02

ACTION ITEMS

KSU-Barton Memorandum of Understanding (Exhibit D)
Application for English Literacy and Civics Education Grant
Acceptance of Grants
Copiers
Increase in Freshman Out-of-State Tuition

Meeting of the Board of Trustees
Barton County Community College

~~September 17, 2002~~
September 18, 2002

APPLICATION FOR ENGLISH LITERACY AND CIVICS EDUCATION GRANT
(over \$10,000)

Detail: Attached for the Board's review is a grant application for the English Literacy and Civics Education Grant in the funding range of \$10,000 (see attached) which is for an amount above that for which the President may authorize without Board action. However, because this opportunity presented itself after the August 6 Board meeting (which had been moved forward to accommodate the budget hearing), the application had to be submitted prior to the September Board meeting. Therefore, I authorized application of this grant with the understanding that the Board would ratify the application and that the application would be withdrawn, should this not meet with the Board's approval.

Recommendation: The President respectfully requests that the Board ratify the application for the English Literacy and Civics Education Grant in the funding range of \$10,000 on behalf of the College.

Action: Director of Grants

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

Grant	English Literacy and Civics Education
Funding Agency	Adult Educations and Family Literacy Act, Title II, WIA
Summary	Implement the English Civics Education program to meet learning needs of currently unserved or underserved, such as unemployed learns, learners employed in low-paying jobs, or learners facing multiple barriers to citizenship, education, or employment.
Possible Services	Fund a part-time teacher for civics education. Purchase a TV/VCR for video presentations. Purchase curriculum, including computer software, that enhances learners technology skills and citizenship skills. Purchase six new computers to replace older technology.
Relationship to College Mission	This award specifically rewards programs for teaching citizenship, community involvement, and family responsibility.
Target Population	ABE and ESL participants @ Center for Adult Ed 16 years+
Funding Range (Approximate)	A minimum of \$10,000
Indirect Cost Reimbursement	NA
Funding Period	2 years with end of year approval
Institutional Obligation	NA
Cash	
In-Kind	
Personnel Required	One part-time teacher
Existing	Coordinator/Instructor, ESL instructor, secretary, three part-time instructors, one part-time GED examiner
New	One part-time teacher
Application Deadline	09/06/02
Submission to BOT	08/22/02

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

~~September 17, 2002~~
September 18, 2002

ACCEPTANCE OF GRANTS
(over \$10,000)

Detail: The College has received acceptance notifications on the following grants over \$10,000 each:

- 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)

Recommendation: The President respectfully requests that the Board authorize him to accept the Title III Strengthening Institutions, Adult Education Program, Upward Bound, TRIO (Student Support Services), Tech Prep, Perkins Regional Non-Traditional Center, Carl Perkins Improvement, and Central Kansas Educational Opportunity Center grants on behalf of the College, as submitted.

Action: Director of Grants

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

Grant	Title III Strengthening Institutions
Funding Agency	US Department of Education
Summary	Title III funds are used to increase student success and retention. The grant supports activities including the following: <ul style="list-style-type: none"> • Technology training for faculty and academic support staff. • Enhancement of advisement, orientation, academic support programs.
Possible Services	<ul style="list-style-type: none"> • Faculty and academic support staff development. • Technology development. • Enhanced student support services. • Support for developmental education pilot program.
Target Population	<ul style="list-style-type: none"> • Barton students, faculty, and academic support staff.
Funding Range	\$350,000
Indirect Cost Reimbursement	0
Funding Period	10/01/02 – 09/30/03
Institutional Obligation	
Cash	\$0
In-Kind	Office Space, Furniture, Business Office and Accounting Support, Grant Monitoring, Transportation
Personnel Required	
Existing	Title III Coordinator, Secretary, Degree Audit Specialist, Technology Technician, Learning Skills Specialist, Fort Riley Tutors, .25 Associate Dean of MEES
New	

Presidential Review

The College has received notification that it has been awarded the above grant. I have reviewed this grant and it is in concert with the mission and vision of Barton County Community College; therefore, I authorize the acceptance of this grant.

President's Signature

Date

**BARTON COUNTY COMMUNITY COLLEGE
ACCEPTANCE OF GRANT
(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)	\$110,087
Indirect Cost Reimbursement	NA
Funding Period	7/1/02 to 6/30/03
Institutional Obligation	
Cash	\$ 1300
In-Kind	\$ 25,000 or 22%
Personnel Required	
Existing	6
New	
Application Deadline	8/16/02
Submission to BOT	

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 request and have authorized the College to accept the grant.

President's Signature

Date

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

Grant	Central Kansas Educational Opportunity Center
Funding Agency	Department of Education
Summary	The Central Kansas Educational Opportunity Center exists to promote educational awareness by helping community members find a pathway in which to identify and meet their educational, personal, and career goals.
Possible Services	<ul style="list-style-type: none"> • Career Exploration • College Searches • Assistance with Financial Aid & Admissions • Campus Visits • Educational/Motivational Workshops & Presentations • Referral to Adult Ed, High School Diploma Completion Programs, and Community Help Agencies • Job Networking • Academic Advisement
Target Population	Low-income individuals, first-generation, nineteen years or older in Barton County and the surrounding seven county area including Geary county.
Funding Range (Approximate)	\$250,377
Indirect Cost Reimbursement	\$ 26,302 or 8%
Funding Period	09/01/02 to 08/31/2003
Institutional Obligation	
Cash	\$ 0
In-Kind	Facilities, business office support, physical plant/transportation
Personnel Required	
Existing	Project Director, 2 Academic/Vocational Advisors, Secretary
New	
Application Deadline	
Submission to BOT	September 17, 2002

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 request and have authorized the College to accept the grant.

President's Signature

Date

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

Grant	Carl Perkins Improvement Grant
Funding Agency	U.S. Department of Education/Kansas Board of Regents
Summary	<p>Funds must be used to improve vocational and technical education programs through the following:</p> <ul style="list-style-type: none"> **strengthen the academic, vocational and technical skills of students **provide students with strong experience in, and an understanding, of all aspects of an industry **develop, improve or expand the use of technology in vocational and technical education **provide professional development programs for teachers, counselors and administrators **develop and implement evaluations of vocational and technical education **initiate, improve, expand and modernize quality vocational and technical education programs **provide services and activities that are of sufficient size, scope and quality to be effective **link secondary vocational and technical education, including implementing Tech Prep programs
Possible Services	<ul style="list-style-type: none"> • Administration of Grant • Academic, Vocational and Technical Activities • WorkKeys, Plato, Nursing and MLT pre and post tests • Salaries for Career Counselor, academic support specialist and supplemental instruction/tutoring in PLATO • Curriculum Development • Develop new vocational courses and enhance and refine existing courses • Technology Development Activities • Equipment purchases for vocational programs • Professional Development Activities • Training and conference activities for vocational faculty
Target Population	<ul style="list-style-type: none"> • Vocational students particularly those in non-traditional occupational career tracks. Also special populations and the availability of vocational education to these students.
Funding Range (Approximate)	\$193,334
Indirect Cost Reimbursement	
Funding Period	July 2002 to June 2003
Institutional Obligation	
Cash	\$ None
In-Kind	\$ Maintain records, program accreditation process, program and curriculum review and update, student practicums, internships and clinicals, VSO participation, articulation agreements with high schools and regent schools.
Personnel Required	

Existing	.50 Time Academic Support Specialist .40 Career Planning and Placement Coordinator Supplementary instruction/tutoring in PLATO
New	None
Application Deadline	June 1, 2002
Submission to BOT	

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 request and have authorized the College to accept the grant.

President's Signature

Date

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

Grant	Carl Perkins Regional Non-Traditional Center Grant
Funding Agency	Kansas Board of Regents
Summary	The Southwest Kansas Non-Traditional Occupations Center promotes opportunities for Non-Traditional training and employment.
Possible Services	<ul style="list-style-type: none"> • Training for faculty and staff about recruiting and retaining students into non-traditional occupations • Employment and Education Fairs • Job Shadow Days • Resource library • Classroom presentations about non-tradition occupations • Kansas Breaking Traditions Scholarship Contest
Target Population	<ul style="list-style-type: none"> • Students in grades 7-14, counselors, instructors, administrators, employers, and the general public in the designed Southwest region.
Funding Range (Approximate)	37,500
Indirect Cost Reimbursement	Does not Apply
Funding Period	July 1 to June 30
Institutional Obligation	
Cash	\$ 7,500
In-Kind	
Personnel Required	
Existing	Coordinator
New	
Application Deadline	April 30
Submission to BOT	September 17, 2002

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 request and have authorized the College to accept the grant.

President's Signature

Date

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

Grant	Tech Prep
Funding Agency	Kansas State Board of Regents
Summary	Tech Prep calls for articulation agreements between the college and area high schools. These agreements permit students to articulate technical and vocational courses taken while in high school for college credit upon enrollment at BCCC. Also, the program provides opportunities for professional development and student awareness of opportunities.
Possible Services	<ul style="list-style-type: none"> • Articulation of high school courses for college credit • Professional development for teachers and instructors through joint activities and attendance at conferences • Internship opportunities for instructors and teachers during summer months • Apprenticeship opportunities for students • Input from business and industry
Target Population	<ul style="list-style-type: none"> • High School juniors and seniors
Funding Range (Approximate)	\$60,000; (\$50,000 basic grant + maximum of \$10,000 for teachers internships)
Indirect Cost Reimbursement	
Funding Period	July 1, 2002 to June 30,2003
Institutional Obligation	
Cash	\$ 1,615.00
In-Kind	
Personnel Required	
Existing	Tech Prep Coordinator
New	
Application Deadline	August 16, 2002
Submission to BOT	

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 request and have authorized the College to accept the grant.

President's Signature

Date

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

Grant	TRIO – Student Support Services
Funding Agency	United States Dept. of Education
Summary	The TRIO Student Support Services program seeks to increase the retention and graduation rates of eligible students as well as increase the transfer rate of eligible students from 2 year to 4 year institutions. Additionally, the program strives to foster an institutional climate supportive of low income and first generation college students and students with disabilities.
Possible Services	<ul style="list-style-type: none"> • Career, Vocational, Transfer, Academic, and Personal Counseling • Tutoring, Supplemental Instruction, Study Groups • Study/ Learning Skills Inventories • College Survival Skills Seminars • College Visits • Cultural Activities • Computer aided instruction
Target Population	<ul style="list-style-type: none"> • Barton County Community College students who are identified as low income and/or first generation college students and students with disabilities.
Funding Range (Approximate)	\$284,758.00 per year
Indirect Cost Reimbursement	\$18,135.00 (8%)
Funding Period	September 1, 2002 to August 31, 2006
Institutional Obligation	
Cash	\$ 0
In-Kind	Facilities, business office support, physical plant/transportation
Personnel Required	
Existing	Director, ½ time secretary, 2 professional tutors, 1 ½ time professional tutor, paraprofessionals, counselor
New	
Application Deadline	
Submission to BOT	September 17, 2002

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 request and have authorized the College to accept the grant.

President's Signature

Date

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

Grant	Upward Bound
Funding Agency	Department of Education
Summary	<p>The Barton County Upward Bound program represents opportunity for high school students. The Upward Bound program concentrates on building success by improving academic skills and involving students in activities that will expose them to the world around us – the workplace, careers, educational institutions, and cultural aspects of our society.</p> <p>The cornerstone of Upward Bound is supplemental instruction program that helps students by providing teaching and tutoring services before and after school or a combination of both.</p> <p>In addition to the supplemental instruction program, Upward Bound conducts a six-week summer session on the campus of Barton County Community College. This involves students living on campus and taking courses in the areas of science, mathematics, language arts, communications, foreign language, computers, and a variety of enrichment courses.</p>
Possible Services	<ul style="list-style-type: none"> Upward Bound provides the following services: Campus visits, ACT waiver forms, tutoring, cultural trips, educational workshops, student leadership opportunities, monthly stipends, summer employment opportunities, career exploration, college prep activities, job shadowing, and community service projects.
Target Population	<ul style="list-style-type: none"> The four high schools served are Great Bend High School, Ellinwood High School, Hoisington High School, and Claflin High School.
Funding Range (Approximate)	\$230,024.00
Indirect Cost Reimbursement	\$12,042.00
Funding Period	09/01/01 to 08/31/02
Institutional Obligation	
Cash	\$ 0
In-Kind	Facilities, business office support, physical plant/transportation
Personnel Required	
Existing	Academic Advisor, Coordinator, Tutors, and temporary summer positions.
New	Data Specialist
Application Deadline	October 2002
Submission to BOT	September 17, 2002

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 request and have authorized the College to accept the grant.

President's Signature

Date

Meeting of the Board of Trustees
Barton County Community College

~~September 17, 2002~~
September 18, 2002

COPIERS

Detail: Three years ago, OPI Office Products of Great Bend won a bid to supply copiers for the College's Copy Center, Library and Kirkman office complex. The bid was for three years and included three copiers for the Copy Center, one for the Library, and one for the Kirkman center. Two of the three copiers in the Copy Center were part of a state contract. All of the copiers are Canon brand. They have performed well during the three-year period.

The state contract with Canon has concluded and OPI has offered a proposal to replace the two copiers that were on the contract, as well as the Kirkman copier, with updated machines. They would also continue to maintain all five copiers for \$28.72 a month more than we are currently paying. The two copier replacements have an added feature of simultaneous copying one job and the Kirkman replacement will also have an added feature of punching holes in the copies. We agree with OPI and believe the other two copiers are adequate to continue good service for an additional three years.

Barton Office Products was offered a chance to bid on this proposal. They were only able to offer copiers for the Kirkman center and they could not compete with the cost from OPI. OPI has offered quality service the past three years and the machines have performed very well. We believe that OPI will continue with the same good service in the future.

The total monthly cost for the next three years will be \$2,841.52 for the three Copy Center copiers and the Library copier at 200,000 copies a month. Excess copies will be charged at \$0.0082 per copy. We have been using, on average, less than 200,000 copies. The Kirkman machine will be at the same cost of \$220.00 per month for 20,000 copies with excess copies costing \$0.011 per copy. As noted above, these costs are \$28.72 higher per month than we are currently paying.

Recommendation: The Administration recommends that the Board of Trustees grant the College approval to accept the proposal from OPI Office Products to replace three of five copier machines and maintain all five machines for a total monthly cost of \$3,061.52 during this next three year period.

Action: Dean of Business Services

Meeting of the Board of Trustees
Barton County Community College

~~September 17, 2002~~
September 18, 2002

INCREASE IN FRESHMAN OUT-OF-STATE TUITION

Detail: In the fall of 1999, the College began a tuition experiment aimed at recruiting additional out-of-state students. The experiment created a lower out-of-state tuition rate for freshmen. Out-of-state students then had the option of becoming Kansas residents prior to their sophomore years in order to qualify for the in-state tuition rate. Those who did not or could not become Kansas residents would then pay a higher out-of-state rate for their remaining hours.

The College has realized minimal success in attracting additional out-of-state students through the tuition discount. In addition, the state's economic difficulties promise to bring additional state aid losses. Those two factors combined make it necessary to increase revenue from student tuition. In-state tuition and regular out-of-state tuition have already been increased to \$34 and \$68. The remaining area to increase tuition revenue is freshman out-of-state tuition.

Recommendation: It is recommended that the Board approve the elimination of the freshman out-of-state tuition rate effective in the fall 2003 semester. This change will leave out-of-state tuition at \$68 per credit hour for all out of-state students regardless of their class status.

Action: Dean of Business Services
Dean of Enrollment Management

KACCT/KBOR REPORT

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

INFORMATION/DISCUSSION ITEMS

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

NOTICES AND COMMUNICATIONS (Exhibit C)

UPCOMING BOARD MEETINGS/ACTIVITIES

- September 26** **Board Advance** – 8:30 a.m. – Camp Aldrich Classroom
- October 2** **BOT Study Session (if needed)** – 12:00 noon – Student Union
(U-219)
- October 15** **Regular Board Meeting** – 4:00 p.m. – Student Union (U-219)
- October 21** **Dinner w/NCA Team & Dr. Law** – 6:30 p.m. – Lizzie’s Cottage

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

President's Monthly Activities
August 1 – 31, 2002

August 1	Attended Foundation/Booster Club by-laws meeting
August 2	Attended KSU Economic Group meeting at Great Bend Chamber Office
August 6	Facilitated Board of Trustees meeting
August 7	Spoke at BCCCOP meeting Attended Foundation Board meeting
August 8	Participated in meeting with Ron, Neil, and Dick regarding Out-of-state Tuition
August 9	Attended KJCCC meeting in Hutchinson with Neil Elliott
August 10	Attended Dr. Downing's memorial service
August 12	Facilitated President's Forum Helped with students' move-in Attended Parent Orientation
August 15	Attended Chamber Coffee sponsored by BCCC Foundation at Holiday Inn Participated in KSU/BCCC Steering Committee meeting
August 16	Hosted Dr. Philip Kerstetter, President of Kansas Wesleyan
August 22	Facilitated Executive Booster Board Members meeting Attended Hoisington Chamber Coffee at State Farm Ins. Office Attended Cougar Booster Board meeting Conducted an interview with a student reporter
August 23	Hosted a meeting with city officials to discuss housing needs and partnering possibilities Participated in Employee Picnic events at Camp Aldrich
August 26	Met with Ft. Riley Barton employees Met with KSU representatives and Col. Simpson at Ft. Riley regarding program offerings
August 27	Attended County-wide Planning Session at Holiday Inn

- August 28 Facilitated weekly SILC meeting
Facilitated weekly President's Staff meeting
Attended Learning & Instruction Integrity meeting to preview
program reviews
Attended Student Casino Night
- August 29 Attended Hoisington Chamber Coffee and introduced
Jennifer Dunn
Attended Women's Soccer scrimmage and Cross Country Team's
track meet
- August 30 Had lunch and met with Mike Walts, Bruce Kranicz, and the
Stueders regarding the endowment fund for Dr. Downing

Meeting of the Board of Trustees
Barton County Community College

~~September 17, 2002~~
September 18, 2002

EXECUTIVE SESSION

Detail: An executive session may be required.

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

Action: Board Chair