

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

**Tuesday, July 15, 2003 – 4:00 p.m.  
U-219 (Upper Level of Student Union)**

**AGENDA**

<b>1.</b>	<b>Official Board Meetings</b> .....	<b>1</b>
<b>2.</b>	<b>Call to Order</b> .....	<b>2</b>
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<b>4.</b>	<b>Introduction of Guests</b> .....	<b>2</b>
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	2003-2004 Operating Budget	
	Publication of 2003-2004 Budget	
	Athletic Insurance	
	Parking Lot and Road Repairs	
	Approval of Child Development Center Rate Increase	
<b>9.</b>	<b>Consent Agenda</b> .....	<b>16</b>
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Meeting of the Board of Trustees  
Barton County Community College

July 15, 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

July 15, 2003

**COMMENTS FROM CHAIRMAN**

The Chairman will address the assembly.

**PUBLIC AND/OR EMPLOYEE COMMENT**

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

**INTRODUCTION OF GUESTS**

- The President or his designee will introduce guests, including new employees.
- Dr. Law will introduce members of the Hispanic Advisory Council.

**PRESENTATION OF AWARD**

Dr. Law will present the 2003 Kansas Community Action Program Harvest America Award for Collaborative Excellence to the Board of Trustees.

**STAFF REPORT**

- Lori Crowther will present a report on Online Enrollment.

### **ACTION ITEMS**

Election of Board Officers  
2003-2004 Operating Budget  
Publication of 2003-2004 Budget  
Athletic Insurance  
Parking Lot and Road Repairs  
Approval of Child Development Center Rate Increase

Meeting of the Board of Trustees  
Barton County Community College

July 15, 2003

**ELECTION OF BOARD OFFICERS**

**Detail:** In keeping with the Board Process Policy (see attached), selection of officers shall be conducted on an annual basis in July by majority vote. In accordance with KSA 71-201(b) (1), 1985, the Board of Trustees shall select its own chairperson (see Chairperson's role attached) and such other officers as it may deem desirable, from among its own membership. The Secretary may be the chief administrative officer of the College. The Treasurer may be the chief financial officer of the College. In the past, the Board has elected a Chair, Vice Chair, Secretary, Treasurer, and delegate to the Kansas Association of Community College Trustees (KACCT).

Officers for 2002-2003 were as follows:

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

**Recommendation:** It is recommended that the Board of Trustees of Barton County Community College nominates and selects its officers for the 2003-2004 academic year, in keeping with its Board Process Policy and Kansas Statutes.

**Action:** President's Office

## **POLICY TYPE: BOARD PROCESS**

### **POLICY TITLE: BOARD JOB DESCRIPTION**

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The job of the Board is to represent the owners in determining and demanding appropriate organizational performance. To distinguish the Board's own unique job from the role and functions of its staff, the Board will concentrate its efforts on the following job "products" or outputs.

1. Linkage with the public regarding ENDS. Input may be obtained in the following ways:
  - A. Meeting with individuals and organized or informal community groups (i.e., civic groups, churches, focus groups).
  - B. Observing and meeting with other public boards.
  - C. Hosting opportunities that afford owners the opportunity to learn about the College.
  - D. During open session of Board meetings.
2. Written governing policies which, at the broadest levels, address:
  - A. ENDS: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good for which people at what cost).
  - B. EXECUTIVE LIMITATIONS: Constraints on executive authority that establish the boundaries within which all executive activity and decisions must take place.
  - C. BOARD PROCESS: Specification of how the Board conceives, carries out, and monitors its own task.
  - D. BOARD-PRESIDENT RELATIONSHIP: The manner in which authority is passed to the President and assessment of the use of that authority.
3. Assure the President's performance by using the monitoring data as measured against Board Policies "ENDS" and on "Executive Limitations."

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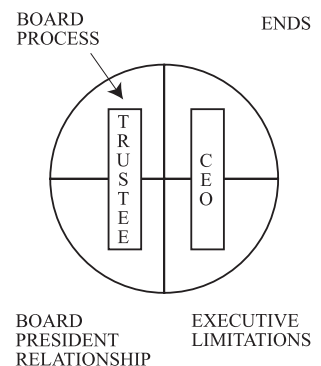
## POLICY TYPE: BOARD PROCESS

### POLICY TITLE: BOARD JOB DESCRIPTION (continued)

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4. Select and discipline Board officers
  - A. A chairperson shall be selected, by majority vote of the Board members present, based on abilities to carry out the responsibilities of that position. (A chairperson, and other officers deemed necessary or required by statute, shall be elected on an annual basis during the official Board meeting in July).
  - B. If, for any reason, Board members believe the chairperson fails to fulfill the role as stated in these policies, they may, by majority vote of the entire Board, remove the chairperson from office and select a replacement for the remainder of the unexpired term as chairperson.
5. Impact legislative affairs through personal advocacy and participation with Kansas Association of Community College Trustees.
6. Monitor activities and performance of the Cougar Booster Club and Barton County Community College Foundation to ensure they are legal and supportive of the College.

--This policy adopted on October 16, 1997  
Reviewed on November 1, 2000 (no changes)  
Reviewed on April 2, 2003 (no changes)



## **POLICY TYPE: BOARD PROCESS**

### **POLICY TITLE: CHAIRPERSON'S ROLE**

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The job “product” of the chairperson is, primarily, the integrity of the Board process and, secondarily, occasional representation of the Board to outside parties. The chairperson is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), unless the authority is delegated to another member.

1. The job output of the chairperson is to ensure the Board behaves consistent with its own rules and those legitimately imposed upon it from outside the organization.
  - A. Meeting discussion content will only be those issues which, according to Board policy, clearly belong to the Board to decide, not the President.
  - B. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and pointed.
2. The authority of the chairperson consists of making decisions that fall within the topics covered by Board policies under BOARD PROCESS and BOARD-PRESIDENT RELATIONSHIP, except where the Board specifically delegates portions of this authority to others. The chairperson is authorized to use any reasonable interpretation of the provisions of these policies.
  - A. The chairperson is empowered to plan and chair Board meetings with all the commonly accepted authority of that position (e.g., ruling, recognizing, committee appointments).
  - B. The chairperson has no authority to make decisions about policies created by the Board within ENDS and EXECUTIVE LIMITATIONS policy areas. Therefore, the chairperson has no authority to supervise, or direct the President.
  - C. The chairperson may represent the Board to outside parties in announcing Board-stated positions and in stating chair decisions and interpretations within the area delegated. Upon official action, the chairperson is authorized by the Board to act on the Board's behalf.

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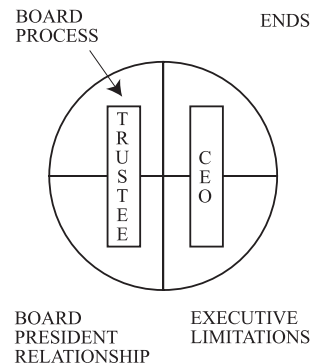
**POLICY TYPE: BOARD PROCESS**

**POLICY TITLE: CHAIRPERSON'S ROLE (continued)**

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3. The chairperson is to ensure the vice chairperson is informed of current and pending Board issues and processes.
4. In the event of a potential conflict of interest, the Vice Chair will be authorized to sign financial documents, including checks, on the Chairperson's behalf.

-- This policy adopted on October 16, 1997  
Reviewed on November 1, 2000 (no changes)  
Revised on October 23, 2001  
Revised on April 22, 2003



Meeting of the Board of Trustees  
Barton County Community College

July 15, 2003

**2003-2004 OPERATING BUDGET**

**Detail:** Attached for the Board's approval is a copy of the 2003-2004 operating budget, which was presented at the recent Board study session. The plan has been created to maintain the existing operations of the College and the expected revenue from state, local, and student sources. Because of State budget problems, the plan includes cost reductions of \$396,000, no pay changes for our employees, and anticipation of further state funding reductions in the neighborhood of \$479,000. The plan also includes cash reserve use to balance the operations.

The Board is very familiar with the continuing fiscal difficulty the State's executive and legislative leadership has placed on local taxing bodies. The State's inability to generate sufficient funds has resulted in reductions in promised aid, and the State having also taken funding designated for local entities, LAVTR funding. This later action has resulted in Barton losing approximately \$96,000 last year, and an additional \$192,000 this year.

In a very real sense, the State has pushed its revenue problems down to the local taxing bodies and forced the local bodies to deal with problems not of their own creation. This places those of you who serve in local county, city, and community colleges as elected officials in the precarious position of making the difficult choice of raising resources through local tax increases to just sustain services you hold in trust for the public, or to eliminate/reduce services that will negatively impact your organization's mission. You, as Barton County Community College's Trustees, face this very real dilemma. Even with approval of the budget request as proposed, you can anticipate that you will be forced to eliminate programs, personnel, and services this year. Those decisions will be just as difficult as the one you now face in determining what you will approve for the year's budget.

The request for tax dollars is \$5,091,813. The anticipated mil levy will be 30.37, based on an estimated assessed valuation for this coming year of \$167,658,392. The request was created in accordance with K.S.A. 71-204 which provides that the tax levy shall be an amount determined to be sufficient to finance that part of the College budget that is not financed from any other source provided by law. That figure is then reduced by 80% of new state funds to be received in 2003-2004, net of out-district tuition reductions. As you know, there will not be any new State funds received during 2003-2004. The increase requested is to help recover the LAVTR funding "taken" by the State during the last two years, but which was due Barton, and provide for operational costs.

For comparative purposes, last year's requests, as presented and approved by the Board, were as follows:

- Tax dollar request: \$4,791,813
- Anticipated mil levy: 30.17
- Estimated assessed valuation: \$158,838,305

Last year's "actuals" turned out to be:

- Tax dollar request: \$4,791,813
- Actual mil levy: 29.90
- Actual assessed valuation: \$160,253,525

Additionally, last year's plan included \$764,832 in cost reductions over the previous year.

This year's recommended tax dollar request of \$5,091,813 is an increase of \$300,000. It is an increase of .2 mils from last year's anticipated and approved mil levy of 30.17, and an increase of .47 mils from last year's actual mil levy of 29.90. Finally, the mil levy increase would remain .39 below the 30.76 mil levy in 2001 and 4.30 below the mil levy in 1999.

I wish I could assure the Board and the public that with this action, Barton would be in a position to adequately support and maintain its human and capital resources, as well as adequately address its mission and support the Board's "ENDS". Sadly, circumstances are such that I cannot, until additional funding is provided or until the difficult decision regarding programs and services are made. Even then, assurances will ring hollow, as with every program/service cut, the College's mission will suffer.

**Recommendation:** It is recommended that the Board approve the proposed operation budget, which includes cost reductions, no pay changes for our employees and use of our cash reserve to balance operational expenditures.

**Action:** President and Dean of Business Services

BARTON COUNTY COMMUNITY COLLEGE  
 OPERATING PLAN  
 Years 2002-2005

	PROJECTION 02-03	NET CHANGE	Estimated 02-03	NET CHANGE	PROJECTION 03-04	NET CHANGE	PROJECTION 04-05
<b>Cash Balance, Beginning</b>	<b>1,526,000</b>		1,526,000		<b>1,659,000</b>		<b>1,451,500</b>
<b>REVENUES:</b>							
Tuition-Out Of State	212,000	0	212,000	0	212,000	0	212,000
Tuition-In State	2,565,000	307,000	2,872,000	509,000	3,381,000	0	3,381,000
Tuition-Out District	265,000	0	265,000	0	265,000	0	265,000
State Aid	6,282,000	(216,000)	6,066,000	148,000	6,214,000	(479,000)	5,735,000
Out District State Aid	0	0	0	0	0	0	0
Property Taxes	4,821,000	(238,000)	4,583,000	0	4,583,000	0	4,583,000
Less 35%	(52,500)	0	(52,500)	52,500	0	70,000	70,000
Plus 65%	0	0	0	130,000	130,000	0	130,000
Other Taxes	1,103,000	(179,000)	924,000	(96,000)	828,000	0	828,000
Interest Income	125,000	(37,000)	88,000	0	88,000	0	88,000
Other	1,544,500	390,000	1,934,500	0	1,934,500	0	1,934,500
<b>New Revenues Needed</b>		0	0	0	0	<b>378,000</b>	<b>378,000</b>
<b>Additional State Reduction</b>	<b>(500,000)</b>	500,000	0	(479,000)	(479,000)	479,000	0
<b>Total Revenue</b>	<b>16,365,000</b>	<b>527,000</b>	<b>16,892,000</b>	<b>264,500</b>	<b>17,156,500</b>	<b>448,000</b>	<b>17,604,500</b>
<b>EXPENDITURES:</b>							
Salaries	9,091,000	211,000	9,302,000	140,000	9,442,000	270,000	9,712,000
Supplies	2,801,000	273,000	3,074,000	230,000	3,304,000	90,000	3,394,000
Equipment	19,000	0	19,000	0	19,000	0	19,000
Advertising	62,000	0	62,000	0	62,000	0	62,000
Transfers & Other	356,000	40,000	396,000	0	396,000	0	396,000
Employee Benefits	1,777,000	28,000	1,805,000	90,000	1,895,000	90,000	1,985,000
General Insurance	184,000	26,000	210,000	(2,000)	208,000	50,000	258,000
Utilities	584,000	0	584,000	0	584,000	0	584,000
In County Scholarships	40,000	96,000	136,000	0	136,000	0	136,000
Capital Outlay	800,000	(20,000)	780,000	139,000	919,000	(60,000)	859,000
Maintenance	391,000	0	391,000	8,000	399,000	8,000	407,000
		0	0				0
<b>Cost Reductions</b>		0	0	0	0	0	0
<b>Total Expenditures</b>	<b>16,105,000</b>	<b>654,000</b>	<b>16,759,000</b>	<b>605,000</b>	<b>17,364,000</b>	<b>448,000</b>	<b>17,812,000</b>
<b>Net Change</b>	<b>260,000</b>	<b>(127,000)</b>	<b>133,000</b>	<b>(340,500)</b>	<b>(207,500)</b>	<b>0</b>	<b>(207,500)</b>
<b>Cash Balance, Ending</b>	<b>1,786,000</b>	<b>(127,000)</b>	<b>1,659,000</b>	<b>(340,500)</b>	<b>1,451,500</b>	<b>0</b>	<b>1,244,000</b>

Meeting of the Board of Trustees  
Barton County Community College

July 15, 2003

**PUBLICATION OF 2003-2004 BUDGET**

**Detail:** The Budget Hearing is scheduled for Tuesday, August 5, 2003 at 4:00 p.m. in room U-219 in the upper level of the Student Union.

Attached, for the Board's information and approval, is the budget page that will be published, in accordance with K.S.A. 79-2929, in the Great Bend Tribune, ten days prior to the August 5 meeting.

The request for tax dollars is \$5,091,813. The total levy is 30.37 mils, based on an estimated assessed valuation for this coming year of \$167,658,392. The request was created in accordance with K.S.A. 71-204. The tax levy shall be an amount determined to be sufficient to finance that part of the College budget that is not financed from any other source provided by law. That figure is then reduced by 80% of new state funds to be received in 2003-2004, net of out-district tuition reductions. There will not be any new state funds received during 2003-2004.

**Recommendation:** It is recommended that the Board approve the budget to be published as submitted which includes a request of tax dollars in the amount of \$5,091,813. This equates to a 30.37 mil levy, based upon an estimated assessed valuation of \$167,658,392, in accordance with Kansas Statutes, and that the Budget Hearing scheduled in room U-219 in the upper level of the Student Union at 4:00 p.m. on Tuesday, August 5, 2003 be the first item of business.

**Action:** Dean of Business Services

**NOTICE OF PUBLIC HEARING  
2003-2004 BUDGET**

The governing body of Barton Community College, Barton County, will meet on August 5, 2003, at 4 PM, at Barton County Community College Student Union Room U-219 for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of tax to be levied, and to consider amendments. Detailed budget information is available at BCCC Administration Building and will be available at this hearing.

**BUDGET SUMMARY**

The Expenditures and the Amount of 2003 Tax to be Levied (as shown below) establish the maximum limits of the 2003-2004 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes, is subject to slight change depending on final assessed valuation.

	2001-2002		2002-2003		PROPOSED BUDGET 2003-2004		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Amount of 2003 Tax to be Levied	Est. Tax Rate*
Current Fds Unrestricted							
General Fund	13,253,230	27.10	14,152,628	28.53	17,700,000	5,091,813	30.37
Vocational Education	2,999,506		2,879,671		3,800,000	xxxxxxxxx	xxx
Adult Education	102,725		132,519		350,000	0	0.00
Adult Supp Education	0	xxx	0	xxx	50,000	xxxxxxxxx	xxx
Employee Benefits	140,000		35,268		150,000	xxxxxxxxx	xxx
Motorcycle Driver	0	xxx	0	xxx	0	xxxxxxxxx	xxx
Truck Driver Training	0	xxx	0	xxx	0	xxxxxxxxx	xxx
Auxiliary Enterprise	2,626,959	xxx	2,792,864	xxx	3,670,000	xxxxxxxxx	xxx
Current Funds Restricted	0	xxx	0	xxx	xxxxxxxxx	xxxxxxxxx	xxx
Plant Funds		xxx		xxx		xxxxxxxxx	xxx
Capital Outlay	283,704	1.35	0	1.38	500,000	(0)	(0.00)
Bond and Interest	0		0		0	0	0.00
Special Assessment	0		0		0	0	0.00
No Fund Warrants	0		0		0	0	0.00
Revenue Bonds	0	xxx	0	xxx	0	xxxxxxxxx	xxx
<b>Total All Funds</b>	<b>19,406,124</b>	<b>28.45</b>	<b>19,992,950</b>	<b>29.90</b>	<b>26,220,000</b>	<b>xxxxxxxxx</b>	<b>30.37</b>
<b>Total Tax Levied</b>	<b>4,652,548</b>		<b>4,801,231</b>		<b>xxxxxxxxxxx</b>	<b>5,091,813</b>	
<b>Assessed Valuation</b>	<b>163,167,415</b>		<b>160,253,525</b>		<b>167,658,392</b>		

	Outstanding Indebtedness, July 1		
	2001	2002	2003
G.O. Bonds			
Capital Outlay Bonds			
Revenue Bonds			
No-Fund Warrants			
Temporary Notes			
Lease Purchase Principal	5,150,862	4,867,003	4,443,325
<b>Total</b>	<b>5,150,862</b>	<b>4,867,003</b>	<b>4,443,325</b>

\*Tax Rates are expressed in mills.

\_\_\_\_\_  
Chairman  
Signature and Title

Meeting of the Board of Trustees  
Barton County Community College

July 15, 2003

**ATHLETIC INSURANCE**

**Detail:** The College has secured the following quotes for athletic insurance for 2003-2004:

	Annual Cost
Life Insurance Company of North America	\$39,028
AIC Insurance Company	\$40,000
Pan American Life	\$52,215

The above quotes include a \$2,000 deductible, expanded Medical and HMO/PPO benefits and AD & D of \$5,000 (AIC is \$10,000). Our existing underwriter, Nationwide Insurance Company, no longer handles athletic insurance and did not quote for the coverage. We also received a quote for catastrophic insurance from Mutual of Omaha for \$2,689 (\$5,000,000 lifetime maximum). For comparative purposes, the approved low quote last year was received from Nationwide Insurance Company at an annual premium of \$29,144 which included a \$2,000 deductible, expanded Medical and HMO/PPO benefits and AD & D of \$5,000. The catastrophic insurance premium was \$2,338.

**Recommendation:** It is recommended that the Board approve the low quote from Life Insurance Company of North America in the amount of \$39,028 for athletic insurance and the catastrophic quote from Mutual of Omaha in the amount of \$ 2,689 for the 2003-2004 academic year.

**Action:** Dean of Business Services

Meeting of the Board of Trustees  
Barton County Community College

July 15, 2003

**PARKING LOT AND ROAD REPAIRS**

**Detail:** Many of the College parking lots and roads are in need of repair. A capital plan has been developed which will address these needs over a period of years. Requests for proposals for work done for the summer of 2003 were sent to three (3) different contractors. The work will include the Science and Math parking lot, the Administration parking lot, and various areas on the south road. The following were the results of the requests for bids:

	Total Cost
Venture Corporation	\$88,645.90
Inland Paving	\$91,750.00
Stripe and Seal	No Bid
Parking Lot Maintenance	No Bid

**Recommendation:** It is recommended that the Board approve the low bid from Venture Corporation for \$88,645.90 for the work to be done during summer of 2003.

**Action:** Dean of Business Services



Meeting of the Board of Trustees  
Barton County Community College

July 15, 2003

**APPROVAL OF CHILD DEVELOPMENT CENTER RATE INCREASE**

**Detail:** Providing a Child Development Center for both instructional lab purposes and as a service for students and staff is not an inexpensive proposition. The College and Center have begun to carefully examine the fiscal impact of this service and are proposing a significant rate increase. While it has been seven years since a substantial rate change was implemented, the Board and parents that utilize the service can expect an annual review of the rates and anticipate modest changes as the College and program attempts to ensure that the program is operating as efficiently and in as self-sustaining a manner as possible. A rate increase will help reduce the financial burden on the College. The Administration recommends the following new annual rates for the Child Development Center:

		Student	College Employee
Infant	half day	na	na
	full day	\$18.30	\$19.25
Toddler	half day	\$8.30	\$8.75
	full day	\$15.10	\$16.00
Preschool	half day	\$7.70	\$8.10
	full day	\$13.90	\$14.60
Kindergarten	3/4 day	\$11.40	\$12.00
After School	3 hour	\$4.75	\$5.00
School-age Summer	half day	\$7.70	\$8.10
	full day	\$13.90	\$14.60

Transportation fee: \$1.00 per trip for school age children

Additional child discount 2nd child 5% 3rd child 10% 4th child 15%

**Center staff 20% discount**

fulltime infant: \$15.40

Fulltime toddler: \$12.72

Fulltime preschool: \$11.68

Fulltime Kindergarten: \$7.20

Fulltime after school: \$4.00

**Recommendation:** It is recommended that the Board approve rate increase as recommended for the Child Development Center effective the fall 2003.

**Action:** Dean of Student Development and Dean of Business Services

Meeting of the Board of Trustees  
Barton County Community College

July 15, 2003

**CONSENT AGENDA**

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

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

- Minutes of the regular meeting of the Board of Trustees, held on June 17, 2003
- Minutes of the Special Meeting of the Board of Trustees, held on June 27, 2003
- Personnel
- Claims and Financial Report through June, 2003

**Action:** President's Office

**Regular Meeting of the Board of Trustees  
Barton County Community College  
June 17, 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., June 17, 2003, in room U-219 of the Student Union.

**ATTENDANCE**

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

Trustees Absent: None

Other Attendees: Wendall Sexton of the Great Bend Tribune; Michael Dawes; Matt Skillman; Leonard Bunselmeyer; Charles Perkins; Amy Oelke; Dick Wade; Dr. Karen Clos; Dr. Tim Kimmel; Mark Dean; 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**

➤ Dr. Karen Clos presented an update on the Academic Integrity Policy and XF Grade.

**CONSENT AGENDA**

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

- Minutes of the regular Board meeting, held on May 20, 2003
- Personnel
- Claims and Financial Report through May, 2003 (Exhibit A)

**Chairman Mermis advised that the personnel section of the consent agenda would be considered following executive session.**

*Trustee Soeken moved that the Board approve the "Minutes of the regular Board meeting" and "Claims and Financial Report" sections of the consent agenda as presented. The motion was seconded by Trustee Webster. Following discussion, the motion carried.*

**ACTION ITEMS**

**2003-2004 KACCT Dues** – The Board was presented with a request to approve payment of the 2003-2004 dues to the Kansas Association of Community College Trustees in the amount of \$14,754.68.

*Trustee Webster moved that the Board approve payment of the 2003-2004 Kansas Association of Community College Trustees dues in the amount of \$14,754.68 as presented. The motion was seconded by Trustee Johnson. Following discussion, the motion carried.*

**Memorandum of Understanding** – At its June study session, the Board discussed renovations that were anticipated in the Fine Arts Building that would require coordination and oversight among College personnel, the Board of Trustees, and the Foundation Board. Following the study session and in order to proceed with the renovation process in a smooth and timely manner, a Memorandum of Understanding was developed for the Board’s consideration.

*Trustee Sessler moved that the Board of Trustees approve the Memorandum of Understanding as presented and authorize the Chairman to execute the document on behalf of the Board. The motion was seconded by Trustee O’Connor.* Following discussion, the motion carried.

**Microsoft Licensing** – Bids were presented to the Board for the purchase of software licenses for Desktop, Visual Studio, and Publisher from various approved Microsoft vendors.

*Trustee Soeken moved that the Board approve the low local bid from Office Products, Inc. in the total amount of \$19,152.65 for 359 licenses each for Desktop, Visual Studio, and Publisher, as presented. The motion was seconded by Trustee Sessler.* Following discussion, the motion carried.

**eCompanion Contract** – The Board of Trustees was presented with information relative to the renewal of the eCompanion contract. It was the Administration’s recommendation that the Board accept the 2.5-year eCompanion contract offered by eCollege without the course evaluation software and evaluate the potential of the course evaluation software between now and December 2003 to determine its applicability to the College.

*Trustee Webster moved that the Board accept the 2.5-year contract offered by eCollege as presented. The motion was seconded by Trustee O’Connor.* Following discussion, the motion carried.

**Junction City Lease Renewal** – The Board was presented with a request to authorize the President to accept a three-year lease renewal for the Junction City facility at a cost of \$2,225 per month, beginning July 1, 2003. This represented a \$100 per month increase over the previous lease agreement. Dr. Law shared with the Board the importance of Barton’s presence through a “store front” location in the Junction City area.

*Trustee Johnson moved that the Board authorize the President to accept the new rate and execute the three-year lease renewal for the Junction City facility as presented. The motion was seconded by Trustee Soeken.* 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
- Upcoming Board Meetings/Activities
- President’s Report of Monthly Activities
- Administrative Policies/Procedures
  - Drug-Free Schools and Communities Act
  - Athletic Department Mission and Values Statements
  - Student Athlete Code of Conduct Policy
  - Student Athlete Code of Conduct Sanctions Policy
  - Acknowledgment of Student Athlete Code of Conduct and Sanctions Policies
  - Substance Abuse Policy and Drug-Testing Program
  - Student Athlete Consent and Authorization Agreement
  - Student Consent and Authorization Agreement

**NOTICES AND COMMUNICATIONS**

➤ Track and Field Article from the News Sentinel

**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 Webster moved that the Board recess to executive session at 4:40 p.m. for 45 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 Sessler. 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 the Board discussed non-elected personnel and that no action was taken. He further advised that the Board would need to again recess to executive session for an additional 10 minutes to continue its discussion of non-elected personnel, in order to protect the confidentiality of the individuals being discussed.

*Trustee Webster moved that the Board recess to executive session at 5:25 p.m. for 10 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 5:35 p.m. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.*

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:35 p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board discussed non-elected personnel and that no action was taken. He further advised that the Board would need to again recess to executive session for an additional 10 minutes to continue its discussion of non-elected personnel, in order to protect the confidentiality of the individuals being discussed.

*Trustee Johnson moved that the Board recess to executive session at 5:35 p.m. for 10 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 5:45 p.m. The motion was seconded by Trustee Sessler. Following discussion, the motion carried.*

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:45 p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board discussed non-elected personnel and that no action was taken. He further advised that the Board would need to again recess to executive session for an additional 5 minutes to continue its discussion of non-elected personnel, in order to protect the confidentiality of the individuals being discussed.

*Trustee Sessler moved that the Board recess to executive session at 5:45 p.m. for 5 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 5:50 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 5:50 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.

**PERSONNEL SECTION OF CONSENT AGENDA**

Chairman Mermis advised that the consent agenda would be amended to include the addition of replacement employee Paul Clemens, Instructor (Chemistry) and that the Board would now consider the personnel section of the consent agenda.

*Chairman Webster moved that the personnel section of the consent agenda be approved as presented. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.*

**ADJOURNMENT** – The meeting adjourned at 5:57 p.m.

\_\_\_\_\_  
Stephan J. Mermis, Chairman

\_\_\_\_\_  
Mike Johnson, Secretary

Recorded by Marilyn Beary

**Special Meeting of the Board of Trustees  
Barton County Community College  
June 27, 2003**

**CALL TO ORDER**

The special meeting of the Board of Trustees of Barton County Community College was called to order at 7:30 a.m., June 27, 2003, in room U-219 of the Student Union.

**ATTENDANCE**

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

Trustees Absent: None

Other Attendees: Dick Wade, Mark Dean, Ron Vratil, Neil Elliott, George Drake, Mark Calcara, Caicey Schartz, and Dr. Veldon Law

Chairman Mermis led the attendees in the Pledge of Allegiance.

**PUBLIC AND EMPLOYEE COMMENT**

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

**ACTION ITEMS**

**Disposition of Harms Trust Funds** – It was recommended that the Board of Trustees authorize the College to transfer the funds (\$46,703.98) received from the closing of the Thelma Faye Harms Trust to the Golden Belt Community Foundation. In so doing, it was recommended that Mr. Peter be authorized to work with the GBCF to develop appropriate fund disbursement language and understandings.

*Trustee Soeken moved that the Board approve the recommendation and transfer the funds in the amount of \$46,703.98 from the Thelma Faye Harms Trust to the Golden Belt Community Foundation and that Mr. Peter be authorized to work with the GBCF to develop appropriate fund disbursement language and understandings. The motion was seconded by Trustee Johnson. Following discussion the motion carried.*

**Property, Casualty, Liability and Workers Compensation Insurance Coverage** – It was recommended that the Board approve the insurance coverage from Employers Mutual and Cincinnati Insurance for a total cost of \$188,470. In addition, it was recommended that the College continue its Workers Compensation coverage with KASB at an estimated rate of \$57,317 subject to annual audit.

*Trustee Johnson moved that the Board approve the insurance coverage from Employers Mutual and Cincinnati Insurance for a total cost of \$188,470. In addition, that the College continue its Workers Compensation coverage with KASB at an estimated rate of \$57,317 subject to annual audit. The motion was seconded by Trustee Webster. Following discussion the motion carried.*

**EXECUTIVE SESSION**

*Trustee Johnson moved that the Board recess to executive session at 8:05 a.m. for 20 minutes for the purpose of discussing 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 8:25 a.m. The motion was seconded by Trustee O'Connor. Following discussion the motion carried.*

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 8:25 a.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board discussed non-elected personnel, that no action was taken, and that additional time would be needed.



*Trustee Johnson moved that the Board recess to executive session at 8:25 a.m. for 10 minutes for the purpose of discussing 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 8:35 a.m. The motion was seconded by Trustee Sessler. Following discussion the motion carried.*

Dr. Law was dismissed from executive session.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 8:35 a.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board discussed non-elected personnel, that no action was taken, and that additional time would be needed.

*Trustee Webster moved that the Board recess to executive session at 8:35 a.m. for 2 minutes for the purpose of discussing 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 8:37 a.m. The motion was seconded by Trustee Soeken. Following discussion the motion carried.*

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 8:37 a.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 but that a motion would need to be made on the Head Men's Basketball Coach.

**Head Men's Basketball Coach** – The Board discussed the screening process and hiring objectives for the replacement position of Head Men's Basketball Coach. It was recommended that the Board take action on the replacement position of the College Head Men's Basketball Coach.

*Trustee Sessler moved that the Board hire Dave "Soupy" Campbell as the Head Men's Basketball Coach. Trustee Webster seconded the motion. Following discussion the motion carried.*

**ADJOURNMENT** – The meeting adjourned at 8:52 a.m.

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Stephan J. Mermis, Chairman

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Mike Johnson, Secretary

Recorded by Caicey Schartz

## **PERSONNEL**

### **New/Expanded Positions**

Receptionist/Data Specialist – increase position from 1/2 time to full time  
Scheduling Specialist – increase position from 3/4 time to full time  
Establish new Math Faculty position  
Establish permanent Math Faculty part-time position (up to 12 hours)  
Establish new English Faculty position  
Shift three part-time Fort Riley Tutor positions from Grants paid to College paid

### **Retirement**

Marva Jo Bell – Accounts Payable Clerk

### **Resignations/Terminations**

Lori Beaman – Secretary (Student Support Services and TRIO Grants & Upward Bound)  
Sondra Cain – Custodian 1  
Jimmie Maris – Security Officer  
Linda Oswald – Security Officer  
Jon Stuckey – Assistant Men's Basketball Coach/HPER Instructor  
David Tudor, Sr. – Camp Ranger  
Karlin Wells – Admissions & Records Receptionist (Fort Riley)

### **Replacement Positions**

Jeanne Dannebohm – Custodian 1  
Steve Dayton – Instructor (Social Science)  
Michael Grub – Instructor (Mathematics)  
Lolita Jones – Secretary & Data Specialist (Central Kansas Educational Opportunity Center - part-time)  
Christopher Lamb – Instructor (Ft. Riley Transfer Programs)

### **Position Changes**

Angie Brummer – from Secretary, Grants Office to Executive Secretary, President's Office  
Lori Owens – Academic Advisor  
Mary Tudor – from Assistant Director of the Physical Plant to Camp Ranger (effective 04-01-04)

### **Supplemental Contracts**

Christine Abbott	Interpersonal Communication
Christine Abbott	Human Growth & Development
Christine Abbott	Introduction to Sociology
Christine Abbott	Human Sexuality
Janet Balk	Western Civilization to 1500
Janet Balk	Western Civilization 1500 – Present
Geraldine Ball	Western Civilization to 1500

Tom Bergman	Comp Aid Mgmt of Em Op (Cameo)
Jimmy Bias	Multimedia Pres. & Data Base Mgmt. Sys.
Jimmy Bias	Word Processing Applications
George Bowman	Laser Sighting & Engage System
George Bowman	Training Session
Gerald Butler	World & Regional Geography
Gerald Butler	World & Regional Geography
Gerald Butler	Principles of Macroeconomics
Gerald Butler	Physical Science
Wendy Butler	Principles of Macroeconomics
Wendy Butler	Principles of Microeconomics
Wendy Butler	Personal Finance
Winfried Butler	Western Civilization to 1500
Winfried Butler	Western Civilization 1500 – Present
Winfried Butler	American Military History
Del Carmen	Basic Nutrition
Rebecca Claassen	Basic Algebra
Michael Cox	Western Civilization to 1500
Michael Cox	Western Civilization 1500 – Present
Michael Cox	Leadership Train Techniques I
Michael Cox	Military Hist./Amer. Revolution
Charles Davis	Intro to Literature
Charles Davis	Introduction to Philosophy
Jeffrey DeFries	Total Quality Management
Jeffrey DeFries	Business Ethics
Jared Duley	Social Psychology
Gordon Farmer	Western Civilization 1500-Present
Marsha Finley	Human Resource Management
Marsha Finley	Fld. Exp. In Human Resources Mgt.
Marsha Finley	Course Mentor
Bill Forst	Art Appreciation
Brenda Glendenning	Nursing Clinical Hours
Addie Goymerac	Environmental Science
Addie Goymerac	Environmental Science & Lab
Addie Goymerac	Basic Math Skills & Preparatory Math
Addie Goymerac	Intermediate Algebra
Sandy Haas	Nursing Clinical Hours
Sheyenne Heller	Fundamentals of Grammar
Sheyenne Heller	English Composition I
Sheyenne Heller	Technical & Report Writing
Sheyenne Heller	English Composition II
Dennis King	HAZWOPER Refresher
Gene Kingslien	Personal & Community Health
Myron Kryschtal	Military Hist./First World War
Myron Kryschtal	Intro to Leadership Concepts
Myron Kryschtal	Intro to Political Science
Myron Kryschtal	International Relations
Joel Lundstrom	General Psychology
Joel Lundstrom	Contemporary Social Problems

James Maner	Info Processing Systems Mgmt.
Kim Mansfield	Introduction to Counseling
Anita Motsenbocker-Alford	Java Programming
Evelyn Parker	Nursing Clinical Hours
Lynn Pepperd	Organizational Communication
Michele Richardson	Spreadsheet Applications
Michele Richardson	Word Processing Applications
Norman Russell	Environmental Science
Norman Russell	Environmental Science & Lab
Norman Russell	Technical Mathematics
Norman Russell	College Algebra
Norman Russell	Elements of Statistics
Norman Russell	Physical Science
Rita Schmidt	Nursing Clinical Hours
Brenda Siebold	Spreadsheet Applications
Brenda Siebold	Multimedia Presentations
Brenda Siebold	Adv. WP Applications & Procedures
Susan Simmons	Data Base Management Systems
Susan Simmons	Word Processing Applications
Cindie Streck	Nursing Clinical Hours
Roger Vanderlinde	Organization Maintenance Mgmt
Roger Vanderlinde	Western Civilization to 1500
Michael Weltsch	American Military History
Michael Weltsch	Military Hist./Amer. Revolution
Michael Weltsch	Military Hist./Second World War
Russ Wilson	Emergency Medical Training
Greg Wolf	Training Records Management

### **Community Education**

Linda Runge	CMA Update – Great Bend (7/22/03 – 7/23/03)
Janice Lubeck	Business Ethics – Pension (7/22/03 – 9/23/03)
Neal Cassell	BML Banking – H R in Business (7/22/03 – 9/23/03)
Terry McNeil	Dietary Manager in Hays (8/16/03 – 5/26/04)

### **Site Coordinators – Summer 2003**

Cynthia Edgerle	Ellsworth
Rick Shepker	LaCrosse
Terry Huff	Larned
Marilyn Michaelis	Lyons
Steve Dryden	St. John
Dave Zachman	Russell

### **Outreach Degree Program**

Carolyn Churchill	Business Communications – Russell (7/22/03 – 9/23/03)
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BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 30-JUNE-03

1111 GENERAL FUND

YEAR TO DATE  
ACTUAL

REVENUES:

FALL TUITION	1,143,930.00
SPRING TUITION	1,096,026.00
SUMMER TUITION	293,693.00
FALL OUT OF STATE TUITION	93,806.00
SPRING OUT OF STATE TUITION	119,952.00
SUMMER OUT OF STATE TUITION	6,705.00
ON LINE TUITION	336,788.00
GENERAL STUDENT FEES	1,552,891.44
LAVTR	80,672.40
STATE GRANTS	0.00
STATE OPERATING GRANT	3,384,751.57
COUNTY OUT DISTRICT TUITION	259,878.00
BARTON COUNTY AD VALOREM TAX	4,451,049.52
MOTOR VEHICLE TAX	829,320.66
RECREATIONAL VEHICLE TAX	11,326.58
NEIGHBORHOOD REVIT PRG	879.54
DELINQUENT TAXES	81,572.02
TAXABLE SALES	1,433.98
INTEREST-GENERAL	75,911.14
MISCELLANEOUS REIMBURSEMENTS	273,668.04
INSURANCE REIMBURSEMENTS	0.00
GENERAL MISCELLANEOUS	56,975.24
MISCELLANEOUS SALE OF PROPERTY	3,563.01
TRANSCRIPT REVENUE	37,852.78
MISCELLANEOUS ELECTRONIC DEPT REV	597.31
DONATIONS	0.00
FARM HOUSE RENTALS	7,200.00
FARM LEASE/CROP SALES	15,000.00
PAYMENT PLAN FEES	19,385.00
CAREER CENTER REVENUE	1,100.00
EVALUATION FEES	375.00
REFUNDS-GENERAL	12,139.22
ROOM RENTAL-GENERAL	11,393.95
	-----
TOTAL REVENUES	14,259,836.40

BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 30-JUNE-03

1111 GENERAL FUND

YEAR TO DATE  
ACTUAL

EXPENDITURES:

INSTRUCTION	4,635,503.40
PUBLIC SUPPORT	1,372.00
ACADEMIC SUPPORT	1,642,929.96
STUDENT SERVICES	824,744.41
INSTITUTIONAL SUPPORT	4,342,122.66
PHYSICAL PLANT OPERATION	1,761,468.28
STUDENT FINANCIAL SUPPORT	473,448.87
AUXILIARY SERVICES	0.00

TOTAL EXPENDITURES 13,681,589.58

TRANSFERS AMONG FUNDS:

TRANSFERS TO ABE FUND	0.00
TRANSFERS TO ATHLETIC FUND	400,000.00
TRANSFERS TO ATHLETIC ACTIVITY FUND	72,394.49
TRANSFERS TO STUDENT ACT ACTIV FUND	26,000.00

TOTAL TRANSFERS AMONG FUNDS: 498,394.49

BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 30-JUNE-03

1112 VOCATIONAL FUND

YEAR TO DATE  
ACTUAL

REVENUES:

STATE OPERATING GRANT	2,587,792.43
BARTON COUNTY AD VALOREM TAX	0.00
MOTOR VEHICLE TAX	0.00
RECREATIONAL VEHICLE TAX	0.00
DELINQUENT TAXES	0.00
PRIVATE SOURCE GRANT REVENUE	0.00
REFUNDS-GENERAL	2,544.81
	-----
TOTAL REVENUES	2,590,337.24

EXPENDITURES:

INSTRUCTION	2,165,496.40
PUBLIC SERVICE	0.00
ACADEMIC SUPPORT	250,203.87
STUDENT SERVICES	5,392.44
INSTITUTIONAL SUPPORT	0.00
PHYSICAL PLANT OPERATION	169,244.53
AUXILIARY SERVICES	0.00
	-----
TOTAL EXPENDITURES	2,590,337.24
 NET INCREASE/DECREASE IN NET ASSETS	 0.00

BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 30-JUNE-03

1115 EMPLOYEE BENEFIT FUND

YEAR TO DATE  
ACTUAL

REVENUES:

BARTON COUNTY AD VALOREM TAX	0.00
MOTOR VEHICLE TAX	0.00
RECREATIONAL VEHICLE TAX	0.00
DELINQUENT TAXES	0.00
MISCELLANEOUS REIMBURSEMENTS	0.00
	-----
TOTAL REVENUES	0.00

EXPENDITURES:

INSTRUCTION	704,691.72
PUBLIC SERVICE	86,675.97
ACADEMIC SUPPORT	267,648.23
STUDENT SERVICES	182,931.22
INSTITUTIONAL SUPPORT	(1,353,967.10)
PHYSICAL PLANT OPERATION	108,945.83
AUXILIARY SERVICES	38,341.90
	-----
TOTAL EXPENDITURES	35,267.77
NET INCREASE/DECREASE IN NET ASSETS	(35,267.77)



BARTON COUNTY COMMUNITY COLLEGE  
GENERAL, VOCATIONAL, AND EMPLOYEE BENEFITS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED JUNE 30, 2003    **PRE CLOSING**

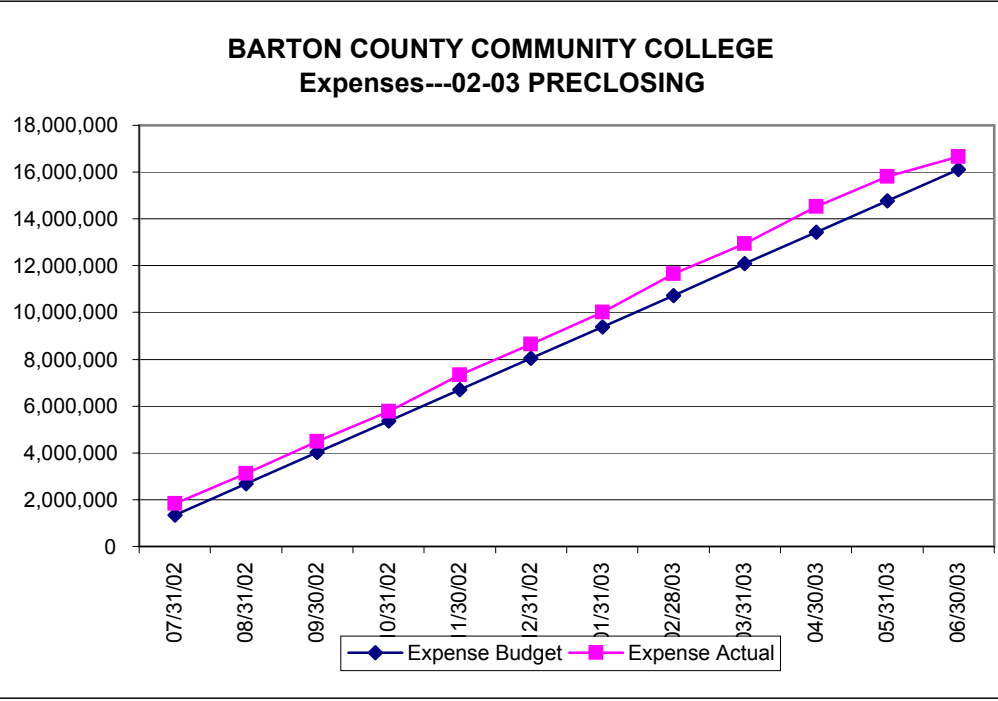
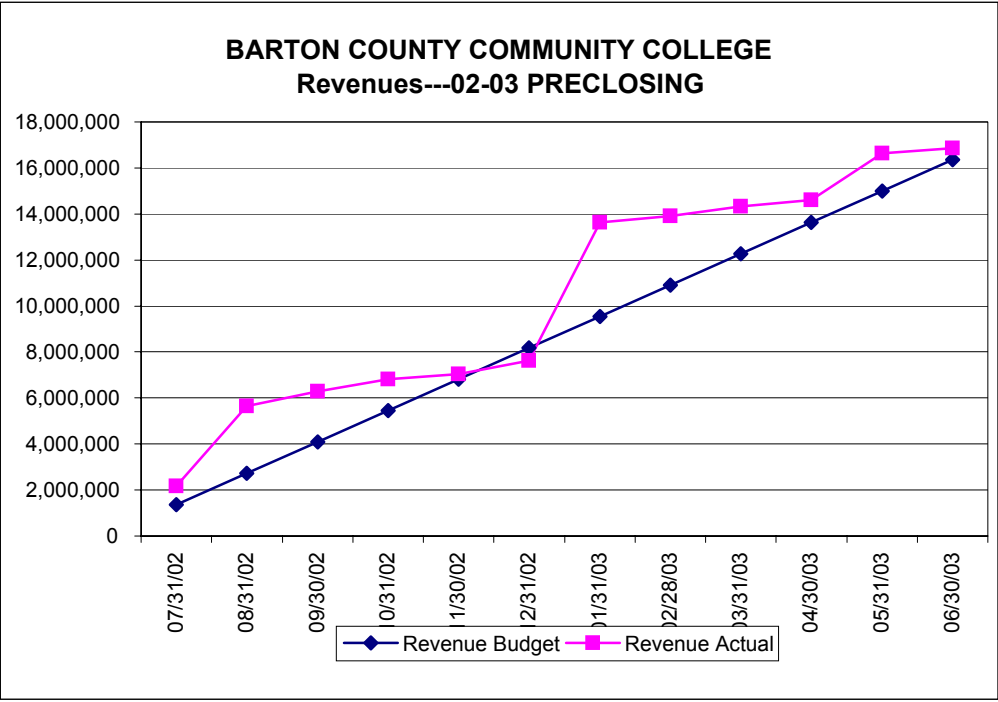
	<b>2002-03 BUDGET</b>	<b>PERIOD ENDED 06/30/03</b>	<b>YTD AVAILABLE</b>	<b>% AVAILABLE</b>
Fund Balance, Beginning	\$2,082,999.00	\$2,082,999.00		
<hr/>				
Tuition-Out Of State	212,000.00	220,463.00	(8,463.00)	-3.99%
Tuition-In State	2,565,000.00	2,870,437.00	(305,437.00)	(11.91)
Tuition-Out District	265,000.00	259,878.00	5,122.00	1.93
State Aid	5,782,000.00	5,972,544.00	(190,544.00)	(3.30)
Property Taxes	4,768,500.00	4,544,828.00	223,672.00	4.69
Other Taxes	1,103,000.00	909,993.00	193,007.00	17.50
Interest Income	125,000.00	75,911.00	49,089.00	39.27
Other	1,544,500.00	1,996,120.00	(451,620.00)	(29.24)
<hr/>				
Total Revenue	16,365,000.00	16,850,174.00	(485,174.00)	(2.96)
<hr/>				
Expenditures:				
Academic Salaries	5,258,000.00	5,808,595.00	(550,595.00)	(10.47)
Support Salaries	3,833,000.00	3,480,412.00	352,588.00	9.20
Supplies	2,792,000.00	3,092,607.00	(300,607.00)	(10.77)
Equipment	19,000.00	21,360.00	(2,360.00)	(12.42)
Advertising	62,000.00	49,989.00	12,011.00	19.37
Transfers & Other	365,000.00	400,000.00	(35,000.00)	(9.59)
Employee Benefits	1,777,000.00	1,791,804.00	(14,804.00)	(0.83)
General Insurance	184,000.00	218,874.00	(34,874.00)	(18.95)
Utilities	584,000.00	575,294.00	8,706.00	1.49
In County Scholarships	40,000.00	139,765.00	(99,765.00)	(249.41)
Capital Outlay	800,000.00	686,206.00	113,794.00	14.22
Maintenance	391,000.00	396,631.00	(5,631.00)	(1.44)
<hr/>				
Total Expenditures	16,105,000.00	16,661,537.00	(556,537.00)	-3.46%
<hr/>				
Fund Balance, Ending	\$2,342,999.00	\$2,271,636.00		
	=====	=====		

BARTON COUNTY COMMUNITY COLLEGE  
AUXILIARY FUNDS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED JUNE 30, 2003

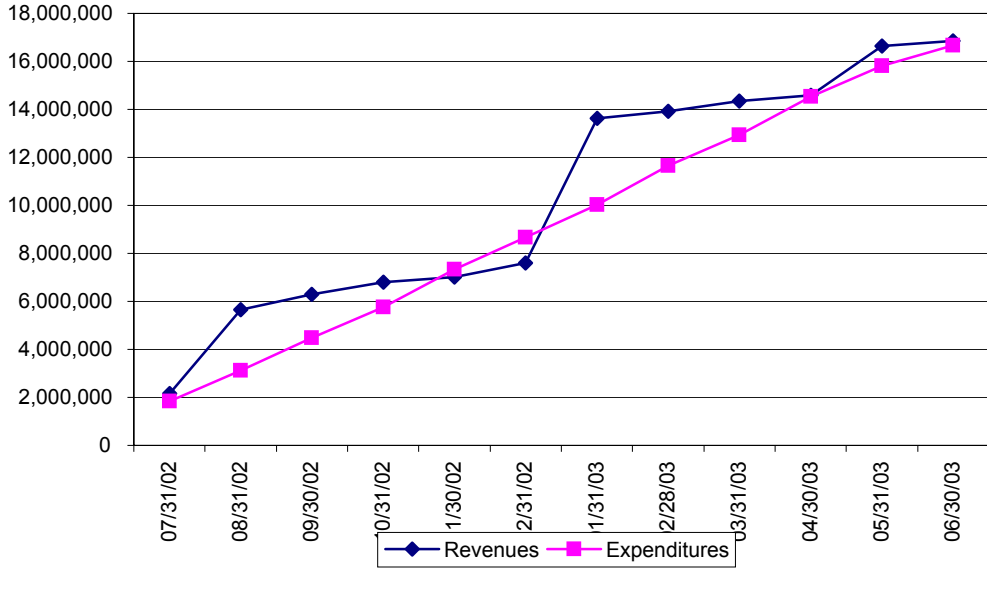
	STUDENT UNION	DORMITORIES	ATHLETICS	CAMP ALDRICH	ELEVEN MONTHS ACTIVITY	2002-03 BUDGET	YTD AVAILABLE	% AVAILABLE
Fund Balance, Beginning:	702,631	394,504	38,707	48,784	1,184,626	1,184,626		
Revenues:								
Vending	1,270				1,270	2,000	730	36.50
Bookstore	765,210				765,210	665,000	(100,210)	(15.07)
Food service	459,553			0	459,553	482,000	22,447	4.66
Fees	110,920			0	110,920	268,000	157,080	58.61
Supplies & Services		25,121			25,121	28,000	2,879	10.28
Housing Rental		827,310		50,669	877,979	913,000	35,021	3.84
Transfers			400,000	40,000	440,000	390,000	(50,000)	(12.82)
Revolving					0	0	0	
Misc.	1,974				1,974	4,000	2,026	50.65
Gate Receipts			29,202		29,202	33,000	3,798	11.51
Entry Fees & Other			9,688	0	9,688	16,000	6,312	39.45
<b>Total Revenues</b>	<b>1,338,927</b>	<b>852,431</b>	<b>438,890</b>	<b>90,669</b>	<b>2,720,917</b>	<b>2,801,000</b>	<b>80,083</b>	<b>2.86</b>
Expenditures:								
Salaries	67,341	50,927	5,903	28,654	152,825	217,000	64,175	29.57
Bookstore	723,449				723,449	572,000	(151,449)	(26.48)
Maintenance	13,520	35,370		17,690	66,580	99,000	32,420	32.75
Food	476,386	346,044			822,430	850,000	27,570	3.24
Utilities	45,004	104,835		18,186	168,025	161,000	(7,025)	(4.36)
Lease payments & Int	12,388	188,645			201,033	202,000	967	0.48
Travel & Recruiting			122,292		122,292	122,000	(292)	(0.24)
Officials			29,789		29,789	17,000	(12,789)	(75.23)
Training Supplies			12,889		12,889	17,000	4,111	24.18
Insurance			63,372		63,372	56,000	(7,372)	(13.16)
Equipment	21,653	114,673	72,054		208,380	171,000	(37,380)	(21.86)
Clinics & Awards			7,856		7,856	10,000	2,144	21.44
Transfers & Refunds			29,347		29,347	30,000	653	2.18
Revolving					0	0	0	
Nationals & Fees			38,028		38,028	34,000	(4,028)	(11.85)
Supplies	17,882	7,584	53,281	3,769	82,516	76,000	(6,516)	(8.57)
Misc.					0	0	0	
<b>Total Expenditures</b>	<b>1,377,623</b>	<b>848,078</b>	<b>434,811</b>	<b>68,299</b>	<b>2,728,811</b>	<b>2,634,000</b>	<b>(94,811)</b>	<b>(3.60)</b>
Fund Balance, Ending	663,935	398,857	42,786	71,154	1,176,732	1,351,626		

BARTON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
06/30/03 PRECLOSING

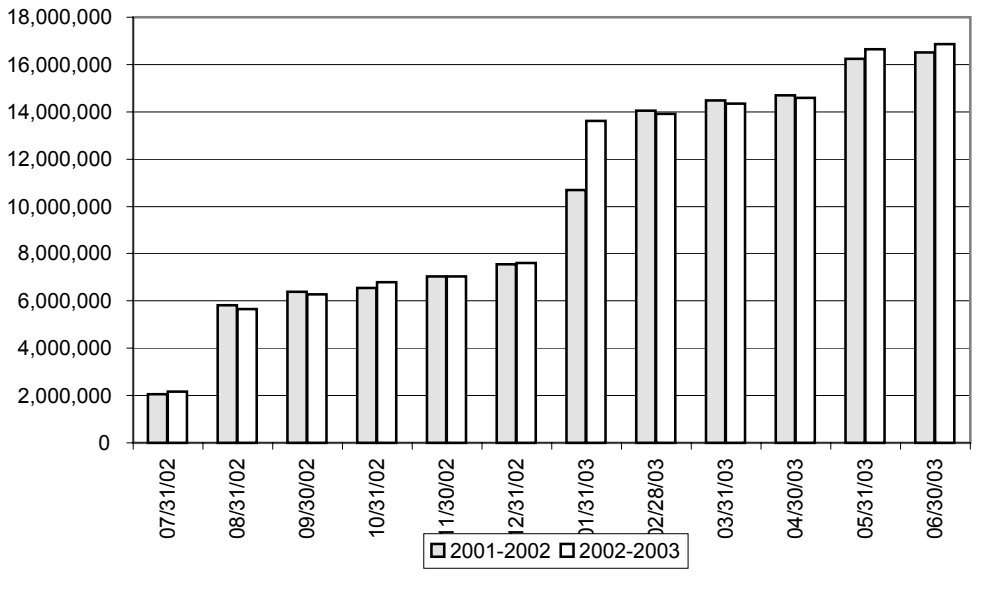
FUND-DESCRIPTION	BEGIN-BAL	MONTH-RCPT	MONTH-EXP	YTD RCPT	YTD-EXP	END-BAL	CHECKING	INVEST	CHANGE
GENERAL & VOC	1,746,963	488,861	2,724,249	16,543,687	16,547,549	1,743,101	1,349,001	350,000	44,100
EMPLOYEE BENEFITS	35,268	0	(1,620,287)	0	35,268	0	0	0	0
STUDENT UNION	701,357	68,182	129,741	1,339,556	1,441,676	599,237	498,237	100,000	1,000
DORMITORY	393,595	4,259	73,546	852,805	848,078	398,322	297,922	100,000	400
CAMP ALDRICH	38,707	7,008	7,569	90,669	68,299	61,077	61,077	0	0
ATHLETICS	48,784	955	22,112	438,890	434,811	52,863	52,863	0	0
	2,964,674	569,265	1,336,930	19,265,607	19,375,681	2,854,600	2,259,100	550,000	45,500



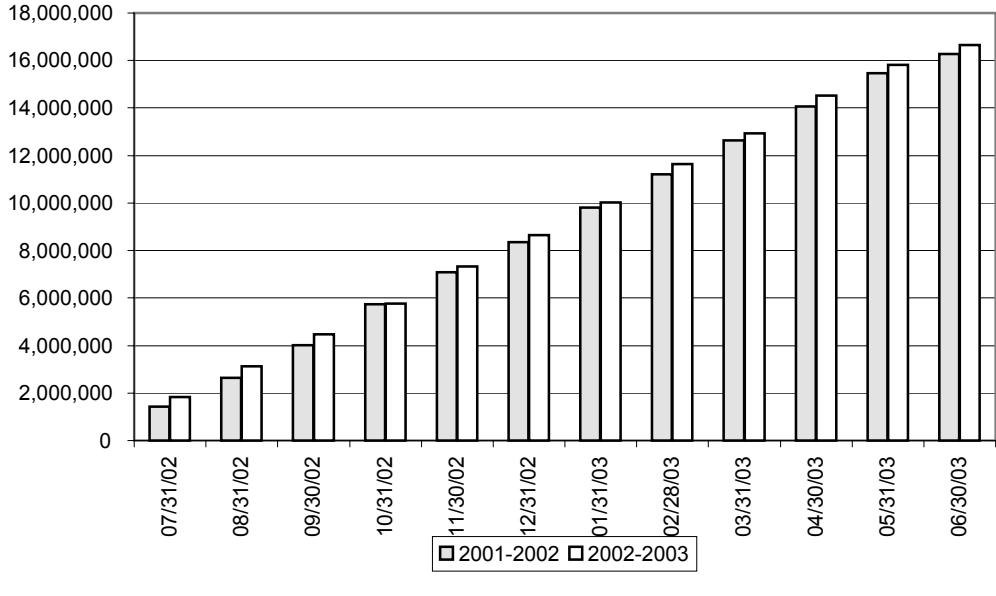
**BARTON COUNTY COMMUNITY COLLEGE  
Revenues and Expenses---02-03 PRECLOSING**



**BARTON COUNTY COMMUNITY COLLEGE  
Revenue Comparison PRECLOSING**



**BARTON COUNTY COMMUNITY COLLEGE  
Expenditures Comparison PRECLOSING**



## **KACCT/KBOR REPORT**

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

## **INFORMATION/DISCUSSION ITEMS**

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

# Monitoring Reports July 2003

## POLICY TYPE: EXECUTIVE LIMITATIONS

<b>POLICY TITLE: GENERAL EXECUTIVE CONSTRAINTS</b>
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The President shall act at all times in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President shall act in a manner consistent with Board policies and consistent with those practices, activities, decisions, and organizational circumstances, which are legal, prudent, and ethical.

Accordingly, the President may not:

### **General Executive Constraint #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 and now our 2003-2004 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 nonetheless assets that need to be maintained.

On both fronts, we will monitor the reactions to the budget shortfall and bring to the Board's attention anything that might place these assets in further jeopardy.



*POLICY TYPE: EXECUTIVE LIMITATIONS*

**POLICY TITLE: COMPENSATION AND BENEFITS**

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

Accordingly, the President may not:

**Compensation and Benefits Constraint #1**

Change his or her, own compensation and benefits.

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

**Compensation and Benefits Constraint #2**

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

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

**Compensation and Benefits Constraint #3**

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

**Response:** Considerable care and review of credentials occurs during the screening process. Credentials must match at least the minimum standard set for the position as outlined in the job description and job announcement. As a cleanup from years past and to meet the Higher Learning Commission's expectations, current full and associate faculty credentials remain under constant review. Plans have been implemented to help those who do not hold the necessary credentials so that they may proceed with obtaining the necessary degree. Progress by those who have development plans in place are being monitored within the Instructional Division.

**Compensation and Benefits Constraint #4**

Grant tenure without Board approval.

**Response:** Tenure has not been granted without Board approval. For the last six years, the President has brought forth a recommendation for each faculty member that is eligible to be granted tenure. The College's official records now

reflect this action so there is never any question as to a full-time employee/faculty member's tenure status. Additionally, Human Resources has been asked to include a notation in job announcements as to whether or not a position is tenure track.

**Compensation and Benefits Constraint #5**

Sign a collective bargaining agreement without Board approval.

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

**Compensation and Benefits Constraint #6.a.**

Establish current compensation and benefits which:

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

**Response:** Based on the Board's acceptance of the salary recommendation as part of this coming year's budget, the College may or may not be in violation of this constraint. The recommendation provided freezes salaries as no salary increase budget pool, due to budget constraints, is able to be requested. Accordingly, our effort to continue to move the College's compensation toward the average of its regional competing institutions is placed on hold. Based on the data gathered, we feel that some of our positions are at regional parity, but many others are not. Having now had salaries frozen for the past two years while other institutions have not done so, has placed our staff and faculty compensation in jeopardy.

While no increase is recommended, the salary and benefits team continues to work and develop data and regional comparisons upon which future compensation decisions can be made.

*POLICY TYPE: EXECUTIVE LIMITATIONS*

**POLICY TITLE: FINANCIAL CONDITIONS**

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

Accordingly, the President may not:

**Financial Condition #1**

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

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

**Financial Condition #2**

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

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

**Financial Condition #3**

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

**Response:** Following review of this constraint with the Dean of Business Services, I feel confident that the College is in compliance with the policy. We remain sensitive and judicious in balancing the need to support the local economy with making wise purchases 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. Our reserves are now in the neighborhood of 12% and as indicated will play a significant role in helping us face the fallout of the state's revenue crisis as we 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.

## **POLICY TITLE: COMMUNICATION & COUNSEL TO THE BOARD**

The President shall keep the Board adequately informed.

Accordingly, the President shall not:

### **Communication & Counsel Constraint #1**

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

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

### **Communication & Counsel Constraint #2**

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

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

### **Communication & Counsel Constraint #4**

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

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

## POLICY TYPE: ENDS

<b>POLICY TITLE: WORK PREPAREDNESS</b>
--

**Employer Satisfaction with Student Technical Skills**  
Spring 2002 Graduates

**Annual: July 2003**

<i>Vocational Programs</i>	NA	Poor	Good	Very Good
<b>Technical Skills Related to Specific Jobs</b>	0%	0%	43%	57%
<b>Operating job-related tools, instruments &amp; equipment</b>	0%	0%	39%	61%

Notes: ~Data was collected from 23 Employer Surveys.

~Data was collected from graduates of the following programs: Dietary Manager, Business Technology, Agriculture, Child Care, Paramedic, and Medical Laboratory Technician.

~Data from Nursing was not included in this report due to the use of a different survey that didn't permit a comparable summary of data.

**Response:** The vocational programs are continually striving to remain current in technological instruction and to receive a good to very good ranking from 100% of respondents indicates success with this endeavor.

**Employer Satisfaction with "Soft Skills"**  
Spring 2002 Graduates

**Annual: July 2003**

<i>Vocational Programs</i>	NA	Poor	Good	Very Good
<b>Organizational Time-Management Skills</b>	0%	8%	46%	46%
<b>Quantity of Work Accomplished</b>	0%	4%	35%	61%
<b>Following Directions</b>	0%	4%	48%	48%
<b>Working Independently</b>	0%	4%	39%	57%
<b>Working Cooperatively With Others</b>	0%	4%	39%	57%
<b>Leadership/Promotion Potential</b>	0%	8%	65%	27%
<b>Personal Appearance/Dress</b>	4%	0%	46%	50%
<b>Attendance</b>	0%	0%	49%	51%
<b>Punctuality</b>	4%	0%	52%	44%

Notes: ~Data was collected from 23 Employer Surveys.

~Data was collected from graduates of the following programs: Dietary Manager, Business Technology, Agriculture, Child Care, Paramedic, and Medical Laboratory Technician.

~Data from Nursing was not included in this report due to the use of a different survey that didn't permit a comparable summary of data.

**Response:** The measurement of "soft skills" is often difficult due to the subjective nature of the topics. As indicated by the responses from employers, we are doing a good job in incorporating soft skill topics into the coursework and emphasizing the importance of these to the students.

**Placement of Students with Certificates in Field of Study**

Annual: July 2003

<b>Placement of Vocational Certificate Completers</b>		<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>
<b>Agriculture Certificate Programs</b> <u>Includes:</u> <b>Agri. Suppl. Retailing &amp; Wholesaling - 01.0501</b> Agriculture Business Management (Cert2) - 0106 <b>Production Irrigation - Option (KS CIP) - 01.0305</b> Fertilizer & Chemical Application (Cert2) - 0104 <b>Agri. Prod. Workers &amp; Managers, Gen. - 01.0301</b> Crop or Livestock Production (Cert2) - 0107	# Students working in Field of Study	0	0	0	0
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	1	0	0	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	0	0	0	1
	# Students in Military Service Full-time	0	0	0	0
	<b>Totals</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Hazardous Materials Certificate Program</b> <u>Includes:</u> <b>Environ. Control Technol./Tech., Other - 15.0599</b> HAZMAT (Cert2) - 1505  (Program started in 1998; virtually all students in program opt for the associate degree.)	# Students working in Field of Study	0	0	0	0
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	0	0	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	0	0	0	0
	# Students in Military Service Full-time	0	0	0	0
	<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Child Care &amp; Guidance Certificate Program</b> <u>Includes:</u> <b>Child Care Services Manager - 20.0203</b> Child Care & Guidance (Cert2) - 2003	# Students working in Field of Study	3	0	0	0
	# Students not working in Field of Study	1	0	0	0
	# Students Pursuing Additional Education	3	2	1	6
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	0	1	5	1
	# Students in Military Service Full-time	0	0	0	0
	<b>Totals</b>	<b>7</b>	<b>3</b>	<b>6</b>	<b>7</b>

## Placement of Students with Certificates in Field of Study (Continued)

<b>Placement of Vocational Certificate Completers</b>		<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>
<b>Dietary Manager Certificate Programs</b> <u>Includes:</u> <b>Dietician Assistant - 20.0404</b> Dietary Manager (Cert1) - 2004 Dietary Manager (Cert2) - 2004	# Students working in Field of Study	12	3	7	3
	# Students not working in Field of Study	1	0	1	0
	# Students Pursuing Additional Education	0	0	0	1
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	5	4	0	11
	# Students in Military Service Full-time	0	0	0	0
	<b>Totals</b>	<b>18</b>	<b>7</b>	<b>8</b>	<b>15</b>
<b>Criminal Justice Certificate Program</b> <u>Includes:</u> <b>Law Enforcement/Police Science - 43.0107</b> Criminal Justice (Cert1) - 4302	# Students working in Field of Study	3	0	0	0
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	9	0	0	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	1	0	0	0
	# Students in Military Service Full-time	0	0	0	0
	<b>Totals</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fire Science Certificate Program</b> <u>Includes:</u> <b>Fire Science/Fire Fighting - 43.0203</b> Fire Science Technology - (Cert2) - 4303	# Students working in Field of Study	0	21	13	0
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	0	0	9
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	0	0	0	11
	# Students in Military Service Full-time	0	0	0	0
	<b>Totals</b>	<b>0</b>	<b>21</b>	<b>13</b>	<b>20</b>

## Placement of Students with Certificates in Field of Study (Continued)

<b>Placement of Vocational Certificate Completers</b>		<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>
<b>Automotive Technology Certificate Programs</b> <u>Includes:</u> <b>Auto/Automotive Mechanic/Technician - 47.0604</b> Automotive Technology (Cert2) - 4706 <b>Diesel Engine Mechanic and Repairer - 47.0605</b> Diesel Mechanics (Cert2) - 4707	# Students working in Field of Study	1	0	0	0
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	0	10	15
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	0	0	11	11
	# Students in Military Service Full-time	0	0	0	0
	<b>Totals</b>	<b>1</b>	<b>0</b>	<b>21</b>	<b>26</b>
<b>Welding Certificate Program</b> <u>Includes:</u> <b>Machine Shop Assistant - 48.0503</b> Welding (Cert2) - 4803	# Students working in Field of Study	0	0	0	0
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	0	0	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	0	0	0	0
	# Students in Military Service Full-time	0	0	0	0
	<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EMT/MICT Certificate Programs</b> <u>Includes:</u> <b>Emergency Medicine Tech/Technician - 51.0904</b> Emergency Medical Technician (Cert1) - 5107 Mobile Intensive Care Technician (Cert2) - 5109	# Students working in Field of Study	0	21	0	15
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	20	6	16	37
	# Unemployed Students not Pursuing Additional Education	0	6	0	0
	# Status Unknown	48	3	44	100
	# Students in Military Service Full-time	0	2	0	0
	<b>Totals</b>	<b>68</b>	<b>38</b>	<b>60</b>	<b>152</b>



## Placement of Students with Certificates in Field of Study (Continued)

<b>Placement of Vocational Certificate Completers</b>		<b>1998- 99</b>	<b>1999- 00</b>	<b>2000- 01</b>	<b>2001- 02</b>
<b>Medical Lab Certificate Program</b> <u>Includes:</u> <b>Medical Laboratory Technician - 51.1004</b> Phlebotomy Training (Cert1) - 5110	# Students working in Field of Study	0	0	0	0
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	0	0	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	0	0	0	0
	# Students in Military Service Full-time	0	0	0	0
	<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Licensed Practical Nurse Program</b> <u>Includes:</u> <b>Practical Nurse (LPN Training) - 51.1613</b> Nursing - PN (Cert2) - 5116	# Students working in Field of Study	3	11	5	3
	# Students not working in Field of Study	2	0	0	0
	# Students Pursuing Additional Education	9	3	14	0
	# Unemployed Students not Pursuing Additional Education	0	1	0	0
	# Status Unknown	10	11	1	8
	# Students in Military Service Full-time	0	0	0	0
	<b>Totals</b>	<b>24</b>	<b>26</b>	<b>20</b>	<b>11<sup>a</sup></b>
<b>Adult Health Care Programs</b> <u>Includes:</u> <b>Nursing, Other - 51.1699</b> Activity Director (Cert1) - 5119 Certified Nurse Aide (Cert1) - 5120 Home Health Aide (Cert1) - 5121 Rehabilitation Aide (Cert1) - 5122 Social Service Designee (Cert1) - 5123 <b>Health Aid - 51.2601</b> Certified Medication Aide (Cert1) - 5126	# Students working in Field of Study	0	0	0	0
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	49	85	61
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	0	179	166	258
	# Students in Military Service Full-time	0	0	0	0
	<b>Totals</b>	<b>0</b>	<b>228</b>	<b>251</b>	<b>319</b>

<sup>a</sup> The Fall 2002 IPEDS Completions Survey reported only one completer in the Licensed Practical Nurse Certificate Program.

## Placement of Students with Certificates in Field of Study (Continued)

<b>Placement of Vocational Certificate Completers</b>		<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>
<b>Business Technologies Certificate Programs</b> <u>Includes:</u> <b>Admin. Assist./Sec. Science, General - 52.0401</b> Office Technology (Cert1 & Cert2) - 5205 <b>Bus. Comp. Programming/Programmer - 52.1202</b> Business Computer Manage. (Cert1 & Cert2) - 5212 <b>General Retailing Operations - 08.0705</b> Bus. Manage. & Leadership (Cert1 & Cert2) - 5217	# Students working in Field of Study	10	0	0	0
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	27	30	27	57
	# Unemployed Students not Pursuing Additional Education	1	0	0	0
	# Status Unknown	0	18	5	11
	# Students in Military Service Full-time	1	0	0	0
	<b>Totals</b>	<b>39</b>	<b>48</b>	<b>32</b>	<b>68</b>

## Overall Placement – Vocational Certificate Completers

<b>Placement of Vocational Certificate Completers</b>		<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>
<b>13 Sets of Certificate Programs, Overall</b>	# Students working in Field of Study	32	56	25	21
	# Students not working in Field of Study	4	0	1	0
	# Students Pursuing Additional Education	69	90	153	186
	# Unemployed Students not Pursuing Additional Education	1	7	0	0
	# Status Unknown	64	216	232	412
	# Students in Military Service Full-time	1	2	0	0
	<b>Totals</b>	<b>171</b>	<b>371</b>	<b>411</b>	<b>619</b>

**Notes:** - One academic year equals July 1 through June 30.  
 - Data obtained from a combination of IPEDS Completions Survey reports and from results of follow-up mail and/or telephone surveys of former students.

**Response:** For the four-year period (1998-99 to 2001-02), the total number of certificates awarded was 1,572. Of those who were awarded certificates, information on status was received/determined for 648 (41.2% follow-up rate). Excluding the 492 who continued with their education during the year after which they received their certificate, a total of 134 of the 156 for whom status was determined worked in their field of study, for a placement rate of 85.9%. Thus, Barton's overall placement rate for certificate completers has been relatively high, but the College still could do a better job at following up on certificate completers.

**Placement of Vocational Degree Recipients in Field of Study**

Annual: July 2003

<b>Placement of Vocational Associate Degree Recipients</b>		<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>
<b>Agriculture Associate Degree Programs</b> <u>Includes:</u> <b>Agri. Suppl. Retail. &amp; Wholesaling - 01.0501</b> Agriculture Business Management - 0106 <b>Prod. Irrigation - Option (KS CIP) - 01.0305</b> Fertilizer & Chemical Application - 0104 <b>Agri. Prod. Work. &amp; Manage., Gen. - 01.0301</b> Crop or Livestock Production - 0107	# Students working in Field of Study	1	0	0	1
	# Students not working in Field of Study	2	0	0	0
	# Students Pursuing Additional Education	5	0	2	3
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	0	1	0	2
	# Students in Military Service Full-time	0	0	0	0
	<b>Totals</b>	<b>8</b>	<b>1</b>	<b>2</b>	<b>6</b>
<b>Small Business/Management Administration Degree Program</b> <u>Includes:</u> <b>General Retailing Operations - 08.0705</b>  Small Bus./Manage. Admin. Concentration - 5200	# Students working in Field of Study	0	3	1	0
	# Students not working in Field of Study	1	0	0	0
	# Students Pursuing Additional Education	0	2	2	0
	# Unemployed Students not Pursuing Additional Education	0	1	0	0
	# Status Unknown	3	3	5	6
	# Students in Military Service Full-time	4	1	2	0
	<b>Totals</b>	<b>8</b>	<b>10</b>	<b>10</b>	<b>6</b>
<b>Hazardous Materials Degree Program (Ft. Riley)</b> <u>Includes:</u> <b>Environmental Control Tech, other - 15.0599</b> Hazardous Materials Management - 1505  (Degree program started in 1998.)	# Students working in Field of Study	0	0	0	1
	# Students not working in Field of Study	0	0	0	2
	# Students Pursuing Additional Education	0	0	0	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	1
	# Status Unknown	0	2	8	4
	# Students in Military Service Full-time	0	0	0	2
	<b>Totals</b>	<b>0</b>	<b>2</b>	<b>8</b>	<b>10</b>

## Placement of Vocational Degree Recipients in Field of Study (Continued)

<b>Placement of Vocational Associate Degree Recipients</b>		<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>
<b>Child Care &amp; Guidance Degree Program</b> <u>Includes:</u> <b>Child Care Services Manager - 20.0203</b> Child Care & Guidance - 2003	# Students working in Field of Study	3	2	3	12
	# Students not working in Field of Study	1	0	1	3
	# Students Pursuing Additional Education	1	0	1	1
	# Unemployed Students not Pursuing Additional Education	0	3	0	0
	# Status Unknown	1	1	0	0
	# Students in Military Service Full-time	0	0	0	0
	<b>Totals</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>16</b>
<b>Criminal Justice Degree Program</b> <u>Includes:</u> <b>Law Enforcement/Police Science - 43.0107</b> Criminal Justice - 4302	# Students working in Field of Study	3	4	4	0
	# Students not working in Field of Study	0	0	1	1
	# Students Pursuing Additional Education	9	1	0	6
	# Unemployed Students not Pursuing Additional Education	0	1	0	0
	# Status Unknown	1	4	8	8
	# Students in Military Service Full-time	0	0	0	0
	<b>Totals</b>	<b>13</b>	<b>10</b>	<b>13</b>	<b>15</b>
<b>Fire Science Degree Program</b> <u>Includes:</u> <b>Fire Science/Fire Fighting - 43.0203</b> Fire Science Technology - 4303	# Students working in Field of Study	0	0	0	0
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	0	0	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	0	1	1	2
	# Students in Military Service Full-time	0	0	0	0
	<b>Totals</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>2</b>

<sup>b</sup> The Fall 2002 IPEDS Completions Survey reported only five completers in the Child Care & Guidance Degree Program.

**Placement of Vocational Degree Recipients in Field of Study (Continued)**

<b>Placement of Vocational Associate Degree Recipients</b>		<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>
<b>Automotive Technology Degree Programs</b> <u>Includes:</u> <b>Auto/Automotive Mechanic/Technician - 47.0604</b> Automotive Technology - 4706 <b>Diesel Engine Mechanic and Repairer - 47.0605</b> Diesel Mechanics - 4707	# Students working in Field of Study	2	0	1	0
	# Students not working in Field of Study	0	0	1	0
	# Students Pursuing Additional Education	0	4	0	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	0	1	1	0
	# Students in Military Service Full-time	0	0	0	0
	<b>Totals</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>0</b>
<b>Drafting Degree Program</b> <u>Includes:</u> <b>Drafting, General - 48.0101</b> Drafting Technology - 4801  (Degree program discontinued in 2001.)	# Students working in Field of Study	0	0	0	0
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	0	0	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	1	0	1	0
	# Students in Military Service Full-time	0	0	0	0
	<b>Totals</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Occupational Therapy Assistant Degree Program</b> <u>Includes:</u> <b>Occupational Therapy Asst. - 51.0803</b> Occupational Therapy Assistant - 5108  (Program phased out 2001-02 through 2002-03)	# Students working in Field of Study	13	15	15	1
	# Students not working in Field of Study	2	1	0	0
	# Students Pursuing Additional Education	0	1	0	0
	# Unemployed Students not Pursuing Additional Education	2	2	1	0
	# Status Unknown	6	6	4	7
	# Students in Military Service Full-time	0	0	0	0
	<b>Totals</b>	<b>23</b>	<b>25</b>	<b>20</b>	<b>8</b>

## Placement of Vocational Degree Recipients in Field of Study (Continued)

<b>Placement of Vocational Associate Degree Recipients</b>		<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>
<b>Paramedic (MICT) Degree Program</b> <u>Includes:</u> <b>Emergency Medicine Tech/Technician - 51.0904</b> Mobile Intensive Care Technician - 5109	# Students working in Field of Study	0	0	0	6
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	0	0	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	6	10	8	2
	# Students in Military Service Full-time	0	0	0	0
	<b>Totals</b>	<b>6</b>	<b>10</b>	<b>8</b>	<b>8</b>
<b>Medical Lab Technician Degree Program</b> <u>Includes:</u> <b>Medical Laboratory Technician - 51.1004</b> Medical Laboratory Technician - 5110	# Students working in Field of Study	4	5	0	5
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	0	0	0
	# Unemployed Students not Pursuing Additional Education	1	0	0	0
	# Status Unknown	3	0	4	0
	# Students in Military Service Full-time	0	0	0	0
	<b>Totals</b>	<b>8</b>	<b>5</b>	<b>4</b>	<b>5<sup>c</sup></b>
<b>Nursing Degree Program</b> <u>Includes:</u> <b>Nursing (RN -Training) - 51.1601</b> Nursing - ADN - 5117	# Students working in Field of Study	14	17	13	8
	# Students not working in Field of Study	0	0	0	0
	# Students Pursuing Additional Education	0	0	0	0
	# Unemployed Students not Pursuing Additional Education	0	0	0	0
	# Status Unknown	6	1	5	12
	# Students in Military Service Full-time	0	0	0	0
	<b>Totals</b>	<b>20</b>	<b>18</b>	<b>18</b>	<b>20</b>

<sup>c</sup> The Fall 2002 IPEDS Completions Survey reported only two completers in the Medical Lab Technician Degree Program.

**Placement of Vocational Degree Recipients in Field of Study (Continued)**

<b>Business Technology Degree Programs</b> <u>Includes:</u> <b>Admin. Assist./Sec. Science, General - 52.0401</b> Admin. Assist. - 5207; Legal Off. Spec. - 5208; Med. Off. Spec. - 5209; and, Tech. Account. Spec. - 5210 <b>Bus. Comp. Programming/Programmer - 52.1202</b> Netwk. Spec. - 5215; and, Graphic Design Spec. - 5216 <b>General Retailing Operations - 08.0705</b> Pens. Admin. - 5218; Personnel Manage. - 5219; Marketing Manage. - 5220; and, Bank Manage. - 5221	# Students working in Field of Study	13	18	15	5
	# Students not working in Field of Study	0	2	4	2
	# Students Pursuing Additional Education	2	8	3	6
	# Unemployed Students not Pursuing Additional Education	1	4	4	2
	# Status Unknown	43	22	37	35
	# Students in Military Service Full-time	0	0	2	0
	<b>Totals</b>	<b>59</b>	<b>54</b>	<b>65</b>	<b>50</b>
	<b>Dietary Manager Degree Program</b> <u>Includes:</u> <b>Dietician Assistant - 20.0404</b> Dietary Manager - 2004  (Degree program started in 1999.)	# Students working in Field of Study	--	0	0
# Students not working in Field of Study		--	0	0	0
# Students Pursuing Additional Education		--	0	0	0
# Unemployed Students not Pursuing Additional Education		--	0	0	0
# Status Unknown		--	0	0	6
# Students in Military Service Full-time		--	0	0	0
<b>Totals</b>		<b>--</b>	<b>0</b>	<b>0</b>	<b>9</b>

**Overall Placement – Vocational Degree Recipients**

<b>Placement of Vocational Associate Degree Recipients</b>		<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>
<b>14 Sets of Degree Programs, Overall</b>	# Students working in Field of Study	53	64	52	31
	# Students not working in Field of Study	6	3	7	7
	# Students Pursuing Additional Education	17	16	8	16
	# Unemployed Students not Pursuing Additional Education	4	11	5	4
	# Status Unknown	70	52	82	79
	# Students in Military Service Full-time	4	1	4	2
	<b>Totals</b>	<b>154</b>	<b>147</b>	<b>158</b>	<b>139</b>

**Placement of Vocational Degree Recipients in Field of Study (Continued)**

- Notes:**
- One academic year equals July 1 through June 30.
  - Data obtained from a combination of IPEDS Completions Survey reports and from results of follow-up mail and/or telephone surveys of former students.

**Response:** For the four-year period (1998-99 to 2001-02), the total number of vocational degrees awarded was 598. Of those who were awarded degrees, information on status was received for 315 (52.7% follow-up rate). Of those degree completers for whom information on status was obtained (N = 315), 200 were reported to be working in their field of study for an overall placement rate of 63.5%. However, excluding the 57 who continued with their education during the year after which they received their vocational degree, overall placement rate was 77.5%. Thus, the placement rate for degree completers is relatively high, but the College could do a somewhat better job at following up on both vocational certificate completers (41.2%) and vocational degree completers (52.7%). The Office of Institutional Research & Records continues to work with the division office of Career & Technical Education to improve follow-up rates.



## **AUGUST BOARD MEETINGS/ACTIVITIES**

**August 5**     **Budget Hearing/Regular Board Meeting – 4:00 p.m., room U-219**  
(upper level of Student Union)

***Note:** No study session has been scheduled for August.*

**President's Monthly Activities**  
**June 1 – 30, 2003**

June 2	With staff, attended Business & Industry Training meeting in Salina
June 3	Facilitated meeting to follow-up on information learned from Hospital Administrators
June 4	Facilitated Board of Trustees Study Session Attended Foundation Board meeting
June 5	Vacation Day
June 7	Hosted the Cohens and Forsts at Lizzie's Cottage for dinner
June 8	Attended GED Graduation
June 9	Gave Welcome at Work Keys Users Group meeting Facilitated Minority Community Leaders Meeting
June 11	Met with PEP Board's Executive Director, Linda McCowan Interviewed prospective basketball coaches Facilitated President's Staff meeting
June 12	Provided graduation speech at Fort Riley Graduation
June 13	Interviewed prospective basketball coach Met with George Drake regarding Harms Trust Worked on the Assessment Videotape w/ Mark Adams
June 16	Interviewed prospective basketball coach
June 17	Met with trustee Mermis Facilitated Board of Trustees meeting
June 18	Facilitated Executive Booster Board and Foundation Administrative Committee meeting regarding fundraising schedules Met with Dr. Kerstetter (KWU) Articulation Agreement signing Facilitated President's Staff meeting
June 19	Interviewed prospective basketball coaches Accepted Award on behalf of the College from the Kansas Action Program for initiatives to help Harvest America and its clients
June 22 & 23	Attended KACCT/COP Retreat at Highland Community College with Trustees O'Connor & Webster While at Highland attended Jayhawk Conference meeting

June 24            Attended Foundation Administrative Committee Luncheon  
Met with, welcomed Darnell Holopirek

June 25            Attended PIC meeting  
Facilitated President's Staff meeting  
Attended Cougar Booster Board meeting  
Met with Linda McCowan

June 27            Facilitated Special Board Meeting  
Attended EduKan President's meeting  
Attended press conference announcing the Cougar's new  
basketball coach  
Attended reception for Head Men's Basketball coach

June 30            Met with Jennifer Dunn on K-State Economic Development Issues  
Worked with Ron Vratil regarding budget preparation

Meeting of the Board of Trustees  
Barton County Community College

July 15, 2003

**EXECUTIVE SESSION**

**Detail:** An executive session may be required.

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

**Action:** Board Chair

## **NOTICES AND COMMUNICATIONS**

**Note: There were no notices or communications for the month of July.**