

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

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

**AGENDA**

<b>1. Official Board Meetings .....</b>	<b>1</b>
<b>2. Call to Order .....</b>	<b>2</b>
Comments from Chairman & Introduction of Guests	
<b>3. Public/Employee Comment.....</b>	<b>2</b>
<b>4. Introduction of Guests.....</b>	<b>2</b>
<b>5. Consent Agenda.....</b>	<b>3</b>
Minutes of 10-21-03 regular Board meeting and 11-03-03 special Board meeting	
Personnel	
Claims and Financial Report	
<b>6. Action Items.....</b>	<b>11</b>
Purchase of College Vehicles	
Financing of College Vehicles	
Copier/Printers	
Approval of International Tuition Philosophy and Rate	
Approval of Course Fees	
<b>7. KACCT/KBOR Report.....</b>	<b>20</b>
<b>8. Information/Discussion Items.....</b>	<b>20</b>
Monitoring Reports	
Upcoming Board Meetings/Activities	
President’s Report of Monthly Activities	
<b>9. Executive Session.....</b>	<b>24</b>

Meeting of the Board of Trustees  
Barton County Community College

November 18, 2003

**OFFICIAL BOARD MEETINGS**

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

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

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

**Information Only**

Meeting of the Board of Trustees  
Barton County Community College

November 18, 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.

Meeting of the Board of Trustees  
Barton County Community College

November 18, 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 October 21, 2003 and the special Board meeting, held on November 3, 2003
- Personnel
- Claims and Financial Report

**Action:** President's Office

**Regular Meeting of the Board of Trustees  
Barton County Community College  
October 21, 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., October 21, 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: Zach Becker, representing the Interrobang; Susan Thacker, representing the Great Bend Tribune; Magnus Assarsson (student); Neil Elliott; Jackie Elliott; Elaine Simmons; Dick Wade; Dr. Karen Clos; Mike Dawes; Ron Vratil; Dr. Tim Kimmel; Dr. Veldon L. Law; Angie Brummer 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 AND GUESTS**

- Jaden Uden, Assistant Men's Basketball Coach (introduced by Neil Elliott)
- Wendy Miller, Secretary for Upward Bound/Student Support Services and TRIO grants (introduced by Jackie Elliott)

**STAFF REPORT**

Carol Dellinger and Laura Patzner from the Family Crisis Center presented a staff report on the Keep Yourself Safe on Campus program.

**CONSENT AGENDA**

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

- Minutes of September 16, 2003 Regular Board Meeting
- Personnel
- Claims and Financial Report

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

**ACTION ITEMS**

**Ratification of Memorandum of Understanding with Ellis County EMS** – The College had received a request to enter into a memorandum of understanding with the Ellis County EMS to provide a MICT (Paramedic) Course at the Hays Medical Center. Because of the timeframe for the need to move forward in executing the MOU, the President signed it on the College's behalf and presented it at the October Board meeting for ratification.

*Trustee Soeken moved that the Board ratify the Memorandum of Understanding between Barton County Community College and Ellis County EMS as presented. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.*

**Employee Health Insurance** – At the Board Advance in September, Ron Vratil discussed with the Trustees the positive improvement in health care claims during the plan's year, which ends on October 31, 2003. The Administration recommended continuing the College's employee health insurance coverage, through Benefit Management, Inc. for another year for eligible employees, at existing rates without any increase.

*Trustee Webster moved that the Board approve continuing the College's employee health insurance coverage through Benefit Management, Inc. for eligible employees at existing rates as without any increases to the employee. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.*

### **KACCT/KBOR REPORT**

Dr. Law updated the Board relative to Kansas Board of Regents activities.

### **INFORMATION/DICUSSION ITEMS**

Dr. Law presented the following items for the Board's review/discussion:

- Barton County Development Incentive Program Grant
- Monitoring Reports
- November Board Activities
- President's Report of Monthly Activities
- Budget Goal Setting

### **NOTICES AND COUMMUNICATIONS**

Dr. Law shared the following communications with the Trustees:

- Letter from Heather Eckstein, KACRAO President
- Letter from Sandy Collins, KABT President

### **EXECUTIVE SESSION**

Chairman Mermis advised that an executive session would be necessary for the purpose of discussing non-elected personnel in order to protect the confidentiality of the individual(s) being discussed.

*Trustee Sessler moved that the Board recess to executive session at 4:45 p.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 5:05 p.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 5:05 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.

### **ADDITIONAL ACTION ITEM**

Dr. Law advised that an additional action item would be presented to the Board for consideration.

Employee Recognition – The Administration respectfully requested that the Board approve extending, for Barton's Great Bend campus, to all day the Wednesday prior to Thanksgiving rather than the ½ day as had previously been observed for Barton's Great Bend campus employees, in order to align the Great Bend campus holiday schedule with that of Barton's Fort Riley campus. It was further recommended that this additional ½ day become a permanent revision to the College's Great Bend Campus holiday schedule.

Additionally, it was recommended that, as a token of the College's appreciation for its employees' dedication and understanding of the fiscal challenges at the state level that have led to extending a salary freeze for a second straight year, the Board consider granting a one-time only personal day to its employees. The Administration recommended granting a full personal day to all full-time employees (one-half day for all regular part-time employees) who were employed at the College on the day this recommendation was approved by the Board. The time was to be used prior to the end of the current fiscal year, could not be carried over, and if not used by the end of the current fiscal year, would be forfeited by the employee.

*Trustee Johnson moved that the Board approve the Administration's recommendations as presented. Trustee Soeken seconded the motion. Following discussion, the motion carried.*

**ADJOURNMENT** – The meeting adjourned at 5:10 p.m.

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Stephan J. Mermis, Chairman

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Mike Johnson, Secretary

Recorded by Marilyn Beary

**Special Meeting of the Board of Trustees  
Barton County Community College  
November 03, 2003**

**CALL TO ORDER**

The special meeting of the Board of Trustees of Barton County Community College was called to order at 7:00 a.m., November 3, 2003, in room U-219 of the Student Union.

**ATTENDANCE**

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

Trustees Absent: None

Other Attendees: Dick Wade, Dr. Karen Clos, Bob Peter, Caicey Schartz, Dr. Veldon L. Law, and Angie Brummer

Chairman Mermis led the attendees in the Pledge of Allegiance.

**PUBLIC AND EMPLOYEE COMMENT**

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

**EXECUTIVE SESSION**

Chairman Mermis advised that an executive session would be required. Dr. Law requested that Dr. Clos, Dick Wade, and Bob Peter attend.

*Trustee Sessler moved that the Board recess to executive session for 45 minutes at 7:02 a.m. for the purpose of consulting with the College attorney to discuss matters of attorney-client privilege, to reconvene at 7:47 a.m. in room U-219 of the Student Union. Trustee Johnson seconded the motion. Following discussion, the motion carried.*

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 7:47 a.m. in room U-219 of the Student Union. Chairman Mermis advised that matters related to Attorney-Client Privilege were discussed and that no action was taken.

**ADJOURNMENT** – The meeting adjourned at 7:48 a.m.

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Stephan J. Mermis, Chairman

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Mike Johnson, Secretary

Recorded by Angie Brummer



## **PERSONNEL**

### **Resignations/Terminations**

Marcia Kim Wiens – Financial Aid Officer

### **Replacement Employees**

Joyce Burnham – Support Specialist (Community Education)

Shelly Snyder – GED Tutor (Larned) – part-time

### **New Positions**

Brian Hancock – Assistant Men’s Basketball Coach (part-time)/HPER Instructor (part-time)

### **Supplemental Contracts**

Christine Abbott	Developmental Psychology
Christine Abbott	Death and Dying
Christine Abbott	Introduction to Sociology
Christine Abbott	Human Sexuality
Steven Artzer	Introduction to Computers
Steven Artzer	Principles of Macroeconomics
Dorothy Arvizu	Fundamentals of Grammar
Dorothy Arvizu	Cross Cultural Awareness
LaVerne Bitsie-Baldwin	Intermediate Algebra
Janet Balk	Western Civilization to 1500
Janet Balk	Western Civilization 1500 to Present
Janet Balk	Western Civilization to 1500
Geraldine Ball	American History to 1877
Geraldine Ball	Women & The American Experience
Geraldine Ball	Women and the American Experience
David Barnes	Technical Mathematics
George Bowman	Laser Sighting & Engage System
George Bowman	Laser Sighting & Engage System
George Bowman	Weapons Storage Facility Oper.
Gerald Butler	Astronomy
Gerald Butler	World & Regional Geography
Gerald Butler	Physical Geography
Gerald Butler	Principles of Macroeconomics
Gerald Butler	Physical Geography
Winfried Butler	Western Civilization 1500 to Present
Shanna Calvasina	English Composition II
Shanna Calvasina	English Composition II
Gilberto Chabarria	Elementary Spanish I
Gilberto Chabarria	Public Speaking
Gilberto Chabarria	Public Speaking
Richard Clark	Process Management

Richard Clark	Government of United States
Richard Clark	Introduction to Political Science
Michael Cox	Military Hist/American Civil War
Michael Cox	Military Hist/First World War
Michael Cox	American History to 1877
Michael Cox	Western Civilization 1500 to Present
Gary Cunningham	Information Super Highway
Leigh Cunningham	Cross Cultural Awareness
Charles Davis	Introduction to Drama
Charles Davis	Shakespeare
Jeffrey DeFries	Business Ethics
Wendy DeFries	Principles of Microeconomics
Wendy DeFries	Personal Finance
Denise DelCarmen	Basic Nutrition
Jared Duley	Social Psychology
Gordon Farmer	Western Civilization 1500 to Present
Gordon Farmer	Military Hist/American Revolution
Gordon Farmer	Military Hist/American Civil War
Marsha Finley	Human Resource Management
Marsha Finely	Field Exp. in Human Resource Mgmt.
Bill Forst	Art Appreciation
Karen Frick	General Psychology
Karen Frick	Introduction to Sociology
Addie Goymerac	Environmental Science
Addie Goymerac	Environmental Science/Lab
Addie Goymerac	Basic Math Skills/Preparatory Math
Addie Goymerac	Intermediate Algebra
Sheyenne Heller	Technical & Report Writing
Sheyenne Heller	English Composition II
Ken Henderson	Seminar in Sports Medicine
Marlene Kabriel	Language Lab
Marlene Kabriel	Elementary German I
Dennis King	Intro to Water/Waste Water Operations
Dennis King	Industrial Hygiene/Toxicology
Gene Kingslien	Personal & Community Health
Gene Kingslien	Personal and Community Health
Myron Kryschtal	International Relations
Myron Kryschtal	International Relations
Lynette Lee	Organize Supply Management Operation
Joel Lundstrom	General Psychology
Joel Lundstrom	Contemporary Social Problems
Joel Lundstrom	General Psychology
Joel Lundstrom	Introduction to Sociology
Kim Mansfield	Introduction to Counseling
Kim Mansfield	Group Dynamics I
Marie Miller	Public Speaking

Winsome Morgan-Bartley	Cross Cultural Awareness
Anita Motsenbocker-Alford	Java Programming
William Nash	Dept. of Transportation Regulations
Robert Patterson	Introduction to Philosophy
Robert Patterson	English Composition I
Robert Patterson	English Composition I
Robert Patterson	Introduction to Philosophy
Laura Peck	Microcomputer Applications I
Michele Richardson	Introduction to Computers
Michele Richardson	Spreadsheet Applications
Michele Richardson	Word Processing Applications
Norman Russell	Technical Mathematics
Norman Russell	College Algebra
Gary Sacher	Military Passenger – Carry Vehicle
Marlene Sedillos	Fundamentals of Grammar
Brenda Siebold	Spreadsheet Applications
Brenda Siebold	Adv. WP Applications & Procedures
Susan Simmons	Database Management Systems
Angela Sullivan	Intermediate Algebra
John Truitt	Environmental Protection Agency
John Truitt	Environmental Protection Agency II
Roger Vanderlinde	American West
Michael Weltsch	Military Hist/Second World War
Michael Weltsch	Military Hist/Second World War
Melinda Whitney	Emergency 1 <sup>st</sup> Aid Tact. Operations
Melinda Whitney	Emergency 1 <sup>st</sup> Aid Tact. Operations
Greg Wolf	Introduction Ergonomics

### **Community Education**

Connie Carey	Certified Medication Aide Update – GB (12/010/03-12/11/03)
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### **Outreach**

Carolyn Churchill	Degree Program/Customer Service - Russell
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BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 31-OCTOBER-03

1111 GENERAL FUND

YEAR TO DATE  
ACTUAL

REVENUES:

FALL TUITION	1,068,337.00
SPRING TUITION	(170.00)
SUMMER TUITION	30,362.00
FALL OUT OF STATE TUITION	159,630.00
SPRING OUT OF STATE TUITION	0.00
SUMMER OUT OF STATE TUITION	1,632.00
ON LINE TUITION	154,715.00
GENERAL STUDENT FEES	0.00
LAVTR	0.00
STATE GRANTS	0.00
STATE OPERATING GRANT	2,206,961.00
COUNTY OUT DISTRICT TUITION	62,052.00
BARTON COUNTY AD VALOREM TAX	1,776,663.16
MOTOR VEHICLE TAX	421,159.48
RECREATIONAL VEHICLE TAX	5,600.82
NEIGHBORHOOD REVIT PRG	1,219.18
DELINQUENT TAXES	16,223.78
TAXABLE SALES	132.20
INTEREST-GENERAL	18,693.61
MISCELLANEOUS REIMBURSEMENTS	136,595.38
INSURANCE REIMBURSEMENTS	0.00
GENERAL MISCELLANEOUS	23,289.02
MISCELLANEOUS SALE OF PROPERTY	1,295.64
TRANSCRIPT REVENUE	14,222.25
MISCELLANEOUS ELECTRONIC DEPT REV	235.85
DONATIONS	0.00
FARM HOUSE RENTALS	2,400.00
FARM LEASE/CROP SALES	0.00
PAYMENT PLAN FEES	11,730.00
CAREER CENTER REVENUE	1,600.00
EVALUATION FEES	50.00
INTERNATIONAL STUDENT FEE	4,200.00
REFUNDS-GENERAL	7,167.63
ROOM RENTAL-GENERAL	6,067.96

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BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 31-OCTOBER-03

1111 GENERAL FUND

YEAR TO DATE  
ACTUAL

TOTAL REVENUES 6,132,064.96

EXPENDITURES:

INSTRUCTION	1,561,827.03
PUBLIC SUPPORT	1,361.43
ACADEMIC SUPPORT	616,165.33
STUDENT SERVICES	287,014.80
INSTITUTIONAL SUPPORT	1,116,213.42
PHYSICAL PLANT OPERATION	872,474.70
STUDENT FINANCIAL SUPPORT	106,807.65
AUXILIARY SERVICES	0.00

TOTAL EXPENDITURES 4,561,864.36

TRANSFERS AMONG FUNDS:

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

TOTAL TRANSFERS AMONG FUNDS: 498,000.00

BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 31-OCTOBER-03

1112 VOCATIONAL FUND

YEAR TO DATE  
ACTUAL

REVENUES:

STATE OPERATING GRANT	945,841.00
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	599.83
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TOTAL REVENUES	946,440.83

EXPENDITURES:

INSTRUCTION	606,150.43
PUBLIC SERVICE	0.00
ACADEMIC SUPPORT	85,398.40
STUDENT SERVICES	0.00
INSTITUTIONAL SUPPORT	0.00
PHYSICAL PLANT OPERATION	0.00
AUXILIARY SERVICES	0.00
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TOTAL EXPENDITURES	691,548.83
NET INCREASE/DECREASE IN NET ASSETS	254,892.00

BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 31-OCTOBER-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
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TOTAL REVENUES	0.00

EXPENDITURES:

INSTRUCTION	237,420.06
PUBLIC SERVICE	26,742.37
ACADEMIC SUPPORT	90,671.41
STUDENT SERVICES	64,432.68
INSTITUTIONAL SUPPORT	164,112.30
PHYSICAL PLANT OPERATION	36,140.06
AUXILIARY SERVICES	12,708.30
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TOTAL EXPENDITURES	632,227.18

NET INCREASE/DECREASE IN NET ASSETS (632,227.18)

BARTON COUNTY COMMUNITY COLLEGE  
GENERAL, VOCATIONAL, AND EMPLOYEE BENEFITS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED OCTOBER 31, 2003

	2003-04 BUDGET	PERIOD ENDED 10/31/03	YTD AVAILABLE	% AVAILABLE
Fund Balance, Beginning	\$2,271,636.00	\$2,271,636.00		
Tuition-Out Of State	212,000.00	161,262.00	50,738.00	23.93%
Tuition-In State	3,381,000.00	1,253,244.00	2,127,756.00	62.93
Tuition-Out District	265,000.00	62,052.00	202,948.00	76.58
State Aid	5,735,000.00	3,152,802.00	2,582,198.00	45.03
Property Taxes	4,713,000.00	1,799,707.00	2,913,293.00	61.81
Other Taxes	828,000.00	421,159.00	406,841.00	49.14
Interest Income	88,000.00	18,694.00	69,306.00	78.76
Other	1,935,000.00	209,586.00	1,725,414.00	89.17
<b>Total Revenue</b>	<b>17,157,000.00</b>	<b>7,078,506.00</b>	<b>10,078,494.00</b>	<b>58.74</b>
<b>Expenditures:</b>				
Academic Salaries	5,579,000.00	1,819,307.00	3,759,693.00	67.39
Support Salaries	3,863,000.00	1,228,254.00	2,634,746.00	68.20
Supplies	3,304,000.00	1,231,580.00	2,072,420.00	62.72
Equipment	19,000.00	1,364.00	17,636.00	92.82
Advertising	62,000.00	31,228.00	30,772.00	49.63
Transfers & Other	400,000.00	400,000.00	0.00	0.00
Employee Benefits	1,891,000.00	632,227.00	1,258,773.00	66.57
General Insurance	208,000.00	116,853.00	91,147.00	43.82
Utilities	584,000.00	192,757.00	391,243.00	66.99
In County Scholarships	136,000.00	87,825.00	48,175.00	35.42
Capital Outlay	919,000.00	436,469.00	482,531.00	52.51
Maintenance	399,000.00	205,777.00	193,223.00	48.43
<b>Total Expenditures</b>	<b>17,364,000.00</b>	<b>6,383,641.00</b>	<b>10,980,359.00</b>	<b>63.24%</b>
Fund Balance, Ending	\$2,064,636.00	\$2,966,501.00		

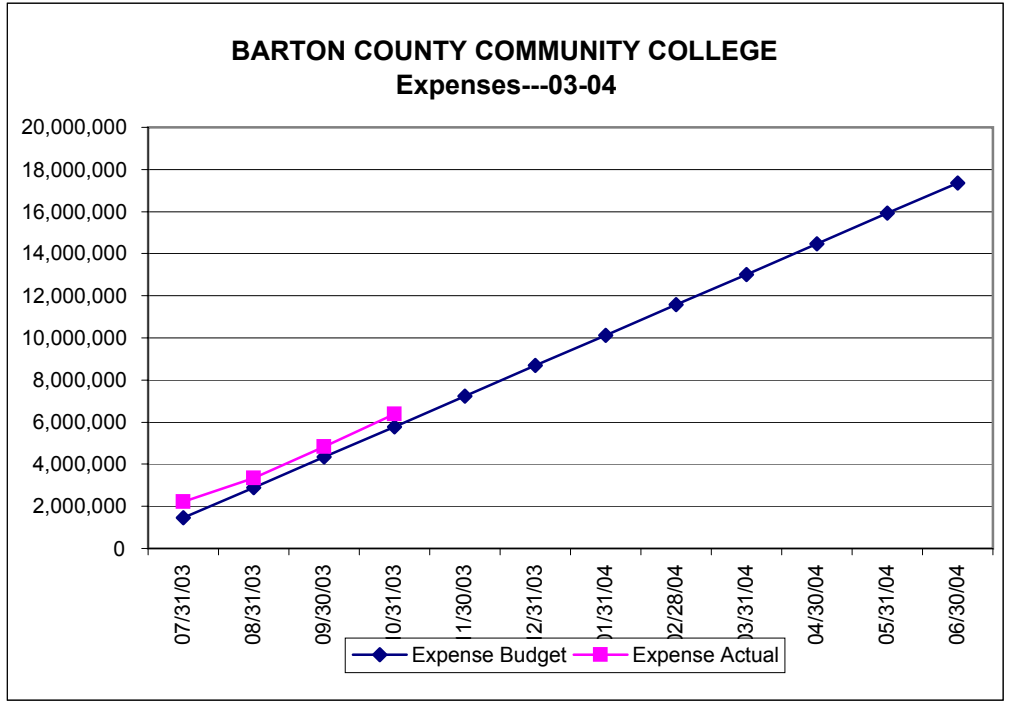
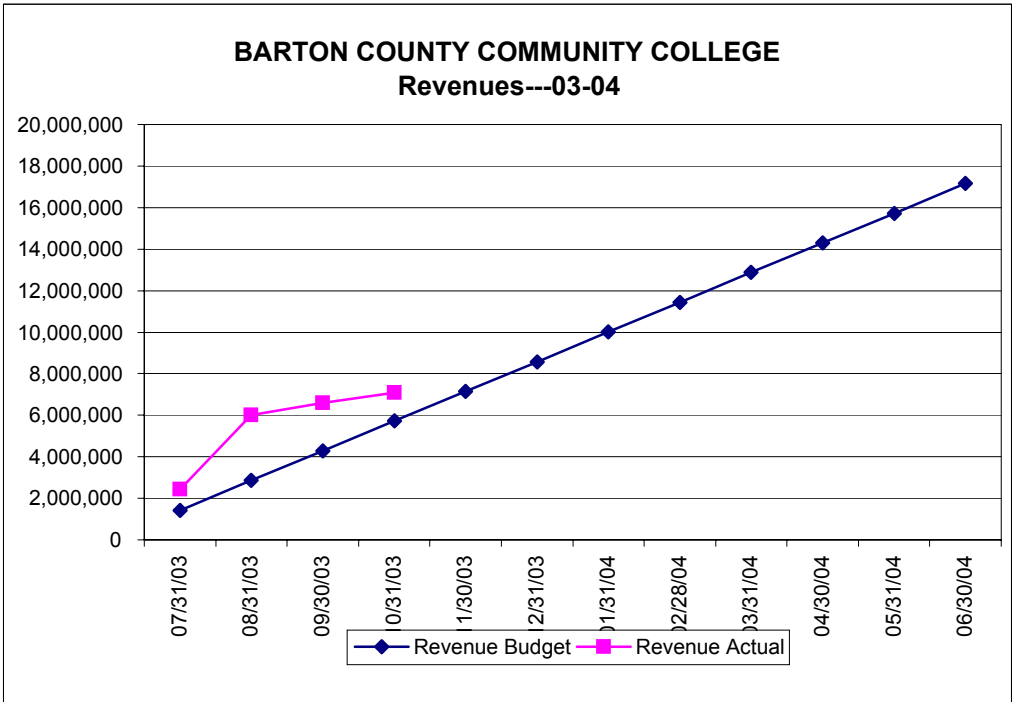


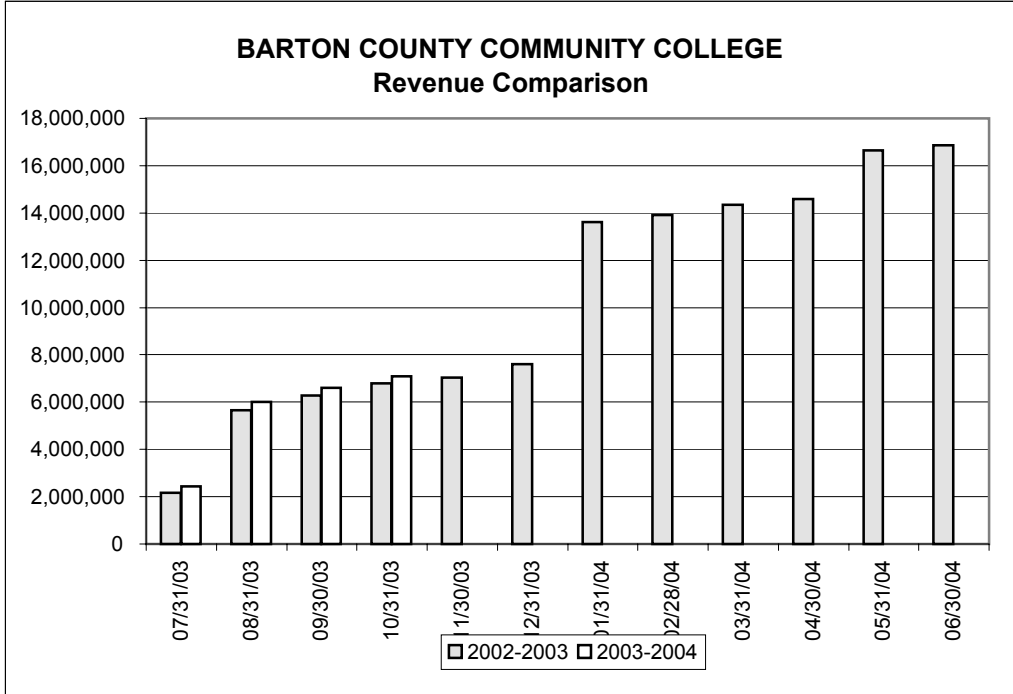
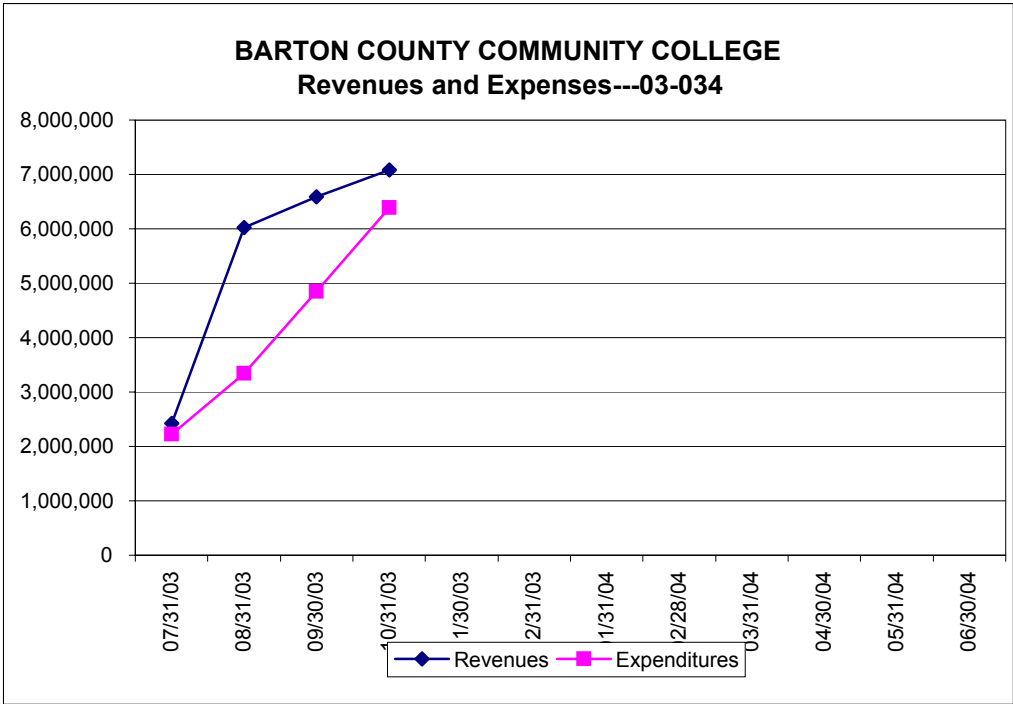
BARTON COUNTY COMMUNITY COLLEGE  
AUXILIARY FUNDS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED OCTOBER 31, 2003

	STUDENT UNION	DORMITORIES	ATHLETICS	CAMP ALDRICH	FOUR MONTH ACTIVITY	2003-04 BUDGET	YTD AVAILABLE	% AVAILABLE
Fund Balance, Beginning:	663,935	398,857	42,786	71,154	1,176,732	1,351,626		
Revenues:								
Vending	442				442	2,000	1,558	77.90
Bookstore	372,377				372,377	665,000	292,623	44.00
Food service	92,515			0	92,515	482,000	389,485	80.81
Fees	0			0	0	268,000	268,000	100.00
Supplies & Services		4,007			4,007	28,000	23,993	85.69
Housing Rental		454,878		26,278	481,156	913,000	431,844	47.30
Transfers			400,000	0	400,000	390,000	(10,000)	(2.56)
Revolving					0	0	0	
Misc.	48				48	4,000	3,952	98.80
Gate Receipts			0		0	33,000	33,000	100.00
Entry Fees & Other			0	0	0	16,000	16,000	100.00
<b>Total Revenues</b>	<b>465,382</b>	<b>458,885</b>	<b>400,000</b>	<b>26,278</b>	<b>1,350,545</b>	<b>2,801,000</b>	<b>1,450,455</b>	<b>51.78</b>
Expenditures:								
Salaries	22,598	16,510	640	20,488	60,236	217,000	156,764	72.24
Books & Supplies	342,329				342,329	572,000	229,671	40.15
Maintenance	1,922	19,439		5,482	26,843	99,000	72,157	72.89
Food	161,450	58,504		0	219,954	850,000	630,046	74.12
Utilities	1,854	30,143		7,736	39,733	161,000	121,267	75.32
Lease payments & Int	11,871	85,663			97,534	202,000	104,466	51.72
Travel & Recruiting			47,839		47,839	122,000	74,161	60.79
Officials			11,655		11,655	17,000	5,345	31.44
Training Supplies			10,457		10,457	17,000	6,543	38.49
Insurance			53,534		53,534	56,000	2,466	4.40
Equipment	17,560	46,635	49,037	0	113,232	171,000	57,768	33.78
Clinics & Awards			255		255	10,000	9,745	97.45
Transfers & Refunds		0	0		0	30,000	30,000	100.00
Revolving					0	0	0	
Nationals & Fees			0		0	34,000	34,000	100.00
Supplies	3,454	1,510	24,522	29	29,515	76,000	46,485	61.16
Misc.		0			0	0	0	#DIV/0!
<b>Total Expenditures</b>	<b>563,038</b>	<b>258,404</b>	<b>197,939</b>	<b>33,735</b>	<b>1,053,116</b>	<b>2,634,000</b>	<b>1,580,884</b>	<b>60.02</b>
Fund Balance, Ending	566,279	599,338	244,847	63,697	1,474,161	1,518,626		

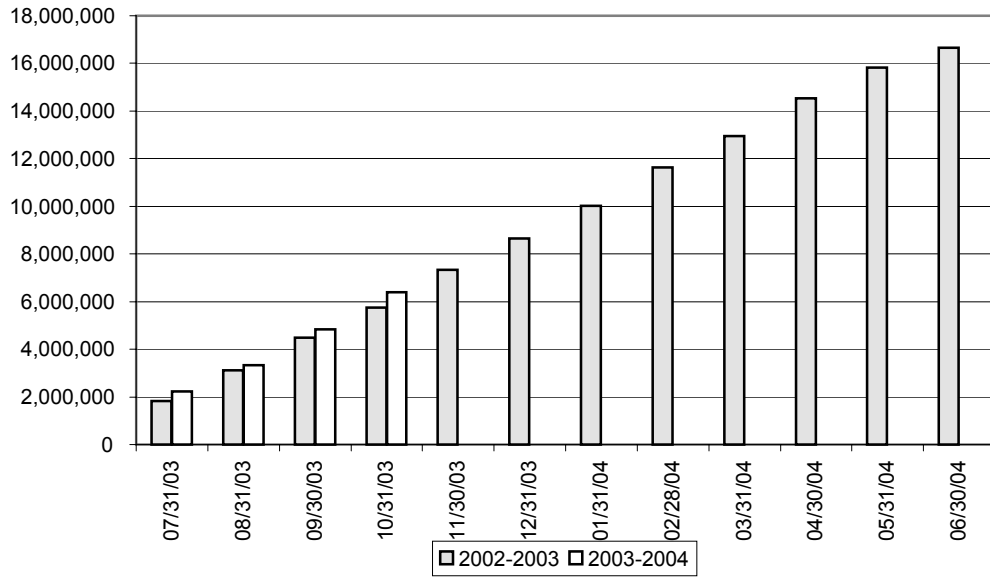
BARTON COUNTY COMMUNITY COLLEGE  
 TREASURER'S REPORT  
 10/31/03

FUND-DESCRIPTION	BEGIN-BAL	MONTH-RCPT	MONTH-EXP	YTD RCPT	YTD-EXP	END-BAL	CHECKING	INVEST	CHANGE
GENERAL & VOC	1,487,053	1,709,262	1,361,262	7,009,117	5,552,726	2,943,444	2,549,344	350,000	44,100
EMPLOYEE BENEFITS	0	0	156,903	0	603,568	(603,568)	(603,568)	0	0
STUDENT UNION	599,238	61,219	113,343	466,026	549,090	516,174	415,174	100,000	1,000
DORMITORY	398,323	(89)	45,481	459,418	252,171	605,570	505,170	100,000	400
CAMP ALDRICH	61,078	3,381	1,624	26,278	33,731	53,625	53,625	0	0
ATHLETICS	52,863	0	52,074	400,000	196,499	256,364	256,364	0	0
	2,598,555	1,773,773	1,730,687	8,360,839	7,187,785	3,771,609	3,176,109	550,000	45,500





### BARTON COUNTY COMMUNITY COLLEGE Expenditures Comparison



### **ACTION ITEMS**

Purchase of College Vehicles  
Financing of College Vehicles  
Copier/Printers  
Approval of International Tuition Philosophy and Rate  
Approval of Course Fees

Meeting of the Board of Trustees  
Barton County Community College

November 18, 2003

**PURCHASE OF COLLEGE VEHICLES**

**Detail:** We have requested bids to purchase three (3) cars, two (2) 15-passenger vans and one ½ ton truck for College travel and use. These vehicles will replace high mileage vehicles in the College fleet as part of our continuing plan of vehicle rotation. Bid requests were sent to all Barton County dealers. We also have the values from the State bid. Following are the bids received:

	<b><u>Cars</u></b>	
	<b><u>Vehicle</u></b>	<b><u>Per Vehicle Cost</u></b>
Marmie Chrysler	Intrepid	\$18,285.00
Marmie Ford	Taurus	\$12,546.00
Manweiler Chevrolet	Malibu	\$14,688.00
Shawnee Mission Ford (State Bid)	Taurus	\$11,896.00

	<b><u>½ Ton Truck</u></b>	
	<b><u>Vehicle</u></b>	<b><u>Per Vehicle Cost</u></b>
Marmie Chrysler	Dodge	\$16,685.00
Marmie Ford	Ford	\$14,018.20
Manweiler Chevrolet	Chevrolet	\$12,138.00
Don Hattan Chevrolet (State Bid)	Chevrolet	\$11,313.00
Larson GMC	GMC	\$15,367.00

**15 Passenger Vans**

	<b><u>Vehicle</u></b>	<b><u>Per Vehicle Cost</u></b>
Marmie Ford	Ford	\$19,147.00
Manweiler Chevrolet	Chevrolet	\$21,111.00
Shawnee Mission Ford (State Bid)	Ford	\$18,497.00
Larson GMC	GMC	\$20,991.00

**Recommendation:** It is recommended that the Board accept the local low bids of Marmie Ford for the three Taurus's and two vans and the low local bid from Manweiler Chevrolet for the ½ ton Chevrolet truck. The total cost is \$88,070.

**Action:** Dean of Business Services



Meeting of the Board of Trustees  
Barton County Community College

November 18, 2003

**FINANCING OF COLLEGE VEHICLES**

**Detail:** In reference to the preceding agenda item, Purchase of College Vehicles, the Administration requests approval to create a lease purchase arrangement with a county financial institution on a bid basis to finance the vehicles. The bids will be available to the Board for review at the meeting.

**Recommendation:** It is recommended that the Board of Trustees authorize the Chairman of the Board or his designee to approve and sign a lease purchase agreement for the vehicles with the local financial institution who submits a bid with the lowest cost.

**Action:** Dean of Business Services

Meeting of the Board of Trustees  
Barton County Community College

November 18, 2003

**COPIER/PRINTERS**

**Detail:** Because of technological improvements in the copier industry, we have an opportunity to improve our printing activities and reduce costs of maintaining printing and copier equipment. Currently the Barton campus is using 6 HP 4si laser printers to produce most of its printing requirements. Over the past two years because of parts failures and the lack of parts replacement availability, four of the printers have been replaced. Current replacement cost of the printers are \$3,500, however, they were replaced with a lesser quality printer costing \$2,500 apiece. The remaining two printers are in the Administration building and are approximately 10 years old and starting to have mechanical problems. Replacement will be needed shortly. Operating costs of the laser printers are also not cost effective as the normal cost of printing a copy is 4 cents, which only includes the cost of the toner cartridge.

Instead of replacing the remaining two laser printers with like kind at a price of \$7,000, we are recommending acquiring a high-speed copier/printer, which would be used in the Kirkman office complex. This addition would allow the existing laser printers in the Kirkman building to be used to replace the older laser printers in the Administration building as they fail. The high-speed copier/printer has capabilities to manage large and small jobs in an office complex like the Kirkman center.

Within the past year, we replaced the two high-speed copiers in the copy center of the Technical building with copier/printers. This was done with OPI of Great Bend. We have contacted OPI to determine if we could modify our current agreement with them to add a high-speed copier printer into the lease agreement. This would then allow us to acquire the proposed machine for use in the Kirkman.

Currently, we are making approximately 240,000 copies a month at a monthly cost of \$3,247.52 or 1.35 cents per copy. By adding a 50 copy per minute copier/ printer to the Kirkman building, the monthly copy minimum would be increased to 250,000 and the monthly cost would increase to \$3,458.57 or 1.38 cents per copy. The intent would be to transfer most of the laser printer output to the copier/printer thus saving the higher operating cost of the laser. By making this change over we could save the laser operating cost, which could amount to approximately \$4,800 annually based on a 10,000 copy per month usage. In addition, we would also save the cost of replacing the two older printers in Kirkman at an estimated cost of \$7,000. Further, we may see additional savings

as we examine each request to replace individual computer printers and print supplies.

**Recommendation:** It is recommended that the Board approve the acquisition of a copier printer from OPI to replace the copier in the Kirkman offices and modify the lease agreement with OPI, Great Bend to a monthly cost of \$3,458.57 for 36 months.

**Action:** Dean of Business Services

Meeting of the Board of Trustees  
Barton County Community College

November 18, 2003

**APPROVAL OF INTERNATIONAL TUITION PHILOSOPHY AND RATE**

**Detail:** In helping to address issues of equity and budget concerns, the Administration recommends that the Board establish a tuition rate for International students that is based upon two factors: 1) the College's established tuition rate, plus; 2) the per credit hour rate of in-state aid from the preceding fiscal year. This way, international students will more fully cover the cost of their educational experience at Barton and the Board will not necessarily have to periodically review and approve the tuition rate for international students as the rate would be tied to other factors approved by the Board and the state.

Utilizing this philosophy, the current international student tuition rate will change from \$68 a credit hour to \$114 a credit hour and be effective for the summer 2004 courses. The fees will remain the same at \$18 per credit hour. This change will place Barton's international student tuition rate as 9<sup>th</sup> among the state's community colleges.

**Recommendation:** It is recommended that: 1) the Board of Trustees adopt the international student tuition philosophy proposed, and 2) that the tuition of \$114 a credit hour, effective summer 2004 be approved.

If approved, international students would pay \$132 a credit hour, until the College altered its tuition or the state changes its level of support.

**Action:** President's Office

Meeting of the Board of Trustees  
Barton County Community College

November 18, 2003

**APPROVAL OF COURSE FEES**

**Detail:** The following fees are presented for the Board of Trustees' approval. If approved, they would be effective with Summer 2004 courses. The changes are intended to help the programs be more fiscally efficient when their expenses are contrasted with the revenue generated.

**Recommendation:** It is recommended that the Board approve and adopt the fees reflected on the attached.

**Action:** President's Office

# Course Fee Increases

## Medical Laboratory Technician Courses

Course	Current – Course Fee	Proposed - Credit Hour Fee
<b>1500 MLT: Intro/Med Lab, Urin, Body FI</b>	\$10	\$25
1503 Principles of Phlebotomy	\$0	\$25
1504 MLT: Clinical Chemistry I	\$10	\$25
1505 MLT: Clinical Microbiology I	\$10	\$25
1511 MLT: Sem in Laboratory Medicine	\$0	\$25
1501 Phlebotomy Clinical	\$10	\$25
1514 Med Lab: Directed Studies	\$10	\$0
1519 MLT Clinical Practicum I	\$10	\$0

## Music

Course	Current - Fee	Proposed - Course Fee
Private Voice	\$0	\$20
Applied Piano & Applied Piano Adults	\$0	\$20
Organ	\$0	\$20
Applied Instrumental Music	\$0	\$20

Course	Proposed – Per Semester
Hilltop Singers	\$50

## Nursing

Course	Current – Course Fee	Proposed - Course Fee
Maternal Child Nursing	\$22	\$50
Advanced Nursing Practicum/Seminar	\$33	\$50
Mental Health Nursing	\$33	\$50
Gerontological Nursing	\$22	\$50
Medical Surgical Nursing II	\$35	\$50
Fundamentals of Nursing	\$35	\$50
Medical Surgical Nursing I	\$35	\$50

Program Acceptance Fee	Current	Proposed
Assessed on admittance and refunded on passage of state licensure	\$0	\$150

### **KACCT/KBOR REPORT**

Mike Johnson 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  
December Board Activities  
President's Report of Monthly Activities

# Monitoring Reports November 2003

## *POLICY TYPE: EXECUTIVE LIMITATIONS*

<b>POLICY TITLE: GENERAL EXECUTIVE CONSTRAINTS</b>
--

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 budget's expenditure plan, we have had to make the difficult decision to recommend no increases in salaries as well as delay significant capital expenditures. These two areas are significant assets and, while not assets in the traditional sense, are none-the-less assets that need to be maintained.

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



## **POLICY TITLE: FINANCIAL CONDITIONS**

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

Accordingly, the President may not:

### **Financial Condition #3**

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

**Response:** Following review of this constraint with the Dean of Business Services, I feel confident that the College is in compliance with the policy. We remain sensitive and judicious in balancing the need to support the local economy with making wise purchases in stretching 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 third or fourth year in a row, helped us realize growth in the reserves. The reserves, as you are aware, will be used this year as part of the budget expenditure plan as we face the fallout of the state's revenue crisis.

### **Financial Condition #8**

Fail to provide a monthly report of the College's current financial condition.

**Response:** Each month, as part of the Board's agenda, "Claims" and "Financial Reports" are presented for the Board's review and action. The reports accurately reflect the fiscal condition of the institution. Further, information regarding the Foundation's fiscal condition is provided to the Trustees from the Foundation Office each month. The clarifying questions asked by the Board are appreciated, as they help us to more fully discharge our accountability to the public.

### **Financial Condition #9**

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

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

**Financial Condition #10**

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

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

***POLICY TYPE: EXECUTIVE LIMITATIONS***

<b>POLICY TITLE: COMMUNICATION AND COUNSEL TO THE BOARD</b>
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The President shall keep the Board adequately informed.

Accordingly, the President shall not:

**Communication and Counsel to the Board #3**

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

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

POLICY TYPE: ENDS

POLICY TITLE: MISSION

Success of Students After Transfer

Annual: November 2003

<i>BCCC Transfer Students &amp; Average GPA</i>	Spring 2002		Fall 2002		Spring 2003	
	# Barton Students	Average GPA	# Barton Students	Average GPA	# Barton Students	Average GPA
<b>Emporia State University</b>	31	2.92 (3.00)	45	2.55 (2.90)	45	2.63 (2.95)
<b>Fort Hays State University</b>	109	3.00 (2.77)	83	3.04 (2.85)	105	3.09 (2.64)
<b>Wichita State University</b>	46	3.09 (3.03)	70	2.95 (2.97)	66	2.85 (2.98)

Note: - Average GPA within parentheses ( ) denotes the overall grade point average of native university students.  
- Please note that BCCC student's also transfer to other institutions in the state of Kansas, but no information on former Barton students who transferred to institutions other than these three was readily available.

**Response:**

Overall, Barton students that transfer to regent's universities have about the same GPA's after transferring as compared to native university students (slightly higher GPA's than native students at Fort Hays State and slightly lower GPA's than native students at Emporia State University and Wichita State University for Fall 2002 and Spring 2003).

**Student Transfers as Compared with Stated Goal Annual: November 2003**

**Response:**

Limited data on transfer rates were available from respondents of surveys of Recent Alumni (Graduation Year 2002; 19.1% return rate for N = 173 surveys mailed) and 5-Year Alumni (Graduation Year 1997; 23.0% return rate for N = 283 surveys mailed). Using survey results for responding alumni who had earned either the A.A. or A.S. degree (i.e., formal transfer degrees offered by Barton), 83.3% and 87.1%, respectively, of the 24 recent alumni and 31 5-year alumni who responded reported having attended a four-year institution after graduating from Barton.

Hopefully, more complete data on transfer rates for Barton graduates will become available soon as data from the Kansas Board of Regents Statewide Post-secondary Database might become available for this analysis.

### **Transfer Students Completing Four-Year Degree    Annual: November 2003**

#### **Response:**

Limited data also were available on four-year degree completion rates for Barton graduates using results from the 5-Year Alumni Survey (Graduation Year 1997). Of 34 respondents who attended a four-year school after graduating from Barton in 1997, 29 (85.3%) earned a bachelor's or higher degree.

More complete data on former Barton students who transferred and then earned a four-year degree hopefully will become available soon, as data from the Kansas Board of Regents Statewide Post-secondary Database might become available for this analysis.

### **Student Evaluation of Advisement After Transfer    Annual: November 2003**

#### **Response:**

Limited information on student evaluation of advisement after transfer also was available from results of the Recent Alumni Survey (graduation year 2002) and 5-Year Alumni Survey (graduation year 1997). In completing those surveys, student rated "Academic Advisement" and other institutional functions/services for Barton and their transfer institutions on a five-point Likert scale (1 = Very Poor to 5 = Very Good). Using results from respondents who rated academic advisement at both Barton and their transfer institution (N = 47 total; 17 and 30, respectively, for 2002 and 1997 graduates), the average rating for Barton academic advisement was 4.21, while the average rating for at transfer institutions was 3.74. Moreover, this difference was statistically significant (paired, two-tailed *t*-test; *P* = 0.041). Therefore, it was concluded from these results that survey respondents felt that Barton academic advisement was better than advisement former Barton students received at their transfer institution(s).

*POLICY TYPE: ENDS*

POLICY TITLE: MISSION

**Team GPA's - Athletics**

**Annual: November 2003**

<i>Team GPA's - Athletics</i>	Fall 2002				Spring 2003			
	Men's		Women's		Men's		Women's	
	# Athletes	GPA	# Athletes	GPA	# Athletes	GPA	# Athletes	GPA
<b>Baseball</b>	36	3.13	-	-	34	3.06	-	-
<b>Basketball</b>	18	2.67	13	2.67	15	2.55	10	2.99
<b>Cross Country and Track &amp; Field</b>	40	2.34	25	2.80	36	2.29	26	2.52
<b>Golf</b>	7	2.61	3	3.28	9	2.93	3	2.76
<b>Softball</b>	-	-	14	3.41	-	-	18	3.09
<b>Tennis</b>	8	2.68	8	3.37	11	2.90	9	3.29
<b>Soccer</b>	19	2.24	13	3.39	14	2.78	5	3.54
<b>Volleyball</b>	-	-	11	3.30	-	-	8	3.27
<b>Overall</b>	<b>128</b>	<b>2.63</b>	<b>87</b>	<b>3.10</b>	<b>119</b>	<b>2.71</b>	<b>79</b>	<b>2.95</b>
<b>FY 2002 Graduates</b>	N/A		N/A		42		31	
<b>Area Athletes</b>	54				51			
<b>In-State</b>	90				86			
<b>Out-of-State</b>	125				112			
<b>Freshman</b>	120				112			
<b>Sophomore</b>	95				86			

**Response:**

The above report demonstrates that the College is providing not only an excellent opportunity for students to compete in intercollegiate athletics, but also that these students generally are performing well in the classroom. For Fall 2002, overall GPA for N = 215 full-time student athletes (men and women, combined) was 2.82, which was just slightly lower than the overall GPA for N = 488 full-time non-athletes enrolled at Main Campus (2.97). Similarly, for Spring 2003, overall GPA for N = 198 full-time student athletes (2.80) was just slightly lower than the overall GPA for N = 478 full-time non-athletes at Main Campus (3.00).

**UPCOMING BOARD MEETINGS/ACTIVITIES**

- |                                  |   |
|----------------------------------|---|
| <b>December 3</b>                | <b>Board Study Session</b> – 12:00 noon – U-219 (upper level of Student Union)              |
| <b>December 16</b>               | <b>Regular Monthly Board Meeting</b> – 4:00 p.m., room U-219 (upper level of Student Union) |
| <b>December 19<br/>January 4</b> | <b>Christmas Break</b> (campus closed)  |

**Please Note:** The College will be closed from **November 26 - November 30** in observance of Thanksgiving.

The **Student Holiday Reception** has been scheduled for **Thursday, December 4** (8:30 a.m. – 10:00 a.m.) in the Student Union.

The **Employee Christmas Dinner** has been scheduled for Friday, **December 12**. The Trustees will be receiving an invitation in the mail.

**President's Monthly Activities  
October 1-31, 2003**

- October 1           Facilitated President's Staff Meeting  
Met with Hans Fischer (Library Designer/Architect)  
Attended Foundation Board Meeting  
Attended Women's soccer and volleyball matches
- October 2           Facilitated Board Advance at Camp Aldrich
- October 3           Met with Foundation staff  
Attended meeting with Bill Nash and Wynn Butler at Ft. Riley
- October 4           Attended portions of men and women's soccer matches  
Attended Foundation Annual Auction
- October 5           Attended Meet the Cougars
- October 6           Held interview with Interrobang staff  
Attended Barton's volleyball match
- October 8           Facilitated President's Staff Meeting  
Met with Mike Weltsch about PIC Items  
Attended portions of men's and women's soccer matches
- October 9           Provided a presentation to "BLINK" on the topic of Servant  
Leadership
- October 10          Attended Ellinwood Chamber Meeting  
Facilitated Aldrich Nominating Committee Meeting
- October 13          Attended BLINK Stewardship Board Meeting  
Addressed budget cut issues with staff members
- October 14          Attended COP/KBOR meeting in Topeka, KS
- October 15          Attended KBOR meeting in Topeka  
Attended COP meeting in Topeka
- October 16          Attended KBOR meeting in Topeka  
Met with Mary Austin
- October 17          Met with Mary Austin  
Held meeting with Foundation staff  
Attended Quality Service Recipients Luncheon

October 20	Attended Aldrich Committee Meeting Attended Men's basketball scrimmage
October 21	Met with Fiscal Review Team and invited guests Attended Bosses Lunch Attended Funeral for Carol Brown Facilitated Board of Trustees Meeting Attended Access US Open House
October 22	Attended LWIB Meeting in Salina
October 24	Vacation Attended College Play "Bus Stop"
October 26	Attended Men's basketball scrimmage at Ft. Riley
October 27	Attended meeting about Open House Project Access Attended cross country regional championships Attended Women's soccer regional match
October 28	Attended Fiscal Review Team meeting Attended Foundation Administrative Committee Meeting Attended Men's soccer regional match
October 29	Facilitated President's Staff Meeting Provided a short welcome at the 3 <sup>rd</sup> Annual College to Community Day Luncheon
October 30	With staff, attended the Hoisington Chamber Meeting Met with Boy Scout nominating committee and prospective Council Chair Held an interview with an Interrobang reporter
October 31	Met with Foundation staff Participated in the Child Development Center trick-or-treat activity



Meeting of the Board of Trustees  
Barton County Community College

November 18, 2003

**EXECUTIVE SESSION**

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

**Recommendation:** It is recommended that the Board recess to executive session, if needed, in compliance with the Kansas Open Meetings Act.