

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

**Tuesday, January 18, 2005 – 4:00 p.m.  
U-219 (Upper Level of Student Union)**

**AGENDA**

<b>1.</b>	<b>Call to Order</b> .....	<b>1</b>
	Official Board Meetings	
<b>2.</b>	<b>Comments from Chairman</b> .....	<b>2</b>
	Comments from Chairman Introduction of Guests	
<b>3.</b>	<b>Public and/or Employee Comment</b> .....	<b>2</b>
<b>4.</b>	<b>Introduction of Guests</b> .....	<b>2</b>
<b>5.</b>	<b>Staff Report</b> .....	<b>2</b>
<b>6.</b>	<b>Action Items</b> .....	<b>3</b>
	College Audit Report	
	Acceptance of Trustee's Resignation	
	Notice of Board Vacancy	
	Academic Calendars for Summer 2005 and Fall/Spring 2006-2007	
	Materials/Lab Fees for Hazmat Courses	
<b>7.</b>	<b>Consent Agenda</b> .....	<b>13</b>
	Minutes of December 14, 2004 Regular Board Meeting	
	Minutes of December 22, 2004 Special Board Meeting	
	Personnel	
	Financial Report	
<b>8.</b>	<b>KACCT/KBOR Report</b> .....	<b>38</b>
<b>9.</b>	<b>Information/Discussion Items</b> .....	<b>38</b>
	Monitoring Reports	
	Upcoming Board Meetings/Activities	
	President's Report of Monthly Activities	
<b>10.</b>	<b>Notices and Communications</b> .....	<b>45</b>
	Letter from Glenn Opie	
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Meeting of the Board of Trustees  
Barton County Community College

January 18, 2005

**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

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**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.

**STAFF REPORTS**

Bill Forst will present a staff report relative to recently acquired appraisals studies.

Dr. Law will report on the October 31 van incident and January 6 press conference.

## **ACTION ITEMS**

College Audit Report  
Acceptance of Trustee's Resignation  
Notice of Board Vacancy  
Academic Calendars for Summer 2006 and Fall/Spring 2007  
Materials/Lab Fees for Hazmat Courses

Meeting of the Board of Trustees  
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**COLLEGE AUDIT REPORT**

**Detail:** The College audit is accomplished each year to assess whether the institution is appropriately handling the institutional funds and conforms to Kansas statutes. An audit report for fiscal year 2003-2004 will be given by Dave Folkerts of David Folkerts CPA Chtd., the auditing firm for the College. The audit complies with the Federal Government's GASB 34 and 35 regulations.

**Recommendation:** It is recommended that the Board of Trustees accept the audit as presented.

**Action:** Dean of Business Services

Meeting of the Board of Trustees  
Barton County Community College

January 18, 2005

**ACCEPTANCE OF TRUSTEE'S RESIGNATION**

**Detail:** Attached is a letter to Chairman Mermis from Trustee O'Connor, dated December 28, 2004, announcing his intent to resign from Barton's Board of Trustees, effective immediately.

**Recommendation:** It is recommended that the Board of Trustees accept Trustee O'Connor's resignation and begin the process of finding a replacement for him. The College is grateful to Trustee O'Connor for his tireless efforts in serving on the Board of Trustees and in his continued support.

**Action:** Board Chair

115 North Pine Street  
Hoisington, KS 67544  
December 28, 2004

Steve Mermis,  
Chairman  
Board of Trustees  
Barton County Community College  
Great Bend, KS 67530

Dear Steve,

Because of personal, health reasons I am submitting my resignation from the Board of Trustees effecting immediately.

The Trustees are a tireless group of volunteers that devote untold hours on behalf of the taxpayers of Barton County. As a Trustee my responsibility is to the citizens of the County. I currently feel that my energy level has deteriorated to the point that I must "pass the baton".

Very truly yours,



Dale Eugene (Gene) O'Connor

Meeting of the Board of Trustees  
Barton County Community College

January 18, 2005

**NOTICE OF BOARD VACANCY**

**Detail:** Attached for the Board's approval is a legal notification announcing the vacancy on Barton's Board of Trustees, created by the resignation of Trustee O'Connor.

**Recommendation:** It is recommended that the Board of Trustees approve the notification of Board vacancy for publication in the Great Bend Tribune.

**Action:** Board Chair



## **PUBLIC NOTICE**

Notice is hereby given pursuant to the provisions of K.S.A. 71-201, of a vacancy in the membership of the Board of Trustees of **Barton County Community College**, Barton County, Kansas, and that such vacancy shall be filled by appointment of the Board of Trustees (for the remainder of the unexpired term which ends June 30, 2007) not sooner than 15 days following publication of this notice.

Those interested in filling this unexpired term may contact Barton County Community College's President's Office at 620-792-9302 in order to receive information and material relative to the College, the application process, and the process to be used in filling the vacancy. Applications must be received **no later than January 31, 2005 by 5:00 p.m.**

Meeting of the Board of Trustees  
Barton County Community College

January 18, 2005

**ACADEMIC CALENDARS FOR SUMMER 2006 AND FALL/SPRING 2006-2007**

**Detail:** Attached for the Board's consideration are proposed academic calendars for summer 2006 and fall/spring 2006-2007.

**Recommendation:** It is recommended that the Board of Trustees approve the academic calendars for summer 2006 and fall/spring 2006-2007 as presented.

**Action:** Dean of Learning and Instruction

**BARTON COUNTY COMMUNITY COLLEGE  
SUMMER SESSION 2006**

<b>April 4</b>	Summer/Fall 2006 Priority Registration Begins
<b>May 19</b>	Last Day for Summer 2006 Priority Registration Payments Due
<b>May 22</b>	Summer 2006 Registration Begins
<b>May 29</b>	Memorial Day (classes not in session-offices closed)
<b>May 30</b>	Classes Begin
<b>June 1</b>	Last Day to Apply for Summer Graduation
<b>June 2</b>	Last Day for Late Enrollment for First 4 Week Session and 8 Week Session Last Day for Refund for First 4 Week Session and 8 Week Session
<b>June 13</b>	Last Day to drop without courses recorded on transcript for 8 Week Session
<b>June 16</b>	No drops or withdrawals for First 4 Week Session
<b>June 27</b>	Last Day for First 4 Week Session
<b>July 4</b>	Independence Day (classes not in session-offices closed)
<b>July 5</b>	Second 4 Week Session Begins No drops or withdrawals for 8 Week Session
<b>July 7</b>	Last Day for Late Enrollment for Second 4 Week Session Last Day for Refund for Second 4 Week Session
<b>July 21</b>	Last Day for Fall 2006 Priority Registration Payments Due
<b>July 24</b>	Fall 2006 Regular Registration Begins
<b>July 25</b>	Last Day of Classes for 8 Week Session No drops or withdrawals for Second 4 Week Session
<b>August 2</b>	Last Day of Classes for Second 4 Week Session

**BARTON COUNTY COMMUNITY COLLEGE**  
**Academic Calendar 2006-2007**

**FALL SEMESTER – 2006**

**April 4 – July 21**

Priority Registration: Payments  
due

**July 24 – August 16**

Regular Registration

**August 14, 15, 16**

Pre-Semester  
Development/Advising

**August 17**

Classes Begin

**August 17-25**

Late Registration

**September 1**

Last Day to Apply for Fall Graduation

**September 1**

Last Day for Refund

**September 4**

Labor Day (classes not in  
session-offices closed)

**November 3**

Last Day to drop with courses  
recorded as W on transcript

**November 14**

Advisement Day (No Day Classes)

**November 22, 23, 24**

Thanksgiving Recess (classes not  
in session-offices closed)

**December 6, 7, 8**

Final Examination Days

**December 8**

Close of Fall Semester

**December 8**

Last Day for Spring 2007 Priority  
Registration  
Payments Due

**December 11-15**

Offices Open

**December 18-January 1, 2007**

Campus Closed

**SPRING SEMESTER – 2007**

**November 14 – December 8**

Priority Registration

**January 2**

Offices Open

**January 2-12**

Regular Registration

**January 10, 11, 12**

Pre-Semester  
Development/Advising

**January 15**

Martin Luther King Jr. Day  
(classes not in session-offices  
closed)

**January 16**

Classes Begin

**January 16-19**

Late Registration

**January 26**

Last Day for refund

**February 1**

Last Day to Apply for Spring  
Graduation

**March 19-23**

Spring Break (classes not in session-  
offices closed 22 & 23)

**April 12**

Last Day to drop with courses  
recorded as W on transcript

**April 6-9**

Good Friday/Easter Monday  
(classes not in session; offices closed)

**April 17**

Advisement Day (No Day Classes)

**May 14, 15, 16**

Final Examination Days

**May 17**

Close of Spring Semester  
Commencement

Meeting of the Board of Trustees  
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January 18, 2005

**MATERIALS/LAB FEES FOR HAZMAT COURSES**

**Detail:** The College continues to diligently review its expenditures and has identified a need to increase fees for equipment usage and maintenance for the College's HZMT 1919 and HZMT 1911 courses from \$25 to \$35.

**Recommendation:** It is recommended that the Board approve an increase from \$25 to \$35 for materials and lab fees for the College's HZMT 1919 and HZMT 1911 courses as presented, effective with the summer 2005 term.

**Action:** Dean of Learning and Instruction

Meeting of the Board of Trustees  
Barton County Community College

January 18, 2005

**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 December 14, 2004
- Minutes of special meeting of the Board of Trustees, held on December 22, 2004
- Personnel
- Financial Report

**Action:** President's Office

**Regular Meeting of the Board of Trustees  
Barton County Community College  
December 14, 2004**

**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., December 14, 2004, 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: Susan Thacker of the Great Bend Tribune; Dr. Gillian Gabelmann; Ron Vratil; Michael Dawes; Dick Wade; Jackie Elliott; Randall C. Henry; 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.

Chairman Mermis shared with the Board a note and accompanying letter of appreciation from Kitty and Jerry Treaster.

**INTRODUCTION OF NEW EMPLOYEES**

The following new employees were introduced to the Trustees:

Austin Boyd – Math & Science Specialist

Deborah Reed – Faculty Receptionist and Typist

**STAFF REPORT**

Mike Dawes presented a staff report relative to Hilltopics online.

**ACTION ITEMS**

**Application Request for the Kan-Ed Content and Services Grant Program** – The Trustees were presented with this application in the funding range of \$25,000 and requested to authorize the President to apply for the grant on behalf of the College as presented.

*Trustee Soeken moved that the Board approve application of the Kan-Ed Content and Services Grant Program in the funding range of \$25,000 and authorize the President to apply for the grant as presented. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.*

**CONSENT AGENDA**

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

- Minutes of the regular meeting of the Board of Trustees, held on November 16, 2004
- Personnel
- Financial Report

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

**KACCT/KBOR REPORT** – Trustee Johnson reported on the quarterly KACCT meeting, held at Kansas City Kansas Community College on December 5 & 6. Dr. Law reported on KBOR activities and issues.

**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

**NOTICES AND COMMUNICATIONS**

Dr. Law presented the following informational items to the Board:

Acceptance of Grants

- Letter from Wayne Brungardt, AIA
- Letter from Mary Hutchison of NATEF
- Application Request for Kan-Ed Technology Grant Program
- Application Request for RSVP Supplemental Grant
- Application Request for Strategic Planning Grant
- Acceptance of IMACA Education Foundation Grant

**EXECUTIVE SESSIONS**

Chairman Mermis advised that two executive sessions would be required.

Chairman Mermis advised that the first executive session would be necessary for the purpose of consulting with legal counsel to discuss matters of attorney-client privilege, in order to protect that privilege. He asked that Randy Henry, Dr. Law and Dick Wade join the Trustees in executive session.

*Trustee Johnson moved that the Board adjourn to executive session for 15 minutes at 4:45 p.m. for the purpose of consulting with legal counsel to discuss matters of attorney-client privilege, in order to protect that privilege, to reconvene in room U-219 of the Student Union at 5:00 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 5:00 p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board had discussed matters of attorney-client privilege and no action was taken.

Chairman Mermis advised that a second executive session would be necessary for the purpose of discussing personnel matters pertaining to non-elected personnel in order to protect the confidentiality of the individuals being discussed. He asked that Dr. Gillian Gabelmann and Dr. Law join the Trustees in executive session.

*Trustee O'Connor moved that the Board adjourn to executive session for 10 minutes at 5:00 p.m. to discuss matters pertaining to non-elected personnel in order to protect the privacy interests of the individuals to be discussed, to reconvene in room U-219 of the Student Union at 5:10 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 5:10 p.m. in room U-219 of the Student Union. Chairman Mermis advised that matters pertaining to non-elected personnel were discussed and no action was taken.



**ADJOURNMENT** – The meeting adjourned at 5:11 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  
December 22, 2004**

**CALL TO ORDER**

The special meeting of the Board of Trustees of Barton County Community College was called to order at 12:30 p.m., December 22, 2004, in room U-219 of the Student Union.

**ATTENDANCE**

Trustees Present: Mike Johnson, Stephan J. Mermis, Gene O'Connor, Dan Soeken and J.B. Webster. Marvin Sessler arrived at 12:40 p.m.

Trustees Absent: None

Other Attendees: Randall C. Henry, Attorney at Law; Dick Wade; Dr. Veldon Law and Marilyn Beary

**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 necessary in order for the Board to consult with legal counsel on matters of attorney-client privilege.

*Trustee Webster moved that the Board recess to executive session for 60 minutes at 12:32 p.m. to consult with legal counsel on matters of attorney-client privilege, in order to protect the privilege, to reconvene at 1:32 p.m. in room U-219 of the Student Union. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried. Chairman Mermis requested that Randy Henry, Dick Wade and Dr. Law join the Board in executive session.*

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 1:32 p.m. in room U-219 of the Student Union. Chairman Mermis advised that matters pertaining to attorney-client privilege were discussed and no action was taken.

Chairman Mermis then advised that the Board would need to again recess to executive session to continue its consultation with legal counsel on matters of attorney-client privilege.

*Trustee Soeken moved that the Board recess to executive session for 30 minutes at 1:32 p.m. to continue its consultation with legal counsel on matters of attorney-client privilege, in order to protect the privilege, to reconvene at 2:02 p.m. in room U-219 of the Student Union. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried. Chairman Mermis again requested that Randy Henry, Dick Wade and Dr. Law join the Board in executive session.*

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 2:02 p.m. in room U-219 of the Student Union. Chairman Mermis advised that matters pertaining to attorney-client privilege were discussed and no action was taken.

**ADJOURNMENT** – The special meeting adjourned at 2:03 p.m.

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Stephan J. Mermis, Chairman

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Dan Soeken, Vice Chairman

Recorded by Marilyn Beary

## **PERSONNEL**

### **Retirements**

Nancy Mortimer – Benefits Specialist

### **Resignations/Terminations**

Josh Ivans – Head Coach (Volleyball)

Alisha Lamatsch – Lead Care Provider

### **Replacement Positions**

David Durnil – Instructor, Fort Riley Military Programs

Dan McFadden – Security Officer

Steve Tustin – Coordinator of Instructional Research

Jim Waitt – Coordinator of ITV Technologies

### **Positions Changes**

Steven Artzer – from Associate Faculty to Instructor, Fort Riley Academic Transfer Programs

Michael Cox – from Associate Faculty to Instructor, Fort Riley Academic Transfer Programs

Joel Lundstrom – from Associate Faculty to Instructor, Fort Riley Academic Transfer Programs

### **Temporary Positions Ending**

Ben Shaffer – Groundskeeper

### **Supplemental Contracts (Associate Faculty)**

#### **Intersession Contracts**

LaVonne Gerritzen                      Microcomputer Applications I

Shanna Legleiter                        Keyboarding I, II and Refresher Keyboarding

#### **Overload Contracts**

Charles Davis                            The Short Story

Robert Patterson                      Technical & Report Writing

Roger Vanderlinde                     Military History/Vietnam War

#### **Supplemental Contracts**

Charlotte Arney                        Emergency 1<sup>st</sup> Aid Tact Operations

Charlotte Arney                        Emergency 1<sup>st</sup> Aid Tact Operations

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Charlotte Arney                        Emergency 1<sup>st</sup> Aid Tact Operations

Charlotte Arney                        Emergency 1<sup>st</sup> Aid Tact Operations

Dorothy Arvizu                         Marriage & Family

Dorothy Arvizu                         Cross Cultural Awareness

Cynthia Artzer                         Intermediate Algebra

Geraldine Ball                         American History 1877-Present

Geraldine Ball                         American History 1877-Present

Geraldine Ball                         World & Regional Geography

George Bowman	Weapons Storage Facility Operation
George Bowman	Management of Weapon Storage Facilities
Winfried Butler	Intro to Leadership Concepts
Shanna Calvasina	English Composition I
Shanna Calvasina	English Composition II
LaKisha Cusack	Small Business Records I
Gabriella Donley	Emergency 1 <sup>st</sup> Aid Tact Operations
Gabriella Donley	Emergency 1 <sup>st</sup> Aid Tact Operations
Gabriella Donley	Emergency 1 <sup>st</sup> Aid Tact Operations
Gabriella Donley	Emergency 1 <sup>st</sup> Aid Tact Operations
Gabriella Donley	Emergency 1 <sup>st</sup> Aid Tact Operations
Gabriella Donley	Emergency 1 <sup>st</sup> Aid Tact Operations
Gabriella Donley	Emergency 1 <sup>st</sup> Aid Tact Operations
Jared Duley	Introduction to Sociology
Karen Frick	Social Psychology
Karen Frick	Death & Dying
Dennis Hickmon	Detainee Operations
Dennis Hickmon	Detainee Operations
Dennis Hickmon	Detainee Operations
Marlene Kabriel	Language Lab
Gene Kingslien	Personal & Community Health
Lynette Lee	Organize Supply Management Operation
James Maner	Introduction to Computers
Kenneth Martin	Military Passenger – Carry Vehicle
Shawn Rosenbaum	Emergency 1 <sup>st</sup> Aid Tact Operations
Shawn Rosenbaum	Emergency 1 <sup>st</sup> Aid Tact Operations II
Shawn Rosenbaum	Emergency 1 <sup>st</sup> Aid Tact Operations
Shawn Rosenbaum	Emergency 1 <sup>st</sup> Aid Tact Operations
Shawn Rosenbaum	Emergency 1 <sup>st</sup> Aid Tact Operations
Bryan Schroeder	Emergency 1 <sup>st</sup> Aid Tact Operations
Bryan Schroeder	Emergency 1 <sup>st</sup> Aid Tact Operations
Bryan Schroeder	Emergency 1 <sup>st</sup> Aid Tact Operations
Bryan Schroeder	Emergency 1 <sup>st</sup> Aid Tact Operations
Bryan Schroeder	Emergency 1 <sup>st</sup> Aid Tact Operations
Bryan Schroeder	Emergency 1 <sup>st</sup> Aid Tact Operations
Gene Simmons	Microcomputer Applications I
Susan Simmons	Data Base Management Systems
Kara Steffy	Public Speaking
Melinda Whitney	Emergency 1 <sup>st</sup> Aid Tact Operations
Melinda Whitney	Emergency 1 <sup>st</sup> Aid Tact Operations
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**Community Education**

Rick Peters	Paint the Town (1/17/05 – 2/28/05)
Cathy Holmes	CNA - Ellsworth (1/18/05 – 3/24/05)

Cathy Holmes	CNA - Great Bend (1/19/05 – 3/30/05)
Rochelle Borger	DC1 Define Cont. Admin. Issues (1/20/05 – 4/21/05)
Steve Kummer	Quick Books Pro (1/20/05 – 2/17/05)
Virginia Hubka	CNA - Great Bend (1/26/05 – 4/6/05)
Dana Allison	Skills for Professional Presentations (2/1/05 – 3/1/05)
Linda Runge	Home Health Aide – Great Bend (2/1/05 – 2/10/05)
Linda McCaffery	Exploring Kansas History the Early Years (2/2/05 – 2/28/05)
Mercedes Helms	Spanish for the Workforce (2/2/05 – 3/30/05)
Dana Allison	Desktop Publishing to Your Advantage (2/3/05 – 3/3/05)
Mercedes Helms	Command Spanish for School Staff - Larned (2/7/05 – 3/7/05)
<b>Degree Program</b>	
Carolyn Churchill	Introduction to Business– Larned (2/8/05 – 4/19/05)
<b>Outreach</b>	
Terry Huff	Introduction to Sociology - Bushton (1/19/05 – 5/4/05)
Leon Sobba	Microcomputer Applications I – Ellinwood (1/19/05 – 3/9/05)
Rollie Peters	Woodworking I, II & Indv. Projects – Ellinwood (1/19/05 – 5/4/05)
Catherine Herber	Accounting I – Ellsworth (1/20/05 – 5/5/05)
M. Annette Bourne	Stained Glass – Ellsworth (1/24/05 – 4/4/05)
Robert Lewis	Computer Training – Ellsworth (1/20/05 – 2/17/05)
Daniel Winston	Public Speaking – Ellsworth (1/20/05 – 5/5/05)
Christina Rathbun	English Composition II- Ellsworth (1/24/05 – 5/9/05)
Rusty McLouth	General Psychology- Ellsworth (1/18/05 – 5/3/05)
Darrell Thrasher	Introduction to Sociology – Ellsworth (1/19/05 – 5/4/05)
Robert Lewis	Microcomputer Applications I – Ellsworth (1/19/05 – 5/4/05)
Edith Elder	Drawing I, Painting I, II & Indv. Projects - (1/19/05 – 5/4/05) LaCrosse

Tom Raup	Spreadsheet Applications – LaCrosse (1/19/05 – 5/4/05)
Ruth Moritz	English Composition II – LaCrosse (1/19/05 – 5/4/05)
Tomi Rues	Public Speaking – LaCrosse, Otis, Rozel (1/24/05 – 5/9/05)
Clifford Voelker	Development Psychology – LaCrosse (1/19/05 – 5/4/05)
Bill Dooley	Accounting I – Larned (1/24/05 – 5/9/05)
Edith Elder	Drawing I, Painting I, II & Indv Projects – (1/24/05 – 5/9/05) Larned
Donnitta Plowman	Conversational Spanish – Larned (1/19/05 – 5/4/05)
Kris Waldren	College Algebra – Larned (1/19/05 – 5/4/05)
Terry Huff	Developmental Psychology – Larned (1/24/05 – 5/9/05)
Ann Blessing-Williams	Public Speaking – Larned (1/18/05 – 5/3/05)
Deborah Kauer	English Composition II- Larned (1/18/05 – 5/3/05)
Marilyn Michaelis	College Algebra – Lyons (1/20/05 – 5/5/05)
Glenna Grinstead	English Composition II – Lyons (1/24/05 – 5/9/05)
Jacque Oborny	Conversational Spanish – Lyons (1/24/05 – 5/9/05)
Sandy Spencer	Anatomy & Physiology – Lyons (1/18/05 – 5/5/05)
Travis Hamrick	Developmental Psychology – Lyons (1/18/05 – 5/3/05)
Martha Brungardt	Public Speaking – Russell (1/24/05 – 5/9/05)
Audrey Schoenberger	Introduction to Sociology – Russell (1/19/05 – 5/4/05)
Stephanie Maier	Principles of Biology – Russell (1/18/05 – 5/5/05)
Renelle Mooney	Spreadsheet Applications – Russell (1/20/05 – 3/31/05)
Michelle Huston	Floral Design – St. John (1/19/05 – 5/4/05)
Rita Suiter	Conversational Spanish – St. John (1/18/05 – 5/3/05)
Paula Morris	College Algebra – St. John (1/20/05 – 5/5/05)
Steve Dryden	Developmental Psychology – St. John (1/24/05 – 5/9/05)

Steve Dryden	Coping with Stress – St. John (1/19/05 – 2/16/05)
Carie Rust	Introduction to Sociology – St. John (1/19/05 – 5/4/05)
Diana Johnson	Public Speaking – St. John (1/20/05 – 3/17/05)
Tara Kinnamon	Spreadsheet Application – St. John (1/24/05 – 2/28/05)
Jackie Elliott	English Composition II – St. John (1/20/05 – 5/5/05)
Martha Brungardt	Public Speaking – Victoria (1/20/05 – 5/5/05)
Kristina Schulte	Marriage & Family – Victoria (1/24/05 – 5/9/05)
Alice Peterka	Spreadsheet Applications – Wilson (1/19/05 – 5/4/05)
Ronald Major	Woodworking I, II & Indv. Projects – Wilson (1/19/05 – 5/4/05)

BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 31-DECEMBER-04

1111 GENERAL FUND

YEAR TO DATE  
ACTUAL

REVENUES:

FALL TUITION	1,325,407.50
SPRING TUITION	0.00
SUMMER TUITION	34,666.00
FALL OUT OF STATE TUITION	107,916.00
SPRING OUT OF STATE TUITION	0.00
SUMMER OUT OF STATE TUITION	(680.00)
ON LINE TUITION	307,959.00
INTERNATIONAL TUITION	59,600.00
UNDOC RES ALIEN TUITION	1,440.00
GENERAL STUDENT FEES	0.00
LAVTR	0.00
STATE GRANTS	3,000.00
STATE OPERATING GRANT	2,042,254.00
COUNTY OUT DISTRICT TUITION	153,426.00
BARTON COUNTY AD VALOREM TAX	324,661.55
MOTOR VEHICLE TAX	393,253.44
RECREATIONAL VEHICLE TAX	5,231.99
NEIGHBORHOOD REVIT PRG	1,907.40
DELINQUENT TAXES	22,672.85
TAXABLE SALES	850.31
INTEREST-GENERAL	30,749.01
MISCELLANEOUS REIMBURSEMENTS	142,337.68
INSURANCE REIMBURSEMENTS	0.00
GENERAL MISCELLANEOUS	22,416.47
MISCELLANEOUS SALE OF PROPERTY	26,160.66
TRANSCRIPT REVENUE	19,890.00
MISCELLANEOUS ELECTRONIC DEPT REV	18.14
DONATIONS	0.00
FARM HOUSE RENTALS	3,600.00
FARM LEASE/CROP SALES	7,000.00
PAYMENT PLAN FEES	13,320.00
CAREER CENTER REVENUE	0.00
EVALUATION FEES	125.00
ITV REVENUE	836.16
INTERNATIONAL STUDENT FEE	3,300.00
GAIN ON SALE	8,686.00
REFUNDS-GENERAL	27,865.29
ROOM RENTAL-GENERAL	10,616.25
	-----
TOTAL REVENUES	5,100,486.70



BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 31-DECEMBER-04

1111 GENERAL FUND

YEAR TO DATE  
ACTUAL

EXPENDITURES:

INSTRUCTION	2,350,899.73
PUBLIC SUPPORT	8,239.45
ACADEMIC SUPPORT	910,514.51
STUDENT SERVICES	389,544.23
INSTITUTIONAL SUPPORT	1,806,571.33
PHYSICAL PLANT OPERATION	1,154,213.14
STUDENT FINANCIAL SUPPORT	116,032.50
AUXILIARY SERVICES	8,480.01

TOTAL EXPENDITURES	6,744,494.90
--------------------	--------------

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
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NET INCREASE/DECREASE IN NET ASSETS	(2,142,008.20)
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BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 31-DECEMBER-04

1112 VOCATIONAL FUND

YEAR TO DATE  
ACTUAL

REVENUES:

STATE OPERATING GRANT	875,251.00
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	779.00
	-----
TOTAL REVENUES	876,030.00

EXPENDITURES:

INSTRUCTION	1,152,238.29
PUBLIC SERVICE	0.00
ACADEMIC SUPPORT	130,540.69
STUDENT SERVICES	0.00
INSTITUTIONAL SUPPORT	0.00
PHYSICAL PLANT OPERATION	0.00
AUXILIARY SERVICES	0.00
	-----
TOTAL EXPENDITURES	1,282,778.98

NET INCREASE/DECREASE IN NET ASSETS	(406,748.98)
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BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 31-DECEMBER-04

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	405,106.50
PUBLIC SERVICE	36,460.69
ACADEMIC SUPPORT	155,801.45
STUDENT SERVICES	96,762.92
INSTITUTIONAL SUPPORT	181,954.04
PHYSICAL PLANT OPERATION	57,377.29
AUXILIARY SERVICES	21,904.07
	-----
TOTAL EXPENDITURES	955,366.96

NET INCREASE/DECREASE IN NET ASSETS	(955,366.96)
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BARTON COUNTY COMMUNITY COLLEGE  
GENERAL, VOCATIONAL, AND EMPLOYEE BENEFITS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED DECEMBER 31, 2004

	2004-05 BUDGET	PERIOD ENDED 12/31/04	YTD AVAILABLE	% AVAILABLE
Fund Balance, Beginning	\$4,363,507.00	\$4,363,507.00		
Tuition-Out Of State	300,000.00	166,836.00	133,164.00	44.39%
Tuition-In State	3,954,000.00	1,669,473.00	2,284,527.00	57.78
Tuition-Out District	265,000.00	153,426.00	111,574.00	42.10
State Aid	6,053,000.00	2,917,505.00	3,135,495.00	51.80
Property Taxes	5,071,000.00	354,474.00	4,716,526.00	93.01
Other Taxes	830,000.00	393,253.00	436,747.00	52.62
Interest Income	70,000.00	30,749.00	39,251.00	56.07
Other	2,112,000.00	290,801.00	1,821,199.00	86.23
<b>Total Revenue</b>	<b>18,655,000.00</b>	<b>5,976,517.00</b>	<b>12,678,483.00</b>	<b>67.96</b>
Expenditures:				
Academic Salaries	6,296,000.00	3,118,648.00	3,177,352.00	50.47
Support Salaries	3,801,000.00	1,835,562.00	1,965,438.00	51.71
Supplies	3,983,000.00	1,698,769.00	2,284,231.00	57.35
Equipment	24,000.00	15,587.00	8,413.00	35.05
Advertising	50,000.00	37,626.00	12,374.00	24.75
Transfers & Other	480,000.00	400,000.00	80,000.00	16.67
Employee Benefits	2,071,000.00	955,367.00	1,115,633.00	53.87
General Insurance	215,000.00	196,710.00	18,290.00	8.51
Utilities	605,000.00	286,126.00	318,874.00	52.71
In County Scholarships	124,000.00	87,138.00	36,862.00	29.73
Capital Outlay	859,000.00	590,327.00	268,673.00	31.28
Maintenance	431,000.00	258,781.00	172,219.00	39.96
<b>Total Expenditures</b>	<b>18,939,000.00</b>	<b>9,480,641.00</b>	<b>9,458,359.00</b>	<b>49.94%</b>
Fund Balance, Ending	\$4,079,507.00	\$859,383.00		

BARTON COUNTY COMMUNITY COLLEGE  
GENERAL, VOCATIONAL AND EMPLOYEE BENEFITS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED DECEMBER 31, 2004 & 2003

	YEAR ENDED		NET CHANGE INCREASE (DECREASE)	%
	12/31/04	12/31/03		
Fund Balance, Beginning	\$4,363,507.00	\$2,271,636.00	\$2,091,871.00	92.09%
<hr/>				
Tuition-Out Of State	166,836.00	161,874.00	4,962.00	3.07
Tuition-In State	1,669,473.00	1,466,041.00	203,432.00	13.88
Tuition-Out District	153,426.00	152,136.00	1,290.00	0.85
State Aid	2,917,505.00	3,152,802.00	(235,297.00)	(7.46)
Out District State Aid	0.00	0.00	0.00	0.00
Property Taxes	354,474.00	1,799,707.00	(1,445,233.00)	(80.30)
Other Taxes	393,253.00	421,159.00	(27,906.00)	(6.63)
Interest Income	30,749.00	26,531.00	4,218.00	15.90
Other	290,801.00	264,399.00	26,402.00	9.99
<hr/>				
Total Revenue	5,976,517.00	7,444,649.00	(1,468,132.00)	(19.72)
<hr/>				
Expenditures:				
Academic Salaries	3,118,648.00	2,912,287.00	206,361.00	7.09
Support Salaries	1,835,562.00	1,867,002.00	(31,440.00)	(1.68)
Supplies	1,698,769.00	1,655,015.00	43,754.00	2.64
Equipment	15,587.00	10,515.00	5,072.00	48.24
Advertising	37,626.00	32,780.00	4,846.00	14.78
Transfers & Other	400,000.00	400,000.00	0.00	0.00
Employee Benefits	955,367.00	915,735.00	39,632.00	4.33
General Insurance	196,710.00	160,493.00	36,217.00	22.57
Utilities	286,126.00	281,726.00	4,400.00	1.56
In County Scholarships	87,138.00	105,262.00	(18,124.00)	(17.22)
Capital Outlay	590,327.00	486,266.00	104,061.00	21.40
Maintenance	258,781.00	253,911.00	4,870.00	1.92
<hr/>				
Total Expenditures	9,480,641.00	9,080,992.00	399649	4.4009399
<hr/>				
Fund Balance, Ending	\$859,383.00	\$635,293.00	\$224,090.00	35.27%
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BARTON COUNTY COMMUNITY COLLEGE  
AUXILIARY FUNDS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED DECEMBER 31, 2004

	STUDENT UNION	DORMITORIES	ATHLETICS	CAMP ALDRICH	SIX MONTH ACTIVITY	2003-04 BUDGET	YTD AVAILABLE	% AVAILABLE
Fund Balance, Beginning:	473,710	449,791	75,720	45,978	1,045,199	1,045,199		
-----								
Revenues:								
Vending	683				683	2,000	1,317	65.85
Bookstore	397,660				397,660	800,000	402,340	50.29
Food service	203,780			0	203,780	482,000	278,220	57.72
Fees	0			0	0	268,000	268,000	100.00
Supplies & Services		10,903			10,903	28,000	17,097	61.06
Housing Rental		480,639		43,684	524,323	913,000	388,677	42.57
Transfers			400,000	50,000	450,000	480,000	30,000	6.25
Revolving					0	0	0	
Misc.	1,254				1,254	4,000	2,746	68.65
Gate Receipts			0		0	5,000	5,000	100.00
Entry Fees & Other			4,890	0	4,890	16,000	11,110	69.44
-----								
Total Revenues	603,377	491,542	404,890	93,684	1,593,493	2,998,000	1,404,507	46.85
-----								
Expenditures:								
Salaries	36,074	30,815	4,144	24,584	95,617	245,000	149,383	60.97
Books & Supplies	493,435				493,435	725,000	231,565	31.94
Maintenance	8,797	19,884		5,012	33,693	99,000	65,307	65.97
Food	261,487	162,343		0	423,830	850,000	426,170	50.14
Utilities	2,498	48,760		10,414	61,672	170,000	108,328	63.72
Lease payments & Int	0	64,935			64,935	202,000	137,065	67.85
Travel & Recruiting			61,363		61,363	138,000	76,637	55.53
Officials			18,255		18,255	30,000	11,745	39.15
Training Supplies			12,463		12,463	17,000	4,537	26.69
Insurance			58,202		58,202	60,000	1,798	3.00
Equipment	0	0	65,560	0	65,560	171,000	105,440	61.66
Clinics & Awards			8,964		8,964	10,000	1,036	10.36
Transfers & Refunds		0	0		0	1,000	1,000	100.00
Revolving					0	0	0	
Nationals & Fees			4,692		4,692	34,000	29,308	86.20
Supplies	3,978	3,267	48,747	77	56,069	76,000	19,931	26.23
Misc.		0			0	1,000	1,000	100.00
-----								
Total Expenditures	806,269	330,004	282,390	40,087	1,458,750	2,829,000	1,370,250	48.44
-----								
Fund Balance, Ending	270,818	611,329	198,220	99,575	1,179,942	1,214,199		
=====								

BARTON COUNTY COMMUNITY COLLEGE  
STUDENT UNION  
FUNDS FLOW ACTIVITY  
PERIOD ENDED DECEMBER 31, 2004 AND 2003

	PERIOD ENDED		NET CHANGE	%
	12/31/04	12/31/03	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	\$473,710.00	\$663,935.00	(\$190,225.00)	(28.65)
<hr/>				
Revenues:				
Vending	683.00	610.00	73.00	11.97
Bookstore	397,660.00	449,488.00	(51,828.00)	(11.53)
Food service	203,780.00	153,640.00	50,140.00	32.63
Fees & Misc.	1,254.00	48.00	1,206.00	2,512.50
<hr/>				
Total Revenues	603,377.00	603,786.00	(409.00)	(0.07)
<hr/>				
Expenditures:				
Salaries	36,074.00	34,282.00	1,792.00	5.23
Books & Supplies	493,435.00	556,817.00	(63,382.00)	(11.38)
Maintenance	11,295.00	7,816.00	3,479.00	44.51
Food	261,487.00	248,424.00	13,063.00	5.26
Lease payments & Int.	0.00	11,871.00	(11,871.00)	(100.00)
Equipment	0.00	27,659.00	(27,659.00)	(100.00)
Supplies	3,978.00	9,636.00	(5,658.00)	(58.72)
<hr/>				
Total Expenditures	806,269.00	896,505.00	(90,236.00)	(10.07)
<hr/>				
Fund Balance, Ending	\$270,818.00	\$371,216.00	(\$100,398.00)	(27.05)
<hr/> <hr/>				

BARTON COUNTY COMMUNITY COLLEGE  
DORMITORIES  
FUNDS FLOW ACTIVITY  
PERIOD ENDED DECEMBER 31, 2004 AND 2003

	PERIOD ENDED		NET CHANGE	%
	12/31/04	12/31/03	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	\$449,791.00	\$398,857.00	\$50,934.00	12.77
<hr/>				
Revenues:				
Supplies & Services	10,903.00	8,897.00	2,006.00	22.55
Rental & Other	480,639.00	815,779.00	(335,140.00)	(41.08)
<hr/>				
Total Revenues	491,542.00	824,676.00	(333,134.00)	(40.40)
<hr/>				
Expenditures:				
Salaries	30,815.00	25,438.00	5,377.00	21.14
Maintenance	19,884.00	22,622.00	(2,738.00)	(12.10)
Food	162,343.00	112,927.00	49,416.00	43.76
Utilities	48,760.00	44,012.00	4,748.00	10.79
Lease payments & Int.	64,935.00	85,663.00	(20,728.00)	(24.20)
Equipment	0.00	46,847.00	(46,847.00)	(100.00)
Transfers & Refunds	0.00	0.00	0.00	
Supplies	3,267.00	2,133.00	1,134.00	53.16
Misc.	0.00	0.00	0.00	
<hr/>				
Total Expenditures	330,004.00	339,642.00	(9,638.00)	(2.84)
<hr/>				
Fund Balance, Ending	\$611,329.00	\$883,891.00	(\$272,562.00)	(30.84)
<hr/> <hr/>				



BARTON COUNTY COMMUNITY COLLEGE  
ATHLETICS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED DECEMBER 31, 2004 AND 2003

	PERIOD ENDED		NET CHANGE	%
	12/31/04	12/31/03	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	\$75,720.00	\$42,786.00	\$32,934.00	76.97
<hr/>				
Revenues:				
Transfers	400,000.00	400,000.00	0.00	0.00
Revolving	0.00	0.00	0.00	
Gate Receipts	0.00	0.00	0.00	
Entry Fees & Other	4,890.00	567.00	4,323.00	762.43
<hr/>				
Total Revenues	404,890.00	400,567.00	4,323.00	1.08
<hr/>				
Expenditures:				
Salaries	4,144.00	3,827.00	317.00	8.28
Travel & Recruiting	61,363.00	65,023.00	(3,660.00)	(5.63)
Officials	18,255.00	20,905.00	(2,650.00)	(12.68)
Training Supplies	12,463.00	11,270.00	1,193.00	10.59
Insurance	58,202.00	64,030.00	(5,828.00)	(9.10)
Equipment	65,560.00	67,091.00	(1,531.00)	(2.28)
Clinics & Awards	8,964.00	525.00	8,439.00	1,607.43
Transfers	0.00	0.00	0.00	
Nationals & Fees	4,692.00	6,224.00	(1,532.00)	(24.61)
Supplies	48,747.00	33,052.00	15,695.00	47.49
<hr/>				
Total Expenditures	282,390.00	271,947.00	10,443.00	3.84
<hr/>				
Fund Balance, Ending	\$198,220.00	\$171,406.00	\$26,814.00	15.64
<hr/>				

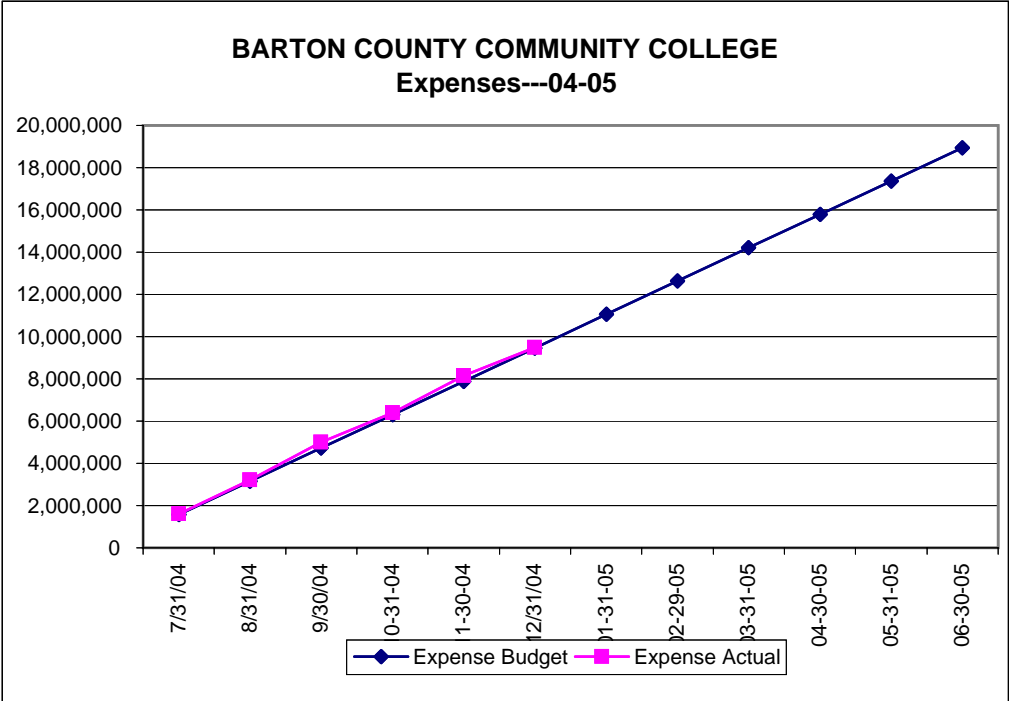
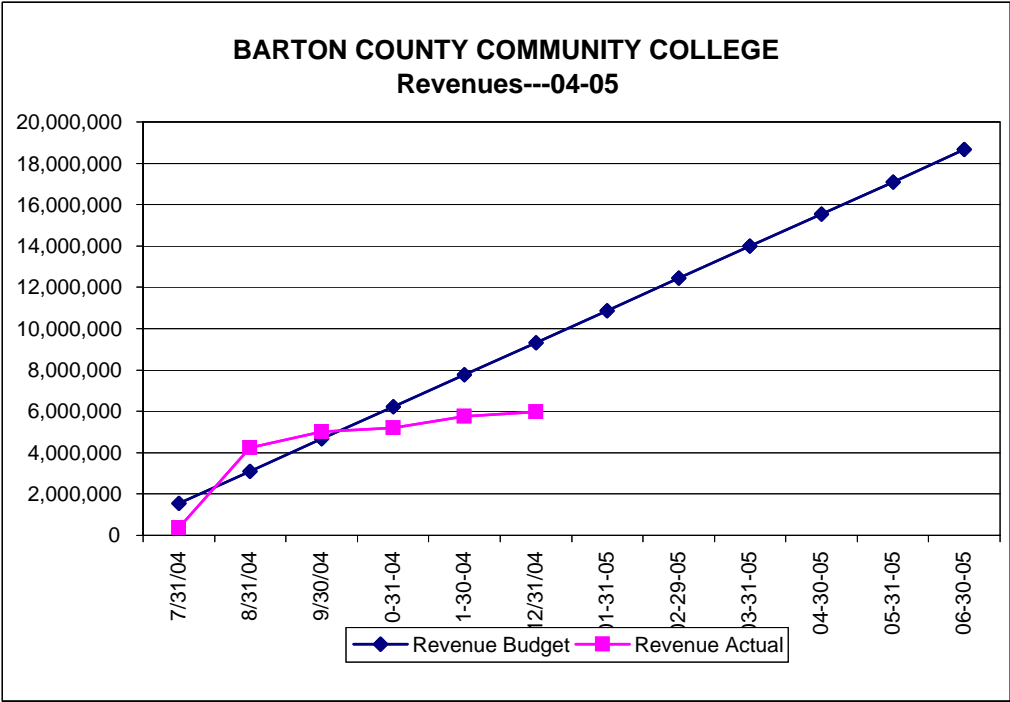
BARTON COUNTY COMMUNITY COLLEGE  
 CAMP ALDRICH  
 FUNDS FLOW ACTIVITY  
 PERIOD ENDED DECEMBER 31, 2004 AND 2003

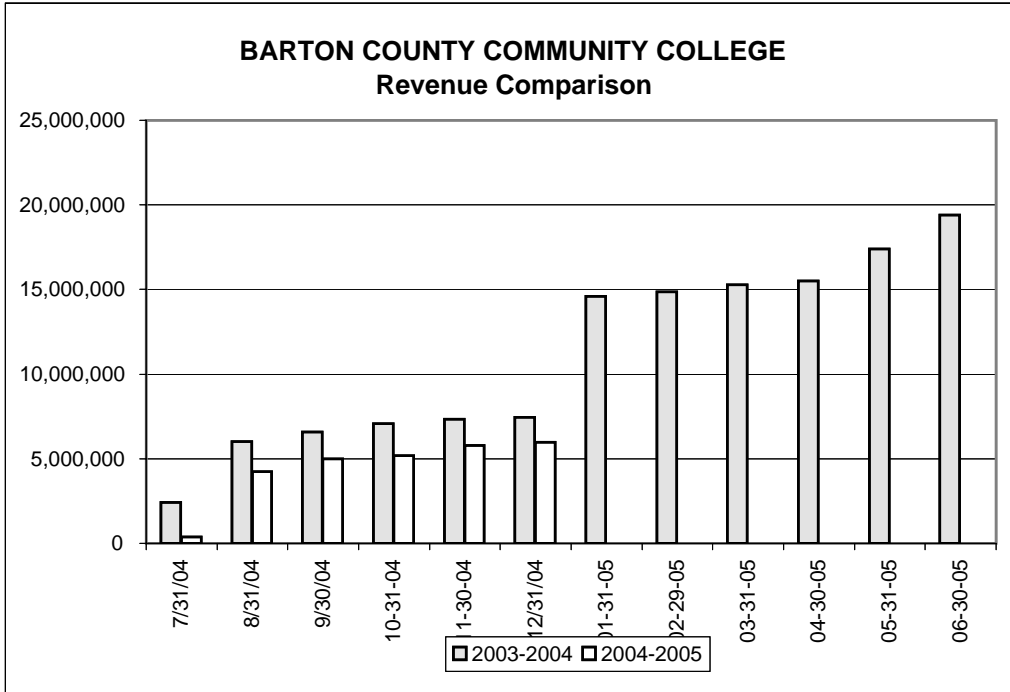
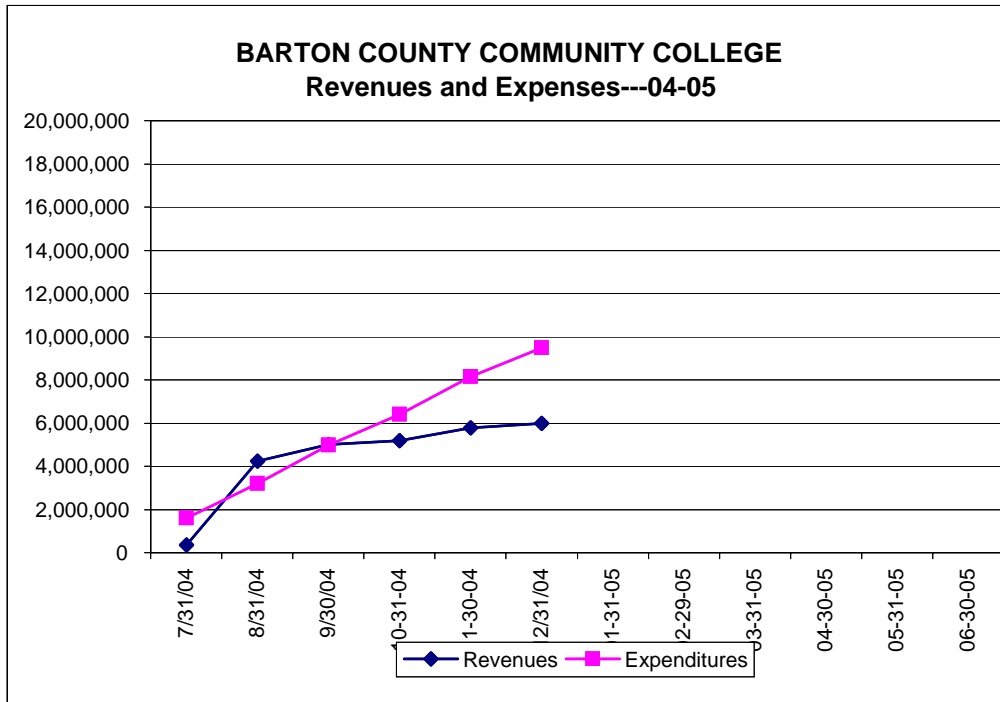
	PERIOD ENDED		NET CHANGE	%
	12/31/04	12/31/03	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	\$45,978.00	\$71,154.00	(\$25,176.00)	(35.38)
<hr/>				
Revenues:				
Food Service	0.00	0.00	0.00	
Housing Rental	43,684.00	28,820.00	14,864.00	51.58
Transfers	50,000.00	0.00	50,000.00	
<hr/>				
Total Revenues	93,684.00	28,820.00	64,864.00	225.07
<hr/>				
Expenditures:				
Salaries	24,584.00	20,488.00	4,096.00	19.99
Food	0.00	0.00	0.00	
Utilities	10,414.00	9,081.00	1,333.00	14.68
Equipment	0.00	0.00	0.00	
Supplies	5,089.00	8,530.00	(3,441.00)	(40.34)
<hr/>				
Total Expenditures	40,087.00	38,099.00	1,988.00	5.22
<hr/>				
Fund Balance, Ending	\$99,575.00	\$61,875.00	\$37,700.00	60.93
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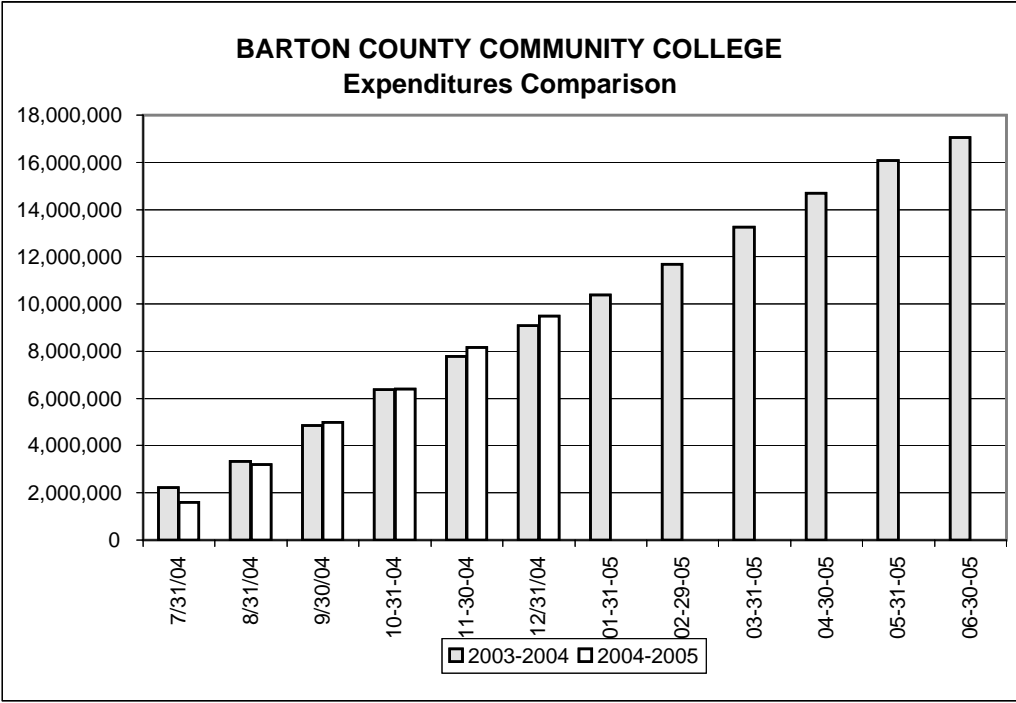
Date 6-JAN-05

BARTON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
12/31/04

FUND-DESCRIPTION	BEGIN-BAL	MONTH-RCPT	MONTH-EXP	YTD RCPT	YTD-EXP	END-BAL	CHECKING	INVEST	CHANGE
GENERAL & VOC	3,740,805	66,335	1,151,921	5,779,344	8,172,440	1,347,709	953,609	350,000	44,100
EMPLOYEE BENEFITS	0	0	172,528	0	955,367	(955,367)	(955,367)	0	0
STUDENT UNION	473,710	77,613	123,275	603,376	792,173	284,913	183,913	100,000	1,000
DORMITORY	449,791	578	46,335	491,543	330,004	611,330	510,930	100,000	400
CAMP ALDRICH	45,978	18,913	2,732	93,684	40,086	99,576	99,576	0	0
ATHLETICS	75,720	1,800	29,350	404,890	282,390	198,220	198,220	0	0
	4,786,004	165,239	1,526,141	7,372,837	10,572,460	1,586,381	990,881	550,000	45,500







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

# Monitoring Reports January 2005

## *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 #3**

Permit financial conditions which risk fiscal jeopardy, compromise Board ENDS priorities, or fail to show a generally acceptable level of foresight.

**Response:** In planning for the difficulties for the next two years, we have taken measures to place the College in as positive a position as possible in order to weather fiscal difficulties and continue to meet the Board's ENDS. As the Board is aware, our funding mechanisms are volatile. The budget presented for the current year will be tight, but will address our immediate needs. I remain concerned that the future will remain difficult for us and as the Board has been apprised, we will have to make program/service cuts and/or be prepared to consistently go to the public and our students for increases to compensate for what I believe will be flat state funding for the foreseeable future.

As we did last year, we will provide to the Board possible program and service cuts based on the administration's interpretation of the institution's priorities as dictated by its mission. Additionally, we will provide recommendations regarding the revenue streams over which the Board has direct control. The Board can anticipate that the possibilities presented will be controversial, as we have no areas to cut that will not negatively impact current instructional programs, athletics, services to students and the public. Likewise, we have no new revenue sources and that will mean increases to taxpayers and students.

### **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 #6**

Allow the day-to-day operations to impede the vision or prevent the achievement of the ENDS of the College.

**Response:** While the daily activities of the institution are demanding, we continue to focus on the achievement of the goals and strategic priorities that support the College’s ENDS. The Board’s strategic priorities are administratively addressed through PIC. To further our efforts in this regard, the implementation of the Board’s Strategic Goals and Objectives continue to be tracked. PIC is beginning a new round and using a refined approach to planning. We plan to inform the Board of these efforts at our February Study session.

**General Executive Constraint #9**

Allow assets to be unprotected, inadequately maintained, or unnecessarily risked.

**Response:** To my knowledge, all assets are protected with no or minimal risk. The only possible exception, of which the Board is already aware, is the institution’s fiscal position. In meeting our projected budget’s expenditure plan you can continue to expect difficult and frugal decisions. We are at a point that in order to maintain our comprehensive nature and services, we will have to regularly seek local and consistent tax support or eliminate services and programs. This has the potential to risk assets, human resources, etc.

*POLICY TYPE: EXECUTIVE LIMITATIONS*

POLICY TITLE: FINANCIAL CONDITION
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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 in stretching limited tax dollars. We are discussing with the Board how it would like to handle routine expenditures that, when totaled at the end of the year, exceed \$10,000.

**Financial Condition #6**

Fail to maintain adequate reserves which allow 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 additional progress toward this goal was made over the course of the past year. The cash reserve is much nearer its goal than it was in the mid to late 1990s. As you are aware, the reserve – though we had projected the need to use some of it this past year – has actually grown because the state did not make some of the cuts we had anticipated. This is the fourth or fifth year in a row we have seen growth in the reserves, in spite of some extreme fiscal difficulties.

**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.

**UPCOMING BOARD MEETINGS/ACTIVITIES**

**February 2**                      **Board Study Session – 12:00 noon**  
**Room U-219 (upper level of the Student Union)**

**February 22**                    **Regular Monthly Board Meeting – 4:00 p.m.**  
**Room U-219 (upper level of Student Union)**

**President's Monthly Activities  
December 01-31, 2004**

- December 01      Facilitated the Board Study Session
- December 02      Hosted the Annual President's Holiday Reception  
Met with Nancy Peschka regarding feasibility report
- December 05      Attended the KACCT/COP Quarterly Meeting at Kansas City  
Kansas Community College
- December 06      Attended the KACCT/COP Quarterly Meeting at Kansas City  
Kansas Community College  
With Jennifer Ankerholz, presented the Board's resolution at the  
City Council Meeting
- December 07      Attended the Faculty Facilitators Meeting  
Attended the Barton vs. West Plains Men's Basketball Game  
Helped with the Student Late Night Breakfast
- December 08      Facilitated the President's Staff Meeting  
Delivered the Dessert of the Month to the December recipient
- December 09      With Chairman Mermis and staff, attended the Ft. Riley  
Commencement and reception for Barton graduates
- December 10      Met with a parent and student regarding a concern  
Hosted the Employee Christmas Dinner
- December 11      Met with Clements Consultant, Jan VanNote, regarding feasibility  
report
- December 14      Met with Mike Cook from AZDAK and county superintendents  
regarding a possible programming idea  
Facilitated the December Board of Trustee Meeting  
Traveled to Topeka for Board of Regent's meeting
- December 15      Attended the KBOR Meetings in Topeka
- December 16      Attended the KBOR Meetings in Topeka  
With Dr. Gabelmann, attended EduKan Board meeting in Topeka
- December 17      Spoke at the Larned Juvenile Commencement Ceremony  
With selected staff, participated in the KSU 2+2 Signing at Kansas  
State University
- December 20 –  
January 03      Christmas Break – Offices Closed

December 20	With selected staff, worked on athletic issues
December 21	Worked on athletic issues
December 22	Hosted a special Board of Trustees meeting

**NOTICES AND COMMUNICATIONS**

Letter from Glenn Opie

SAMUEL MAHER (1849-1918)  
ELRICK C. COLE (1856-1937)  
WILLIAM OSMOND (1853-1947)  
T. B. KELLEY (1889-1965)  
FRED L. CONNER (1909-2000)

2015 FOREST AVENUE, P.O. DRAWER E  
GREAT BEND, KANSAS 67530  
PHONE: 620-793-5455  
FAX: 620-793-5456  
email: glenn.opie@greatbend.com

January 3, 2005

Veldon L. Law, Ed.D.  
Barton County Community College  
245 NE 30<sup>th</sup> Road  
Great Bend, KS 67530

RE: Full page statement – Ryan Wolf matter  
Great Bend Tribune - December 26, 2004

Dear Veldon:

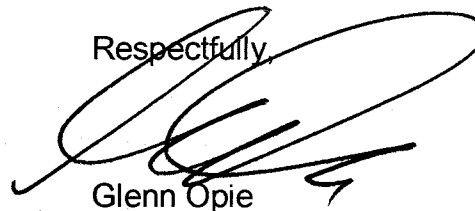
Sandra and I have been intermittently gone from Great Bend the last two months, as a result of which, a number of Tribune issues accumulate at home. The result is that only very recently have I become aware of the “Coach Ryan Wolf” matter.

As a citizen, I very much appreciate the details, thoroughness, tone, and helpfulness of the detailed explanation provided by Stephan Mermis, Chairman of the College Board of Trustees, and you as College President.

While the College has always had (depending on the ebb and flow of circumstances) a small number of assailants, as a lifelong citizen of Great Bend and having a number of friends and acquaintances, I am confident your very articulate commentary will lay to rest any significant criticism.

Veldon, I just can't imagine how our College leadership can be in better hands than you as President, and our Board of Trustees have provided. It is obvious that the administration is just excellent, and I personally have the utmost respect for you and Steve, as well as the entire Board of Trustees. It is just very sad that you have to endure comments of people who have absolutely no idea what they are talking about, but if the President of the United States and his team must endure this sort of thing, I guess local leadership should not be too surprised.

Respectfully,



Glenn Opie

GO:bm

Meeting of the Board of Trustees  
Barton County Community College

January 18, 2005

**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 Chairman