

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

**Tuesday, February 22, 2005 – 4:00 p.m.
U-219 (Upper Level of Student Union)**

AGENDA

1.	Call to Order	1
	Official Board Meetings	
2.	Comments from Chairman	2
	Comments from Chairman Introduction of Guests	
3.	Public and/or Employee Comment	2
4.	Introduction of Guests	2
5.	Staff Report	2
6.	Action Items	3
	Grant Application Request (Operational Support for Arts and Cultural Organizations)	
	2005-2006 Tuition and Fees	
	Natural Gas Participation Agreement	
	Refinancing of Certificate of Participation	
	Dean of Learning and Instruction	
	Contract Renewals for Head Basketball Coaches	
7.	Consent Agenda	12
	Minutes of January 18, 2005 Regular Board Meeting	
	Minutes of January 26, 2005 Special Board Meeting	
	Minutes of February 2, 2005 Special Board Meeting	
	Personnel	
	Financial Report	
8.	KACCT/KBOR Report	42
9.	Information/Discussion Items	42
	Monitoring Reports	
	Upcoming Board Meetings/Activities	
	President's Report of Monthly Activities	
	Preparation for Community Forums	
10.	Executive Session	68

Meeting of the Board of Trustees
Barton County Community College

February 22, 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

February 22, 2005

COMMENTS FROM CHAIRMAN

The Chairman will address the assembly.

PUBLIC AND/OR EMPLOYEE COMMENT

At the special meeting of February 2, Chairman Mermis advised that due to the large number of people who were in attendance, the Board would hear from a representative number of them and if others wished to address the Board, they could do so at today's meeting.

INTRODUCTION OF GUESTS

The President or his designee will introduce guests, including new employees.

STAFF REPORT

Charles Perkins and Amy Oelke will present a staff report on Educause.

ACTION ITEMS

Grant Application Request (Operational Support for Arts and Cultural Organizations)
2005-2006 Tuition and Fees
Natural Gas Participation Agreement
Refinancing of Certificate of Participation
Dean of Learning and Instruction
Contract Renewals for Head Basketball Coaches

Meeting of the Board of Trustees
Barton County Community College

February 22, 2005

GRANT APPLICATION REQUEST
(Operational Support for Arts and Cultural Organizations)

Detail: Attached for the Board's review is a grant application request for Operational Support for Arts and Cultural Organizations in the funding range of \$5,000 - \$11,000. As the Trustees are aware, the Board has authorized the College President to apply for grants in amounts under \$10,000. Because the potential funding range of this grant may exceed that limit, it is being brought to the Board for action.

Recommendation: It is recommended that the Board approve the grant application request for Operational Support for Arts and Cultural Organizations in the funding range of \$5,000 - \$11,000 as presented.

Action: Director of Grants

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

Grant	Operational Support for Arts And Cultural Organizations
Funding Agency	Kansas Arts Commission
Summary	The Commission provides grants for Operational Support to Arts and Cultural Organizations for programming and administrative costs. The amount of financial support awarded to Operational Support applicants is based on the expense budget of the applying organization. The minimum match required is 1:1, that is, \$1 of organizational match for \$1 awarded from the Commission.
Services	<ul style="list-style-type: none"> • Exhibitions • Promotion/Marketing • Travel • Receptions
Relationship to College Mission	<ul style="list-style-type: none"> • Advances Learning • Fosters Discovery • Encourages Growth
Target Population	<ul style="list-style-type: none"> • Youth • Over 65 • African American • Asian • Hispanic • Native Americans • All Others
Funding Range	\$5000 -\$11,000
Indirect Cost Reimbursement	\$0
Funding Period	Fiscal Year 2006
Institutional Obligation	Implement grant, track spending and match, final report
Cash	\$ 5000 From the existing gallery budget
In-Kind	None
Personnel Required	Shafer Gallery Director, BCCC Grants Officer
Existing	Bill Forst, Cathie Oshiro
New	
Due Date	March 17, 2005

Presidential Review

I have reviewed this request and it is in concert with the mission and vision of Barton County Community College. I support the request and recommend that the Board of Trustees authorize the College to proceed with the preparation of the grant application, which is in excess of the funding range for which I am authorized to approve.

Veldon L. Law, Ed.D.

President's Approval

02-17-05

Date

Meeting of the Board of Trustees
Barton County Community College

February 22, 2005

2005-2006 TUITION AND FEES

Detail: The revenue production for the College for the foreseeable future will continue to be short of covering costs for expected services to its students. State funding will be limited for another year, which will put more pressure on other funding sources to continue the College's normal operations. Unfortunately, our students will be impacted once again by the expected budget limitations. The College is recommending that it increase the in-state tuition rate by \$2.00 per credit hour, effective with the fall session of 2005. As the Board may recall, the Trustees approved an increase in international tuition rates at their regular meeting on November 16, 2004 effective summer of 2005. This action increased international tuition rates from \$114 per credit hour to \$123 per credit hour. No further change is recommended for international or out-of-state rates.

Because of the potential increase in in-state tuition and the potential change in the percentage of dollars from student fees that are used for scholarships, the College Student Senate officers have been apprised of the potential need to shift the percent of student fees for this purpose as required by law. During the same meeting, the student government leaders were apprised of the pending action to increase tuition as recommended in this item. The following rates will be effective fall, 2005:

	<u>Tuition</u>	<u>Fees</u>	<u>Total</u>
In-State	\$47.00	18.00	\$65.00
Out-of-State (unchanged)	\$68.00	\$18.00	\$86.00
International (unchanged)	\$123.00	\$18.00	\$141.00
Bartonline (unchanged)	\$125.00	\$00	\$125.00

Recommendation: It is recommended that the Board of Trustees approve the above increase for in-state tuition, effective fall, 2005.

Action: Dean of Business Services

Meeting of the Board of Trustees
Barton County Community College

February 22, 2005

NATURAL GAS PARTICIPATION AGREEMENT

Detail: Since July 1, 2001, the College has participated in the Kansas Association of School Boards Kansas Joint Utilities Management Program (KJUMP) for its supply of natural gas. The current participation agreement for this consortium ends June 30, 2005.

This consortium purchased natural gas in bulk for two other community colleges and over 90 USD's in the state of Kansas. KASB contracts with a third party administrator for the daily operation and supply for the program. Since natural gas is purchased in advance, KASB has requested new participation agreements from all of its members. The new participation agreement would extend the College's participation until June 2008.

Recommendation: It is recommended that the Board authorize the Chairman and College President to execute the attached member participation agreement with the Kansas Association of School Boards Kansas Joint Utilities Management Program (KJUMP) for the purchase of gas.

Action: Director of Physical Plant

KANSAS ASSOCIATION OF SCHOOL BOARDS
KANSAS JOINT UTILITIES MANAGEMENT PROGRAM (KJUMP)

MEMBER PARTICIPATION AGREEMENT

The date of this Agreement is _____.

It is hereby agreed that the Board of Trustees of _____ Community College ("the Member") will participate in the Kansas Joint Utilities Management Program (KJUMP) administered by the Program Administrator in accordance with its agreement with the Kansas Association of School Boards, Inc. ("KASB").

The Member agrees to participate in KJUMP for an initial period ending June 30, 2008, and for one-year periods beginning July 1 in subsequent years. A Member may discontinue participation in KJUMP for any subsequent year by notifying KASB in writing no later than June 1 of the subsequent year's program.

The Member understands, acknowledges and grants KASB the sole right and discretion to contract with a third party administrator (Program Administrator) to administer the daily operation of KJUMP. The Member further understands, acknowledges and agrees that the Program Administrator will act as the Member's contracting agent for obtaining natural gas for the Member's use. The Program Administrator will use its best efforts to arrange the most cost-effective provision of natural gas for the Member and will provide the Member with a single monthly statement consolidating all natural gas bills.

The Member acknowledges it remains responsible for all payments and liabilities arising out of, or made in connection with, providing natural gas to the Member whether or not obtained through KJUMP. KASB is not responsible for the actions of the Program Administrator or any of its authorized subcontractors providing services to the Member, nor is it responsible for the actions of the Member. To the extent authorized by law, the Member agrees to defend, indemnify, and hold harmless KASB from any and all claims, loss damages, and attorney's fees and expenses associated therewith incurred as a result of any claim against KASB arising out of or premised upon any action of the Member or the employees, agents or subcontractors of the Member; or any and all claims, loss damages, and attorney's fees and expenses associated therewith incurred as a result of any claim or action arising out of the relationship between the Member and or the Program Administrator, Service Provider or the employees, agents or subcontractors of the Member, Program Administrator or Service Provider.

This Member Participation Agreement contains all of the terms agreed upon by the parties with respect to the subject matter of this agreement and supercedes all prior agreements, amendments to agreements, arrangements and communications, between the parties concerning such subject matter, whether oral or written, except as specifically provided otherwise in this agreement. This Agreement has been duly authorized, executed and delivered by the parties hereto and constitutes a legal, valid and binding obligation of the parties. The signatures hereto represent and warrant that they are duly authorized to execute the Agreement on behalf of their principal.

_____ Community College

Kansas Association of School Boards

By: _____
Chairperson, Board of Trustees

By: _____
John Koepke, Executive Director

By: _____
President

Please complete and return this Agreement to:

KJUMP Documents
Kansas Association of School Boards
1420 SW Arrowhead Road
Topeka, KS 66604-4001

Meeting of the Board of Trustees
Barton County Community College

February 22, 2005

REFINANCING OF CERTIFICATE OF PARTICIPATION

Comments: During April 2004 the Board approved a resolution to refinance the College's 1993 Certificate of Participation with the assistance of Piper Jaffray and Gilmore and Bell. During that discussion, it was noted that our 1999 issue did not reflect a savings on refinancing at that time. It was noted that as we grew closer to the call date of the issue and if interest rates were to stay low, we might reach a point in the future when the 1999 issue would be cost effective to refinance. That time has now arrived.

Piper Jaffray and Gilmore and Bell notified the College recently that with interest rates as they are and with the call date less than a year away, we would be able to refinance the 1999 issue. At current rates, the dollar savings is approximately \$125,000 which equates to a "present value savings percentage" of 3.116%. It is their opinion that a present value savings percentage as low as 2% is justifiable in refinancing.

A resolution from the Board is required to allow Piper Jaffray to offer a refinancing of the College's 1999 Certificate of Participation.

Recommendation: It is recommended that the Board approve a resolution to allow Piper Jaffray to offer a refinancing of the College's 1999 Certificate of Participation issue to investors at an approximate 3.116% "present value savings percentage" and to authorize the Chairman to sign the resolution on the Board's behalf.

Action: Dean of Business Services

Meeting of the Board of Trustees
Barton County Community College

February 22, 2005

DEAN OF LEARNING AND INSTRUCTION

Detail: As the Board may recall, an 18-month administrative contract was extended to Dr. Gillian Gabelmann on January 20, 2004 following the resignation of Dr. Karen Clos.

Recommendation: It is the President's recommendation that Dr. Gabelmann's administration contract be revised to an annual administrative contract beginning July 1, 2005. Through her tireless efforts and commitment to the position as well as to the College, I believe that Dr. Gabelmann has demonstrated her ability to continue in this position beyond the original 18-month commitment. She has overcome a great many challenges in providing leadership to the Instructional Division. Progress has been made in areas that have been dormant for some time. She has attempted to bring both the Great Bend and Fort Riley campuses together under the "one college concept" as delineated in the College's accreditation visit. She has done yeoman's work with developmental education, built bridges with faculty, and has moved us further along with our assessment initiative. I commend Dr. Gabelmann for the fine work she is doing and I am confident that she will be extremely successful in this position in the future.

Action: President's Office

Meeting of the Board of Trustees
Barton County Community College

February 22, 2005

CONTRACT RENEWALS FOR HEAD BASKETBALL COACHES

Detail: Both David “Soupy” Campbell (Head Men’s Basketball Coach) and Lane Lord (Head Women’s Basketball Coach) have received and accepted contract offers for 2005-2006.

Recommendation: It is the President’s recommendation that the Board of Trustees approve head coaching contracts for David “Soupy” Campbell and Lane Lord for the 2005-2006 academic year. These contracts are for an 11-month period beginning April 1, 2005 and ending on March 31, 2006 with no employment responsibilities for the month of June.

Action: President’s Office

Meeting of the Board of Trustees
Barton County Community College

February 22, 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 January 18, 2005
- Minutes of special meeting of the Board of Trustees, held on January 26, 2005
- Minutes of special meeting of the Board of Trustees, held on February 2, 2005
- Personnel
- Financial Report

Action: President's Office

**Regular Meeting of the Board of Trustees
Barton County Community College
January 18, 2005**

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., January 18, 2005 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: Judy Murphy and Dale Hogg of the Great Bend Tribune; Gene Potts, President of the Booster Club; H.P. Burmeister; Jim Vance; Becky Seib of the Interrobang; Homer Kruckenberg; David Folkerts and Douglas Volkland of David Folkerts CPA Chtd.; Dr. Gillian Gabelmann; Ron Vratil; Mark Dean; 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.

INTRODUCTION OF NEW EMPLOYEES

The following new employees were introduced to the Trustees:

Todd Moore – Director of Marketing
Cynthia Collier – Secretary (part-time)
Kara Veverka – Non-Traditional Grant Facilitator

STAFF REPORTS

Bill Forst presented a staff report on his recently acquired appraisals studies.

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

ACTION ITEMS

College Audit Report – Dave Folkerts and Douglas Volkland of David Folkerts CPA Chtd., presented the audit report for fiscal year 2003-2004.

Trustee Webster moved that the Board approve the College audit report, with identified revisions, as presented. The motion was seconded by Trustee Johnson. Following discussion, the motion carried.

Acceptance of Trustee's Resignation – Chairman Mermis announced that this item would need to be removed from the agenda because Trustee O'Connor had withdrawn his resignation from the Board. Mr. Mermis and the Board expressed their appreciation to Mr. O'Connor.

Notice of Board Vacancy – Chairman Mermis advised that this item would need to be removed from the agenda.

Academic Calendars for Summer 2006 and Fall/Spring 2006-2007 – The calendars were presented to the Board for consideration.

Trustee Johnson moved that the Board approve the Academic Calendars for Summer 2006 and Fall/Spring 2006-2007 as presented. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

Materials/Lab Fees for Hazmat Courses – The Board was presented with a request to increase materials and lab fees for the College's HZMT 1919 and HZMT 1911 courses from \$25 to \$35, due to increasing costs for equipment usage and maintenance.

Trustee Sessler moved 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. 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 December 14, 2004
- Minutes of the special meeting of the Board of Trustees, held on December 22, 2004
- Personnel
- Financial Report

Trustee Webster moved that the Board approve the consent agenda as presented. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

KACCT/KBOR REPORT – Trustee Johnson advised that the KACCT had not met since his last report. He reminded the Board of the upcoming Phi Theta Kappa All-Kansas Luncheon, to be held in Topeka on February 16. Dr. Law reported on KBOR activities and issues in December and advised the Trustees that he would be traveling to Topeka immediately following the Board meeting for the January KBOR/COP meetings.

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:

- Letter from Glenn Opie

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 and Dr. Law join the Trustees in executive session.

Trustee Sessler moved that the Board adjourn to executive session for 30 minutes at 5:35 p.m. to consult 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 6:05p.m. The motion was seconded by Trustee Johnson. Following discussion, the motion carried.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 6:05p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board had consulted with legal counsel to discuss matters of attorney-client privilege, in order to protect that privilege and that no action was taken.

Chairman Mermis advised that a second executive session would be required 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. Law join the Trustees in executive session.

Trustee Johnson moved that the Board adjourn to executive session for 30 minutes at 6:05 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 6:35 p.m. The motion was seconded by Trustee Webster. Following discussion, the motion carried.

Note: Dr. Law was excused from the executive session at 6:30 p.m.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 6:35 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.

Chairman Mermis then advised that the Board would need to again adjourn to executive session to continue its discussion on matters pertaining to non-elected personnel in order to protect the privacy interests of the individuals to be discussed.

Trustee Sessler moved that the Board adjourn to executive session for 5 minutes at 6:35 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 6:40 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 6:40 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 6:41 p.m.

Stephan J. Mermis, Chairman

Mike Johnson, Secretary

Recorded by Marilyn Beary

**Special Meeting of the Board of Trustees
Barton County Community College
January 26, 2005**

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., January 26, 2005 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: Dale Hogg of the Great Bend Tribune, and Marilyn Beary.

EXECUTIVE SESSION

Chairman Mermis advised that the Board would need to adjourn to executive session for the purpose of consulting with legal counsel to discuss matters of attorney-client privilege, in order to protect that privilege and 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 Randy Henry join the Trustees in executive session.

Trustee Sessler moved that the Board adjourn to executive session for 60 minutes at 7:00 a.m. to consult with legal counsel on matters of attorney-client privilege and to discuss personnel matters pertaining to non-elected personnel in order to protect the confidentiality of the individuals being discussed, to reconvene in room U-219 of the Student Union at 8:00 a.m. The motion was seconded by Trustee Johnson. Following discussion, the motion carried.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 8:00 a.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board had consulted with legal counsel to discuss matters of attorney-client privilege, in order to protect that privilege and discussed personnel matters pertaining to non-elected personnel, in order to protect the confidentiality of the individuals being discussed. He further advised that no action was taken and that the Board would need to again adjourn to executive session to consult with legal counsel on matters of attorney-client privilege, in order to protect that privilege and to discuss personnel matters pertaining to non-elected personnel, in order to protect the confidentiality of the individuals being discussed.

Trustee Johnson moved that the Board adjourn to executive session for 60 minutes at 8:05 a.m. to consult with legal counsel on matters of attorney-client privilege and to discuss personnel matters pertaining to non-elected personnel in order to protect the confidentiality of the individuals being discussed, to reconvene in room U-219 of the Student Union at 9:05 a.m. The motion was seconded by Trustee Sessler. Following discussion, the motion carried.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 9:05 a.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board had consulted with legal counsel to discuss matters of attorney-client privilege, in order to protect that privilege and discussed personnel matters pertaining to non-elected personnel, in order to protect the confidentiality of the individuals being discussed. He further advised that no action was taken.

ADJOURNMENT – The meeting adjourned at 9:06 a.m.

Stephan J. Mermis, Chairman

Mike Johnson, Secretary

Recorded by Marilyn Beary

**Special Meeting of the Board of Trustees
Barton County Community College
February 2, 2005**

CALL TO ORDER

The special meeting of the Board of Trustees of Barton County Community College was called to order at 4:00 p.m., February 2, 2005, 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: Randall Henry; Becky Seib of the Interrobang; Michael Dawes; Ron Vratil; LaVonne Gerritzen; Randy Smith; Cynthia Collier; Carol Dellinger; Angie Maddy; Renetta Furrow; Shanna Legleiter; Jeana Brack; Renelle Mooney; Dick Wade; Karyl White; Mark Dean; Jane Howard; Patrick Busch; Kathy Boeger; Dana Allison; Dana Foss; Nancy Mortimer; Elaine Simmons; Linda Haberman; Kristi Suppes; Donna McCormick; Dee Ann Smith; Edmond Johnson; John Paul Lamatsch; Jennifer Birney; Austin Boyd; Jennifer Ankerholz; Becky Newell; Nancy Jenisch; Linda Carson; Lyles Lashley; Linda McCaffery; Caicey Crutcher; Timothy Folkerts; Christina Vague; Wendy Miller; Tia Owens; Karen Kratzer; Tim Kimmel; Homer Kruckenberg; Teresa Johnson; Lori Crowther; Shanda Mull; Julie Knoblich; Kathy Brock; Julie Munden; Diane Engle; Linda Chisholm; Nancy Carter; Myrna Perkins; Lisa Peterson; Sherri Henry; Shelley Snyder; Crystal Scherer; Sondra Ratts; Mike Flynn; Julie Kramp; Jackie Elliott; Cathie Oshiro; Veldon Law; and Marilyn Beary

PUBLIC AND EMPLOYEE COMMENT – Chairman Mermis recognized the guests and stated that he believed they were all there for the same reason. Because of the number of guests in attendance and due to time constraints, Mr. Mermis advised that the Board would be unable to hear from all of them. He asked for a few who would like to speak on behalf of the group. Nancy Mortimer, Nancy Jenisch, Angie Maddy, Homer Kruckenberg and Joe Burger expressed support of Dr. Law, Neil Elliott and the College. Chairman Mermis advised that if others wished to speak, they could attend the February regular Board meeting.

EXECUTIVE SESSION – Chairman Mermis advised that an executive session would be necessary for the purpose of discussing matters pertaining to non-elected personnel and matters affecting a student(s) in order to protect the privacy interests of the individuals to be discussed. He asked that Randall Henry, Dr. Law, and Neil Elliott join the Trustees in executive session.

Trustee Sessler moved that the Board adjourn to executive session for 60 minutes at 4:10 p.m. to discuss matters pertaining to non-elected personnel and matters affecting a student(s) 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 O'Connor. Following discussion, the motion carried.

Note: Dr. Law and Neil Elliott were excused from the executive session at 5:00 p.m.

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 and matters affecting a student(s) had been discussed and no action was taken. He then advised that the Board would need to again adjourn to executive session to continue its discussion on matters pertaining to non-elected personnel and matters affecting a student(s). He requested that Randall Henry again join the Trustees in executive session.

Trustee Johnson moved that the Board adjourn to executive session for 60 minutes at 5:15 p.m. to discuss matters pertaining to non-elected personnel and matters affecting a student(s) in order to protect the privacy interests of the individuals to be discussed, to reconvene in room U-219 of the Student Union at 6:15 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 6:15 p.m. in room U-219 of the Student Union. Chairman Mermis advised that matters pertaining to non-elected personnel and matters affecting a student(s) had been discussed and no action was taken. He then advised that the Board would need to again adjourn to executive session to continue its discussion on matters pertaining to non-elected personnel and matters affecting a student(s). He requested that Randall Henry again join the Trustees in executive session.

Trustee Webster moved that the Board adjourn to executive session for 15 minutes at 6:15 p.m. to discuss matters pertaining to non-elected personnel and matters affecting a student(s) in order to protect the privacy interests of the individuals to be discussed, to reconvene in room U-219 of the Student Union at 6:30 p.m. The motion was seconded by Trustee Sessler. Following discussion, the motion carried.

ADJOURNMENT – The special meeting adjourned at 6:35 p.m.

Stephan J. Mermis, Chairman

Mike Johnson, Secretary

Recorded by Marilyn Beary

PERSONNEL

Departing Employees

Alisha Lamatsch – Lead Care Provider
Nikola Petrovic – Assistant Coach (Volleyball)

Replacement Positions

Lisa Jeffrey – Lead Care Provider

Temporary Positions

Margaret Myers – Temporary Hourly Staff (Nursing Department)
Valarie Whistler – Temporary Paraprofessional (Center for Adult Basic Education)

Title Changes

Dana Allison – from Instructor (Graphic Arts) to Instructor & Coordinator (Graphic Arts)

Overload Contracts

Steven Artzer	Principles of Macroeconomics
Kathy Boeger	Technical Accounting Capstone
Leonard Bunselmeyer	MLT: Clinical Chemistry II
Leonard Bunselmeyer	Med Lab: Directed Studies
Leonard Bunselmeyer	MLT: Hematology & Coagulation
Gerald Butler	World & Regional Geography
Gerald Butler	Physical Geography
Linda Carson	Early Childhood Curriculum
Linda Carson	Dir Ind Study/Child Care
Mike Cox	American History to 1877
Mike Cox	Leadership Train Techniques I
Charles Davis	Introduction to Drama
Charles Davis	The Short Story
Steve Dudek	Web Page Design
Steve Dudek	Digital Image Editing II
Bob Dunavan	International Relations
Bill Forst	Art Appreciation
Mike Grub	Basic Algebra
Jo Harrington	Business Statistics
Jo Harrington	Differential Equations
Jo Harrington	Trigonometry
Jane Howard	Basic Algebra
Brian Howe	Intermediate Algebra
Brian Howe	Academic Systems
Brian Howe	ITV College Algebra
Ed Johnson	Introduction to Sociology
Ed Johnson	Introduction to Sociology
Ed Johnson	Practicum in Community Service
Teresa Johnson	English Composition II

Tim Kimmel	Principles of Zoology
Ron Kirmer	Internal Combustion Engine II
Ron Kirmer	Special Problems in Auto Tech
Ron Kirmer	Automotive Braking Systems
Shanna Legleiter	Keyboarding I, II
Shanna Legleiter	Word Processing
Zach Limbach	Lifetime Fitness & Wellness
Joel Lundstrom	Human Relations in Business
Joel Lundstrom	General Psychology
Joel Lundstrom	Contemporary Social Problems
Joel Lundstrom	Human Relations in Business
Joel Lundstrom	General Psychology
Joel Lundstrom	Contemporary Social Problems
Judy Miller	Principles of Phlebotomy
Ruth Moritz	English Composition I
Doug Polston	Unix II
Norman Russell	College Algebra
Norman Russell	Elements of Statistics
Norman Russell	Physical Science
Ryan Schmidt	Intro to Health, PE, Recreation
Mark Shipman	Data Base Management Systems
Brenda Siebold	Introduction to Computers
Brenda Siebold	Spreadsheet Applications
Brenda Siebold	Multimedia Presentations
Brenda Siebold	Adv WP Applications & Procedures
Brenda Siebold	Introduction to Computers
Brenda Siebold	Microcomputer Applications I
Brenda Siebold	Web Site Construction
John Simmons	Principles of Biology
John Simmons	Principles of Microbiology lab
John Simmons	Life Science Internship
Randy Smith	Criminal Profiling
Angela Sullivan	Technical Mathematics
Angela Sullivan	College Algebra
Angela Sullivan	Elements of Statistics
Roger Vanderlinde	American West
Roger Vanderlinde	Military History/Vietnam War
Darcy Wedel	Adv Auto Elect & Engine Performance
Patricia Wells	Basic Math Skills/Preparatory Mathematics
Patricia Wells	Basic Math Skills/Preparatory Mathematics
Karyl White	Anatomy/Physiology – Pre Hospital Provider
Karyl White	Math for the PreHospital Provider

Supplemental Contracts (Staff)

Jennifer Ankerholz	Attended All Faculty Meeting 2/5/05
Dorothy Arvizu	Psychology Grief & Separation

Janet Balk	Western Civilization 1500-Present
Patrick Busch	Attended All Faculty Meeting 2/5/05
Wynn Butler	Total Quality Management
Wynn Butler	Western Civilization to 1500
Wynn Butler	Western Civilization to 1500
Wynn Butler	Western Civilization 1500-Present
Neil Elliott	Physical Fitness I
Mike Flynn	Attended All Faculty Meeting 2/5/05
Gillian Gabelmann	Basic Algebra
Larry Gale	Woodworking I & II/Ind Wood Projects
Larry Gale	Attended All Faculty Meeting 2/5/05
Stephannie Goerl	English Composition II
Ken Henderson	Care & Prevention of Athletic Injury
Katie Hruska	Modern Dance I & II
Katie Hruska	Perform with Barton Dance Theatre
Katie Hruska	Dance Theatre Activities
Karen Kratzer	Medical Terminology
Karen Kratzer	Attended All Faculty Meeting 2/5/05
Lyles Lashley	Basic Applied Math
Angie Maddy	Interpersonal Communication
Angie Maddy	Attended All Faculty Meeting 2/5/05
Kevin Murphy	Microcomputer Applications I
Kevin Murphy	Microcomputer Applications I
Kevin Murphy	Attended All Faculty Meeting 2/5/05
Bill Nash	OSHA General Industry Regs
Bill Nash	Citizen Emergency Response Team
John Truitt	Environ Protection Agency Regulations
John Truitt	Characteristics of Haz Mat
Mike Weltsch	American Military History
Mike Weltsch	Military History/Second World War
Mike Weltsch	American Military History
Mike Weltsch	Military History/Second World War

Supplemental Contracts (Associate Faculty)

Christine Abbott	Abnormal Psychology
Christine Abbott	Death & Dying
Christine Abbott	Introduction to Sociology
Christine Abbott	Marriage & Family
Christine Abbott	Abnormal Psychology
Christine Abbott	Introduction to Sociology
Christine Abbott	Human Sexuality
Gary Albright	ITV – Intro to Business
Anita Alford	Java Programming
Charlotte Arney	Emergency 1 st Aid Tact Operations
Charlotte Arney	Emergency 1 st Aid Tact Operations
Charlotte Arney	Emergency 1 st Aid Tact Operations

Charlotte Arney	Emergency 1 st Aid Tact Operations
Charlotte Arney	Emergency 1 st Aid Tact Operations
Charlotte Arney	Emergency 1 st Aid Tact Operations
Jeri Ball	Cultural Anthropology
Jeri Ball	Cultural Anthropology
Jeri Ball	Women & The American Experience
Charles Bartlett	Intermediate Algebra
Charles Bartlett	Attended All Faculty Meeting 2/5/05
Kimberly Bennett	Strategic Management
George Bowman	Weapons Storage Facility Operation
Barbara Brooks	Organizational Communication
Roger Carson	Target Shooting
Roger Carson	Attended All Faculty Meeting 2/5/05
Jenny Chambers	Industrial Hygiene/Toxicology
Jenny Chambers	Introduction to Brownfields
Jenny Chambers	Trmt, Strg, Dispos/Haz Materials
Becky Claassen	Basic Algebra
Michael Croudep	Introduction to Ergonomics
Gary Cunningham	Information Super Highway
Gary Cunningham	Information Super Highway
Leigh Cunningham	Cross Cultural Awareness
Jeffrey DeFries	Business Ethics
Jeffrey DeFries	Business Ethics
Wendy DeFries	Principles of Macroeconomics
Wendy DeFries	Personal Finance
Wendy DeFries	Principles of Macroeconomics
Wendy DeFries	Principles of Microeconomics
Denise DelCarmen	Basic Nutrition
Denise DelCarmen	Basic Nutrition
Gabriella Donley	Emergency 1 st Aid Tact Operations
Gabriella Donley	Emergency 1 st Aid Tact Operations
Gabriella Donley	Emergency 1 st Aid Tact Operations
Gabriella Donley	Emergency 1 st Aid Tact Operations
Gabriella Donley	Emergency 1 st Aid Tact Operations
Gabriella Donley	Emergency 1 st Aid Tact Operations
Gabriella Donley	Emergency 1 st Aid Tact Operations
Jared Duley	Social Psychology
Jared Duley	Human Relations in Business
Jared Duley	Social Psychology
Gordon Farmer	Interpersonal Communication
Gordon Farmer	Military History/American Revolution
Gordon Farmer	Interpersonal Communication
Jo Felke	Karate I & II
Marsha Finley	Human Resource Management
Marsha Finley	Field Exp in Human Resource Management
Marsha Finley	DM Course Mentor

Marsha Finley	Sanitation & Mgmt of Food Serv
Marsha Finley	Nutrition Therapy
Marsha Finley	Field Exp Sani & Mgmt of Food Systems
Marsha Finley	Field Experience in Nutrition
Addie Goymerac	Environmental Science
Addie Goymerac	Environmental Science / Lab
Addie Goymerac	Intermediate Algebra
Addie Goymerac	Environmental Science / Lab
Addie Goymerac	Intermediate Algebra
Sam Gross	Basic Nutrition
Sheyenne Heller	Principles of Grammar Form & Style
Sheyenne Heller	Business Ethics
Sheyenne Heller	English Composition I
Sheyenne Heller	Technical & Report Writing
Sheyenne Heller	Principles, Grammar Form & Style
Sheyenne Heller	Business Ethics
Sheyenne Heller	English Composition I
Sheyenne Heller	English Composition II
Sheyenne Heller	Creative Writing
Bill Hickert	Scuba Diving
Dennis Hickmon	Detainee Operations
Dennis Hickmon	Detainee OPerations
Terry Hoff	ITV – Intro to Sociology
Terry Hoff	Attended All Faculty Meeting 2/5/05
Jennifer Joiner	Accounting-Business Operations
Jennifer Joiner	Accounting-Business Operations
Jennifer Joiner	Accounting-Investing and Financing
Marlene Kabriel	Elementary German I
David Keil	Auto Body Repair I, II, & III
Ed Kennedy	Organizational Communication
Gene Kingslien	Personal & Community Health
Kathy Kottas	Health Assessment
Haven Krueger	Elementary Spanish II
Haven Krueger	Attended All Faculty Meeting 2/5/05
Myron Kryschtal	Intro to Leadership Concepts
Myron Kryschtal	Intro to Political Science
Myron Kryschtal	International Relations
Jim Lakey	Introduction to Philosophy
Jim Lakey	Introduction to Philosophy
Jim Lakey	Attended All Faculty Meeting 2/5/05
Cory Latham	Crime Scene Investigation
Cory Latham	Attended All Faculty Meeting 2/5/05
Terry Ledford	New Testament Lit: Gospels
Lynette Lee	Organize Supply Management Operation
Gretchen Lewis	Introduction to Music
Robert Lewis	Network Security II

John Mack	Introduction to Philosophy
John Mack	World Religions
John Mack	Reason and Argument
Joel Maiorano	Attended All Faculty Meeting 2/5/05
James Maner	Info Processing Systems Management
James Maner	Info Processing Systems Mgmt
Kim Mansfield	Introduction to Counseling
Kim Mansfield	Developmental Psychology
Kim Mansfield	Group Dynamics I
Kim Mansfield	Introduction to Counseling
Kim Mansfield	Developmental Psychology
Ken Martin	Military Passeng-Carry Vehicle
Ken Martin	Building Maintenance Military Facility
Lorna McFarren	Intro to Social Work
Lorna McFarren	Attended All Faculty Meeting 2/5/05
Eric Moore	Crime Scene Investigation
Locadio Perez	Emergency 1 st Aid Tact Operations
Locadio Perez	Emergency 1 st Aid Tact Operations
Locadio Perez	Emergency 1 st Aid Tact Operations
Locadio Perez	Emergency 1 st Aid Tact Operations
Locadio Perez	Emergency 1 st Aid Tact Operations
Locadio Perez	Emergency 1 st Aid Tact Operations
Locadio Perez	Emergency 1 st Aid Tact Operations
Rick Peters	Art Appreciation
Rick Peters	Art Appreciation
Rick Peters	Art Appreciation
Warren Peterson	Police Firearms
Jennifer Pfortmiller	Anatomy & Physiology
Jennifer Pfortmiller	Attended All Faculty Meeting 2/5/05
Dale Riggs	Photography I & II
Jann Sherman	Basic Algebra
Jann Sherman	Attended All Faculty Meeting 2/5/05
Valerie Shipman	Small Business Records I
Sue Simmons	Word Processing Applications
Sue Simmons	Word Processing Applications
Thomas Smith	Intro to Exercise Science
Letitia Snow	Government of the United States
Patricia Snyder	Anatomy & Physiology I
Kayla Springer	Conversational Spanish
Jim Turner	Basic Math Skills/Prep Math
Jim Turner	Math Learning Strategies
Jim Turner	Basic Math Skills/Prep Math
Lori Underwood	Hilltop Singers Accompanist
Shannon Wedel	Elementary School Art
Shannon Wedel	Attended All Faculty Meeting 2/5/05
Melinda Whitney	Emergency 1 st Aid Tact Operations

Melinda Whitney
Melinda Whitney
Mandy Wiltse
Lori Young

Emergency 1st Aid Tact Operations
Emergency 1st Aid Tact Operations
Accounting II
Aerobic Dance I & II

Community Education

Linda Runge

CNA - Lyons
(2/15/05 – 3/24/05)

Kay Boyd

Exploring the Internet and E-Mail
(2/16/05 – 3/16/05)

Connie Carey

CMA Update – Great Bend
(2/16/05 – 2/23/05)

Connie Carey

CMA Update – Ellsworth
(3/9/05 – 3/16/05)

BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 31-JANUARY-05

1111 GENERAL FUND

YEAR TO DATE
ACTUAL

REVENUES:

FALL TUITION	1,324,912.50
SPRING TUITION	879,660.00
SUMMER TUITION	34,666.00
FALL OUT OF STATE TUITION	107,712.00
SPRING OUT OF STATE TUITION	61,336.00
SUMMER OUT OF STATE TUITION	(680.00)
ON LINE TUITION	391,884.00
INTERNATIONAL TUITION	107,900.00
UNDOC RES ALIEN TUITION	1,485.00
GENERAL STUDENT FEES	0.00
LAVTR	0.00
STATE GRANTS	3,000.00
STATE OPERATING GRANT	4,241,356.00
COUNTY OUT DISTRICT TUITION	153,426.00
BARTON COUNTY AD VALOREM TAX	3,366,016.65
MOTOR VEHICLE TAX	611,605.50
RECREATIONAL VEHICLE TAX	8,473.01
NEIGHBORHOOD REVIT PRG	7,310.33
DELINQUENT TAXES	60,213.40
TAXABLE SALES	897.19
INTEREST-GENERAL	35,835.52
MISCELLANEOUS REIMBURSEMENTS	208,491.58
INSURANCE REIMBURSEMENTS	0.00
GENERAL MISCELLANEOUS	27,456.93
MISCELLANEOUS SALE OF PROPERTY	26,160.66
TRANSCRIPT REVENUE	24,790.00
MISCELLANEOUS ELECTRONIC DEPT REV	18.14
DONATIONS	0.00
FARM HOUSE RENTALS	4,200.00
FARM LEASE/CROP SALES	7,000.00
PAYMENT PLAN FEES	16,980.00
CAREER CENTER REVENUE	0.00
EVALUATION FEES	125.00
ITV REVENUE	10,836.16
INTERNATIONAL STUDENT FEE	3,600.00
GAIN ON SALE	8,686.00
REFUNDS-GENERAL	31,438.33
ROOM RENTAL-GENERAL	18,531.25

TOTAL REVENUES	11,785,323.15

BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 31-JANUARY-05

1111 GENERAL FUND

YEAR TO DATE
ACTUAL

EXPENDITURES:

INSTRUCTION	2,782,233.29
PUBLIC SUPPORT	8,344.75
ACADEMIC SUPPORT	1,048,341.82
STUDENT SERVICES	460,751.58
INSTITUTIONAL SUPPORT	2,075,188.74
PHYSICAL PLANT OPERATION	1,348,738.14
STUDENT FINANCIAL SUPPORT	124,915.50
AUXILIARY SERVICES	9,750.30

TOTAL EXPENDITURES	7,858,264.12
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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	3,429,059.03
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BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 31-JANUARY-05

1112 VOCATIONAL FUND

YEAR TO DATE
ACTUAL

REVENUES:

STATE OPERATING GRANT	1,817,723.00
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	791.50

TOTAL REVENUES	1,818,514.50

EXPENDITURES:

INSTRUCTION	1,389,631.13
PUBLIC SERVICE	0.00
ACADEMIC SUPPORT	152,822.04
STUDENT SERVICES	0.00
INSTITUTIONAL SUPPORT	0.00
PHYSICAL PLANT OPERATION	0.00
AUXILIARY SERVICES	0.00

TOTAL EXPENDITURES	1,542,453.17
NET INCREASE/DECREASE IN NET ASSETS	276,061.33

BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 31-JANUARY-05

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	472,546.46
PUBLIC SERVICE	43,149.38
ACADEMIC SUPPORT	186,148.07
STUDENT SERVICES	116,038.68
INSTITUTIONAL SUPPORT	236,027.98
PHYSICAL PLANT OPERATION	68,318.17
AUXILIARY SERVICES	26,148.08

TOTAL EXPENDITURES	1,148,376.82

NET INCREASE/DECREASE IN NET ASSETS	(1,148,376.82)
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BARTON COUNTY COMMUNITY COLLEGE
GENERAL, VOCATIONAL, AND EMPLOYEE BENEFITS
FUNDS FLOW ACTIVITY
PERIOD ENDED JANUARY 31, 2005

	2004-05 BUDGET	PERIOD ENDED 01/31/05	YTD AVAILABLE	% AVAILABLE
Fund Balance, Beginning	\$4,363,507.00	\$4,363,507.00		
Tuition-Out Of State	300,000.00	276,268.00	23,732.00	7.91%
Tuition-In State	3,954,000.00	2,632,608.00	1,321,392.00	33.42
Tuition-Out District	265,000.00	153,426.00	111,574.00	42.10
State Aid	6,053,000.00	6,059,079.00	(6,079.00)	(0.10)
Property Taxes	5,071,000.00	3,442,013.00	1,628,987.00	32.12
Other Taxes	830,000.00	611,606.00	218,394.00	26.31
Interest Income	70,000.00	35,836.00	34,164.00	48.81
Other	2,112,000.00	393,003.00	1,718,997.00	81.39
Total Revenue	18,655,000.00	13,603,839.00	5,051,161.00	27.08
Expenditures:				
Academic Salaries	6,296,000.00	3,593,452.00	2,702,548.00	42.92
Support Salaries	3,801,000.00	2,186,431.00	1,614,569.00	42.48
Supplies	3,983,000.00	2,024,275.00	1,958,725.00	49.18
Equipment	24,000.00	19,500.00	4,500.00	18.75
Advertising	50,000.00	40,924.00	9,076.00	18.15
Transfers & Other	480,000.00	400,000.00	80,000.00	16.67
Employee Benefits	2,071,000.00	1,148,377.00	922,623.00	44.55
General Insurance	215,000.00	220,959.00	(5,959.00)	(2.77)
Utilities	605,000.00	373,191.00	231,809.00	38.32
In County Scholarships	124,000.00	93,276.00	30,724.00	24.78
Capital Outlay	859,000.00	632,568.00	226,432.00	26.36
Maintenance	431,000.00	314,141.00	116,859.00	27.11
Total Expenditures	18,939,000.00	11,047,094.00	7,891,906.00	41.67%
Fund Balance, Ending	\$4,079,507.00	\$6,920,252.00		

BARTON COUNTY COMMUNITY COLLEGE
GENERAL, VOCATIONAL AND EMPLOYEE BENEFITS
FUNDS FLOW ACTIVITY
PERIOD ENDED JANUARY 31, 2005 & 2004

	YEAR ENDED		NET CHANGE INCREASE (DECREASE)	% CHANGE
	01/31/05	01/31/04		
Fund Balance, Beginning	4,363,507	2,271,636	2,091,871	0.92
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Tuition-Out Of State	276,268	285,787	(9,519)	(3.33)
Tuition-In State	2,632,608	2,316,177	316,431	13.66
Tuition-Out District	153,426	157,806	(4,380)	(2.78)
State Aid	6,059,079	6,212,991	(153,912)	(2.48)
Out District State Aid	0	0	0	
Property Taxes	3,442,013	4,688,689	(1,246,676)	(26.59)
Other Taxes	611,606	600,711	10,895	1.81
Interest Income	35,836	28,402	7,434	26.17
Other	393,003	322,871	70,132	21.72
<hr/>				
Total Revenue	13,603,839	14,613,434	(1,009,595)	(6.91)
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Expenditures:				
Academic Salaries	3,593,452	3,317,375	276,077	8.32
Support Salaries	2,186,431	2,182,488	3,943	0.18
Supplies	2,024,275	1,967,508	56,767	2.89
Equipment	19,500	10,739	8,761	81.58
Advertising	40,924	37,352	3,572	9.56
Transfers & Other	400,000	400,000	0	0.00
Employee Benefits	1,148,377	1,052,707	95,670	9.09
General Insurance	220,959	175,916	45,043	25.60
Utilities	373,191	345,734	27,457	7.94
In County Scholarships	93,276	90,554	2,722	3.01
Capital Outlay	632,568	514,259	118,309	23.01
Maintenance	314,141	282,563	31,578	11.18
<hr/>				
Total Expenditures	11,047,094	10,377,195	669,899	6.46
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Fund Balance, Ending	6,920,252	6,507,875	412,377	0.06
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BARTON COUNTY COMMUNITY COLLEGE
AUXILIARY FUNDS
FUNDS FLOW ACTIVITY
PERIOD ENDED JANUARY 31, 2005

	STUDENT UNION	DORMITORIES	ATHLETICS	CAMP ALDRICH	SEVEN 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	591,954				591,954	800,000	208,046	26.01
Food service	228,825			0	228,825	482,000	253,175	52.53
Fees	0			0	0	268,000	268,000	100.00
Supplies & Services		13,660			13,660	28,000	14,340	51.21
Housing Rental		904,959		43,696	948,655	913,000	(35,655)	(3.91)
Transfers			400,000	50,000	450,000	480,000	30,000	6.25
Revolving					0	0	0	
Misc.	1,928				1,928	4,000	2,072	51.80
Gate Receipts			0		0	5,000	5,000	100.00
Entry Fees & Other			4,940	0	4,940	16,000	11,060	69.13

Total Revenues	823,390	918,619	404,940	93,696	2,240,645	2,998,000	757,355	25.26

Expenditures:								
Salaries	42,558	35,930	4,144	27,311	109,943	245,000	135,057	55.13
Books & Supplies	534,181				534,181	725,000	190,819	26.32
Maintenance	14,737	21,604		5,044	41,385	99,000	57,615	58.20
Food	300,164	179,227		0	479,391	850,000	370,609	43.60
Utilities	3,155	66,205		11,566	80,926	170,000	89,074	52.40
Lease payments & Int	0	191,334			191,334	202,000	10,666	5.28
Travel & Recruiting			71,840		71,840	138,000	66,160	47.94
Officials			20,505		20,505	30,000	9,495	31.65
Training Supplies			13,747		13,747	17,000	3,253	19.14
Insurance			61,915		61,915	60,000	(1,915)	(3.19)
Equipment	0	0	67,660	0	67,660	171,000	103,340	60.43
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	3,390	60,548	77	67,993	76,000	8,007	10.54
Misc.		0			0	1,000	1,000	100.00

Total Expenditures	898,773	497,690	314,015	43,998	1,754,476	2,829,000	1,074,524	37.98

Fund Balance, Ending	398,327	870,720	166,645	95,676	1,531,368	1,214,199		
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BARTON COUNTY COMMUNITY COLLEGE
STUDENT UNION
FUNDS FLOW ACTIVITY
PERIOD ENDED JANUARY 31, 2005 AND 2004

	PERIOD ENDED		NET CHANGE	%
	01/31/05	01/31/04	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	473,710	663,935	(190,225)	(29)
<hr/>				
Revenues:				
Vending	683	634	49	8
Bookstore	591,954	638,653	(46,699)	(7)
Food service	228,825	180,529	48,296	27
Fees & Misc.	599	599	0	0
<hr/>				
Total Revenues	822,061	820,415	1,646	0
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Expenditures:				
Salaries	42,558	39,550	3,008	8
Books & Supplies	534,181	593,731	(59,550)	(10)
Maintenance	17,892	9,761	8,131	83
Food	300,164	274,233	25,931	9
Lease payments & Int.	0	11,871	(11,871)	(100)
Equipment	0	27,659	(27,659)	(100)
Supplies	3,978	9,636	(5,658)	(59)
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Total Expenditures	898,773	966,441	(67,668)	(7)
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Fund Balance, Ending	396,998	517,909	(120,911)	(23)
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BARTON COUNTY COMMUNITY COLLEGE
DORMITORIES
FUNDS FLOW ACTIVITY
PERIOD ENDED JANUARY 31, 2005 AND 2004

	PERIOD ENDED		NET CHANGE	%
	01/31/05	01/31/04	INCREASE (DECREASE)	
Fund Balance, Beginning	449,791	398,857	50,934	13
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Revenues:				
Supplies & Services	13,660	9,519	4,141	44
Rental & Other	904,959	822,724	82,235	10
<hr/>				
Total Revenues	918,619	832,243	86,376	10
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Expenditures:				
Salaries	35,930	29,328	6,602	23
Maintenance	21,604	24,461	(2,857)	(12)
Food	179,227	136,911	42,316	31
Utilities	66,205	55,720	10,485	19
Lease payments & Int.	191,334	85,663	105,671	123
Equipment	0	49,407	(49,407)	(100)
Transfers & Refunds	0	0	0	
Supplies	3,390	2,374	1,016	43
Misc.	0	0	0	
<hr/>				
Total Expenditures	497,690	383,864	113,826	30
<hr/>				
Fund Balance, Ending	870,720	847,236	23,484	3
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BARTON COUNTY COMMUNITY COLLEGE
ATHLETICS
FUNDS FLOW ACTIVITY
PERIOD ENDED JANUARY 31, 2005 AND 2004

	PERIOD ENDED		NET CHANGE	%
	01/31/05	01/31/04	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	75,720	42,786	32,934	77
<hr/>				
Revenues:				
Transfers	400,000	400,000	0	0
Revolving			0	
Gate Receipts	0	0	0	
Entry Fees & Other	4,940	4,267	673	16
<hr/>				
Total Revenues	404,940	404,267	673	0
<hr/>				
Expenditures:				
Salaries	4,144	3,827	317	8
Travel & Recruiting	71,840	73,316	(1,476)	(2)
Officials	20,505	23,280	(2,775)	(12)
Training Supplies	13,747	11,855	1,892	16
Insurance	61,915	66,822	(4,907)	(7)
Equipment	67,660	75,379	(7,719)	(10)
Clinics & Awards	8,964	572	8,392	1,467
Transfers	0	0	0	
Nationals & Fees	4,692	6,224	(1,532)	(25)
Supplies	60,548	37,989	22,559	59
<hr/>				
Total Expenditures	314,015	299,264	14,751	5
<hr/>				
Fund Balance, Ending	166,645	147,789	18,856	13
<hr/> <hr/>				

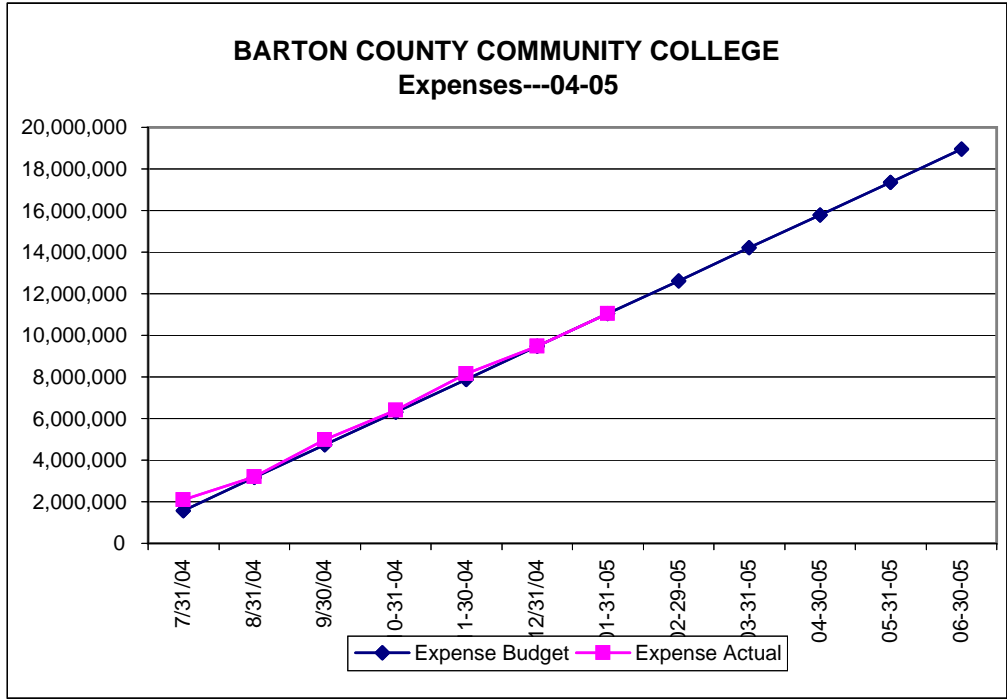
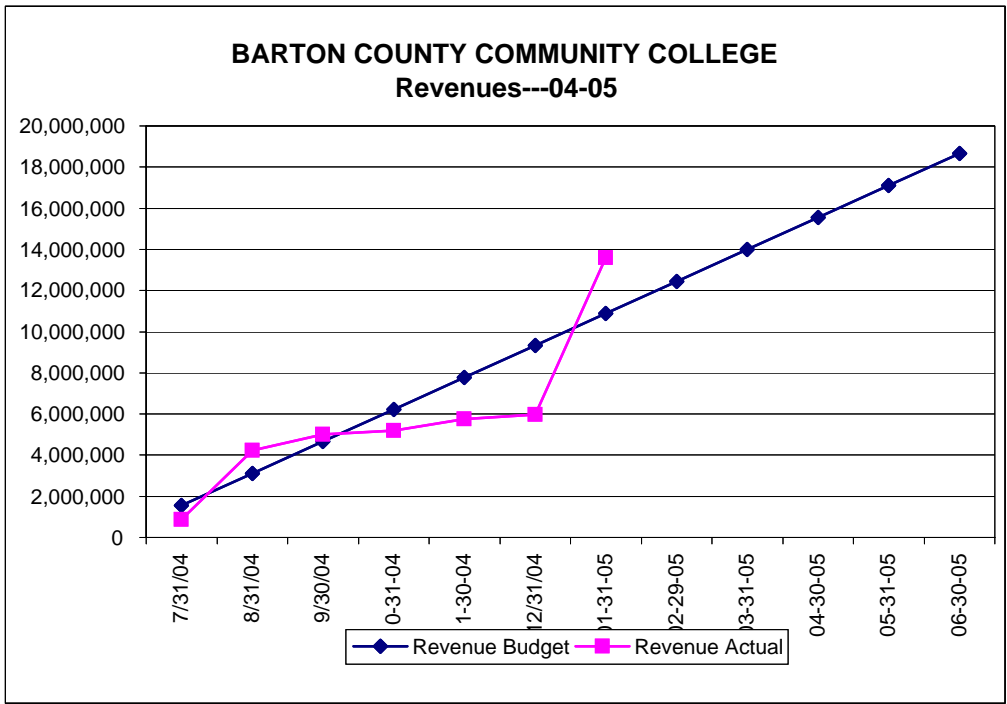
BARTON COUNTY COMMUNITY COLLEGE
 CAMP ALDRICH
 FUNDS FLOW ACTIVITY
 PERIOD ENDED JANUARY 31, 2005 AND 2004

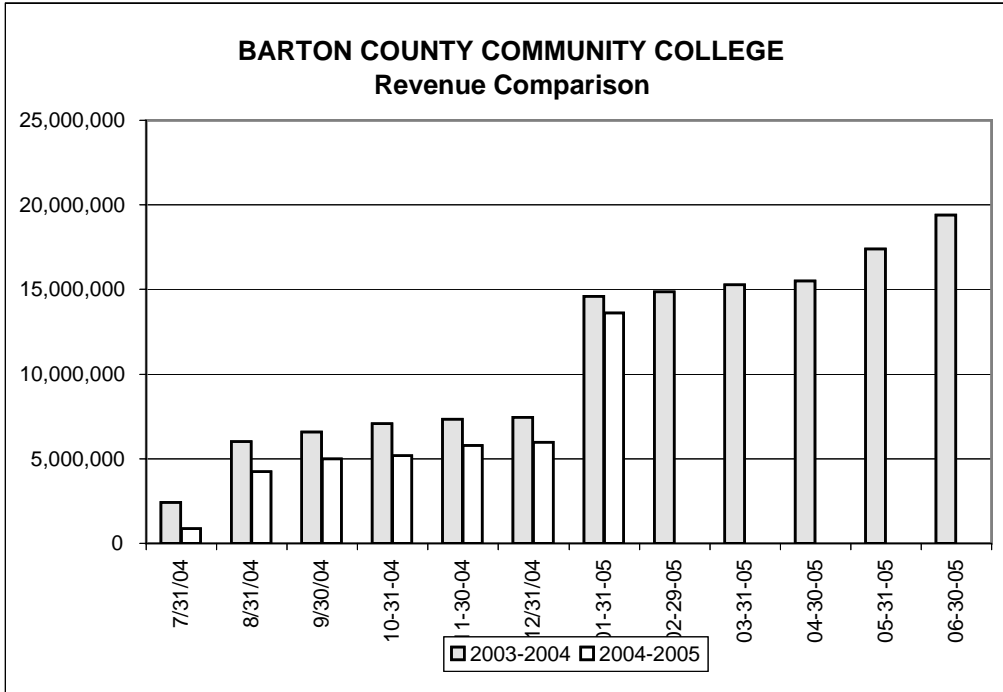
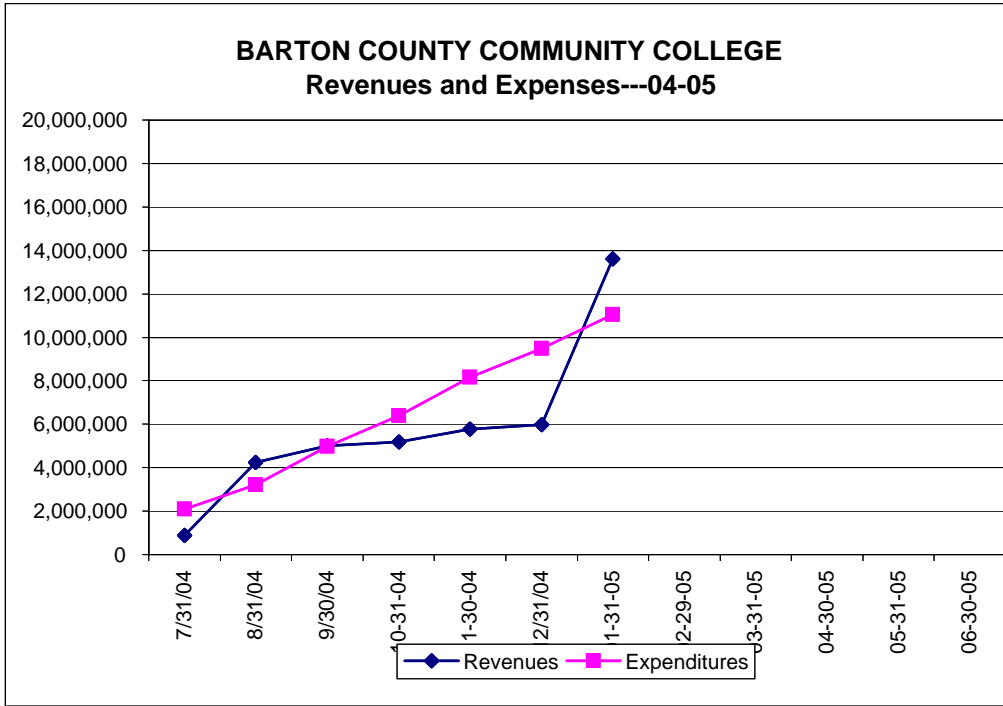
	PERIOD ENDED		NET CHANGE INCREASE (DECREASE)	%
	01/31/05	01/31/04		
Fund Balance, Beginning	45,978	71,154	(25,176)	(35)
<hr/>				
Revenues:				
Food Service	0	0	0	
Housing Rental	43,696	30,840	12,856	42
Transfers	50,000	0	50,000	
<hr/>				
Total Revenues	93,696	30,840	62,856	204
<hr/>				
Expenditures:				
Salaries	27,311	21,772	5,539	25
Food	0	0	0	
Utilities	11,566	10,201	1,365	13
Equipment	0	0	0	
Supplies	5,121	8,881	(3,760)	(42)
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Total Expenditures	43,998	40,854	3,144	8
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Fund Balance, Ending	95,676	61,140	34,536	56
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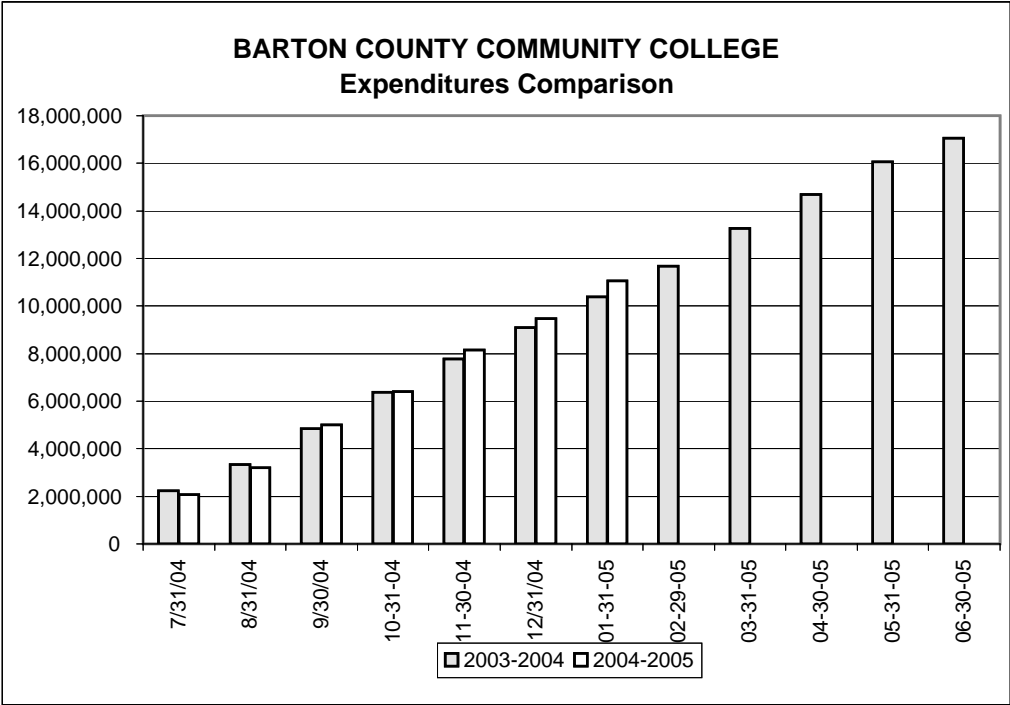
Date 7-FEB-05

BARTON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
01/31/05

FUND-DESCRIPTION	BEGIN-BAL	MONTH-RCPT	MONTH-EXP	YTD RCPT	YTD-EXP	END-BAL	CHECKING	INVEST	CHANGE
GENERAL & VOC	3,740,805	6,280,916	1,308,010	12,060,260	9,480,450	6,320,615	5,926,515	350,000	44,100
EMPLOYEE BENEFITS	0	0	193,010	0	1,148,377	(1,148,377)	(1,148,377)	0	0
STUDENT UNION	473,710	220,014	74,767	823,390	866,940	430,160	329,160	100,000	1,000
DORMITORY	449,791	427,076	161,304	918,619	491,308	877,102	776,702	100,000	400
CAMP ALDRICH	45,978	12	3,912	93,696	43,998	95,676	95,676	0	0
ATHLETICS	75,720	50	30,468	404,940	312,858	167,802	167,802	0	0
	4,786,004	6,928,068	1,771,471	14,300,905	12,343,931	6,742,978	6,147,478	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
Preparation for Community Forums

Monitoring Reports February 2005

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: GENERAL EXECUTIVE CONSTRAINTS
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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 #1

Deal with students, staff, or persons from the community in an inhumane, unfair, or undignified manner.

Response: To my knowledge, there have been no cases where the above constraint has been violated. In every regard, I have attempted to be more than fair in both my interactions with individuals as well as decisions, which would impact them.

General Executive Constraint #2

Make decisions except by a process where openness is maintained.

Response: All institutional business has been conducted in open meetings. Executive sessions have been held and have been in compliance with the Open Meetings law. More importantly, and whenever possible, I have attempted to be inclusive of the campus and those impacted by decisions. There are times that this slows down implementation, but in my opinion it provides greater potential for success.

General Executive Constraint #4

Provide information to the community, Board, or College constituencies, which is untimely, inaccurate, or misleading.

Response: To the best of my ability, I have tried to not only provide timely and accurate information, but have attempted to ensure that the communication is ethical and forthright. Managing the flow of information in a large organization is challenging, but I feel that progress continues to be made. I also recognize that everyone looks at what is communicated, and when it is communicated, a bit differently. My efforts have been to try to anticipate what the majority would need to know and should know at the appropriate time. I have done this while trying to balance personal communication with individuals.

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 #7

Manage the College without adequate administrative policies for matters involving instructional services, administrative and financial services, human resources, marketing and economic development, enrollment management and student services.

Response: Institutionally, adequate policies and procedures exist to guide administrative matters. However, this is an area where we continually try to improve. Many of the dated policies and procedures have been revised and brought into compliance with the Policy Governance Model the Board adopted. The revision effort is not yet complete, but is continuing to be addressed by the Assistant to the President. Many revised policies are now available on the web, which makes for much better control and security of content while providing improved access for employees.

General Executive Constraint #8

Fail to take prompt and appropriate action when the President becomes aware of any violation of any laws, rules or regulations or of any breach of Board policies.

Response: No violations of laws, rules, regulations or Board policies have occurred which have not been brought promptly to the Board's attention. With legal assistance, we have tried to be proactive in making sure that an inadvertent violation does not occur.

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.

General Executive Constraint #10

Inform fewer than two administrators of President and Board issues and processes.

Response: Issues of a critical nature have been shared with at least two administrators. I use the President’s Staff meetings to inform and receive issues of an operational nature. PIC deals with issues and functions of a strategic nature.

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: FINANCIAL CONDITIONS

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

Accordingly, the President may not:

Financial Condition #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 #7

Knowingly jeopardize aid from state, federal, or other funding sources before, during, or after the aided activity.

Response: To my knowledge, I am in compliance with this limitation. In fact, all of us associated with the College have been proactive in trying to protect the aid we receive and this has occurred throughout the state’s higher education reorganization and funding process.

Financial Condition #8

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

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

POLICY TYPE: ENDS MEASUREMENTS

POLICY TITLE: COMMUNICATION & COUNSEL TO THE BOARD

The President shall keep the Board adequately informed.

Accordingly, the President shall not:

Communication & Council Constraint #5

Fail to deal with the Board as a whole, except when: (a) fulfilling individual requests for information, or (b) responding to officers or committees duly charged by the Board.

Response: I have attempted to deal with the Board as a whole and have encouraged staff to do the same. If there are improvements the Board can suggest, they would be most welcome.

Communication & Council Constraint #6

Neglect to submit monitoring data required by the Board (see Board-President Relationship policy on Monitoring Executive Performance) in a timely, accurate, and understandable fashion, directly addressing provisions of the Board policies being monitored.

Response: We have attempted to provide complete monitoring reports; however, we continue to find that we have had to postpone some reports

because data was not yet available, and/or because we have been unable to get the data indicated for use by the report. I perceive this to be an issue of constant learning and refinement.

Communication & Council Constraint #7

Fail to provide a mechanism for official Board, officer, or committee communications.

Response: To encourage communications Study Sessions are held regularly, as are retreats. The agendas for these meetings are intended to allow for communications among Board members and among Board members and staff. If the Board has other suggestions, I would encourage those ideas to be shared.

POLICY TYPE: ENDS MEASUREMENTS

POLICY TITLE: BARTON EXPERIENCE
--

Students will "relish" their "Barton Experience."

Mission #1

In exit surveys and other feedback report mechanisms, students will speak highly and positively of their experiences at Barton.

Response: Several survey instruments currently are being used to determine levels of student satisfaction. As part of the **Application for Graduation**, students are asked to complete a **Graduation Exit Survey** when they apply for graduation. The survey asks students about their levels of satisfaction relative to several different service areas or institutional functions. In addition, students are asked to respond to questions about their personal growth and their overall level of satisfaction with their "Barton Experience." Another measure of student satisfaction involves the use of the **Noel-Levitz Student Satisfaction Inventory (SSI)**, which Barton uses on alternating years with the Community College Survey of Student Engagement (CCSSE). (Reference selected SSI results in the Student Satisfaction Report in the Student, Alumni, Parent, and Client Satisfaction section of this Monitoring Report.)

Graduation Exit Survey – Barton County Campus:

According to the 2003-04 **Graduation Exit Survey** at Barton County Campus (N = 190 exit interviews completed by students that applied for graduation in Summer 2003, Fall 2003 or Spring 2004), levels of satisfaction were relatively high for most areas evaluated. For example, with the exception of “Housing” and “Food,” all eight other service areas/functions had “Rewarding” and “Above Average” combined ratings in excess of 60%, and five of the nine had combined ratings in excess of 70%. Service areas/functions that rated highest using combined ratings of “Rewarding” and “Above Average” included “Faculty” (84.1%) and “Advisors” (81.3%).

I have used the following offices or services and found them to be:

Service Area/Function	# Responses	Percentage of Responses for Each Level of Satisfaction:				
		Rewarding	Above Average	Average	Below Average	Disappointing
Admissions	168	33.3%	41.1%	23.8%	1.2%	0.6%
Business Office	175	30.9%	39.4%	28.6%	1.1%	0.0%
Advisor	182	60.4%	20.9%	14.8%	3.3%	0.6%
Student Services	139	40.3%	28.1%	26.6%	3.6%	1.4%
Administration	136	30.9%	33.8%	31.6%	3.7%	0.0%
Financial Aid	159	35.8%	27.7%	28.3%	5.1%	3.1%
Enrollment Services	162	36.4%	37.0%	24.1%	1.9%	0.6%
Faculty	163	50.3%	33.8%	15.3%	0.6%	0.0%
Housing	82	25.6%	31.7%	36.6%	2.4%	3.7%
Food	89	9.0%	22.5%	36.0%	21.3%	11.2%

In response to a general question about their overall rating of satisfaction with their entire “Barton Experience” at the Barton County Campus, 62.4% of 181 respondents reported their experience at Barton to be “Rewarding”. Of the remainder, 26.5% reported “Above Average” and 8.9% reported “Average.” Only 2.2% rated their experience to be “Below Average” or “Disappointing.”

Graduation Exit Survey – Fort Riley Campus:

Using a similar **Graduation Exit Interview Survey** at Fort Riley Campus (N=204 exit interviews completed by students that applied for graduation in calendar year 2004), high levels of satisfaction were also reported in all service areas/functions evaluated. Specifically, the combined “Rewarding” and “Above Average” ratings for all areas/functions exceeded 85%.

I have used the following offices or services and found them to be:

Service Area/Function	# Responses	Percentage of Responses for Each Level of Satisfaction:				
		Rewarding	Above Average	Average	Below Average	Disappointing
Financial Aid	110	62.7%	29.1%	7.3%	0.0%	0.9%
Business Office	139	51.1%	35.3%	12.9%	0.7%	0.0%
Instruction	155	54.8%	37.4%	7.8%	0.0%	0.0%
BCCC Advisors	175	55.4%	32.5%	10.9%	0.6%	0.6%
Registration	172	48.2%	40.7%	11.1%	0.0%	0.0%
Transcripts	149	52.3%	38.3%	9.4%	0.0%	0.0%

In response to a general question about their overall rating of satisfaction with their entire “Barton Experience” at Fort Riley Campus, 72.1% of the respondents reported their Barton experience to be “Rewarding,” 19.9% reported “Above Average,” 8.0% reported “Average,” and none reported their experience to be “Below Average” or “Disappointing.”

Mission #2

Students will cite individual, personal, caring attention from faculty and staff as a significant factor in how they perceive their experience at Barton.

Response: The vast majority of comments students proffered on the Barton County Campus and Fort Riley Campus Graduation Exit Interview Surveys were positive (>87%). The following comments are examples of those that students cited on their surveys that specifically reflected the “individual, personal, caring attention” that students experienced with faculty and staff.

Barton County Campus Comments:

My advisor really helped me in obtaining my degree. She showed an interest in how I was doing in classes. One of my instructors was fun to work for plus she makes classes interesting.

I found my experience at BCCC extremely rewarding. Thank you for helping me to achieve my degree.

I have acquired a great education and experience while at Barton County. I felt the faculty built my self-esteem as an athlete as well as a student.

All the teachers I had were wonderful. They made class worth coming to and I am glad I chose to come to BCCC.

My experience here at Barton has helped to make a big difference in my life. All the teachers in the music department have been very helpful and supportive. I have gained a lot of knowledge from each of them and would highly recommend this music department. One teacher in particular went out of his way to help me learn. He is an awesome teacher who knows his material well. I feel like I can confidently move on to the next phase of my life due to the excellent education I have received.

Everyone has been so helpful and has made this an enjoyable experience. I have gained confidence in my abilities. Without the support, kind words and encouragement of the people at BCCC this would not have been possible. Thank you so much.

I feel that my time at Barton was extremely rewarding. The instructors are all very great and my advisor was very helpful. I loved my two years at Barton and I wish that it was a four year college so I could stay. I loved it here and I would definitely recommend this college to anyone.

I'd like to thank Barton for the opportunities it's going to bring for me, and the faculty and staff at Barton made it easier for me to excel. I'd like to especially thank my advisor. It was her first year as an advisor and she did a tremendous job keeping me on track to fulfill my educational goals. Thank you.

I want to say that Barton was a great start for my future. I have become independent and responsible. I feel like I can accomplish anything! Thanks for that feeling!

While in attendance at Barton County Community College, I feel that I have grown in ways that I cannot describe at this moment in time. However I believe that if it was not for BCCC I would not be the man I am today.

I feel my experience at Barton County has been extremely rewarding. Student senate was a very rewarding experience for me and it allowed me many opportunities. Barton is a great starter college in which I would recommend to many!

I have met some terrific people while at Barton. They were always helpful and willing to assist or answer any questions I had. I felt I learned a lot while here at Barton.

I really enjoy BCCC. I attended Washburn for about three years and I feel more at home here than I ever did there!

Barton was a very good choice for me. Coming from a small school this was a nice adjustment. Also the people are all very friendly and wonderful help. I enjoyed all of my two years here at Barton.

I have really enjoyed my experience at Barton County Community College. I am very glad I decided to go to a community college instead of a university because I feel better prepared for my junior and senior year at a larger school.

My three daughters also graduated from BCCC. We encourage young people to take advantage of our local institution! The experiences of my family and myself are all positive.

Fort Riley Campus Comments:

The studying process was easy to follow; instructors for the most part were available and helpful; I enjoyed taking classes at BCCC.

Excellent and helpful staff at BCCC. Very knowledgeable instructors.

The Registrar's Office and the Enrollment Services departments had cheery, friendly, and caring people who tried to help all they could.

Loved it (except for the tests!)

I was very happy with my experience at Barton. I found the counselors helpful and I loved the teachers. I think LSEC classes have a lot to offer and is a very rewarding program.

My experience at BCCC has been good. Thanks!

The staff at Barton have been incredibly helpful and accessible. Whenever I had questions regarding my education, the staff at Barton was always available.

Good job and thanks for your support!

Thank you so much. I could not have done this without you. I have and will continue to tell anyone looking to continue their education about you.

Great staff to work with.

I loved my online experience with Barton and I feel as though the "bar" has been set extremely high. Thanks for everything!

I recommend all my soldiers to enroll in BCCC. Barton is an extremely professional institution.

BCCC is one of the best colleges I can recommend for most college students. The teachers are good and really encourage their students, they are very helpful.

Very helpful staff. Great educational experience.

Availability of Financial Aid

Annual: February 2005

<i>Availability of Financial Aid</i>	2000-01		2001-02		2002-03		2003-04	
	Number of Awards	Dollar Amount	Number of Awards	Dollar Amount	Number of Awards	Dollar Amount	Number of Awards	Dollar Amount
Federal Financial Aid	1,382	\$2,406,325	1,794	\$2,982,838	1,805	\$3,227,734	1,815	\$3,460,709
Institutional Financial Aid	1,084	540,628	507	352,484	799	433,071	799	354,162
State Financial Aid	21	52,000	11	27,000	7	23,500	6	18,250
Misc. Community Scholarship	243	86,953	271	115,184	265	114,864	170	68,798
Total Financial Aid	2,730	\$3,085,906	2,583	\$3,477,506	2,876	\$3,799,169	2,790	\$3,901,919

-Please note that a portion of the Institutional Financial Aid (Athletic, Cheer, Dance, Cougarette, Trainer) includes book/tuition scholarships.

Response: The number of students receiving aid and the amount awarded continues to increase steadily. The percentage breakdown of the sources has remained consistent. These trends appear to be caused by more student demand as well as minor increases in funding from the various sources. The Financial Aid Office is currently leading a College effort in search of improved means to measure the effectiveness of financial aid both for Barton students and for the College.

College-wide Retention Rates

Annual: February 2005

College-wide Retention Rates	First-time, Full-time Student Cohort Summaries							
	# of Students in Cohort Enrolled	Retention Rates		# of Students in Cohort Enrolled	Retention Rates		# of Students in Cohort Enrolled	Retention Rates
Fall 2001 (Entire Cohort)	410	-	Fall 2002 (Entire Cohort)	315	-	Fall 2003 (Entire Cohort)	364	-
Spring 2002 (Fall 2000 to Spring 2001 Retention)	330	80.5%	Spring 2003 (Fall 2001 to Spring 2002 Retention)	275	87.3%	Spring 2004 (Fall 2002 to Spring 2003 Retention)	289	79.4%
Fall 2002 (Fall 2000 to Fall 2001 Retention)	228	55.6%	Fall 2003 (Fall 2001 to Fall 2002 Retention)	199	63.2%	Fall 2004 (Fall 2002 to Fall 2003 Retention)	206	56.6%

Response: The National Information Center for Higher Education Policymaking and Analysis reports a national fall-to-fall retention rate of 54% for first-time, full-time students at public two-year community colleges. Consequently, Barton has slightly higher retention rates as compared to the national average cited above for fall 2001 to fall 2002 and fall 2003 to fall 2004. However, Barton has a significantly higher rate as compared to the national average for fall 2002 to fall 2003.

National Awards/Recognition for Personnel/Programs Annual: February 2005

Faculty / Staff The following faculty and/or staff members received awards and recognition in 2004.

Employee	Award and/or Recognition Received
Steve Dudek	Art Instructor Steve Dudek was accepted into the Watercolor USA 2004 Exhibition at the Springfield Art Museum in Springfield, Mo. The show is one of three main national watercolor shows in the United States. Dudek won a Patron Purchase Award for his work, a painting of a water lily.
Dr. Gillian Gabelmann	Dean of Learning and Instruction Dr. Gillian Gabelmann received certification as a Developmental Education Specialist from the Kellogg Institute for the Training and Certification of Developmental Educators. She was one of 43 educators selected from across the United States to participate in the Kellogg Institute and its certification process during the 2003-04 academic year.
Linda McCaffery	History Instructor Linda McCaffery was selected to serve as a history consultant for a Smoky Hills Public Television documentary about the Great Depression and the Dust Bowl. The documentary will be aired in spring 2005.
Chy Miller	Coordinator of Emergency Services Education Chy Miller was appointed to serve a four-year term on the Region III EMS Board of Directors. This appointment on the regional level of emergency services education gave him a voice in how students are tested and the process they go through for certification.
Ruth Moritz	A presentation proposal by English Instructor Ruth Moritz was selected for inclusion in the National Association for Developmental Education's 28 th Annual Conference March 10-14 in St. Louis. The title of her presentation was "Idea Images: Pictures as Triggering Devices for the Written Word."
Bill Nash	Director of Military Programs at Fort Riley Bill Nash was elected chair of the 10-state North Central Partnership for Environmental Technology Education (PETE).
Rick Peters	Art Appreciation Instructor Rick Peters' artwork in pen and ink was chosen for the cover of a book of short stories by author Troy Boucher. Boucher's recently published work is a collection of short stories titled "The Last Kansas Exit."
John Truitt	Military Training Coordinator John Truitt was elected Kansas representative for the North Central Partnership for Environmental Technology Education (PETE) Steering Committee.
Rita Williamson	Student Support Services Evening Instructional Specialist Rita Williamson won third prize in the International Amateur Open Poetry Contest sponsored by Poetry.com for her poem, "The Price of Vanilla." In addition, the poem was chosen for the Editor's Choice Award and will be published in a volume also sponsored by Poetry.com.
Randy Allen, Rick Bealer, Cheryl Berg, Mike Compton, Jamee Dannebohm, Steve Dudek, Jackie Elliott, Kathy Heidrick, Jane Howard, Barbara Jordan, Nellene Kenyon, Ron Kirmer, Evelyn Parker, Steve Pottorff, Dr. John Simmons	Barton students nominated 15 Barton instructors for inclusion in <i>Who's Who Among America's Teachers 2004, 9th Edition</i> .

Students The following Barton students received awards and recognition in 2004.

Student	Award and/or Recognition Received
Asha Friesen and Ashlea Rissmiller	Barton sophomores Asha Friesen and Ashlea Rissmiller were selected to represent Barton on the Phi Theta Kappa 2005 All-Kansas Academic Team.

Programs The following programs received recognition in 2004.

Program	Award and/or Recognition Received
Nursing Program	The Kansas Board of Nursing presented two Certificates of Excellence to Barton's Nursing Program.
Jack Kilby Science Day	The College hosted Jack Kilby Science Day attended by 171 area junior and senior high school students.

National Awards & Recognition for Personnel/Programs, (Cont.)

Athletics

The following athletic teams received awards and recognition in 2004.

Team	Award and/or Recognition Received
Men's Basketball	◆ Overall Record: 25-9; Conference Record: 10-6; Tied for 3rd in KJCCC Jayhawk Western Conference; Region VI Tournament Finalist (at Salina); JP Batista -- NJCAA All-American, 2nd Team
Women's Basketball	◆ Overall Record: 14-17; Conference Record: 4-12; 8th in KJCCC Jayhawk Western Conference
Men's Indoor Track	◆ NJCAA National Champions (at Kansas State/Manhattan); Region VI Champion (at Kansas State/Manhattan); KJCCC Western Division Champion; 25 NJCAA All-American Performances; 6 National Champion Performances
Women's Indoor Track	◆ NJCAA National Champions (at Kansas State/Manhattan); Region VI Champion (at Kansas State/Manhattan); KJCCC Western Division Champion; 36 NJCAA All-American Performances; 8 National Champion Performances; Lyles Lashley named NJCAA "Coach of the Meet"
Men's Outdoor Track	◆ NJCAA National Champions (at Levelland, Texas); Region VI Champion (at Cowley County/Arkansas City); KJCCC Western Division Champion (at Cowley County/Arkansas City); 21 NJCAA All-America Performances; 5 National Champion Performances; Lyles Lashley named NJCAA "Coach of the Meet"
Women's Outdoor Track	◆ NJCAA National Champions (at Levelland, Texas); Region VI Champion (at Cowley County/Arkansas City); KJCCC Western Division Champion (at Cowley County/Arkansas City); 32 NJCAA All-America Performances; 9 National Champion Performances; Lyles Lashley named NJCAA "Coach of the Year"; Lyles Lashley named NJCAA "Coach of the Meet"
Baseball	◆ Overall Record: 37-20; Conference Record: 20-10; Tied for 2nd in KJCCC Western Division; Ryan Phillips – 1st Team All-Region VI; Ryan Phillips – 11th round draft choice Boston Red Sox
Softball	◆ Overall Record: 25-27; Conference Record: 12-4; Tied for 1st in KJCCC Western Division; Tom Curtis – Jayhawk West Coach of the Year; Karina Ramirez – 1st Team Jayhawk West
Golf	◆ 16th in NJCAA National Tournament (at Scottsdale, Ariz.); 2nd in District III Tournament (at Garden City, Kan.); 6th in final KJCCC Conference Standings
Men's Tennis	◆ 5th in NJCAA Tournament (at Tyler, Texas); 1st in Region VI Tournament (at Wichita)
Women's Tennis	◆ 5th in NJCAA Tournament (at College Station, Texas); 2nd in Region VI Tournament (at Wichita)
Cheer Squad	◆ 4th in Junior College Division of NCA championship (at Daytona Beach, Fla.)
Dance Line	◆ 7th in Dance Division II of NCA championship (at Daytona Beach, Fla.)
Men's Cross Country	◆ Jake Raines -- All-American (2nd at NJCAA National meet)
Volleyball	◆ Overall Record – 18-9; Jayhawk West – 6-2 (2nd place)
Men's Soccer	◆ Overall Record – 9-9-1; Jayhawk Conference Record – 8-2 (Regular season champs)
Women's Soccer	◆ Overall Record – 6-11-2; Conference Record – 3-5-1; Region VI Semifinalist

Response: The College's list of accomplishments remains impressive indicating recognition and contributions to the community, the College, and the profession.

Student, Alumni, Parent, Client Satisfaction

Annual: February 2005

Student Satisfaction

In Spring 2004, the Noel-Levitz Student Satisfaction Inventory (SSI) was administered to a representative sample of 424 BCCC students enrolled in courses at that time. The breakdown in students sampled at three major instructional sites was as follow: N = 198 students at Barton County Campus, N = 225 at Ft. Riley and Outreach sites (one respondent did not respond to the survey item relative to their primary instructional site).

Responses of Barton students were compared to responses of students at 2-year colleges nationwide (National Comparison Group, N = 259,493 student records for junior colleges in the United States) and in Kansas (Kansas Comparison Group, N = 7,069 student records in Kansas) relative to Institutional Scales determined by Noel-Levitz.

Just how satisfied are Barton students compared to students at other 2-year colleges?

(Average values computed from ratings on scale of 1 = "Not Satisfied at All" to 7 = "Very Satisfied.")

Institutional Scale	Barton	Kansas Comparison Group	National Comparison Group
Academic Advising / Counseling	5.39	5.25 *	5.10 ***
Academic Services	5.39	5.25 *	5.30
Admissions and Financial Aid	5.26	5.14 *	5.00 ***
Campus Climate	5.35	5.22 *	5.19 **
Campus Support Services	4.97	4.83 *	4.85 *
Concern for the Individual	5.37	5.21 **	5.13 ***
Instructional Effectiveness	5.50	5.33 **	5.31 ***
Registration Effectiveness	5.54	5.38 **	5.31 ***
Responsiveness to Diverse Populations	5.51	5.37 *	5.37 *
Safety and Security	4.98	4.90	4.81 **
Service Excellence	5.32	5.18 **	5.13 ***
Student Centeredness	5.41	5.30	5.26 **

Levels of significance for differences between average values for students in Comparison Groups versus those at Barton: * = "significant," $P < 0.05$; ** = "highly significant," $P < 0.01$; and *** = "very highly significant," $P < 0.001$.

Students at Barton averaged higher levels of satisfaction on each of the institutional scales, both in comparison to the National Comparison Group and to the Kansas Comparison Group.

Alumni Satisfaction

A formal process to inventory the satisfaction of BCCC alumni was initiated in Spring 2001 as part of the NCA Self Study process; the surveys since have become a routine part of Barton's efforts to monitor institutional effectiveness. In these surveys, both graduates from the previous calendar year ("Recent Alumni") and graduates from five years earlier ("5-Year Alumni") are surveyed to determine, among other things, their level of satisfaction with BCCC and their educational experiences at BCCC.

This Monitoring Report contains summary information from the Spring 2004 "Recent Alumni Survey." Surveys were sent to all recent alumni (associate degree graduates who received degrees in 2003), excluding those with Fort Riley addresses as legal address, because of difficulties having mail forwarded to military personnel who move. A total of 221 surveys were mailed and 49 were completed and returned yielding a response rate of 22.2%.

Alumni were asked to rate their perception of the quality of Barton, as well as that of any transfer institutions they had attended relative to the selected Institutional Characteristics (33 of the 49 respondents indicated they had transferred to a college or university following graduation from Barton). Ratings were based on a 5-point Likert scale (levels of quality ranging from 1 = "Very Poor" to 5 = "Very Good"). Average rating for Barton was higher than average rating for Transfer Institutions for 10 of the 11 characteristics, although no tests for significance of difference were conducted. The greatest differences in positive mean

Alumni Satisfaction, continued:

values (i.e., where Barton was rated higher than Transfer Institution) were for Customer Service (0.70), Academic Advisement (0.58), Availability of Financial Aid (0.53), Student Support Services (0.48), and Enrollment Process (0.47). The only institutional characteristic that had a difference with a negative mean value (Transfer Institution rated higher than Barton) was for Appearance of Campus (-0.19).

Institutional Characteristic	Average Ratings		Difference (BCCC minus Transfer Institution)
	Barton ^a	Transfer Institution(s) ^b	
Enrollment Process	4.33	3.86	0.47
Customer Service	4.31	3.61	0.70
Student Housing	4.13	4.00	0.13
Student Activities	4.21	4.19	0.02
Academic Advisement	4.10	3.52	0.58
Quality of Instruction	4.35	3.93	0.42
Classroom Facilities	4.22	4.04	0.18
Appearance of Campus	4.42	4.61	-0.19
Availability of Financial Aid	4.26	3.73	0.53
Student Support Services	4.32	3.84	0.48
Graduation Process	4.50	4.29	0.21

^a Mean sample sizes for all eleven characteristics for Barton ratings was N = 41.9.

^b Mean sample sizes for all eleven characteristics for Transfer Institution ratings was N = 23.4.

Top Reasons for Attending Barton? When asked, “*What was the primary reason why you chose to attend Barton?*”, the following top reasons were indicated.

Primary Reason	% of Responses
BCCC was close to my home	21.3%
Desired program of study was available	15.2%
Received adequate financial aid	14.6%

Single Most Influential Recruitment Factor? When asked “*What was the single most influential recruitment factor that led you to attend Barton?*”, the following top reasons were indicated.

Recruitment or Marketing Activity	% of Responses
Participated in Campus Visit of BCCC	22.8%
Received a letter from the Admissions Office	19.6%
Received other mailings from Admissions	18.5%
Received a BCCC View Book	15.2%
Spoke with a BCCC Admissions Representative	14.1%

When asked, “*How well do you feel BARTON prepared you for employment in your field of study and/or for transfer?*”, responses were as follow: “Very Well” (28.6%), “Well” (55.1%), “Fair” (14.3%), “Poorly” (2%), and “Very Poorly” (0%).

When asked, “*If you had to do it all over again, would you attend BARTON?*”, 87.8% responded “Yes,” 10.2% responded “Maybe,” and 2% responded “No.”

When asked, “*Would you recommend BARTON to anyone else who might consider attending a community college?*”, 89.8% responded “yes,” 10.2% responded “Maybe,” and 0% responded “No.”

Parent Satisfaction

As part of Barton’s on-going efforts to annually monitor Parent Satisfaction, a survey was sent to a sample of parents who had one or more children of traditional age (18-22 years) enrolled (full-time students) at the Great Bend Campus during the 2003-04 school year. Surveys were mailed to 400 addresses randomly sampled from a pool of 990 addresses available (sampling rate of 40.4%). A total of 87 surveys were returned by parents yielding a return rate of 21.8%.

The typical respondent (i.e., parent of student) was a Kansas resident (92%), 41% of whom were Barton County residents. Also, most were married (82%), female (70%), middle-aged (average age = 46.9 years), white (92%), and had an average of 2.9 children in the family, including 1.6 on average who were of college age (18-22 years). Overall, 53% of one or both parents also had attended Barton, and for the 44 respondents who reportedly resided in the BCCC Service Area, this statistic was 84%. For respondents in the BCCC Service Area who possessed one or more college degrees/certificates, 29% had earned their degree/certificate from Barton. Most respondents (95%) indicated that their child/children needed some amount of parental financial support, including 28% whose children were totally dependent on parents for financial support. Of the others, 29% were heavily dependent and 43% needed just some financial support. On average, parents of students reported visiting their children at the Barton campus 3.0 times per year (range, 0 to 15 visits annually; N=85).

Based upon the perceptions of parents as they responded to the following statements using a 5-point Likert scale (levels of agreement ranging from 1 = “Strongly Disagree” to 5 = “Strongly Agree”), parents overall showed average or higher than average levels of agreement (average of 3 = “Agree”) in their satisfaction with the College. In particular, parents were particularly impressed with the physical appearance of the campus (3.7), the economical nature of a Barton education (3.4), and the safe environment provided by the Barton campus (3.3).

Statement	Average Rating
Barton is the finest community college in Kansas.	2.1
The quality of instruction my child receives at Barton is outstanding.	3.1
The Barton campus always appears neat, clean and well kept.	3.7
I am confident that the Barton campus is a safe environment for my child.	3.3
Barton employees are always friendly, helpful and willing to serve.	3.1
Financial aid is readily available and adequate to support my child's education.	2.9
The cost of an education at Barton makes it an exceptionally good deal.	3.4

When asked, “If their child ‘had it to do all over again,’ would they hope or wish their child again would select Barton to pursue a college education?”, 66.7% of 87 respondents answered “Yes” and only 1% responded “No.” An even higher percentage of respondents (70.1%) indicated they would “recommend Barton to any other parent whose child was looking to receive a college education,” whereas no respondent indicated they would not recommend Barton to other parents.

Client Satisfaction

In 2004, Community Education offered customized training for employees of 11 clients including seven service area businesses, two businesses representing multiple states, and two associations representing professionals located throughout the state. A total of 390 participants benefited from customized training that took place in 73 classes. This includes both credit and non-credit course work. Customized training programs included:

Welding, Hydraulics/Pneumatics, Troubleshooting Electrical

- North American Salt Plant
- Great Plains Inspection
- Great Bend Packing

Computer Training

- Larned State Hospital
- Northern Natural Gas Co.
- Western Kansas District Dietetic Association

Workforce Spanish

- Kansas Association of Court Service Officers
- Rehabilitation Services at Central Kansas Medical Center

Serving Safe Food

- McDonalds of Great Bend, Liberal, Garden and Dodge City

Customized Medication Aide Certification

- Countryside Living in Ellinwood

Utility and Pipeline Training

- Northern Natural Gas Company

Repair of Equipment, Tractor Systems, Planting, Combine Electrical, Etc.

- CASE New Holland

Pension Administration Course Work

- CPI Qualified Plan Consultants

Clients continue to show high levels of satisfaction with the customized training experiences made available through Barton's Community Education Department. Clients and their employees frequently express positive comments about the trainers as well as the staff that coordinates the customized training projects.

Clients who request customized training are given the opportunity to help develop the training programs. Often, employers meet with the identified trainer to ensure that the training is customized to their needs. Client's are given the opportunity to evaluate the training as well as the student employees.

Response: Students continue to show high levels of satisfaction with their experiences at Barton, in some cases statistically higher levels as compared to the satisfaction of students at similar institutions (i.e., two-year colleges). Students also frequently express positive comments about Barton faculty and staff from the standpoint of their experiences at the College in graduation exit interviews. Moreover, both parents of current students and alumni display relatively high levels of satisfaction with Barton. Finally, students trained with customized training provided by Barton to local business and industry also continue to be highly satisfied with the training they received in the past year.

POLICY TYPE: ENDS MEASUREMENTS

POLICY TITLE: MISSION

Availability of Academic Classes Annual: February 2005

Availability of Academic Classes	Fall 2003		Fall 2004	
	# Classes	# Enrolled	# Classes	# Enrolled
Traditional Delivery				
Daytime, On-Campus	203	3,447	321	4,719
Evening, On-Campus	90	937	87	763
Outreach, 11 locations	33	201	26	177
College Classes in High School, 17 locations	58	608	60	562
Flexible Delivery				
Video Classes	0	0	0	0
ITV Courses	28	188	49	476
Independent Study/Arrg.	129	1,124	70	406
EduKan Internet	51	191	79	263
BartON/line Internet	102	1,090	185	1,577
BCCC Web	1	5	6	40
Fort Riley				
LSEC	98	1,947	132	2,297
FAST	35	243	25	263
College Programs	52	444	39	449
TROOP School	2	18	6	82
Totals	882	10,443	1,085	12,074

- Notes:**
- The above data does not include vocational courses.
 - Academic classes are offered primarily for the purpose of degree completion.
 - In addition to the undergraduate academic courses listed above, four universities provide classes on the BCCC campus for baccalaureate and masters degree completion. Those currently on campus include: Fort Hays State University, Newman University, Friends University, and Kansas State University.

Response: The above data demonstrates the breadth and accessibility of BCCC's academic curriculum both on and off campus.

POLICY TYPE: ENDS MEASUREMENTS

POLICY TITLE: ESSENTIAL SKILLS

Assessment of Student Learning

Annual: February 2005

Response: The College has continued the work outlined in the 2003-04 Annual Assessment Plan. The 2004-05 Annual Assessment Plan has been further refined and condensed. Supporting documents, including a detailed Assessment Calendar, revised Roles and Responsibilities, a 2003-04 Annual Report, and a Five-Year Strategic Plan have been created and are published on the Learning and Instruction website. The College's assessment efforts are facilitated by the following individuals/teams: two assessment coordinators, the Outcomes Assessment Committee (faculty and administrative leadership), and the Dean of Learning & Instruction. Moreover, the link between the Learning, Instruction, and Curriculum Committee and its sub-committee, the Outcomes Assessment Committee has been strengthened and clarified. The two standing committees meet biannually to report on assessment initiatives and progress.

The Higher Learning Commission of the North Central Association of Colleges and Universities (HLC-NCA) required the submission of a Monitoring Report on Barton's assessment effort. The Monitoring Report was submitted prior to its December 15, 2004 deadline. To date, HLC-NCA has not responded to the Report.

In partial fulfillment of the goals outlined in the 2004-05 Assessment Plan, we submit the following accomplishments as evidence of our progress:

1. Class Level: Faculty members (full-time as well as associate faculty) continue to use Classroom Assessment Techniques (CATs) to ensure that what they are teaching is what the students are learning, and curricular changes are being recommended and implemented as a result of the respective assessment activities.

As the following table illustrates, Barton faculty have increased their use of CATs.

PERCENTAGE OF FACULTY PARTICIPATION – CLASS LEVEL ASSESSMENT

	Barton Campus			Fort Riley	
	Full-Time	Part-time	Comm. Ed.	Full-time	Part-time
2002-03	81.13%	20.6%*	42%	0%	0%
2003-04	94.02%	28.30%	69%	60%*	20%*

- 2.

Course Level: During the 2003-04 academic year, nineteen courses were identified for the Course Assessment Project. Course faculty were selected to facilitate meetings with their course faculty and to assist faculty in gaining consensus on the course description and outcomes. After reaching consensus, faculty could begin the work of creating a common assessment instrument. During the 2004-05 academic year, faculty will review their syllabi, working to reach consensus on the course competencies. They will continue the work of designing/revising their assessment instruments, administering their chosen assessments, and evaluating the results so that improvements can be made where needed in curriculum and instruction. In addition to the nineteen courses already participating, American History, Microcomputer Applications, Principles of Biology, and Trigonometry have been added for 2004-05. The following chart shows each Course Assessment Project's progress:

COURSE ASSESSMENT PROJECT PROGRESS- COURSE LEVEL ASSESSMENT

Fall 2003 Courses	Assessment Instrument	Project Status
College Algebra	Common Final	2, 3, 7, 10, 12
English Composition II	Pre/post test	2, 6, 7
General Psychology	Pre/post test	2, 7, 9, 12
Introduction to Philosophy	Pre/post test	2, 3, 8, 9
Introduction to Sociology	Pre/post test	2, 7, 10, 11
Microcomputer Repair/Upgrade	Pre/post test	2, 8, 9
Spreadsheet Applications	Pre/post test	2, 3, 8, 10, 12
Website Construction	Common Final & Project	2, 5
Western Civilization to 1500	Essay	2, 5, 9
Word Processing	Pre/post test	2, 8, 10, 11
Spring 2004 Courses	Assessment Instrument	Project Status
Business Law	Pre/post test	2, 8, 9
English Composition I	Essay	1
General Accounting	Pre/post test	2, 5, 6, 10, 12
Income Tax Preparations	Pre/post test	2, 3, 6
Introduction to Music	Pre/post test	2, 7, 9
Medical Terminology	Common Final	2, 3, 5
Physical Science	Embedded questions on final	2, 3, 6, 7
Public Speaking	Speech	2, 3, 6, 7
World & Regional Geography	Pre/post test	2, 3, 7, 9, 11

Project Status Legend:

- | | |
|--|---|
| 1 = Faculty in preliminary conversations | 7 = Instrument partially implemented |
| 2 = Course Description/Outcomes aligned | 8 = Instrument fully implemented (all venues, including online) |
| 3 = Course Competencies aligned | 9 = Data being analyzed |
| 4 = Instrument in development | 10 = Data analysis complete |
| 5 = Instrument developed and piloted | 11 = Faculty deciding on improvements |
| 6 = Instrument being revised | 12 = Curricular/Instructional improvements being implemented |

Barton faculty continue to work toward alignment of their course descriptions, outcomes, and competencies. Once they have accomplished that task, faculty involved in the Course Assessment Project will revise and/or implement their instruments, evaluate the results, and discuss changes that will improve student learning.

3. Department/Program Level: Program-level assessment occurs primarily in vocational-technical programs and involves all students enrolled in vocational programs and classes, including high school students. As outlined in the table below, the Career and Technical Education (CTE) Division has set up its assessment plan on a semester by semester cycle:

CTE ASSESSMENT PLAN CYCLES

Vocational Students-Semester	Name/Type of Assessment
High School-Fall	Wonderlic (Basic Skills: Verbal & Quantitative)
High School-Spring	WorkKeys (Reading & Math)
Freshman Year: Fall	WorkKeys-department dependant (Pre)
Freshman Year: Spring	General Education Assessment Tool
Sophomore Year: Fall	Departmental Assessment
Sophomore Year: Spring	WorkKeys-department dependent (Post)

Department-specific assessments taken by sophomore vocational students include topics related to their career path, such as ethics, writing, math, social studies and critical thinking. Vocational students enrolled in Agriculture, Automotive, Business, Child Care, Computer Science, Criminal Justice, Graphic Design, Office Technology, and Technical Accounting programs are assessed using these department-specific instruments.

Career and Technical Education faculty have set benchmarks (standards) for student performance on the assessments. Students who fail to meet the benchmark undergo remediation, such as math tutoring, in their area(s) of weakness.

The Nursing and MLT programs continue to use national certification exams to assess their students' learning. The MLT program changed from administering WorkKeys to administering a certification standard simulation test.

During the 2004-05 academic year, CTE faculty will Review Program/Department Assessment Plans and revise as needed.

4. Degree Level: Because Barton faculty continue to struggle somewhat with the idea of degree-level assessment, and to help clarify degree-level assessment planning, the Outcomes Assessment Committee commissioned a subteam to revisit degree-level assessment and gather more faculty input. This subteam is actively working on developing options for degree-level assessment to present to faculty.
5. Institutional Level: The fifth level of assessment involves assessment of the institution as a whole. This is being achieved in a variety of ways using national surveys and in-house data gathering.
- Levels of Implementation – this is an annual survey completed by employees of the College. Its purpose is to measure the climate of assessment at the College.

- Community College Survey of Student Engagement (CCSSE) was administered to a sample of students at the Barton County Campus, the Fort Riley Campus and some Outreach Sites.
- Noel-Levitz Student Satisfaction Inventory (SSI) data have been collected for several years including spring 2004. Longitudinal data from 1998 to 2002 are found in Appendix 14. In spring 2003, CCSSE data were collected. SSI and the CCSSE surveys are administered in alternate years.
- The institution collects data for a variety of internal monitoring reports on an annual basis. Data from these reports have been shared with the Board of Trustees, but little effort has been made to share the information with other constituents of the College. Board of Trustees' monitoring reports contain many elements that will be part of both degree and institutional assessment, including the results of surveys, placement data, student success, etc. In 2004-05 these reports will be reviewed by the OAC.

6. Outcomes Assessment Committee Activities: The OAC spent the better part of the spring and fall 2004 semesters preparing the HLC-NCA Monitoring report which was due in December 2004. In addition, the committee has accomplished the following:

- In summer 2004, an assessment web page was created as part of the Barton web-pages www.bartonccc.edu/learningandinstruction/assessment.htm
- Joint all-faculty meetings of Fort Riley and Barton County full-time and associate faculty were held during the fall 2004 and spring 2005 semesters. Faculty members met in discipline-specific groups as well as in larger forums to discuss assessment and related topics
- Spring Assessment Day was held in the Career and Technical Division on March 30, 2004, and fall Assessment Day was held on September 20, 2004
- CCSSE results were received and presented to the Board. These results are part of our institutional assessment and were discussed by faculty at the all faculty meeting in September 2004 and February 2005
- The Strategic Plan sub-committee created a 5-year Strategic Plan
- The OAC drafted an Assessment Calendar
- The Dean of Learning and Instruction published the 2003-04 Annual Assessment Report
- The College President affirmed that courses taught in multiple venues or by multiple instructors are to have common course descriptions, course outcomes, and course competencies
- The Outcomes Assessment Committee's relationship with its parent committee, the Learning, Instruction, and Curriculum Committee was clarified and strengthened with supporting documents and joint meetings
- The Coordinator of Instructional Research has been assigned to serve on the Outcomes Assessment committee; this assignment will expedite numerous assessment research projects

UPCOMING BOARD MEETINGS/ACTIVITIES

- | | | |
|--------------------------|------------------|---|
| February 24 | 7:00 p.m. | Ellinwood Community Forum – High School Commons Area |
| March 2 | 8:00 a.m. | Board Advance – Camp Aldrich (Classroom) |
| March 7 – 11 | | Spring Break (offices closed March 10 & 11) |
| March 22 | 4:00 p.m. | Regular Monthly Board Meeting – Room U-219 |
| March 25 & 28 | | Campus closed for Easter |
| March 29 | 7:00 p.m. | Hoisington Community Forum – High School Auditorium and Commons Area |

**President's Monthly Activities
January 01-31, 2005**

- January 01 Christmas Break – Offices Closed
- January 02 Christmas Break – Offices Closed
- January 05 Facilitated President's Staff meeting
- January 06 Met with Dan Bonine
Facilitated Press Conference regarding Coach Wolf's indictment
Attended the Men and Women's basketball games vs. Pratt
- January 07 Met with Betty Chlumsky
Met with Gregg Fischer
Participated in a radio interview with Sacha Sangunetti
Met with the coaches to review recent events and re-state expectations
Met with Carol Hopkins
Met with Molly Hildebrand
Met with Jan Hipp
- January 10 Met with Megan Murphy
Met with Ralph Raffelock
Met with Robert Rugan
Met with Randy Henry
Met with Ron Vratil and auditors for the final audit review
- January 11 Conducted the President's Forum
Met with Rob Dove
- January 12 Facilitated President's Staff meeting
Hosted lunch with Nancy Peschka and Darnell Holopirek
Attended the Foundation Board meeting
Attended the Men and Women's basketball games vs. Colby
- January 13 Attended the Chamber Coffee
Met with new employees, Jim Waitt and Steve Tustin
Held a luncheon meeting with Mike Johnson and J.B. Webster
Met with Trustee O'Connor
Attended the pre-grand opening celebration of Cougar Tales Bookstore
- January 17 Martin Luther King Jr. Day – Offices Closed
- January 18 Facilitated the January Board of Trustees meeting

- January 19 Attended the KBOR Meetings in Topeka
Attended the Council of Presidents Meeting in Topeka
- January 20 Attended the KBOR Meetings in Topeka
- January 24 Telephone conference call with Chris Carpenter
- January 25 Participated in a telephone conference call with Clements Associates,
Darnell Holopirek, and Mr. Mermis
- January 26 Facilitated the Special Board of Trustees meeting
Facilitated President's Staff meeting
Met with Darnell Holopirek and Nancy Peschka
Attended the Foundation Executive Committee meeting
Attended the Men and Women's basketball games vs. Dodge City
- January 27- Vacation – Out of the Office
January 31

MEMO

To: Board of Trustees
From: Veldon L. Law
Date: February 22, 2005
Re: Preparation for Community Forums

At the monthly Board study session on February 2, the Trustees and administration discussed the active participation needed for the upcoming community forums. It was the consensus of the Board that the Trustees preferred to fill the role of group facilitator for the focused discussion groups. Mike Weltsch will present a brief training session on group facilitation at today's meeting in order to help provide consistency and clarity for the four community forums.

Meeting of the Board of Trustees
Barton County Community College

February 22, 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