

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

**June 21, 2005 – 4:00 p.m.
U-219 (Upper Level of Student Union)**

AGENDA

- 1. Call to Order..... 1**
Official Board Meetings
- 2. Welcome by Chairman..... 2**
Chairman Mermis will welcome the attendees and lead in
the Pledge of Allegiance
- 3. Public and/or Employee Comment..... 2**
- 4. Introduction of Guests..... 2**
- 5. Recognition of Departing Trustees 2**
- 6. Action Items 3**
Property, Casualty, Liability and Workers Compensation
Insurance Coverage
Sim-Man Purchase
Application for Community-Based Job Training Grants
- 7. Consent Agenda 10**
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Minutes of special meeting of the Board of Trustees, held on June 1, 2005
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Financial Report
- 8. KACCT/KBOR Report..... 34**
- 9. Information/Discussion Items 34**
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- 10. Notices and Communications..... 43**
Letter from Senator Pat Roberts
“Books Can Take You Anywhere” Article by Darnell Holopirek
- 11. Executive Session..... 47**

Meeting of the Board of Trustees
Barton County Community College

June 21, 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

June 21, 2005

WELCOME BY THE CHAIRMAN

Chairman Mermis will welcome the attendees and lead in the Pledge of Allegiance.

PUBLIC AND/OR EMPLOYEE COMMENT

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

INTRODUCTION OF GUESTS

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

RECOGNITION OF DEPARTING TRUSTEES

On behalf of the College and the students that it serves, Dr. Law will recognize Chairman Mermis, Trustee Sessler and Trustee Soeken as their terms of office draw to a close.

ACTION ITEMS

- **Property, Casualty, Liability And Workers Compensation Insurance Coverage**
- **Sim-Man Purchase**
- **Application for Community-Based Job Training Grants**

Meeting of the Board of Trustees
Barton County Community College

June 21, 2005

**PROPERTY, CASUALTY, LIABILITY AND WORKERS COMPENSATION
INSURANCE COVERAGE**

Detail: The property, casualty, and liability insurance coverage for the College renews on July 1, 2005. We are ending our second year with EMC Insurance. EMC Insurance provides coverage for many of the community colleges in the state and they are well known in the education industry. As an example, all six of the EduKan consortium of community colleges are currently covered by EMC.

The attached detail comparison of coverage's reflects an approx. 10% increase in rates for next year. Workers Compensation coverage commands most of this increase. This is primarily caused by a 12.5% increase in the College's experience modification and higher rates in other states in which the College has employees residing. Auto coverage has also increased, probably as a result of past accidents and hail damage.

Taking into account the past, the increase in cost appears reasonable. EMC is a reliable company and because of its relationship with other educational institutions, is a reasonable choice of coverage for the College.

Recommendation: It is recommended that the College maintain its insurance coverage for property, casualty, liability, and workers compensation with EMC Insurance for the fiscal year starting July 1, 2005.

Action: Dean of Business Services

Barton County Community College
2005 Insurance Renewal Comparison

	<u>7/1/2005</u>	<u>07/01/2004</u>
<u>Property Insurance - EMC</u>		
Blanket Building & Contents Coverage	\$111,416	\$119,650
Limit -\$63,544,351 ('04 - \$61,578,702)		
Deductible - \$25,000		
Replacement Cost Coverage		
Agreed Value		
Special Form		
<u>Business Income & Extra Expense - EMC</u>	Incl.	Incl.
Blanket Limit - \$2,000,000		
<u>General Liability - EMC</u>	\$13,032	\$12,013
\$2,000,000 - Gen. Aggregate		
\$2,000,000 - Prod /CO Aggregate		
\$1,000,000 - Personal & Adver. Injury		
\$1,000,000 - Each Occurrence Limit		
\$ 300,000 - Fire Damage Limit		
\$ 5,000 - Med. Exp. Limit		
\$1,000,000 - Employee Benefit Liability		
\$ 1,000 Deductible		
<u>Crime - Cincinnati</u>	\$3,281	\$3,281
Employee Dishonesty - \$500,000		
Forgery & Alterations - \$100,000		
Money & Securities - \$50,000		
(peak times - \$250,000)		
<u>Accounts Receivables & Valuable Papers - EMC</u>	Incl.	Incl.
Accounts Receivables - \$100,000		
Valuable Papers - \$100,000		
Deductible - \$25,000		
<u>Inland Marine - EMC</u>	\$12,634	\$12,736
Electronic Data Processing		
Hardware Value - \$2,402,530		
Equipment Floater - Scheduled Totaling \$125,749		
Fine Arts - Total Value \$854,000		
<u>Automobile - EMC</u>	\$35,177	\$24,029
Liability - \$1,000,000		
Uninsured Motorists - \$1,000,000		
PIP - KS Basic		
Med Pay - \$2,000		
Physical Damage (on specified units)		
Comp Deduct - \$500		
Collision Deduct - \$1,000		
Hired & Non-Owned Liability Incl.		
Hired Car Physical Damage - \$30,000		
Garagekeepers Liability - \$250,000		

	<u>7/1/2005</u>	<u>07/01/2004</u>
<u>Boiler & Machinery - EMC</u>	Incl.	Incl.
Property Damage, Business Income, Extra Expense Combined Limit - Extended from the Property Coverage Deduct. \$25,000		
<u>Umbrella Liability - EMC</u>	\$22,882	\$20,964
Liability Limits - \$5,000,000 Each Occurrence \$5,000,000 Aggregate	EMC Umb. is excess over D&O	EMC Umb. is excess over D&O
<u>School Board / D & O Liability - EMC</u>	\$10,090	\$9,730
Liability Limits - \$1,000,000 Each Claim & Aggregate Deductible - \$2,500		
<u>Workers Compensation - EMC</u>	\$80,134	\$59,330
KS Statutory Employers Liability 500/500/500 Deductible - \$500	Renewal rates reflect an 12.5 percent increase in the Exp. Mod. and rates from other states that are significantly higher for the the same classifications.	
Total	\$288,646	\$261,733

Wells, Conrade & Sims, Inc.
Darrell Conrade
6/10/2005

Meeting of the Board of Trustees
Barton County Community College

June 21, 2005

SIM-MAN PURCHASE

Detail: At its monthly study session on June 7, the Trustees received information relative to the proposed purchase of a Laerdal SimMan, which is a state-of-the-art human patient simulator for students training to become EMT's, Paramedics, Nurses, and/or Law Enforcement Officers. This equipment would provide an opportunity for students to use critical thinking skills while learning to properly conduct patient care for the sick and traumatically injured patient.

The total cost of this project would be \$34,493 which includes the following:

<u>Equipment</u>	<u>Cost</u>
SimMan Manikin	\$28,980.00
Nursing Wound Module Set	1,387.00
Trauma Wound Module Set	1,387.00
Portability/Power Adapter Kit	1,089.00
Transportation Case	1,500.00
Shipping & Handling	<u>150.00</u>
Total	\$34,493.00

Recommendation: It is the Administration's recommendation that the Board of Trustees approve the purchase of the SimMan as presented.

Action: Dean of Learning and Instruction

Meeting of the Board of Trustees
Barton County Community College

June 21, 2005

APPLICATION FOR COMMUNITY-BASED JOB TRAINING GRANTS

Detail: Attached for the Board's consideration is an application for the College to apply for the Community-Based Job Training Grants in the funding range of \$500,000 to \$2 million. These grants support work-force training for high growth industries through a national system of community and technical colleges.

Recommendation: It is the Administration's recommendation that the Board of Trustees approve the Community-Based Job Training Grants as presented.

Action: Director of Grants

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

Grant	Community-Based Job Training Grants
Funding Agency	US Department of Labor
Summary	The Community-Based Job Training grants support work-force training for high growth industries through a national system of community and technical colleges.
Services	Build the capacity of community colleges to train workers to develop the skills required to succeed in (i) local industries and occupations that are expected to experience high growth and (ii) industries where demand for qualified workers is outstripping the supply.
Relationship to College Mission	The project will allow Barton to provide services that advances learning in the service area and to improve the economic environment of industry.
Target Population	Municipalities, business/industry, and utility companies and their workers in the region and potentially in the nation who are involved in the energy industry.
Funding Range	\$500,000 to \$2 million
Indirect Cost Reimbursement	5% for Administrative Costs
Funding Period	24 to 36 months
Institutional Obligation	
Cash	None
In-Kind	Facilities, administration, instruction, support (cash and in-kind) from business/industry and utilities.
Personnel Required	
Existing	Community Education leadership
New	Instructors for identified courses, possible release time for coordinator
Due Date	July 6, 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, President

06-15-05

Meeting of the Board of Trustees
Barton County Community College

June 21, 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 regular meeting of the Board of Trustees, held on May 17, 2005
- Minutes of special meeting of the Board of Trustees, held on June 1, 2005
- Personnel
- Financial Report

Action: President's Office

**Regular Meeting of the Board of Trustees
Barton County Community College
May 17, 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., May 17, 2005 in room U-219 of the Student Union.

ATTENDANCE

Trustees Present: Dr. Paul Maneth, Stephan J. Mermis, Mike Johnson, Marvin Sessler, Dan Soeken and J.B. Webster.

Trustees Absent: None

Other Attendees: Gene O'Connor, past Board Trustee; Don Learned; Bob Branan, past Board Trustee; Mark Dean; Ron Vratil; Mike Dawes; Butch Spray of Venture Corporation; Kip Spray of Venture Corporation; Russell Strate of Strate Construction; Randy Wilson of Strate Construction; Dale Westhoff of Concrete Services; Roy Westhoff of Concrete Services; Dick Meitler of Concrete Services; Rick Flegler of Dakota Dirt, Inc.; Dr. Gillian Gabelmann; Myrna Perkins; Julie Knoblich; Susan Thacker of the Great Bend Tribune; Randy Henry; Jackie Elliott; Mike Weltsch; Judy Murphy; Neil Elliott; Lori Crowther; Angie Brummer; Dr. Veldon Law and Marilyn Beary.

Chairman Mermis led the attendees in the Pledge of Allegiance.

PUBLIC AND EMPLOYEE COMMENT

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

ACTION ITEMS

Note: Chairman Mermis advised that the Board would need to hold an executive session.

Schedule of 2005-2006 Board Meetings

At the Trustees' request, this item was postponed until the July 6 special Board meeting for the new Board to consider/approve.

East Road Paving Replacement

At the May Board study session, Mark Dean presented information relative to replacing the east road of the campus. At today's meeting, Mr. Dean presented the bids to the Trustees and recommended that the Board accept the low concrete bid of \$118,320. from Strate Construction.

Trustee Johnson moved that the Board accept the asphalt bid from Venture Corporation in the amount of \$116,801.94. The motion was seconded by Trustee Webster. Following discussion, the motion carried 4-2 with Trustees Maneth and Sessler voting in the negative.

Kansas Board of Regents Performance Goals

Three 2006 institutional goals were prepared for submission to the Kansas Board of Regents and presented to the Board for consideration/approval. *Trustee Webster moved that the Board of Trustees approve the Kansas Board of Regents Performance Goals as presented. The motion was seconded by Trustee Maneth. Following discussion, the motion carried.*

Acceptance of Student Support Services (TRIO) Grant

The Board was presented with a request to accept the Student Support Services (TRIO) Grant in the funding range of \$293,913 for one year.

Trustee Soeken moved that the Board accept the Student Support Services (TRIO) Grant as presented. The motion was seconded by Trustee Sessler. 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 April 19, 2005
- Minutes of the special meeting of the Board of Trustees, held on April 25, 2005
- Minutes of the special meeting of the Board of Trustees, held on May 4, 2005
- Personnel
- Financial Report

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

KACCT/KBOR REPORT – Trustee Johnson again advised that the next KACCT meeting would be held at Johnson County Community College on June 23 and 24. Dr. Law reported on KBOR activities and issues, including the progress on concurrent credit.

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

Note: Trustee Webster exited the meeting at 5:55 p.m. in order to attend a previous engagement.

EXECUTIVE SESSION

Chairman Mermis advised that an executive session would be necessary. He asked that Randy Henry join the Trustees in executive session.

Trustee Sessler moved that the Board recess to executive session for 30 minutes at 6:10 p.m. to discuss matters pertaining to non-elected personnel in order to protect the privacy interests of the individuals to be discussed for possible personnel action, to reconvene in room U-219 of the Student Union at 6:40 p.m. The motion was seconded by Trustee Johnson. Following discussion, the motion carried.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 6:40 p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board had discussed matters pertaining to non-elected personnel in order to protect the privacy interests of the individuals to be discussed and that no action was taken.

Trustee Sessler moved that the Board recess to executive session for 15 minutes at 6:40 p.m. to consult with legal counsel on a matter protected by the attorney-client privilege, 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 6:55 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 6:55 p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board had discussed matters pertaining to non-elected personnel in order to protect the privacy interests of the individuals to be discussed and that no action was taken.

ADJOURNMENT

Chairman Mermis called for a motion to adjourn.

Trustee Soeken moved that the meeting adjourn at 7:00 p.m. The motion was seconded by Trustee Sessler. Following discussion, the motion carried.

Stephan J. Mermis, Chairman

Mike Johnson, Secretary

Recorded by Marilyn Beary

**Special Meeting of the Board of Trustees
Barton County Community College
June 1, 2005**

CALL TO ORDER

The special meeting of the Board of Trustees of Barton County Community College was called to order at 12:30 p.m., June 1, 2005 in room U-219 of the Student Union.

ATTENDANCE

Trustees Present: Mike Johnson, Dr. Paul Maneth, Stephan J. Mermis, Marvin Sessler and J.B. Webster

Trustees Absent: Dan Soeken

Other Attendees: Randall C. Henry, Attorney at Law; Ron Vratil; Don Learned; Robert Feldt; Cathie Oshiro; Neil Elliott; Jackie Elliott; Dick Wade; Dr. Gillian Gabelmann; Ryan Noonan of the Great Bend Tribune; Shawn Hines of the Great Bend Tribune; Chris Green of the Hutchinson News; Susan Thacker of the Great Bend Tribune; Mike Weltsch; Linda Dueser; Dr. Veldon Law and Marilyn Beary

Chairman Mermis led the attendees in the Pledge of Allegiance.

PUBLIC AND EMPLOYEE COMMENT

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

ACTION ITEM

The Board was notified that the College had been notified that it had been selected as the Administrative Entity for the Local Workforce Investment Board (LWIB) Area I and a copy of the contract was provided for the Trustees' review and action.

Trustee Sessler moved that the Board authorize the President to accept the contract with the Local Workforce Investment Board (LWIB) Area I, permitting Barton to serve as the Administrative Entity and to authorize the President to enter into this contract with review by the College's legal counsel. The motion was seconded by Trustee Johnson. Trustee Webster voted in the negative. Following discussion, the motion carried 4-1.

CONSENT AGENDA

Robert Feldt requested that the hiring of Craig Fletchall as the Men's Basketball Coach be tabled until the newly elected Trustees assume their official offices in July. After some discussion, the Board determined that nothing would be gained from postponing this action and opted to move forward with the consent agenda as printed.

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

ADJOURNMENT – The special meeting adjourned at 1:20 p.m.

Stephan J. Mermis, Chairman

Mike Johnson, Secretary

Recorded by Marilyn Beary

PERSONNEL

New Positions

Chief GED Examiner (part-time hourly, no benefits)

Replacement Positions

Sister Charlotte Brungardt – Math Tutor (part-time)

Curtis Jay Wolf – Instructor (Biology)

Temporary Positions

Austin Boyd – Math Tutor (part-time hourly)

Position Changes

Ashlee Douglas – from Admissions & Records Receptionist (Fort Riley) to Academic Advisor (Fort Riley)

Kandi LeClear – from Academic Advisor (Fort Riley) to Assistant Coordinator of Admissions & Records (Fort Riley)

Latisha Redfield – from Assistant Coordinator of Admissions & Records (Fort Riley) to Coordinator of Admissions and Records (Fort Riley)

Position Title Changes

Diana Kaerberle GED Examiner to Alternate GED Examiner (part-time hourly, no benefits)

Shelley Snyder – from GED Examiner to Alternate GED Examiner (part-time hourly, no benefits)

Faculty Supplemental Contracts

Cynthia Artzer	Intermediate Algebra
Dorothy Arvizu	Introduction to Philosophy
Dorothy Arvizu	American History 1877 – Present
Chuck Bartlett	Intermediate Algebra
Jimmy Bias	Multimedia Presentations
George Bowman	Laser Sighting & Engage System
George Bowman	Laser Sighting & Engage System
George Bowman	Laser Sighting & Engage System
George Bowman	Laser Sighting & Engage System
Kimberly Bradney	Public Speaking
Kimberly Bradney	Public Speaking
Richard Clark	Total Quality Management
Vitaline Clemons	Principles Grammar Form & Style
Theodore Dawdy	College Algebra
Jared Duley	Introduction to Sociology
Rhonda Eurich	Water Safety Instructor/Teaching Water Safety
Erik Graefe	Public Speaking
Sheri Graefe	English Composition II
Tina Hiss	ITV – College Algebra
Marlene Kabriel	Language Lab

David Keil	Auto Body Repair II, III
Gene Kingslein	Personal & Community Health
Tom Kinlen	ITV – General Psychology
Jim Lakey	Introduction to Philosophy
Terry Ledford	New Testament Lit: Gospels
Kenneth Martin	Military Passenger Carry Vehicle
Kenneth Martin	Military Passenger Carry Vehicle
Brett Middleton	ITV – Introduction to Leadership
Locadio Perez	Laser Sighting & Engage System
Locadio Perez	Combat Lifesaver
Cheryl Poister	Principles Grammar Form & Style
Cheryl Poister	English Composition I
Cheryl Poister	English Composition I
Marlene Sedillos	English Study Skills
Marlene Sedillos	Math Learning Strategies
Marlene Sedillos	English Study Skills
Marlene Sedillos	Math Learning Strategies
Marlene Sedillos	English Study Skills
Marlene Sedillos	Math Learning Strategies
Susan Simmons	Word Processing Applications
Susan Simmons	Adv WP Applications & Procedures
Leon Sobba	Fundamentals of General Chemistry
Jana Thomas	Physical Fitness I
Jana Thomas	Physical Fitness I
Jana Thomas	Physical Fitness II
Steve Ulliman	Beginning Guitar
Shannon Wedel	Elementary School Art
Melinda Whitney	Emerg. 1 st Aid Tact Operations
Randy Willis	Interpersonal Communication
Randy Willis	Public Speaking
Randy Willis	Public Speaking
Mandy Wiltse	ITV – General Accounting
	Staff Supplemental Contracts
Janet Balk	Western Civilization to 1500
Janet Balk	Government of United States
Janet Balk	Death & Dying
Janet Balk	Intermediate Algebra
Patrick Busch	Analytic Geometry – Calculus I
Winfried Butler	Death & Dying
Mike Flynn	American History 1877 – Present
Mike Flynn	Western Civilization 1500 – Present
LaVonne Gerritzen	Database Management/Spreadsheet Applications
Karen Kratzer	Medical Terminology
Steve Smith	Intro to Sports Administration
Steve Smith	Personal & Community Health

Overload Contracts

Steven Artzer	Introduction to Computers
Steven Artzer	Beginning Keyboarding
Rick Bealer	General Psychology
Kathy Boeger	Accounting II
Gerald Butler	Physical Science
Gerald Butler	Principles of Macroeconomics
Gerald Butler	Intro to Political Science
Michael Cox	Military History/American Civil War
Michael Cox	American History to 1877
Michael Cox	Leadership Train Techniques I
Steve Dudek	Painting I, Painting Seminar, Individual Art Projects
Brenda Glendenning	Medical Surgical Nursing II
Mike Grub	Basic Algebra
Mike Grub	Intermediate Algebra
Jo Harrington	Basic Applied Mathematics
Jo Harrington	Business Statistics/Elements of Statistics – Lab
Ed Johnson	ITV - Introduction to Sociology
Ed Johnson	ITV - Introduction to Sociology
Ed Johnson	Practicum in Community Service
Teresa Johnson	ITV - English Composition I
Ron Kirmer	Carburetion & Problem Analysis
Shanna Legleiter	Keyboarding I, II, Transcribing Machines, Word Processing Applications
Judy Miller	Principles of Phelbotomy
Renelle Mooney	Microcomputer Applications I
Ruth Moritz	Intermediate English
Ruth Moritz	Intro to Literature
Roma Murphy	Medical Surgical Nursing II
Doug Polston	Microcomputer Applications I
Rita Schmidt	Professional Vocation Relation
Mark Shipman	Business Law I
Mark Shipman	Accounting II
John Simmons	Principles of Biology
John Simmons	Anatomy & Physiology
John Simmons	Principles of Microbiology
Angela Sullivan	Intermediate Algebra
Roger Vanderlinde	Military History/Vietnam War
Reilly Watson	Combat Lifesaver
Karyl White	Mobile Intensive Care Tech II
Owen Williamson	English Composition II

Peer Consultant Contracts

Randy Allen
Jane Howard
Haven Krueger

Ryan Webster – Abnormal Psychology
Todd Britton – Introduction to Business
Lora Haynes – Elementary Spanish I

Community Education

Mercedes Helms

Community Spanish
(6/22/05 – 7/13/05)

Mary Boman

Nursing Home Aide
(7/9/05 – 8/14/05)

Ruth Behrens

7 Habits of Highly Effective People
(7/12/05 – 7/16/05)

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

1111 GENERAL FUND

YEAR TO DATE
ACTUAL

REVENUES:

FALL TUITION	1,324,417.50
SPRING TUITION	1,272,262.50
SUMMER TUITION	158,101.00
FALL OUT OF STATE TUITION	108,120.00
SPRING OUT OF STATE TUITION	68,510.00
SUMMER OUT OF STATE TUITION	5,440.00
ON LINE TUITION	544,041.00
INTERNATIONAL TUITION	115,427.00
UNDOC RES ALIEN TUITION	1,485.00
GENERAL STUDENT FEES	1,557,981.00
LAVTR	0.00
STATE GRANTS	3,000.00
STATE OPERATING GRANT	4,241,356.00
COUNTY OUT DISTRICT TUITION	258,174.00
BARTON COUNTY AD VALOREM TAX	3,445,885.35
MOTOR VEHICLE TAX	662,418.74
RECREATIONAL VEHICLE TAX	9,351.89
NEIGHBORHOOD REVIT PRG	7,902.33
DELINQUENT TAXES	86,263.44
TAXABLE SALES	1,914.68
INTEREST-GENERAL	84,127.04
MISCELLANEOUS REIMBURSEMENTS	287,410.69
INSURANCE REIMBURSEMENTS	9,733.44
GENERAL MISCELLANEOUS	61,844.40
MISCELLANEOUS SALE OF PROPERTY	26,160.66
TRANSCRIPT REVENUE	36,844.00
MISCELLANEOUS ELECTRONIC DEPT REV	20.92
DONATIONS	0.00
FARM HOUSE RENTALS	6,600.00
FARM LEASE/CROP SALES	13,500.00
PAYMENT PLAN FEES	18,690.00
CAREER CENTER REVENUE	500.00
EVALUATION FEES	275.00
ITV REVENUE	12,330.30
INTERNATIONAL STUDENT FEE	3,750.00
GAIN ON SALE	19,736.00
REFUNDS-GENERAL	33,974.68
ROOM RENTAL-GENERAL	28,116.25

TOTAL REVENUES	14,515,664.81

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

1111 GENERAL FUND

YEAR TO DATE
ACTUAL

EXPENDITURES:

INSTRUCTION	4,563,045.69
PUBLIC SUPPORT	9,167.93
ACADEMIC SUPPORT	1,698,061.64
STUDENT SERVICES	720,037.82
INSTITUTIONAL SUPPORT	3,118,242.55
PHYSICAL PLANT OPERATION	1,927,238.92
STUDENT FINANCIAL SUPPORT	159,299.13
AUXILIARY SERVICES	9,963.07

TOTAL EXPENDITURES	12,205,056.75
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TRANSFERS AMONG FUNDS:

TRANSFERS TO ABE FUND	0.00
TRANSFERS TO ATHLETIC FUND	500,000.00
TRANSFERS TO ATHLETIC ACTIVITY FUND	72,000.00
TRANSFERS TO STUDENT ACT ACTIV FUND	26,000.00

TOTAL TRANSFERS AMONG FUNDS:	598,000.00
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NET INCREASE/DECREASE IN NET ASSETS	1,712,608.06
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BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 31-MAY-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	1,023.00

TOTAL REVENUES	1,818,746.00

EXPENDITURES:

INSTRUCTION	2,221,717.36
PUBLIC SERVICE	0.00
ACADEMIC SUPPORT	232,519.30
STUDENT SERVICES	0.00
INSTITUTIONAL SUPPORT	0.00
PHYSICAL PLANT OPERATION	0.00
AUXILIARY SERVICES	0.00

TOTAL EXPENDITURES	2,454,236.66

NET INCREASE/DECREASE IN NET ASSETS	(635,490.66)
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BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 31-MAY-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	772,007.70
PUBLIC SERVICE	68,616.26
ACADEMIC SUPPORT	303,697.71
STUDENT SERVICES	189,504.81
INSTITUTIONAL SUPPORT	384,503.31
PHYSICAL PLANT OPERATION	108,915.15
AUXILIARY SERVICES	40,981.55

TOTAL EXPENDITURES	1,868,226.49

NET INCREASE/DECREASE IN NET ASSETS	(1,868,226.49)
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BARTON COUNTY COMMUNITY COLLEGE
GENERAL, VOCATIONAL, AND EMPLOYEE BENEFITS
FUNDS FLOW ACTIVITY
PERIOD ENDED MAY 31, 2005

	2004-05 BUDGET	PERIOD ENDED 05/31/05	YTD AVAILABLE	% AVAILABLE
Fund Balance, Beginning	\$4,363,507.00	\$4,363,507.00		
<hr/>				
Tuition-Out Of State	300,000.00	297,497.00	2,503.00	0.83%
Tuition-In State	3,954,000.00	3,300,307.00	653,693.00	16.53
Tuition-Out District	265,000.00	258,174.00	6,826.00	2.58
State Aid	6,053,000.00	6,059,079.00	(6,079.00)	(0.10)
Property Taxes	5,071,000.00	3,549,403.00	1,521,597.00	30.01
Other Taxes	830,000.00	662,419.00	167,581.00	20.19
Interest Income	70,000.00	84,127.00	(14,127.00)	(20.18)
Other	2,112,000.00	2,123,405.00	(11,405.00)	(0.54)
<hr/>				
Total Revenue	18,655,000.00	16,334,411.00	2,320,589.00	12.44
<hr/>				
Expenditures:				
Academic Salaries	6,296,000.00	5,968,144.00	327,856.00	5.21
Support Salaries	3,801,000.00	3,460,245.00	340,755.00	8.96
Supplies	3,983,000.00	3,146,177.00	836,823.00	21.01
Equipment	24,000.00	27,047.00	(3,047.00)	(12.70)
Advertising	50,000.00	47,088.00	2,912.00	5.82
Transfers & Other	480,000.00	500,000.00	(20,000.00)	(4.17)
Employee Benefits	2,071,000.00	1,868,226.00	202,774.00	9.79
General Insurance	215,000.00	207,883.00	7,117.00	3.31
Utilities	605,000.00	584,030.00	20,970.00	3.47
In County Scholarships	124,000.00	124,739.00	(739.00)	(0.60)
Capital Outlay	859,000.00	732,744.00	126,256.00	14.70
Maintenance	431,000.00	436,289.00	(5,289.00)	(1.23)
<hr/>				
Total Expenditures	18,939,000.00	17,102,612.00	1,836,388.00	9.70%
<hr/>				
Fund Balance, Ending	\$4,079,507.00	\$3,595,306.00		
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BARTON COUNTY COMMUNITY COLLEGE
GENERAL, VOCATIONAL AND EMPLOYEE BENEFITS
FUNDS FLOW ACTIVITY
PERIOD ENDED MAY 31, 2005 & 2004

	YEAR ENDED		NET CHANGE INCREASE (DECREASE)	% CHANGE
	05/31/05	05/31/04		
Fund Balance, Beginning	\$4,363,507.00	\$2,271,636.00	\$2,091,871.00	92.09%
<hr/>				
Tuition-Out Of State	297,497.00	294,814.00	2,683.00	0.91
Tuition-In State	3,300,307.00	2,989,459.00	310,848.00	10.40
Tuition-Out District	258,174.00	282,261.00	(24,087.00)	(8.53)
State Aid	6,059,079.00	6,212,991.00	(153,912.00)	(2.48)
Property Taxes	3,549,403.00	4,879,337.00	(1,329,934.00)	(27.26)
Other Taxes	662,419.00	649,529.00	12,890.00	1.98
Interest Income	84,127.00	57,708.00	26,419.00	45.78
Other	2,123,405.00	2,025,728.00	97,677.00	4.82
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Total Revenue	16,334,411.00	17,391,827.00	(1,057,416.00)	(6.08)
<hr/>				
Expenditures:				
Academic Salaries	5,968,144.00	5,549,285.00	418,859.00	7.55
Support Salaries	3,460,245.00	3,490,821.00	(30,576.00)	(0.88)
Supplies	3,146,177.00	2,954,377.00	191,800.00	6.49
Equipment	27,047.00	21,691.00	5,356.00	24.69
Advertising	47,088.00	42,624.00	4,464.00	10.47
Transfers & Other	500,000.00	480,000.00	20,000.00	4.17
Employee Benefits	1,868,226.00	1,631,425.00	236,801.00	14.51
General Insurance	207,883.00	209,396.00	(1,513.00)	(0.72)
Utilities	584,030.00	538,653.00	45,377.00	8.42
In County Scholarships	124,739.00	120,424.00	4,315.00	3.58
Capital Outlay	732,744.00	632,708.00	100,036.00	15.81
Maintenance	436,289.00	396,855.00	39,434.00	9.94
<hr/>				
Total Expenditures	17,102,612.00	16,068,259.00	1,034,353.00	6.44
<hr/>				
Fund Balance, Ending	\$3,595,306.00	\$3,595,204.00	\$102.00	0.00%
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BARTON COUNTY COMMUNITY COLLEGE
AUXILIARY FUNDS
FUNDS FLOW ACTIVITY
PERIOD ENDED MAY 31, 2005

	STUDENT UNION	DORMITORIES	ATHLETICS	CAMP ALDRICH	ELEVEN 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		
<hr/>								
Revenues:								
Vending	1,497				1,497	2,000	503	25.15
Bookstore	687,259				687,259	800,000	112,741	14.09
Food service	427,631			0	427,631	482,000	54,369	11.28
Fees	111,284			0	111,284	268,000	156,716	58.48
Supplies & Services		18,437			18,437	28,000	9,563	34.15
Housing Rental		905,832		56,581	962,413	913,000	(49,413)	(5.41)
Transfers			500,000	50,000	550,000	480,000	(70,000)	(14.58)
Revolving					0	0	0	
Misc.	2,042				2,042	4,000	1,958	48.95
Gate Receipts			0		0	5,000	5,000	100.00
Entry Fees & Other			13,170	0	13,170	16,000	2,830	17.69
<hr/>								
Total Revenues	1,229,713	924,269	513,170	106,581	2,773,733	2,998,000	224,267	7.48
<hr/>								
Expenditures:								
Salaries	67,050	57,669	7,772	33,834	166,325	245,000	78,675	32.11
Books & Supplies	682,696				682,696	725,000	42,304	5.84
Maintenance	28,321	45,997		7,617	81,935	99,000	17,065	17.24
Food	476,345	351,272		0	827,617	850,000	22,383	2.63
Utilities	4,750	112,422		14,861	132,033	170,000	37,967	22.33
Lease payments & Int	0	191,334			191,334	202,000	10,666	5.28
Travel & Recruiting			134,248		134,248	138,000	3,752	2.72
Officials			28,239		28,239	30,000	1,761	5.87
Training Supplies			15,011		15,011	17,000	1,989	11.70
Insurance			78,639		78,639	60,000	(18,639)	(31.07)
Equipment	0	50,268	90,937	0	141,205	171,000	29,795	17.42
Clinics & Awards			9,044		9,044	10,000	956	9.56
Transfers & Refunds		0	0		0	1,000	1,000	100.00
Revolving					0	0	0	
Nationals & Fees			24,087		24,087	34,000	9,913	29.16
Supplies	16,690	4,199	77,411	844	99,144	76,000	(23,144)	(30.45)
Misc.		0			0	1,000	1,000	100.00
<hr/>								
Total Expenditures	1,275,852	813,161	465,388	57,156	2,611,557	2,829,000	217,443	7.69
<hr/>								
Fund Balance, Ending	427,571	560,899	123,502	95,403	1,207,375	1,214,199		
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BARTON COUNTY COMMUNITY COLLEGE
STUDENT UNION
FUNDS FLOW ACTIVITY
PERIOD ENDED MAY 31, 2005 AND 2004

	PERIOD ENDED		NET CHANGE	%
	05/31/05	05/31/04	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	\$473,710	\$663,935	(\$190,225)	(28.7)
<hr/>				
Revenues:				
Vending	1,497	1,710	(213)	(12.5)
Bookstore	687,259	759,552	(72,293)	(9.5)
Food service	427,631	370,167	57,464	15.5
Fees & Misc.	111,284	112,332	(1,048)	(0.9)
<hr/>				
Total Revenues	1,227,671	1,243,761	(16,090)	(1.3)
<hr/>				
Expenditures:				
Salaries	67,050	62,881	4,169	6.6
Books & Supplies	682,696	729,255	(46,559)	(6.4)
Maintenance	33,071	65,204	(32,133)	(49.3)
Food	476,345	459,734	16,611	3.6
Lease payments & Int.	0	11,871	(11,871)	(100.0)
Equipment	0	27,839	(27,839)	(100.0)
Supplies	16,690	15,757	933	5.9
<hr/>				
Total Expenditures	1,275,852	1,372,541	(96,689)	(7.0)
<hr/>				
Fund Balance, Ending	\$425,529	\$535,155	(\$109,626)	(20.5)
<hr/> <hr/>				

BARTON COUNTY COMMUNITY COLLEGE
DORMITORIES
FUNDS FLOW ACTIVITY
PERIOD ENDED MAY 31, 2005 AND 2004

	PERIOD ENDED		NET CHANGE	%
	05/31/05	05/31/04	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	\$449,791.00	\$398,857.00	\$50,934.00	12.77
<hr/>				
Revenues:				
Supplies & Services	18,437.00	19,043.00	(606.00)	(3.18)
Rental & Other	905,832.00	815,654.00	90,178.00	11.06
<hr/>				
Total Revenues	924,269.00	834,697.00	89,572.00	10.73
<hr/>				
Expenditures:				
Salaries	57,669.00	46,389.00	11,280.00	24.32
Maintenance	45,997.00	34,446.00	11,551.00	33.53
Food	351,272.00	301,924.00	49,348.00	16.34
Utilities	112,422.00	99,082.00	13,340.00	13.46
Lease payments & Int.	191,334.00	196,474.00	(5,140.00)	(2.62)
Equipment	50,268.00	59,800.00	(9,532.00)	(15.94)
Supplies	4,199.00	3,694.00	505.00	13.67
<hr/>				
Total Expenditures	813,161.00	741,809.00	71,352.00	9.62
<hr/>				
Fund Balance, Ending	\$560,899.00	\$491,745.00	\$69,154.00	14.06
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BARTON COUNTY COMMUNITY COLLEGE
ATHLETICS
FUNDS FLOW ACTIVITY
PERIOD ENDED MAY 31, 2005 AND 2004

	PERIOD ENDED		NET CHANGE	%
	05/31/05	05/31/04	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	\$42,786.00	\$42,786.00	\$0.00	0.00

Revenues:				
Transfers	500,000.00	480,000.00	20,000.00	4.17
Revolving	0.00	0.00	0.00	
Gate Receipts	0.00	0.00	0.00	
Entry Fees & Other	13,170.00	10,985.00	2,185.00	19.89

Total Revenues	513,170.00	490,985.00	22,185.00	4.52

Expenditures:				
Salaries	7,772.00	7,536.00	236.00	3.13
Travel & Recruiting	134,248.00	132,653.00	1,595.00	1.20
Officials	28,239.00	29,570.00	(1,331.00)	(4.50)
Training Supplies	15,011.00	13,114.00	1,897.00	14.47
Insurance	78,639.00	81,617.00	(2,978.00)	(3.65)
Equipment	90,937.00	94,325.00	(3,388.00)	(3.59)
Clinics & Awards	9,044.00	11,674.00	(2,630.00)	(22.53)
Transfers	0.00	0.00	0.00	
Nationals & Fees	24,087.00	25,407.00	(1,320.00)	(5.20)
Supplies	77,411.00	51,891.00	25,520.00	49.18

Total Expenditures	465,388.00	447,787.00	17,601.00	3.93

Fund Balance, Ending	\$90,568.00	\$85,984.00	\$4,584.00	5.33
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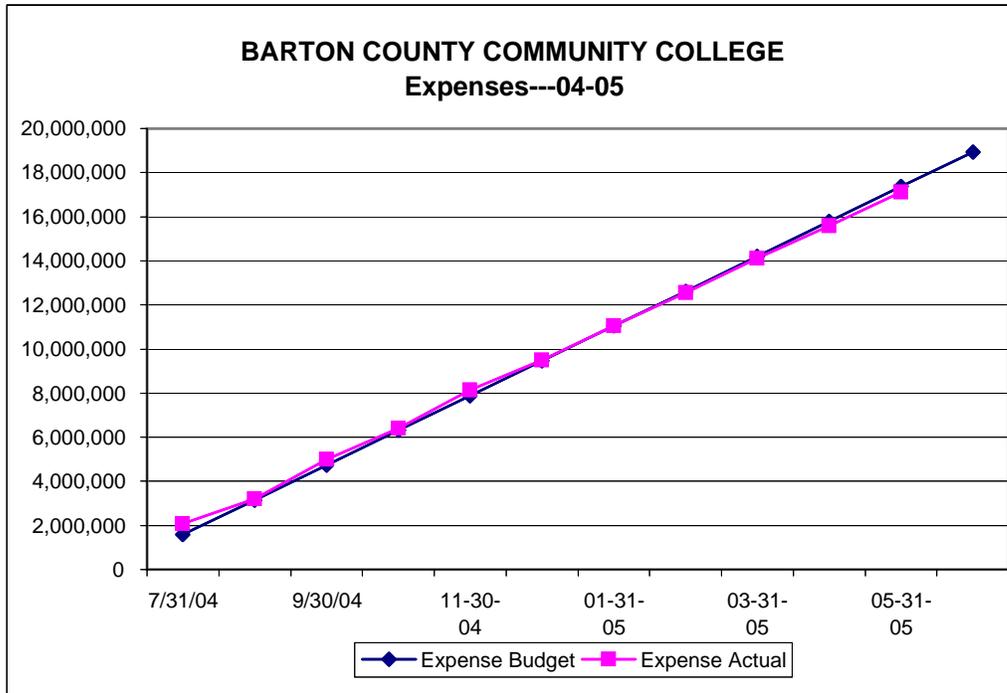
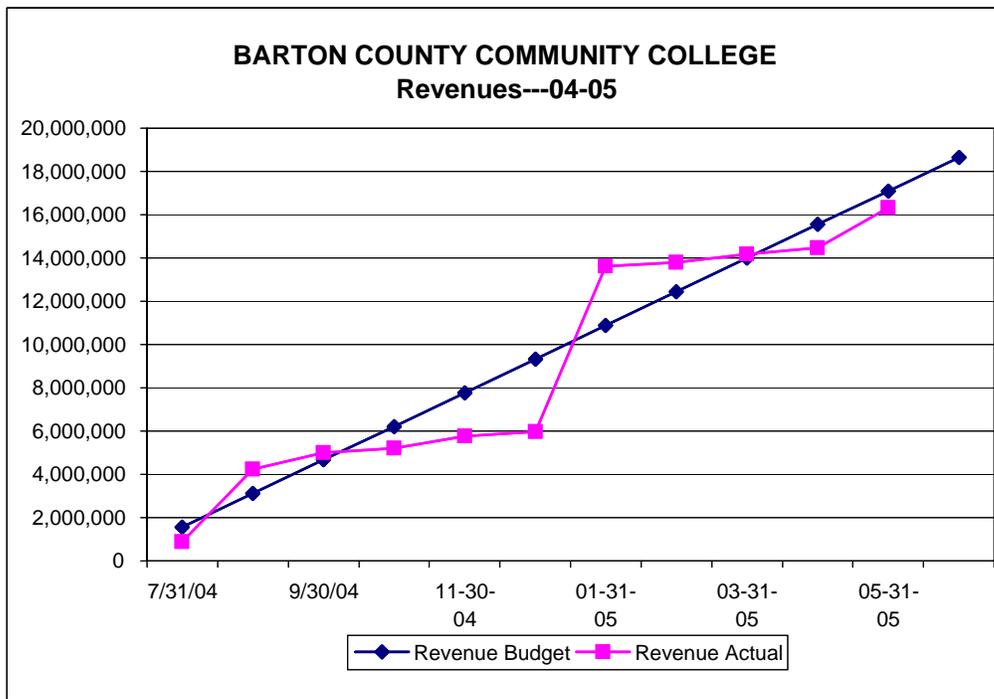
BARTON COUNTY COMMUNITY COLLEGE
 CAMP ALDRICH
 FUNDS FLOW ACTIVITY
 PERIOD ENDED MAY 31, 2005 AND 2004

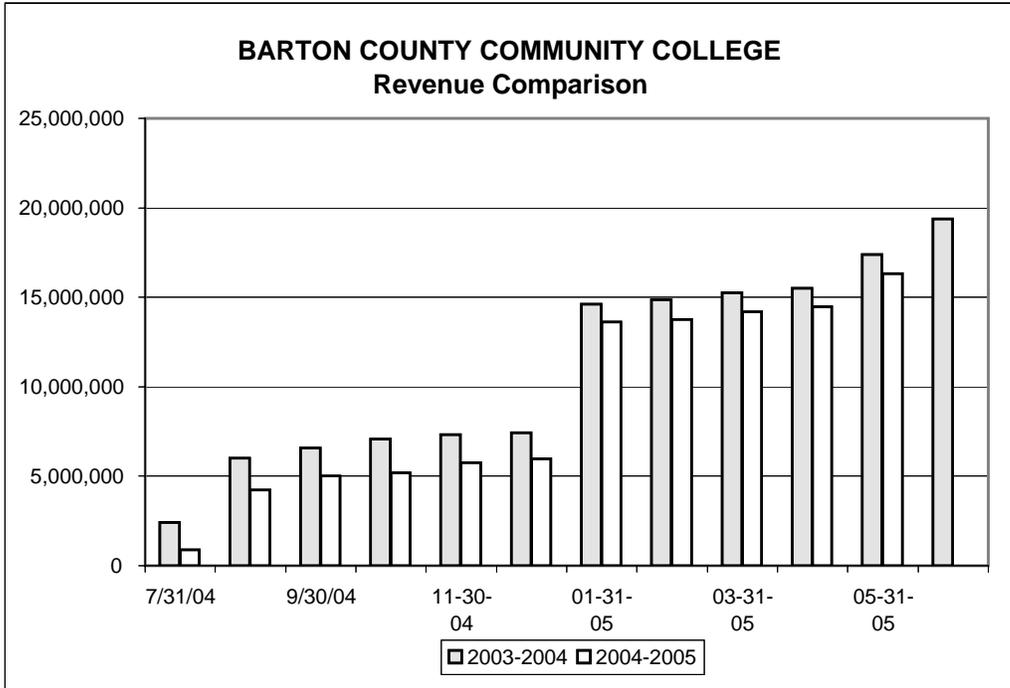
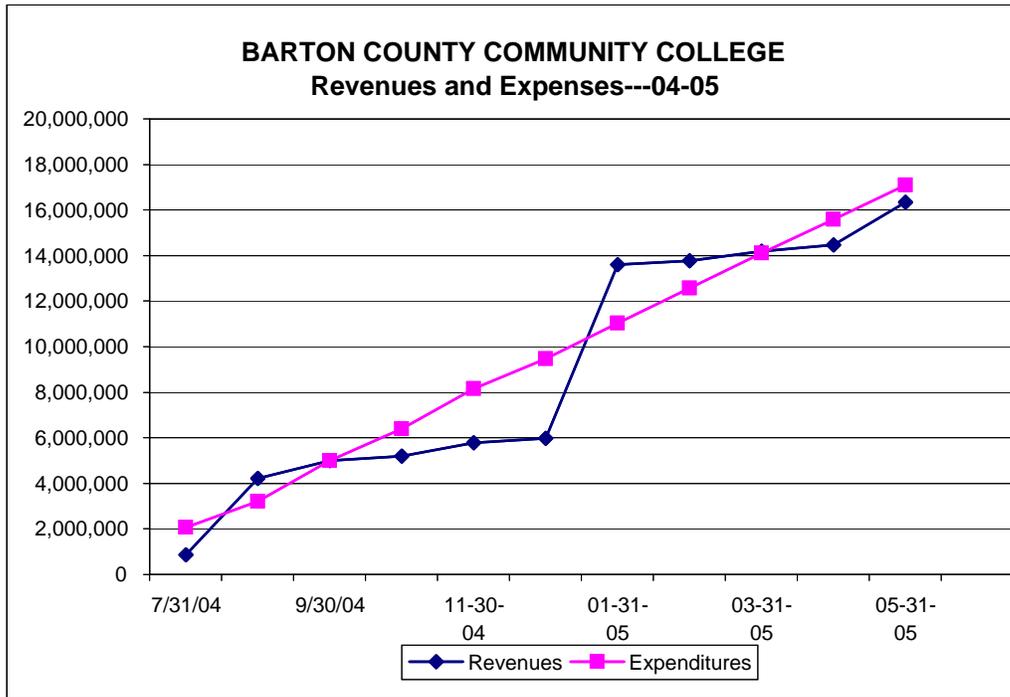
	PERIOD ENDED		NET CHANGE INCREASE (DECREASE)	%
	05/31/05	05/31/04		
Fund Balance, Beginning	\$45,978.00	\$71,154.00	(\$25,176.00)	(35.38)
<hr/>				
Revenues:				
Food Service	0.00	0.00	0.00	
Housing Rental	56,581.00	37,179.00	19,402.00	52.19
Transfers	50,000.00	0.00	50,000.00	
<hr/>				
Total Revenues	106,581.00	37,179.00	69,402.00	186.67
<hr/>				
Expenditures:				
Salaries	33,834.00	25,373.00	8,461.00	33.35
Utilities	14,861.00	14,038.00	823.00	5.86
Supplies	8,461.00	12,534.00	(4,073.00)	(32.50)
<hr/>				
Total Expenditures	57,156.00	51,945.00	5,211.00	10.03
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Fund Balance, Ending	\$95,403.00	\$56,388.00	\$39,015.00	69.19
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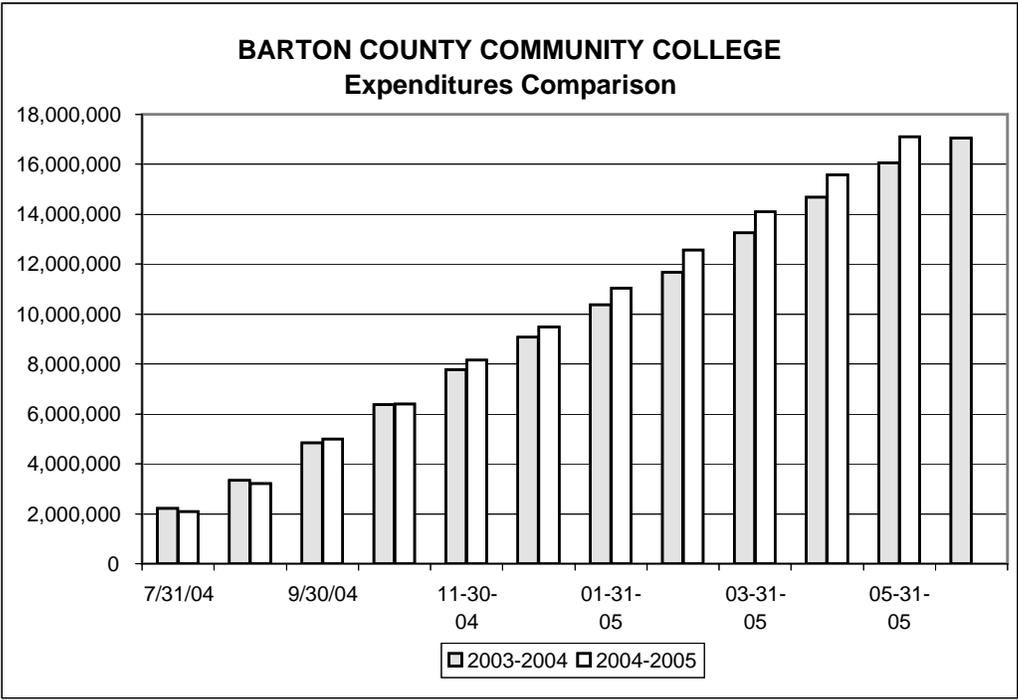
Date 9-JUNE-05

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

FUND-DESCRIPTION	BEGIN-BAL	MONTH-RCPT	MONTH-EXP	YTD RCPT	YTD-EXP	END-BAL	CHECKING	INVEST	CHANGE
GENERAL & VOC	3,740,805	1,644,899	1,301,631	16,119,237	14,861,673	4,998,369	4,604,269	350,000	44,100
EMPLOYEE BENEFITS	0	0	179,919	0	1,868,226	(1,868,226)	(1,868,226)	0	0
STUDENT UNION	473,710	206,180	110,986	1,229,713	1,271,509	431,914	330,914	100,000	1,000
DORMITORY	449,791	9,997	111,667	924,269	810,438	563,622	463,222	100,000	400
CAMP ALDRICH	45,978	3,495	5,036	106,581	57,112	95,447	95,447	0	0
ATHLETICS	75,720	101,879	27,745	513,170	465,387	123,503	123,503	0	0
	4,786,004	1,966,450	1,736,984	18,892,970	19,334,345	4,344,629	3,749,129	550,000	45,500







KACCT/KBOR REPORT

Mike Johnson and Dr. Law will update the Board concerning Kansas Association of Community College Trustees and Kansas Board of Regents activities.

INFORMATION/DISCUSSION ITEMS

Monitoring Reports
Upcoming Board Meetings/Activities
President's Report of Monthly Activities

Monitoring Reports June 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 #5

Permit conflict of interest in awarding purchases or other contracts or hiring of employees.

Response: To my knowledge, no conflict of interest regarding purchases, contracts or hiring has occurred. I believe institutionally, we continue to demonstrate that our purchasing processes provide fairness, preference to local business whenever possible and encourage competition so the taxpayers receive the most for their money. Additionally, we continue to use personnel screening and selection processes that encourage qualified and quality applicants and fairness in appointments. As it relates to this last item, we maintain processes that allow us to expeditiously make appointments when it is thought to be in the best interest of the College.

General Executive Constraint #9

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

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

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: BUDGETING/FORECASTING

Budgeting for any fiscal year shall follow Board ENDS priorities, control College financial risk, and accurately reflect projections of income and expenses. The President shall propose a budget after first seeking broad input from all College constituencies. Budgets will become effective upon approval by the Board.

Accordingly, the President shall not:

Budgeting/Forecasting Constraint #1

Propose an unbalanced budget. Supporting information shall include: a reasonable projection of revenues and expenses, separation of capital and operational items, and planning assumptions.

Response: We are in the process of finalizing a budget for the approaching fiscal year. The budget will be balanced, but as the Board knows it will be another difficult year with many competing choices. To address this year's budget challenges tuition has been raised substantially for the third year in a row. Students now provide in excess of 30% of the College's operating budget, which is well beyond the state goal of 20%. Student tuition and fees are now at a point that they are nearing or have exceeded the local property revenue provided from Barton County. I do not believe that we will be able to complete an appropriate budget that protects the Board's ENDS without some sort of a local property tax increase, as well as use of reserve funds. These efforts will help us make it through this approaching fiscal year.

Throughout this entire year the College has refined the development of a process and templates to help us prepare for 2006-2007 budget decisions. The process helps us examine fiscal efficiencies, as well as revenues and expenses. This approach includes utilizing templates, which will permit the comparisons of fiscal data and efficiencies within Athletics and Instruction. A means of assessing Institutional Support efficiencies continues to be developed.

As the Board knows we are at the "bone" in regards to budget cuts. Further cuts will mean loss of programs and services. The work completed during these past few years will help the Board should these kinds of difficult decisions have to be made.

We have diligently monitored the expense side of the budget, and it is my impression that the fiscal concerns that the College faces are not due to expenses which are unwarranted. Our challenge remains as a revenue challenge, as I believe that our expenses are in "check."

Budgeting/Forecasting Constraint #2

Propose a budget that does not take into account Board ENDS priorities.

Response: The budget referenced above and that is being developed will take into consideration the Board's ENDS. However, the revenue required will have to come from agreed upon program or service cuts, increase in local tax support, use of reserve funds, or a combination of the above. The budget will provide reasonable support to the accomplishment of the approved strategic objectives.

Budgeting/Forecasting Constraint #3

Propose a budget which excludes adequate support for Board operations (fiscal audit, legal expenses, Board development and training, and Board membership fees), and non-compensation needs such as plant and facilities maintenance, instructional equipment, new program and course development, staff development, institutional research, etc.

Response: Each of the above elements will be included in the budget. However, because revenue is lean, in reviewing the budget, there is reason to closely monitor the amount of funding the College is able to devote to the above cost centers. Obviously, these are areas that many times are deferred and in some cases we will have deferred some requested items for a number of years in a row. The Board can expect that this year's budget will again defer capital expenses as a strategy to balance revenues and expenses.

Budgeting/Forecasting Constraint #4

Propose an operating budget, which allows the College cash reserve to drop below 8% of its annual budget, working toward a goal of 16%.

Response: A budget, which maintains the cash reserve above the 8% floor, will be developed.

Budgeting/Forecasting Constraint #5

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

Response: A salary increase recommendation will ultimately be provided as part of the budget assumptions. This will be a difficult recommendation given the faculty and staff's general salary relationship to peer institutions. Sadly, I expect some of the College's turn over is because of our inability to remain competitive with our salaries. It is important to also recognize that many staff have assumed additional duties with no salary increases, further there have been staff positions cut or not replaced so there are many doing all they can to help find ways to maintain or increase revenues so that the College is able to maintain the services and programs that have made it a comprehensive community college. Our employees undoubtedly deserve increases. The administration recognizes that an increase, if provided, is at the discretion of the Board in regards to the pool of

funds provided as well as whether those funds are applied to the employees' base or treated in some other fashion.

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 1990's. As you are aware, the reserve – though we had projected the need to use some of it this past year – has actually grown due to delayed spending and altered priorities. This is the sixth or seventh year in a row we have seen growth in the reserves, in spite of some extreme fiscal difficulties.

Financial Condition #8

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

Response: Each month, as part of the Board's agenda, "Claims" and "Financial Reports" are presented for the Board's review and action. The reports accurately reflect the fiscal condition of the institution. Further, information regarding the

Foundation's fiscal condition is provided to the Trustees from the Foundation Office each month. The clarifying questions asked by the Board are appreciated, as they help us to more fully discharge our accountability to the public.

UPCOMING BOARD MEETINGS/ACTIVITIES

Wednesday, July 6 12:30 p.m. – Special Board Meeting – U-219
Immediately following adjournment of the Special
meeting, the Board will hold its monthly study session.

Tuesday, July 19 4:00 p.m. – Regular Monthly Board Meeting – U-219

Note: The College will be closed on Monday, July 4 for Independence Day.

President's Monthly Activities
May 01-31, 2005

- May 2 Met with Faculty and Staff to discuss the Executive Summary-Major Gift Campaign Feasibility Study
Met with Dennis King, Dr. Mills, and Dr. Martin from FHSU
Hosted the Employee Recognition Reception
- May 3 Met with Faculty and Staff at Fort Riley to discuss the Executive Summary-Major Gift Campaign Feasibility Study
- May 4 Facilitated the President's Staff Meeting
Facilitated the Special Board Meeting and Study Session
Attended the Foundation Board of Directors Meeting
- May 5 Met with Terry Young
Delivered the Dessert of the Month
Met with Faculty and Staff to discuss the Executive Summary-Major Gift Campaign Feasibility Study
Met with Darnell Holopirek regarding CRD Benefactor Award
Attended the Barton Student Recital
- May 6 Met with Dr. Tom Vernon
Met with Don Learned
- May 9 Met with the Management Committee for the Capital Campaign
- May 10 Met to review state and Barton Developmental Education Data
Met with Consultant Jan VanNote
- May 11 Facilitated the President's Staff Meeting
Met with Faculty and Staff to discuss the Executive Summary-Major Gift Campaign Feasibility Study
- May 12 Attended the Honors Celebration
Attended the Career & Technical Education Academic Reception
Gave Welcome and Attended the Nurses Pinning
Hosted the Graduation Celebration Dinner
Hosted the 2005 Barton Commencement
Attended the Graduation Reception
- May 13 Traveled to Ft. Riley
- May 16 Met with Danny Biggs and Darnell Holopirek

May 17 Met with Chris Thomas and Mark Mingenback
Facilitated the Board of Trustees Meeting

May 18 Attended the KBOR and COP Meetings

May 19 Vacation Day

May 20 Met with Potential Head Men's Basketball Coach Candidate
Participated in a Telephone Interview with Susan Thacker Re:
Questions on Compliance Report
Participated in the Exit Interview with the EMS Accreditation Team
Met with Potential Head Men's Basketball Coach Candidate
Met with Ron Koelsch regarding the Feasibility Results

May 23 Met with Potential Head Men's Basketball Coach Candidate
Met with Jim & Kathi Armatys regarding the Feasibility Results
Met with Keith and Marian Mull regarding the Feasibility Results

May 25 Facilitated President's Staff meeting
Participated in Planning Implementation Council meeting

May 30 Memorial Day – Offices Closed

May 31 Participated in the Great Bend Community Forum

NOTICES AND COMMUNICATIONS

- **Letter From Senator Pat Roberts**
- **“Books Can Take You Anywhere” Article By Darnell Holopirek**

PAT ROBERTS
KANSAS

109 HART SENATE OFFICE BUILDING
WASHINGTON, DC 20510-1605
202-224-4774

United States Senate

WASHINGTON, DC 20510-1605

May 24, 2005

COMMITTEES:
ARMED SERVICES
AGRICULTURE
ETHICS
HEALTH, EDUCATION,
LABOR, AND PENSIONS
CHAIRMAN:
INTELLIGENCE

Ms. Jackie Elliott
Barton County Community College
Great Bend, KS 67530

RECEIVED
JUN 07 2005
PRESIDENT'S OFFICE
BCCC

Dear Ms. Elliott:

Thank you for contacting me about early college awareness programs. I appreciate your taking the time to write.

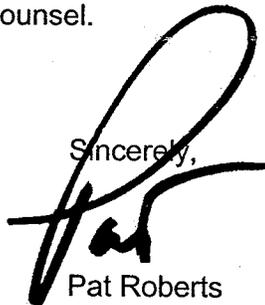
I have long supported the Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) and TRIO programs, and I am proud of the success these programs have demonstrated in Kansas. As a member of the Senate Health, Education, Labor and Pensions (HELP) Committee, I am committed to ensuring that every child has access to quality education. TRIO and GEAR UP programs are a valuable and necessary part of the educational experience for many first-generation, low-income and other under-represented students. These students, who may otherwise be discouraged from continuing their education, are now able to successfully begin their four-year course of study.

I appreciate knowing of your concerns with President Bush's proposal to reduce or eliminate funding for TRIO and GEAR UP programs in fiscal year 2006. Over the past several years, I have joined my colleagues in sending a letter to the Senate Appropriations Subcommittee on Labor, Health and Education to request more funding for these programs. Please find a copy of one such letter attached.

Please be assured I will keep your funding concerns in mind as the Senate begins the annual funding process for the Department of Education. Again, thank you for writing. I look forward to your continued advice and counsel.

With every best wish,

Sincerely,



Pat Roberts

PR:js
Enclosure

As Vice President for CRD's Customized Training/Educational Services, I know CRD's membership has impressive resources and considerable professional talent to enhance fundraising, resource development, and foundation operations across the USA. It's time to spread the word about our rolodex of talent!

Whether a small shop or a large fundraising division, CRD's membership includes seasoned, successful fundraising professionals who can speak on topics from the "ABCs of Fundraising" to the more advanced "How to Construct a Successful Capital Campaign."

I look forward to building on the wonderful efforts of so many, including Polly Binns, Executive Director, CRD, in my quest to promote CRD's educational offerings. With this in mind, I'm looking forward to reviewing the plethora of materials from CRD's institutes, training sessions, conferences, and executive institutes. I also realize for many facing a training budget dollar crunch, the intrinsic value of the training courses and programs must be

evident in carefully constructed learning objectives and outcomes. Thus, this is a critical piece in the construction of an appealing, effective array of educational programs and customized sessions.

I'm also hoping many of our fabulous speakers will once again say 'yes' when I call or email with an invitation to present. We are a force among community college fundraising professionals because we are all appreciative of CRD's role in our professional lives and, hence, willing to give back to CRD. Sometimes, however, we fail to realize that our time 'in the trenches' of fundraising can inspire, teach, and motivate.

The role of the CRD members is critical to this endeavor. I know there are many people in our readership/membership who could share ideas in rave educational sessions. To the members of CRD – please consider sharing your talents! It's time to join the CRD band of speakers who inspire large and small shops alike through lively, informative, and very useful presentations. Please visit the

continued on page 24

Books Can Take You Anywhere

BY DARNELL HOLOPIREK

That is the quote that appears on the window of the Cougar Tales Bookstore, a fundraising enterprise of the Barton County Community College (BCCC) Foundation. The bookstore opened for business on February 1, 2005 and is a welcome addition to the business climate of Great Bend, Kansas. Located on Main Street in the middle of the business district, the bookstore is a needed and welcomed addition to the Great Bend Chamber of Commerce.

Darnell Holopirek, Director of Institutional Advancement at Barton County Community College, came back from the CRD Specialist training in April of 2004 very excited about the possibility of the BCCC Foundation organizing and running a for-profit business to generate much needed unrestricted funds that the foundation could use for program enhancements at Barton County.

She began to research her options and immediately several very important points became crystal clear: 1) it should be located on main street in Great Bend (like most cities affected by mini-malls, WalMart and such,

main street has become a former shell of days gone by with empty store fronts everywhere, 2) we did not want to be in competition with any existing retailers (we depend on all of them at one time or another for donations and support), and 3) the lions share of the expenses generated to open a business would need to be donated.

First came the idea – a friend commented that she had spent the weekend cleaning out her closets and had no idea what she was going to do with all of her books – boxes and boxes of books. Great Bend had lost its last existing bookstore two years before and so, of course, the decision was made – a bookstore it would be.

Darnell researched all the legalities, found a building, set up a budget and presented it to the Foundation Board of Directors. With the help and support of Mary Hester, BCCC librarian; Mark Dean, Director of the Physical Plant; and wonderful donors who furnished books, books, books, store furnishings, signs, a new cash

continued on page 20



Friendraisers as Fundraisers. Shortly after its inception, the alumni association decided to hold an annual scholarship competition for graduating students. To cover those costs as well as office operations, we began to research annual friendraiser events that could also double as fundraisers. The SCCAA board chair liked to golf, and in 1994 there were fewer golf outings than there are today. We settled on an annual golf outing (always the third Friday in July) where every golfer gets a prize (yes, some gift soliciting is required; use work studies).

The \$55 registration fee is reasonable (our costs are about \$22 per golfer) and includes bottomless beverages (coolers on every hole), one-half of the cart rental and a large buffet dinner in the evening. A \$500 team sponsorship receives four green fees, two carts, four dinners, a printed program listing, and a keepsake silk-screened flag. We invite our Foundation's donor base, college staff, retirees, local Chamber members, and past golfers. The first year yielded just 38 golfers, mostly SCC employees. In the fifth through ninth years, we have had 140 or more golfers (a full house) raising \$7,000 to \$10,000 each year without much work.

Golf Outing "Fast Facts." On an 18-hole golf course with a 12:30 p.m. shot-gun start, we are off the course by 5:30 p.m. The three-entrée buffet dinner at the club house costs us about \$7 per person (event helpers dine free). The College's insurance and bond underwriter covers the cost of the \$353 Hole-In-One (.com) insurance - no one has "one" yet. A local beer distributor provides all water, beer, and wine coolers as well as many golfer flight prizes and raffle prizes. A work study student solicits golfer prizes each spring. A soda distributor provides soft drinks. Every golfer gets a prize; we affix pre-printed golfer name labels on each gift. Participants pick up their golfer prize from the display table any time during the day. Digital photos of each foursome taken on our "heckling hole" (a 12' circle game hole) are printed and affixed to magnets made by our graphics communication class and mailed out with "save the date" notes the following spring. We use four selected photos for the next year's golf outing flyer and several others for the follow-up news release and newsletter article. (The photos are big hits!)

Feel free to contact me at brump@sccciowa.edu for a

copy of our membership brochure, bylaws, alumni newsletter, distinguished alumni policy and nomination form, payroll deduction form or alumni scholarship policy and application. Good luck!

Next issue: Recognizing All Levels of Alumni...With or Without an Alumni Association! c&D

Rebecca Rump, CFRE, (brump@sccciowa.edu) is executive director of institutional advancement at Southeastern Community College in West Burlington, Iowa.

Books Can Take You Anywhere *continued from page 9*

register, a donation of the first year's rent and, oh yes, did I mention books (to date over 10,000), the store has been a great success.



The Cougar Tales Bookstore is run completely by volunteers who are managed and scheduled by Mary Lou Warren, the Director of RSVP.

The store is open Tuesday through Saturday, 10:00 a.m. to 6:00 p.m.

BCCC Foundation is thrilled that the bookstore is without doubt a rousing success. Long before we know what our net profit might be, we have generated goodwill and a sense of partnership with the Great Bend community that will prove to be absolutely priceless. Books can take you anywhere - they have taken the Barton County Community College Foundation to new heights of fundraising! c&D

Darnell Holopirek (HolopirekD@bartonccc.edu) is Executive Director of Institutional Advancement at Barton County Community College in Great Bend, Kansas.

Intergenerational Equity *continued from page 14*

The here and now *must* give way to the eye to the future... here and now! If we can't find and commit the dollars to expand professional development staff now, we won't find the necessary dollars to help larger numbers of future students. Hindsight won't help.

Harry I. Hareluk, MPA, CPA, (hhareluk@mclennan.edu) is Executive Director at McLennan Community College Foundation in Waco, Texas

Meeting of the Board of Trustees
Barton County Community College

June 21, 2005

EXECUTIVE SESSION

Comments: 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