

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

**Wednesday, July 13, 2005 – 12:30 p.m.
U-219 (Upper Level of Student Union)**

AGENDA

1.	Official Board Meetings	1
2.	Call to Order Comments from Mike Johnson	2
3.	Public/Employee Comment	2
4.	Introduction of Guests	2
5.	Administration of Oaths of Office	3
6.	Election of 2005-2006 Board Officers	4
7.	Board Signatures for Banking Authorizations.....	9
8.	Schedule of 2005-2006 Board Meetings	10
9.	Consent Agenda	13

Special Meeting of the Board of Trustees
Barton County Community College

July 13, 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

Special Meeting of the Board of Trustees
Barton County Community College

July 13, 2005

COMMENTS FROM MIKE JOHNSON

Mike Johnson will address the assembly.

PUBLIC AND/OR EMPLOYEE COMMENT

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

INTRODUCTION OF GUESTS

The President or his designee will introduce guests.

Special Meeting of the Board of Trustees
Barton County Community College

July 13, 2005

ADMINISTRATION OF OATHS OF OFFICE

Detail: Oaths of Office will be administered to Trustees-elect Robert Feldt, Don Learned, and Judy Murphy.

Action: Assistant to the President

Special Meeting of the Board of Trustees
Barton County Community College

July 13, 2005

ELECTION OF 2005-2006 BOARD OFFICERS

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

Officers for 2004-2005 were as follows:

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

Recommendation: It is recommended that the Board of Trustees of Barton County Community College nominates and selects its officers for the 2005-2006 fiscal year, in keeping with its Board Process Policy and Kansas Statutes.

Action: Board of Trustees

POLICY TYPE: BOARD PROCESS

POLICY TITLE: BOARD JOB DESCRIPTION

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

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

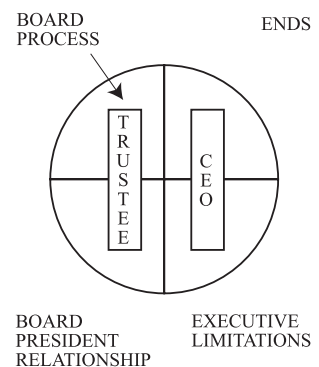
(continued on next page)

POLICY TYPE: BOARD PROCESS

POLICY TITLE: BOARD JOB DESCRIPTION (continued)

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

--This policy adopted on 10-16-97
Reviewed on 11-01-00 (no changes)
Reviewed on 04-02-03 (no changes)
Reviewed on 09-01-04 (no changes)



POLICY TYPE: BOARD PROCESS

POLICY TITLE: CHAIRPERSON'S ROLE

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

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

(continued on next page)

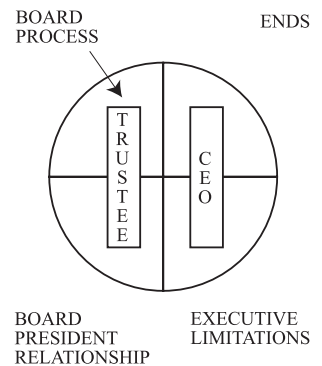
POLICY TYPE: BOARD PROCESS

POLICY TITLE: CHAIRPERSON’S ROLE (continued)

- 3. The chairperson is to ensure the vice chairperson is informed of current and pending Board issues and processes.

- 4. In the event of a potential conflict of interest, the Vice Chair will be authorized to sign financial documents, including checks, on the Chairperson’s behalf.

-- This policy adopted on 10-16-97
Reviewed on 11-01-00 (no changes)
Revised on 10-23-01
Revised on 04-22-03
Reviewed on 09-01-04 (no changes)



Special Meeting of the Board of Trustees
Barton County Community College

July 13, 2005

BOARD SIGNATURES FOR BANKING AUTHORIZATIONS

Detail: The banking institutions that handle all College banking activities which include accounts payable, payroll and cash receipts require electronic signatures of the Board Chairperson, Secretary and Treasurer. Following election of Board officers for 2005-2006, the College will need to secure these signatures as required.

Recommendation: It is recommended that the Board authorizes its Chairperson, Secretary and Treasurer to sign signature authorizations for use in the banking operations of the College.

Action: President and Dean of Business Services

Special Meeting of the Board of Trustees
Barton County Community College

July 13, 2005

SCHEDULE OF 2005-2006 BOARD MEETINGS

Detail: Attached is a schedule of all regular Board meetings, study sessions and Advances for the 2005-2006 fiscal year for the Board's consideration. Please know that every attempt will be made to avoid alterations to this schedule; however, unexpected conflicts may necessitate revisions throughout the year. In addition, this schedule does not reflect any special meetings that may be scheduled at a later date. Required notifications of additional/revised meeting dates, times and/or locations will be communicated as these are identified.

Recommendation: It is recommended that the Board approve the schedule of Board meetings and study sessions for 2005-2006 as presented.

Action: President's Office

SCHEDULE OF 2005-2006 BOARD MEETINGS

The following meeting schedule has been set for the Board study sessions and regular Board meetings for the 2005-2006 academic year. Unless otherwise noted, all meetings will be held in room U-219 (upper level of the Student Union.)

Please know that every attempt will be made to avoid alterations to this schedule; however, unexpected conflicts may necessitate revisions throughout the year. In addition, this schedule does not reflect any special meetings, which may be scheduled at a later date.

Tuesday, July 19, 2005 – 4:00 p.m. – BOT Meeting

(There will be no August study session)

Tuesday, August 9, 2005 – 4:00 p.m. – Budget Hearing/BOT Meeting

**Wednesday, September 07, 2005 – 8:00 a.m.
Board Advance at Camp Aldrich Classroom**

Tuesday, September 20, 2005 – 4:00 p.m. – BOT Meeting

Wednesday, October 05, 2005 – 12:00 p.m. study session

Tuesday, October 18, 2005 – 4:00 p.m. – BOT Meeting

Wednesday, November 02, 2005 – 12:00 p.m. – study session

Tuesday, November 15, 2005 – 4:00 p.m. – BOT Meeting

Wednesday, December 07, 2005 – 12:00 p.m. – study session

Tuesday, December 13, 2005 – 4:00 p.m. – BOT Meeting

(There will be no January Study Session)

Tuesday, January 17, 2006 – 4:00 p.m. – BOT Meeting

Wednesday, February 01, 2006 – 12:00 p.m. study session

Tuesday, February 21, 2006 – 4:00 p.m. – BOT Meeting

**Wednesday, March 01, 2006 – 8:00 a.m.
Board Advance at Camp Aldrich classroom**

Tuesday, March 21, 2006 – 4:00 p.m. – BOT Meeting

Wednesday, April 05, 2006 – 12:00 p.m. – study session

Tuesday, April 18, 2006 – 4:00 p.m. – BOT Meeting

Wednesday, May 3, 2006 – 12:00 p.m. – study session

**Thursday, May 11, 2006 – 6:00 p.m. BOT Dinner
(Board members and guests will be invited to a special celebration dinner, in
conjunction with commencement on this date)**

Tuesday, May 16, 2006 – 4:00 p.m. – BOT Meeting

Wednesday, June 07, 2006 – 12:00 p.m. – study session

Tuesday, June 20, 2006 – 4:00 p.m. – BOT Meeting

Special Meeting of the Board of Trustees
Barton County Community College

July 13, 2005

CONSENT AGENDA

Detail: 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:

- Personnel

Recommendation: After reviewing the detail for personnel, it is recommended that the Board approve the Consent Agenda as presented.

Action: President's Office

PERSONNEL

Departing Employees

Julieta Rodriguez – Custodian I
Jana Williams – Assistant Coach (Softball)

New Employees

Amy Evans – Temporary Secretary (LA1 Administrative Entity)
Robert Dalke – Executive Director (LA1 Administrative Entity)
Debra Scheibler – Specialist (LA1 Administrative Entity)

Replacement Employees

Marlin Daubert – Admissions Representative
Amy Gillespie – Assistant Coach (Volleyball)
Terry McNeil – Dietary Manager Consultant
Jasmyn Willis – Admissions & Records Receptionist

Position Changes

Amy Evans – from Temporary Secretary (LA1 Administrative Entity) to Office Manager, LA1 Administrative Entity
Diana Kaeberle – from GED Examiner to Alternate GED Examiner
Leslie Patrick – from Testing Monitor & Office Management to Assistant Computer Systems Specialist & Testing Monitor & Office Management

Position Title Changes

Stephannie Goerl Interim Associate Dean of Mathematics, English & Essential Skills to Associate Dean of Mathematics, English & Essential Skills