

**Meeting of the Board of Trustees  
Barton County Community College**

**December 13, 2005**

4:00 p.m. – Room U-219 (upper level of Student Union)

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The Chairman will call the meeting to order

**2. INTRODUCTION OF GUESTS AND NEW EMPLOYEES**

The President will provide introductions

**3. PUBLIC COMMENT**

The Chairman will invite public comments

**4. MONITORING REPORTS**

The President will address organizational performance against Board policy on ENDS and EXECUTIVE LIMITATIONS. The ENDS monitoring reports have traditionally been presented to the Board in partial fulfillment of the Board's governance policy. As we move toward monitoring our ENDS in terms of what benefit; for what people; at what cost, these reports will continue to be modified to answer those three questions.

***POLICY TYPE: EXECUTIVE LIMITATIONS***

<b>POLICY TITLE: GENERAL EXECUTIVE CONSTRAINTS</b>
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The President shall act at all times in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President shall act in a manner consistent with Board policies and consistent with those practices, activities, decisions, and organizational circumstances, which are legal, prudent, and ethical.

Accordingly, the President may not:

**General Executive Constraint #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.

**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.

**POLICY TYPE: EXECUTIVE LIMITATIONS**

**POLICY TITLE: FINANCIAL CONDITION**

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.

It is material deviation to:

**Financial Condition #3**

Make any purchase: (a) without prudent protection against conflict of interest; (b) over \$50,000 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. Preference shall be given to local vendors who can provide like quality products and services and who meet bid specifications within 5%.

**Response:** We attempt to make the most cost effective purchases while giving local preference.

**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:** I'm pleased to report that we plan to maintain reserves at 20% or more for FY 06. With the new State payment schedule, we need to have the reserves above 20%.

**Financial Condition #8**

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

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

**Financial Condition #9**

Allow cash to drop below the amount needed to settle payroll and debts in a timely manner.

**Response:** We do not anticipate an inability to meet payroll or address debts in a timely manner.

**Financial Condition #10**

Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.

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

***POLICY TYPE: EXECUTIVE LIMITATIONS***

**POLICY TITLE: COMMUNICATION AND COUNSEL TO THE BOARD**

The President shall keep the Board adequately informed.

Accordingly, the President shall not:

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

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

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

**5. CONSENT AGENDA**

Routine items are presented for action in one motion. Any Trustee may remove an item from the consent agenda for individual discussion and action.

**Recommendation:** It is recommended that the Board approve the Consent Agenda as presented:

- Minutes of special meeting of the Board of Trustees, held on November 11, 2005
- Minutes of the regular meeting of the Board of Trustees, held on November 15, 2005
- Personnel (note: there were no personnel items to be included this month)
- Financial Report
- January Study Session

**Special Meeting of the Board of Trustees  
Barton County Community College  
November 11, 2005**

**LUNCHEON AND SOCIAL**

Chairman Webster advised that Mr. and Dr. Cohen, the Board of Trustees and the Foundation Board would eat the served meal and socialize prior to the start of the official meeting.

**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., November 11, 2005 in room U-219 of the Student Union.

**ATTENDANCE**

Trustees Present: Robert Feldt, Mike Johnson, Dr. Paul Maneth, Judy Murphy and J.B. Webster

Absent: Don Learned

Foundation Executive Board: Angie Fry, Megan Murphy, Nancy Peschka and Rob Dove

Other Attendees: Mr. Bart Cohen, Dr. Mary Cohen, Darnell Holopirek, Michelle Fryberger, Coleen Cape, Dr. Gillian Gabelmann, Mary Hester, Susan Thacker of the Great Bend Tribune, Dr. Steve Maier and Marilyn Beary

**DISCUSSION**

The group actively participated in a discussion of the Cohen Library project as well as a potential capital campaign. No action was taken. The Board will discuss this in further detail at its study session on December 7.

**ADJOURNMENT** – The meeting adjourned at 1:35 p.m.

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J.B. Webster

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Mike Johnson, Secretary

Recorded by Marilyn Beary

**Regular Meeting of the Board of Trustees  
Barton County Community College  
November 15, 2005**

**ATTENDANCE**

Trustees Present: Robert Feldt, Mike Johnson, Don Learned, Dr. Paul Maneth, Judy Murphy, and J.B. Webster.

Trustees Absent: None

Other Attendees: Robert Dunavan and students Dior Lowry, Tyson Seirer and Brandon Turner from his State and Local Government class; Dick Wade; Ron Vratil; Susan Thacker representing the Great Bend Tribune; Mike Dawes; Dr. Gillian Gabelmann; Randall C. Henry; Dr. Steve Maier and Marilyn Beary.

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Chairman Webster called the meeting of the Board of Trustees of Barton County Community College to order at 4:00 p.m., November 15, 2005 in room U-219 of the Student Union. He then led in the Pledge of Allegiance.

**INTRODUCTION OF GUESTS AND NEW EMPLOYEES**

Dr. Maier introduced Robert Dunavan and students Dior Lowry, Tyson Seirer and Brandon Turner from his State and Local Government class.

**PUBLIC COMMENT**

No requests for employee/public comment have been received.

**MONITORING REPORTS**

Dr. Maier addressed organizational performance against Board policy on ENDS and Executive Limitations.

**ENDS DISCUSSION**

Dr. Maier facilitated a discussion relative to the ENDS....for what good, for what people, at what cost and suggested that the Board revisit the "Barton Experience."

**CONSENT AGENDA**

The following were included in the consent agenda for Board consideration:

- Minutes of the regular meeting of the Board of Trustees, held on November 15, 2005
- Minutes of the special meeting of the Board of Trustees, held on November 7, 2005
- Personnel (Note: there were no personnel items this month to include in the consent agenda.)
- Financial Report
- Time change for December 7 Board study session
- Endorsement of KBOR's Taxpayers Bill of Rights (TABOR) Resolution

*Trustee Feldt moved that the consent agenda be approved as presented. The motion was seconded by Trustee Learned. Following discussion, the motion carried 6-0.*

**INFORMATION**

The following informational items were shared with the Board:

- Mike Johnson reminded the Trustees of the upcoming December KACCT meeting
- Dr. Maier reported on the recent Kansas Board of Regents meeting
- December Board Meetings/Activities

### **EXECUTIVE SESSION**

Chairman Webster advised that an executive session would be needed for the purpose of consulting with the College attorney to discuss matters of attorney-client privilege. He asked that Randy Henry and Dr. Maier join the Trustees in executive session. *Trustee Feldt moved* (in compliance with K.S.A. 75-4319) *that the Board recess to executive session for 20 minutes at 4:25 p.m. to discuss matters of attorney-client privilege in order to protect the privilege and the Board's position in potential litigation, to reconvene in room U-219 of the Student Union at 4:45 p.m. and that no action would be taken in executive session. The motion was seconded by Trustee Johnson.* Following discussion, the motion carried 6-0.

**Open Session** – The recessed session of the Board of Trustees of Barton County Community College reconvened at 4:45 p.m. Chairman Webster advised that the Board had discussed matters of attorney-client privilege in order to protect the privilege and the Board's position in potential litigation.

### **NOTICES AND COMMUNICATIONS**

The Board was presented with the following:

- Letter from East Wichita Shepherd's Center
- Thank you note from Don and Phyllis Whelan
- Thank you note from Dr. Carl Heinrich and Dr. Kim Krull of Cloud CCC
- KJCCC 2005 Volleyball All-Conference
- KJCCC 2005 Women Soccer All-Conference
- KJCCC Men Soccer All-Conference
- Letter from US Department of Interior

### **OTHER**

The Board discussed potential opportunities to interact with the College communities. Trustee Feldt suggested that the Board host a reception to provide one such opportunity. Trustee Murphy expressed her desire for the Board to meet with the superintendents in the College's service area. Chairman Webster appointed Trustees Feldt and Learned to plan a Board of Trustees/Community reception. The Board will discuss other opportunities in the near future.

### **ADJOURNMENT**

The meeting adjourned at 4:55 p.m.

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J.B. Webster, Chair

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Mike Johnson, Secretary

Recorded by Marilyn Beary

BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 30-NOVEMBER-05

1111 GENERAL FUND

YEAR TO DATE  
ACTUAL

REVENUES:

FALL TUITION	1,237,155.50
SPRING TUITION	0.00
SUMMER TUITION	42,097.50
FALL OUT OF STATE TUITION	145,588.00
SPRING OUT OF STATE TUITION	0.00
SUMMER OUT OF STATE TUITION	5,576.00
ON LINE TUITION	230,441.00
INTERNATIONAL TUITION	47,320.00
UNDOC RES ALIEN TUITION	564.00
GENERAL STUDENT FEES	0.00
LAVTR	0.00
STATE GRANTS	0.00
STATE OPERATING GRANT	2,515,048.00
COUNTY OUT DISTRICT TUITION	39,441.00
BARTON COUNTY AD VALOREM TAX	376,665.27
MOTOR VEHICLE TAX	401,771.96
RECREATIONAL VEHICLE TAX	5,122.92
NEIGHBORHOOD REVIT PRG	1,311.67
DELINQUENT TAXES	32,679.50
TAXABLE SALES	131.56
INTEREST-GENERAL	33,950.05
MISCELLANEOUS REIMBURSEMENTS	105,823.99
INSURANCE REIMBURSEMENTS	(9,733.44)
GENERAL MISCELLANEOUS	23,124.69
MISCELLANEOUS SALE OF PROPERTY	0.00
TRANSCRIPT REVENUE	15,462.00
MISCELLANEOUS ELECTRONIC DEPT REV	78.84
DONATIONS	0.00
FARM HOUSE RENTALS	3,000.00
FARM LEASE/CROP SALES	6,000.00
PAYMENT PLAN FEES	12,030.00
CAREER CENTER REVENUE	0.00
EVALUATION FEES	50.00
ITV REVENUE	0.00
INTERNATIONAL STUDENT FEE	2,100.00
GAIN ON SALE	0.00
REFUNDS-GENERAL	159.37
ROOM RENTAL-GENERAL	13,271.00
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TOTAL REVENUES	5,286,230.38

BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 30-NOVEMBER-05

1111 GENERAL FUND

YEAR TO DATE  
ACTUAL

EXPENDITURES:

INSTRUCTION	1,860,468.71
PUBLIC SUPPORT	5,098.11
ACADEMIC SUPPORT	828,245.03
STUDENT SERVICES	351,899.80
INSTITUTIONAL SUPPORT	1,507,565.27
PHYSICAL PLANT OPERATION	789,441.76
STUDENT FINANCIAL SUPPORT	92,763.50
AUXILIARY SERVICES	31.97

TOTAL EXPENDITURES	5,435,514.15
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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	(647,283.77)
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BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 30-NOVEMBER-05

1112 VOCATIONAL FUND

YEAR TO DATE  
ACTUAL

REVENUES:

STATE OPERATING GRANT	1,022,184.00
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	1,079.19
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TOTAL REVENUES	1,023,263.19

EXPENDITURES:

INSTRUCTION	944,250.07
PUBLIC SERVICE	0.00
ACADEMIC SUPPORT	116,926.53
STUDENT SERVICES	0.00
INSTITUTIONAL SUPPORT	0.00
PHYSICAL PLANT OPERATION	0.00
AUXILIARY SERVICES	0.00
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TOTAL EXPENDITURES	1,061,176.60

NET INCREASE/DECREASE IN NET ASSETS	(37,913.41)
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BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 30-NOVEMBER-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
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TOTAL REVENUES	0.00

EXPENDITURES:

INSTRUCTION	379,553.31
PUBLIC SERVICE	46,675.45
ACADEMIC SUPPORT	154,554.27
STUDENT SERVICES	97,921.88
INSTITUTIONAL SUPPORT	235,000.63
PHYSICAL PLANT OPERATION	53,712.22
AUXILIARY SERVICES	25,834.38
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TOTAL EXPENDITURES	993,252.14

NET INCREASE/DECREASE IN NET ASSETS	(993,252.14)
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BARTON COUNTY COMMUNITY COLLEGE  
GENERAL, VOCATIONAL, AND EMPLOYEE BENEFITS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED NOVEMBER 30, 2005

	2005-06 BUDGET	PERIOD ENDED 11/30/05	YTD AVAILABLE	%
				AVAILABLE
Fund Balance, Beginning	\$4,585,281.00	\$4,585,281.00		
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Tuition-Out Of State	300,000.00	198,484.00	101,516.00	33.84%
Tuition-In State	4,077,000.00	1,510,258.00	2,566,742.00	62.96
Tuition-Out District	260,000.00	39,441.00	220,559.00	84.83
State Aid	6,759,000.00	3,537,232.00	3,221,768.00	47.67
Property Taxes	5,267,000.00	415,779.00	4,851,221.00	92.11
Other Taxes	830,000.00	401,772.00	428,228.00	51.59
Interest Income	90,000.00	33,950.00	56,050.00	62.28
Other	2,097,000.00	172,577.00	1,924,423.00	91.77
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Total Revenue	19,680,000.00	6,309,493.00	13,370,507.00	67.94
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Expenditures:				
Academic Salaries	6,778,000.00	2,583,725.00	4,194,275.00	61.88
Support Salaries	3,690,000.00	1,573,518.00	2,116,482.00	57.36
Supplies	4,079,000.00	1,403,206.00	2,675,794.00	65.60
Equipment	87,000.00	50,681.00	36,319.00	41.75
Advertising	50,000.00	28,938.00	21,062.00	42.12
Transfers & Other	460,000.00	400,000.00	60,000.00	13.04
Employee Benefits	2,323,000.00	993,252.00	1,329,748.00	57.24
General Insurance	230,000.00	162,462.00	67,538.00	29.36
Utilities	605,000.00	244,795.00	360,205.00	59.54
In County Scholarships	130,000.00	71,462.00	58,538.00	45.03
Capital Outlay	859,000.00	165,770.00	693,230.00	80.70
Maintenance	484,000.00	310,134.00	173,866.00	35.92
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Total Expenditures	19,775,000.00	7,987,943.00	11,787,057.00	59.61%
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Fund Balance, Ending	\$4,490,281.00	\$2,906,831.00		
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BARTON COUNTY COMMUNITY COLLEGE  
GENERAL, VOCATIONAL AND EMPLOYEE BENEFITS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED NOVEMBER 30, 2005 & 2004

	YEAR ENDED		NET CHANGE	%
	11/30/05	11/30/04	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	\$4,585,281.00	\$4,363,507.00	\$221,774.00	5.08%
Tuition-Out Of State	198,484.00	161,668.00	36,816.00	22.77
Tuition-In State	1,510,258.00	1,534,338.00	-24,080.00	-1.57
Tuition-Out District	39,441.00	115,044.00	-75,603.00	-65.72
State Aid	3,537,232.00	2,917,505.00	619,727.00	21.24
Out District State Aid	0.00	0.00	0.00	
Property Taxes	415,779.00	354,474.00	61,305.00	17.29
Other Taxes	401,772.00	393,253.00	8,519.00	2.17
Interest Income	33,950.00	26,913.00	7,037.00	26.15
Other	172,577.00	265,527.00	-92,950.00	-35.01
<b>Total Revenue</b>	<b>6,309,493.00</b>	<b>5,768,722.00</b>	<b>540,771.00</b>	<b>9.37</b>
<b>Expenditures:</b>				
Academic Salaries	2,583,725.00	2,537,033.00	46,692.00	1.84
Support Salaries	1,573,518.00	1,539,077.00	34,441.00	2.24
Supplies	1,403,206.00	1,556,586.00	-153,380.00	-9.85
Equipment	50,681.00	15,127.00	35,554.00	235.04
Advertising	28,938.00	36,440.00	-7,502.00	-20.59
Transfers & Other	400,000.00	400,000.00	0.00	0.00
Employee Benefits	993,252.00	782,839.00	210,413.00	26.88
General Insurance	162,462.00	196,696.00	-34,234.00	-17.40
Utilities	244,795.00	257,757.00	-12,962.00	-5.03
In County Scholarships	71,462.00	105,199.00	-33,737.00	-32.07
Capital Outlay	165,770.00	480,656.00	-314,886.00	-65.51
Maintenance	310,134.00	241,854.00	68,280.00	28.23
<b>Total Expenditures</b>	<b>7,987,943.00</b>	<b>8,149,264.00</b>	<b>-161,321.00</b>	<b>-1.98</b>
<b>Fund Balance, Ending</b>	<b>\$2,906,831.00</b>	<b>\$1,982,965.00</b>	<b>\$923,866.00</b>	<b>46.59%</b>

BARTON COUNTY COMMUNITY COLLEGE  
AUXILIARY FUNDS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED NOVEMBER 30, 2005

	STUDENT UNION	DORMITORIES	ATHLETICS	CAMP ALDRICH	FIVE MONTH ACTIVITY	2005-06 BUDGET	YTD AVAILABLE	% AVAILABLE
Fund Balance, Beginning:	376,521	437,385	98,798	88,952	1,001,656	1,001,656		
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Revenues:								
Vending	902				902	2,000	1,098	54.90
Bookstore	383,090				383,090	800,000	416,910	52.11
Food service	177,069			0	177,069	482,000	304,931	63.26
Fees	0			0	0	200,000	200,000	100.00
Supplies & Services		15,343			15,343	28,000	12,657	45.20
Housing Rental		525,885		22,337	548,222	1,000,000	451,778	45.18
Transfers			400,000	0	400,000	500,000	100,000	20.00
Revolving					0	0	0	
Misc.	1,006				1,006	4,000	2,994	74.85
Entry Fees & Other			740	0	740	16,000	15,260	95.38
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Total Revenues	562,067	541,228	400,740	22,337	1,526,372	3,032,000	1,505,628	49.66
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Expenditures:								
Salaries	34,281	54,339	1,405	27,094	117,119	285,000	167,881	58.91
Books & Supplies	446,497				446,497	725,000	278,503	38.41
Maintenance	8,764	36,071		3,387	48,222	110,000	61,778	56.16
Food	226,225	139,706		0	365,931	890,000	524,069	58.88
Utilities	2,663	43,160		11,025	56,848	185,000	128,152	69.27
Lease payments & Int	0	21,455			21,455	202,000	180,545	89.38
Travel & Recruiting			92,280		92,280	138,000	45,720	33.13
Officials			22,620		22,620	30,000	7,380	24.60
Training Supplies			10,295		10,295	17,000	6,705	39.44
Insurance			72,028		72,028	85,000	12,972	15.26
Equipment	0	119,283	68,630	0	187,913	200,000	12,087	6.04
Clinics & Awards			1,053		1,053	10,000	8,947	89.47
Transfers & Refunds		0	0		0	1,000	1,000	100.00
Revolving					0	0	0	
Nationals & Fees			3,173		3,173	40,000	36,827	92.07
Supplies	10,495	2,788	34,205	50	47,538	110,000	62,462	56.78
Misc.		0			0	1,000	1,000	100.00
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Total Expenditures	728,925	416,802	305,689	41,556	1,492,972	3,029,000	1,536,028	50.71
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Fund Balance, Ending	209,663	561,811	193,849	69,733	1,035,056	1,004,656		
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BARTON COUNTY COMMUNITY COLLEGE  
STUDENT UNION  
FUNDS FLOW ACTIVITY  
PERIOD ENDED NOVEMBER 30, 2005 AND 2004

	PERIOD ENDED		NET CHANGE	%
	11/30/05	11/30/04	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	\$376,521.00	\$473,710.00	(\$97,189.00)	-20.51656077
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Revenues:				
Vending	902	683	219	32.06442167
Bookstore	383090	356563	26527	7.439638998
Food service	177069	167263	9806	5.862623533
Fees & Misc.	1006	1254	-248	-19.77671451
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Total Revenues	562067	525763	36304	6.905012334
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Expenditures:				
Salaries	34281	29972	4309	14.37675163
Books & Supplies	446497	410727	35770	8.708947793
Maintenance	11427	10569	858	8.118081181
Food	226225	231438	-5213	-2.252439098
Lease payments & Int.	0	0	0	
Equipment	0	0	0	
Supplies	10495	3978	6517	163.8260432
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Total Expenditures	728925	686684	42241	6.151446663
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Fund Balance, Ending	\$209,663.00	\$312,789.00	(\$103,126.00)	-32.9698295
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BARTON COUNTY COMMUNITY COLLEGE  
DORMITORIES  
FUNDS FLOW ACTIVITY  
PERIOD ENDED NOVEMBER 30, 2005 AND 2004

	PERIOD ENDED		NET CHANGE	%
	11/30/05	11/30/04	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	\$437,385.00	\$449,791.00	(\$12,406.00)	-2.758169906
Revenues:				
Supplies & Services	15343	10785	4558	42.26240148
Rental & Other	525885	480180	45705	9.518305635
Total Revenues	541228	490965	50263	10.23759331
Expenditures:				
Salaries	54339	27268	27071	99.27754144
Maintenance	36071	19202	16869	87.85022394
Food	139706	128635	11071	8.606522331
Utilities	43160	45537	-2377	-5.219931045
Lease payments & Int.	21455	64935	-43480	-66.95926696
Equipment	119283	0	119283	
Transfers & Refunds	0	0	0	
Supplies	2788	3186	-398	-12.49215317
Misc.	0	0	0	
Total Expenditures	416802	288763	128039	44.34051454
Fund Balance, Ending	\$561,811.00	\$651,993.00	(\$90,182.00)	-13.83174359

BARTON COUNTY COMMUNITY COLLEGE  
ATHLETICS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED NOVEMBER 30, 2005 AND 2004

	PERIOD ENDED		NET CHANGE	%
	11/30/05	11/30/04	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	\$98,798.00	\$75,720.00	\$23,078.00	30.47807713
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Revenues:				
Transfers	400000	400000	0	0
Revolving	0	0	0	
Gate Receipts	0	0	0	
Entry Fees & Other	740	3090	-2350	-76.05177994
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Total Revenues	400740	403090	-2350	-0.582996353
<hr/>				
Expenditures:				
Salaries	1405	872	533	61.12385321
Travel & Recruiting	92280	53256	39024	73.27625056
Officials	22620	17780	4840	27.2215973
Training Supplies	10295	12234	-1939	-15.84927252
Insurance	72028	55323	16705	30.19539794
Equipment	68630	61073	7557	12.3737167
Clinics & Awards	1053	8964	-7911	-88.25301205
Transfers	0	0	0	
Nationals & Fees	3173	4692	-1519	-32.37425405
Supplies	34205	39150	-4945	-12.63090677
<hr/>				
Total Expenditures	305689	253344	52345	20.66163004
<hr/>				
Fund Balance, Ending	\$193,849.00	\$225,466.00	(\$31,617.00)	-14.0229569
<hr/> <hr/>				

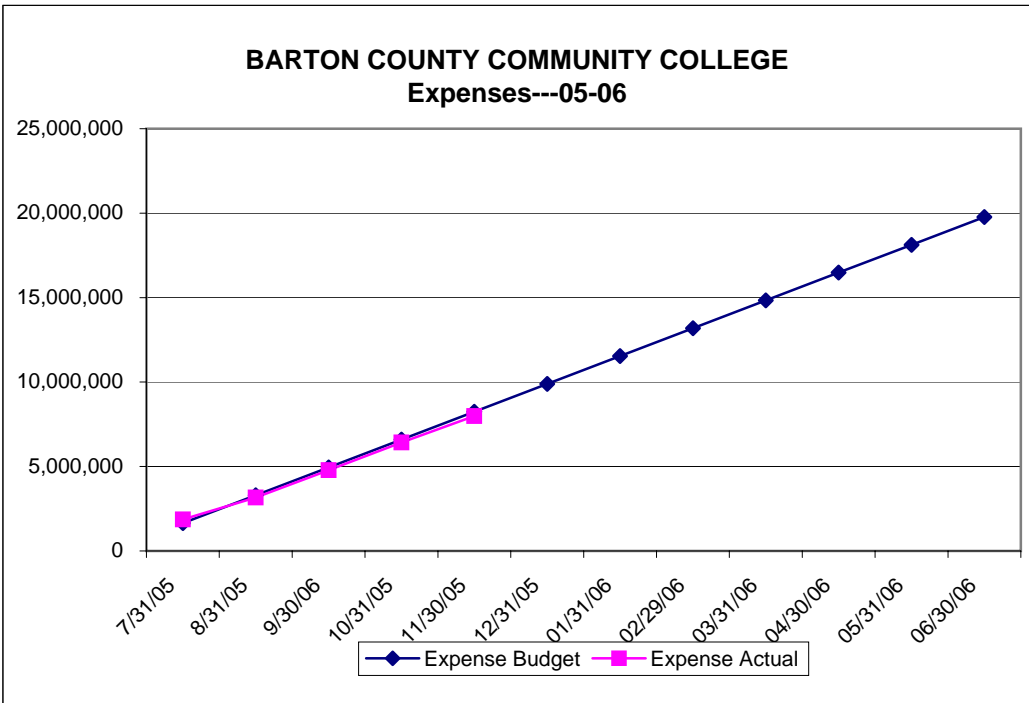
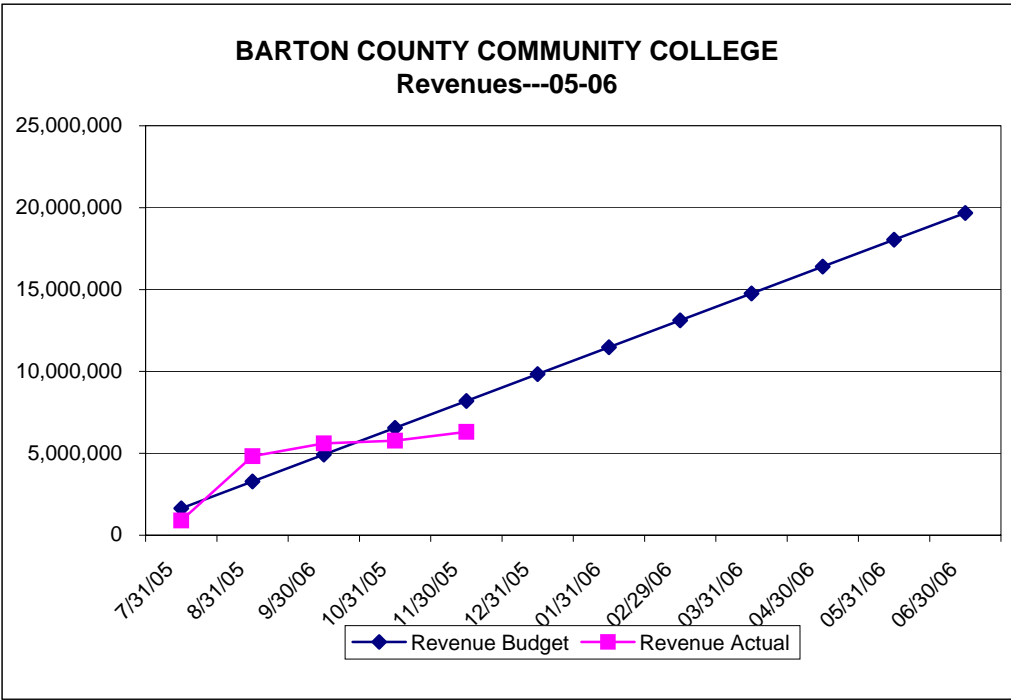


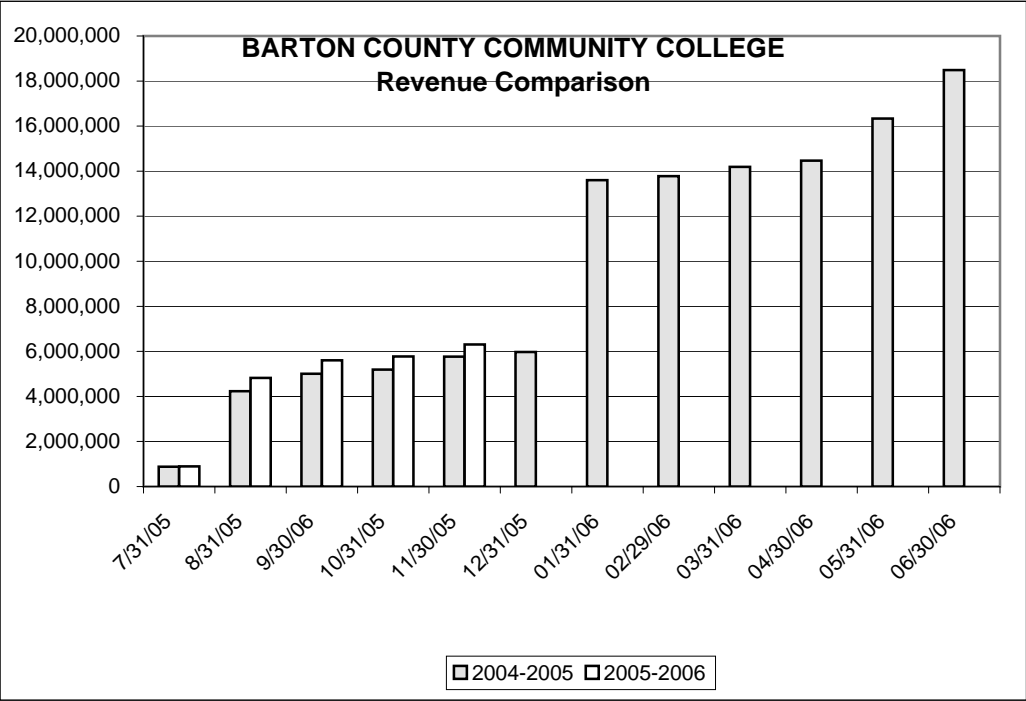
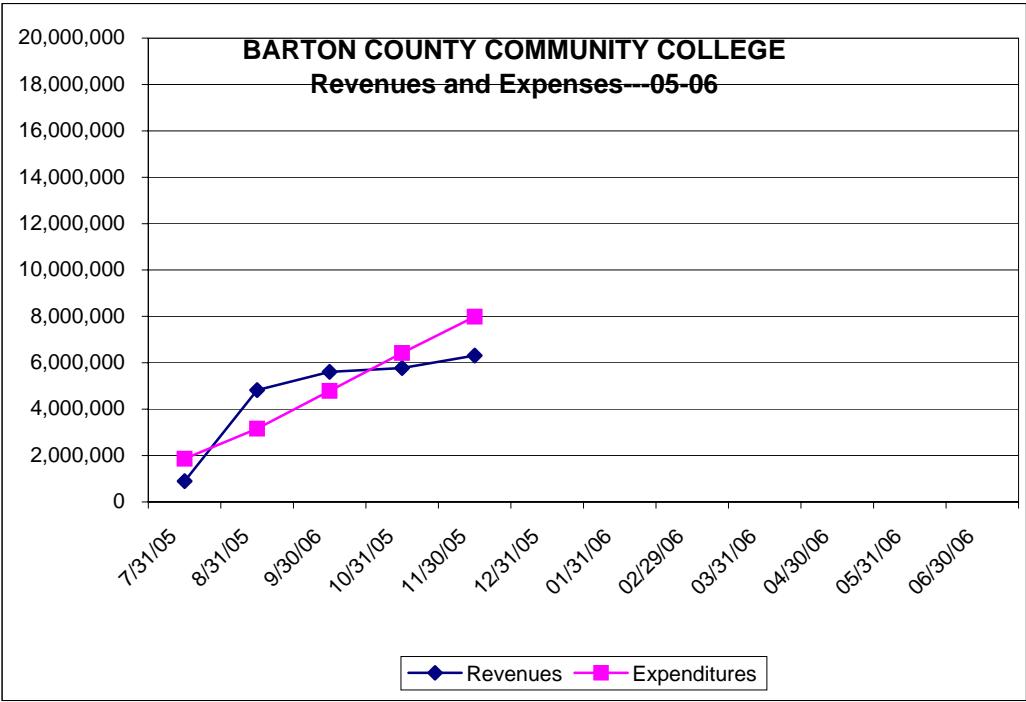
BARTON COUNTY COMMUNITY COLLEGE  
 CAMP ALDRICH  
 FUNDS FLOW ACTIVITY  
 PERIOD ENDED NOVEMBER 30, 2005 AND 2004

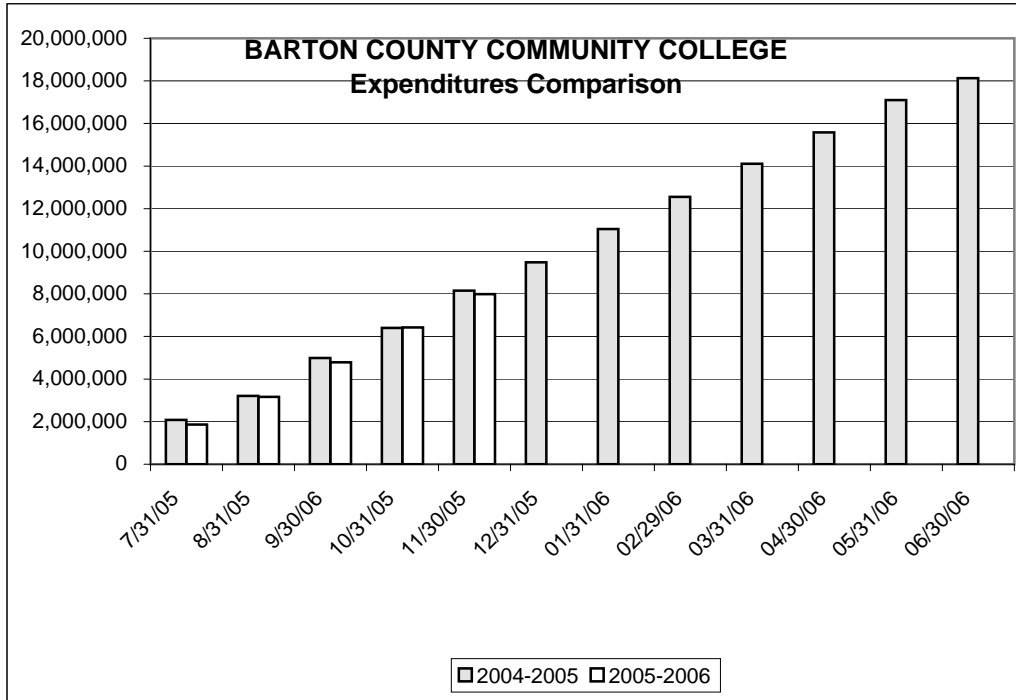
	PERIOD ENDED		NET CHANGE INCREASE (DECREASE)	%
	11/30/05	11/30/04		
Fund Balance, Beginning	\$88,952.00	\$45,978.00	\$42,974.00	93.46644047
<hr/>				
Revenues:				
Food Service	0	0	0	
Housing Rental	22337	24771	-2434	-9.826006217
Transfers	0	50000	-50000	-100
<hr/>				
Total Revenues	22337	74771	-52434	-70.12611841
<hr/>				
Expenditures:				
Salaries	27094	23141	3953	17.08223499
Food	0	0	0	
Utilities	11025	9124	1901	20.83516002
Equipment	0	0	0	
Supplies	3437	5089	-1652	-32.46217331
<hr/>				
Total Expenditures	41556	37354	4202	11.24912995
<hr/>				
Fund Balance, Ending	\$69,733.00	\$83,395.00	(\$13,662.00)	-16.38227711
	=====	=====	=====	=====

BARTON COUNTY COMMUNITY COLLEGE  
 TREASURER'S REPORT  
 11/30/05

FUND-DESCRIPTION	BEGIN-BAL	MONTH-RCPT	MONTH-EXP	YTD RCPT	YTD-EXP	END-BAL	CHECKING	INVEST	CHANGE
GENERAL & VOC	4,179,231	1,001,962	1,297,981	6,011,995	6,813,788	3,377,438	2,983,338	350,000	44,100
EMPLOYEE BENEFITS	0	0	197,051	0	993,252	(993,252)	(993,252)	0	0
STUDENT UNION	376,521	94,613	109,530	562,067	644,551	294,037	193,037	100,000	1,000
DORMITORY	437,385	(368)	93,022	541,228	413,960	564,653	464,253	100,000	400
CAMP ALDRICH	88,952	365	3,332	22,337	41,556	69,733	69,733	0	0
ATHLETICS	98,798	0	42,168	400,740	305,600	193,938	193,938	0	0
	5,180,887	1,096,572	1,743,084	7,538,367	9,212,707	3,506,547	2,911,047	550,000	45,500







## JANUARY STUDY SESSION

**Detail:** It is recommended that the Board's annual schedule of meetings be revised to include a Board study session beginning at 12:00 noon on Wednesday, January 4, 2006 in room U-219 (upper level of the Student Union.)

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### 6. **ACTION ITEMS**

#### ***Mission Statement***

**Detail:** At its study session on December 7, the Board considered a number of ideas that had been submitted by College personnel as a foundation for a revised Mission statement. Following a great deal of thought and discussion, the Trustees drafted the following for further discussion and possible adoption at today's meeting: "The Mission is to deliver educational opportunities which improve the lives of students, meet the workforce needs of the region and strengthen our communities."

#### ***Vision Statement***

**Detail:** At its study session on December 7, the Board also considered a number of ideas that had been submitted by College personnel as a foundation for a revised Vision statement. The Trustees drafted the following for further discussion and possible adoption at today's meeting: "Barton County Community College will be a premier educational institution, recognized for its innovative and outstanding people, programs and services."

#### ***Proposed Board Policy Revisions***

**Detail:** In order to provide clarity as well as future budgetary planning, it is recommended that the Board considers revising the following policies as indicated:

#### ***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. **Any deviation shall require Board approval.**

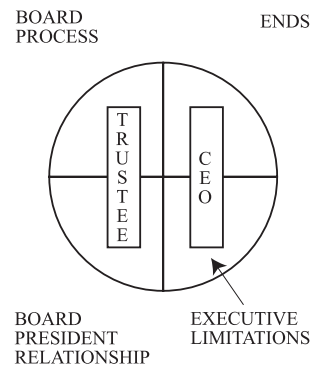
Accordingly, the President shall not:

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.
2. Propose a budget which does not take into account Board ENDS priorities.
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.
4. Propose an operating budget which allows the College cash reserve to drop below ~~8%~~ **15%** of its annual budget, working toward a goal of ~~16%~~ **25%**.
5. Propose a budget which does not include a recommendation for staff and faculty salary increases.

--This policy adopted on 03-27-97  
 Revised on 10-16-97  
 Reviewed on 07-05-00 (no changes)  
 Revised on 08-06-02  
 Reviewed on 03-06-03 (no changes)  
 Reviewed on 09-01-04 (no changes)

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**POLICY TYPE: EXECUTIVE LIMITATIONS**  
**POLICY TITLE: FINANCIAL CONDITION**



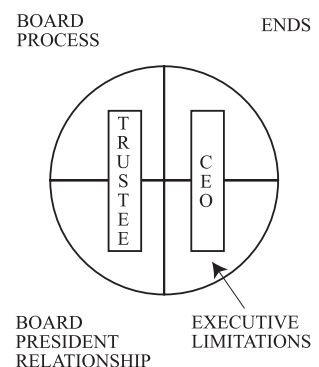
The President shall administer the Board approved budget without material deviation from Board priorities in ENDS policies, and shall protect the College from financial risk.

It is material deviation to:

1. Indebt the organization in an amount greater than can be repaid by otherwise unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the Board for that purpose.
2. Expend funds from reserves, restricted, or designated accounts, except for the purposes for which the account was established, without prior Board approval.

3. Make any purchase without prudent protection against conflict of interest or over \$50,000 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. Preference shall be given to local vendors who can provide like quality products and services, and who meet bid specifications within 5%. **Any purchase of \$50,000 or more requires Board approval.**
4. Accept gifts or grants which obligate the College to make future expenditures of funds or human resources other than those created by the gift or grant without Board approval.
5. Accept gifts or grants which are not in the best interest of the College.
6. Fail to maintain adequate reserves which allows the College cash reserve to drop below 8% **15%** of its annual budget, working toward a goal of ~~16%~~ **25%**.
7. Knowingly jeopardize aid from state, federal, or other funding sources before, during, or after the aided activity.
8. Fail to provide a monthly report of the College's current financial condition.
9. Allow cash to drop below the amount needed to settle payroll and debts in a timely manner.
10. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.

-- This policy adopted on 03-27-97  
 Revised on 05-14-98  
 Reviewed on 09-06-00 (no changes)  
 Reviewed on 03-06-03 (no changes)  
  
 Reviewed on 09-01-04 (no changes)  
 Revised on 09-20-05





### ***Contract Renewal – eCollege On-Line Platform***

**Detail:** The College has been using eCollege as its on-line course platform for several years. Our current contract expires this month and the administration is recommending renewal of the contract, effective December 17<sup>th</sup> and ending June 30, 2009.

eCollege is one of the primary platforms used for on-line instruction and was the choice of the faculty and staff of the College. It is also used by the EduKan Consortium, of which we are a member.

The platform provides an on-line structure for faculty to organize and provide their instruction and supplements. It also provides a mechanism for the delivery of student services. Each on-line student pays a fee for the on-line course, which covers the eCollege cost. The total remitted to eCollege will exceed \$50,000 annually, based on enrollment.

Mike Weltsch, Wynn Butler and Dr. Gabelmann have worked together to negotiate this contract. They believe, as do I, that this is in the best interests of the College and our on-line program.

I recommend approval of the eCollege contract renewal as developed by the administration.

### ***Bus Bids***

**Detail:** Bid requests were sent to Bluebird, Thomas, and International. These are the three major bus manufacturers that manufacture buses to the Federal Motor Vehicle Safety Standards. The following were the results of the bids submitted:

24 passenger + 2 wheelchair locations bus:

**Kansas Truck (Wichita) - Aero Elite Eldorado - \$78,920**

46 passenger bus:

Kansas Truck (Wichita) - Bluebird RE activity bus - \$125,536

MidWest Bus Sales (Bonner Springs) - Thomas RE activity bus - \$125,482

**Allied Bus Sales (Lenexa) - International RE activity bus - \$113,108**

It is recommended that the Board authorizes the President to expend \$78,920 for the 24+ passenger bus from Kansas Truck and \$113,108 for the 46 passenger bus from Allied Bus Sales.

## 7. INFORMATION

### KACCT/KBOR REPORT

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

### JANUARY BOARD MEETINGS/ACTIVITIES

- Wed., Jan. 4** (If approved at today's meeting) **Board Study Session – 12:00 noon, room U-219** (upper level of the Student Union)
- Mon., Jan. 16** **Campus closed in remembrance of the late Reverend Martin Luther King**
- Tues., Jan. 17** **Regular Board Meeting – 4:00 p.m., room U-219** (upper level of the Student Union)

## 8. NOTICES AND COMMUNICATIONS

### BARTON COUNTY COMMUNITY COLLEGE ELLSWORTH CORRECTIONAL FACILITY

#### **BUILDING ACADEMIC SKILLS IN CORRECTIONAL SETTINGS (BASICS)**

Barton County Community College initiated the BASICS program at Ellsworth Correctional Facility (ECF) in 2001. The program originally offered general education courses to the inmates at ECF. In 2004, Warden Sam Cline requested the institution offer coursework so that inmates could earn certificates and/or an Associate degree.

With the assistance of a Kan-ed Enhancing Technology Grant, Barton installed ITV equipment at the correctional facility so that classes necessary for certificate and degree programs could be offered. The ITV connection to the facility allowed Barton to increase the number of course offerings and to also enhance the number of full-time faculty teaching BASIC courses to the ECF inmates. In addition, Barton utilizes the ITV system for routine meetings with their ECF partners and also plans to use the system for advising sessions.

This fall semester, 23 student inmates are participating in the BASICS program. The College plans to host a learning celebration in the New Year for three inmates who have completed requirements to earn their first certificate.

#### **MORE ABOUT THE BASICS PROGRAM...**

The BASICS program offers inmates the chance to pursue educational opportunities within a correctional environment. The program provides coursework in a traditional college format. Student inmates may choose to pursue select certificate programs and/or an Associate degree in General Studies with an emphasis in Business. Students may also elect to take individual courses for the benefit of life-long learning.

Students in the BASICS program are subject to the same policies and procedures as any Barton student. Students are required to participate in assessment for placement in select courses. They are also responsible for payment of college tuition and fees as well as textbook costs.

Student inmates are not eligible for federal financial aid. Local scholarships may be available. Inmates may elect to apply for Barton's payment plan that includes an application fee.

Inmates in Barton's BASICS program at the Ellsworth Correctional Facility (ECF) are provided advisement services. Coursework is taught both at the correctional facility as well as from Barton's campus in Barton County via the College's ITV system. Courses are taught by both full-time and associate faculty members. Student inmates have access to a closed computer lab and study resources at Ellsworth's on-site library.

The success of the BASICS program is due in large part to the support that is extended from members of the Ellsworth Correctional Facility Administrative Team. The facility acknowledges that "an offender that is actively working to improve himself is much easier to manage than one with nothing but time on his hands and no positive direction to use that time." In addition, the facility's philosophy is that "offenders that are in the BASICS program have goals in their lives and are actively pursuing those goals. This will enhance their positive productivity upon their release from incarceration, in turn assisting in the correctional facility's goal of helping them to become law-abiding citizens."

### **TESTIMONIALS**

"The work of changing lives must engage a variety of tools. Education is one of the most important of these. In our hopes of preventing future victims of crime we must facilitate the progress of our incarcerated men toward positive and lasting change. The BASICS program brings the quality education offerings of Barton County Community College to a group of students who will be changed for life. I am proud to be a part of this effort in partnership with Barton."

**Sam Cline**  
**Warden, Ellsworth Correctional Facility**

"I'm a non-traditional student at Barton County Community College. I am taking classes that are being offered by Barton at the Ellsworth Correctional Facility. I am working towards a 32-hour business certificate, which I hope to complete while I'm here. After my release, I plan to continue working towards a Bachelors Degree. The time that I am spending working on my education is helping me to turn a very negative experience into a positive one and I believe that it is an opportunity for me to turn my life around by learning things that will help me start a new career when I am released."

**Bob Wilson**  
**Student Inmate – ECF**  
**(Participant in ITV classes)**

"As an instructor and one of the Coordinators of this project, I can confirm that Barton County classes have been a great experience for both the inmates and the instructors. Many of the instructors have commented on the quality of the student inmates. Some of the trends that we see with inmate students include:

- ✓ The inmates pay for the courses themselves; therefore they are highly invested in achieving superior marks.
- ✓ Inmates have excellent attendance records and consistently have their assignments done by the class period.
- ✓ Inmates are highly active in the class process and are willing to participate in class discussions.
- ✓ Inmates are highly appreciate of the effort of the instructors and Barton County Community College

We believe the students being involved with College will help them stay out of prison upon their release. We also try and help any inmate with follow-up education so they can continue toward a four-year degree. The staff and administration of the Ellsworth Correctional Facility are supportive of Barton County Community College and I believe we will continue to increase in the number of classes and inmates involved in the BASICS program."

**Dan Winston**  
**Site Coordinator – BASICS Program**  
**Ellsworth Correctional Facility**

“I find the students to be interested, motivated, and eager to learn the subject material. They complete assignments in a timely and appropriate manner, along with being eager to accomplish their work. The class discussions were extremely meaningful, both to the class and to life in general. The program at Ellsworth is, I believe, very beneficial to all involved.”

**Carolyn Churchill**  
**Associate Faculty Member**

“Serving as the advisor for student inmates at Ellsworth Correctional Facility has been a rewarding experience. The enthusiasm, interest, and dedication from students has at times been overwhelming – but certainly has provided me with a sense of accomplishment. This position has certainly let me experience the ability to “make a difference” in lives of students through Barton County Community College.”

**Jane Howard**  
**Academic Advisor**

**9. EXECUTIVE SESSION**

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.

**10. ADJOURNMENT**

At the conclusion of the meeting, the Board will adjourn.