

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

**July 18, 2006
U-219 (Upper Level of Student Union)**

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

July 18, 2006

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. **ELECTION OF 2006-2007 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 2005-2006 were as follows:

J.B. Webster	Chair
Robert Feldt	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 2006-2007 fiscal year in keeping with its Board Process Policy and Kansas Statutes.

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."

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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.

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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)

5. EXECUTIVE REPORT

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: GENERAL EXECUTIVE CONSTRAINTS

The President shall act at all times in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President shall act in a manner consistent with Board policies and consistent with those practices, activities, decisions, and organizational circumstances, which are legal, prudent, and ethical.

Accordingly, the President may not:

General Executive Constraint #3

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

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

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

General Executive Constraint #5

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

Response: Every attempt is made to ensure that no conflict of interest occurs.

General Executive Constraint #6

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

Response: While the daily activities of the institution are demanding, we continue to focus on the achievement of the goals and strategic priorities that support the College's Vision, Mission and ENDS.

General Executive Constraint #9

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

Response: We believe all assets are adequately maintained and protected.

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: COMPENSATION AND BENEFIT

The President shall maintain fiscal integrity and a positive public image with respect to employment, compensation, and benefits to employees, consultants, and contract workers.

Accordingly, the President may not:

Compensation and Benefits Constraint #1

Change his or her, own compensation and benefits.

Response: The Interim President nor the President have altered his benefits or compensation.

Compensation and Benefits Constraint #2

Employ persons in positions considered permanent in nature without Board approval.

Response: In most situations, those being recommended for employment in permanent positions are brought to the Board of Trustees for review and action. There are times where ratification of an employee who has already begun work is sought. This only occurs when it is critical to fill the position and a delay until the next Board meeting would hamper or place a continuing hardship on the College, should the position remain unfilled. In these situations, I remain committed to trying to alert the Board to the circumstances prior to the individual beginning their employment.

Compensation and Benefits Constraint #3

Employ full or part-time faculty whose credentials are not appropriate for the position.

Response: Considerable care and review of credentials occurs during the screening process. Credentials must match at least the minimum standard set for the position as outlined in the job description and job announcement. As a cleanup from years past and to meet the Higher Learning Commission's expectations, current full and associate faculty credentials remain under constant review. Plans have been implemented to help those who do not hold the necessary credentials so that they may proceed with obtaining the necessary degree. Progress by those who have development plans in place are being monitored within the Instructional Division.

Compensation and Benefits Constraint #4

Grant tenure without Board approval.

Response: Tenure has not been granted without Board approval. For the last eight years, the President has brought forth a recommendation for each faculty member that is eligible to be granted tenure. The College's official records now reflect this action so there is never any question as to a full-time employee/faculty member's tenure status. Additionally, Human Resources has been asked to include a notation in job announcements as to whether or not a position is tenure track.

Compensation and Benefits Constraint #5

Sign a collective bargaining agreement without Board approval.

Response: No collective bargaining agreement has been signed, nor are any negotiations underway.

Compensation and Benefits Constraint #6.a.

Establish current compensation and benefits which:

Deviate materially from the geographic or professional market for the skills employed, or become noncompetitive.

Response: Based on the Board’s acceptance of the salary recommendation as part of this coming year’s budget, the College will maintain its compensation levels in relative position to its regional competitors. Accordingly, our effort to continue to move the College’s compensation toward the average of its regional competing institutions has stabilized, at best. We are blessed with faculty and staff that remain committed to our mission, but they have to wonder about our ability to provide appropriate compensation. While some positions may be at regional parity, it is my impression that most are not. Having frozen salaries in the recent past while other institutions and area governmental agencies and schools have not done so, has placed our staff and faculty compensation in jeopardy. Increases last year and this year have helped us provide our relative position, but not advanced us toward our parity goal.

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.

Accordingly, the President may not:

Financial Condition #1

Indebt the organization in an amount greater than can be repaid by otherwise unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the Board for that purpose.

Response: While our resources are stretched, appropriate safeguards are in place and Mr. Vratil closely monitors activity such that compliance with this constraint is met.

Financial Condition #2

Expend funds from reserves, restricted or designated accounts, except for the purposes for which the account was established, without prior Board approval.

Response: To the best of my knowledge, no inappropriate expenditure of funds from reserves, restricted, or designated accounts have occurred. Prudent action and review has permitted a small growth in the College’s reserves.

Financial Condition #3

Make any purchase 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.

Response: All purchases are made in the best interests of the College, according to this policy.

Financial Condition #6

Fail to maintain cash reserves for positive cash flow and contingencies equal to at least 10% of the unrestricted operating budget.

Response: Cash reserves equal to 10% or more of the unrestricted operating budget are being maintained.

Financial Condition #8

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

Response: Reports are provided each month.

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: COMMUNICATION & COUNSEL TO THE BOARD

The President shall keep the Board adequately informed.

Accordingly, the President shall not:

Communication & Counsel Constraint #1

Fail to make the Board aware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.

Response: All potential legal actions, material changes, and relevant trends have been shared with the Board. The Board has also been apprised of media coverage of those issues that may elicit calls from constituents. Personnel matters have been discussed through appropriate executive sessions. I continue to appreciate the Board’s support of the strategic objectives that are being pursued, which I believe has placed the College in a much stronger position, both fiscally and organizationally. I am personally pleased with our ability to maintain stable enrollments, increase our reserves, and generate new revenues through entrepreneurial efforts. We have tried to anticipate and share the challenges that may need to be overcome in order to achieve the changes planned. The Board’s understanding, support, and direction to move forward, regardless of the hurdles, are sincerely appreciated.

Communication & Counsel Constraint #2

Fail to advise the Board if, in the President’s opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Relationship, particularly in the case of Board behavior, which is detrimental to the working relationship between the Board and the President.

Response: The Board’s individual and collective desires to see the College improve and succeed remain most encouraging. There have been no situations where, in the President’s opinion, the Board has not been in compliance with its policies. I appreciate the Board’s efforts to clarify its desires and provide limitations, as those have been deemed necessary.

Communication & Counsel Constraint #4

Fail to report in a timely manner an actual or anticipated non-compliance with any Board policy.

Response: To my knowledge, there have been no non-compliance issues that need to be reported.

6. MONITORING REPORTS

POLICY TYPE: ENDS

POLICY TITLE: WORK PREPAREDNESS

Employer Satisfaction with Student Technical Skills Annual: July 2006
Spring 2005 Graduates

<i>Vocational Programs</i>	NA	Poor	Good	Very Good
Technical Skills Related to Specific Jobs	7%	0%	29%	64%
Operating job-related tools, instruments & equipment	7%	0%	29%	64%

Notes: ~Data was collected from 14 Employer Surveys.

~Data was collected from graduates of the following programs: Dietary Manager, Business Computer Management, Business Management Leadership, Office Technology, Networking, and Child Care Guidance.

~Data from Nursing was not included in this report due to the use of a different survey that didn't permit a comparable summary of data.

Response: The vocational programs are continually striving to remain current in technological instruction and to receive a good to very good ranking from 100% of respondents indicates success with this endeavor.

Employer Satisfaction with "Soft Skills" Annual: July 2006
Spring 2005 Graduates

<i>Vocational Programs</i>	NA	Poor	Good	Very Good
Organizational Time-Management Skills	0%	0%	57%	43%
Quantity of Work Accomplished	0%	0%	50%	50%
Following Directions	0%	0%	36%	64%
Working Independently	0%	0%	29%	71%
Working Cooperatively With Others	0%	0%	21%	79%
Leadership/Promotion Potential	7%	0%	50%	43%
Personal Appearance/Dress	0%	0%	36%	64%
Attendance	7%	0%	29%	64%
Punctuality	7%	0%	36%	57%

Notes: ~Data was collected from 14 Employer Surveys.

~Data was collected from graduates of the following programs: Dietary Manager, Business Computer Management, Business Management Leadership, Office Technology, Networking, and Child Care Guidance.

~Data from Nursing was not included in this report due to the use of a different survey that didn't permit a comparable summary of data.

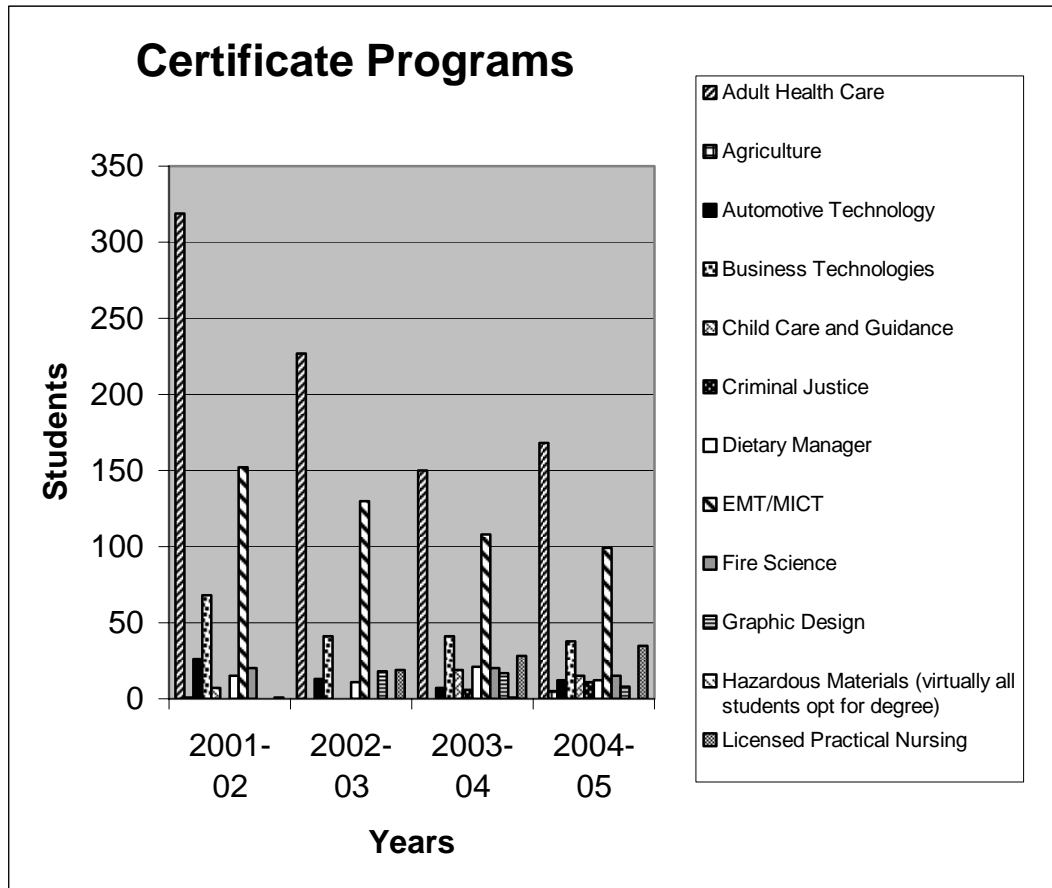
Response: The measurement of "soft skills" is often difficult due to the subjective nature of the topics. As indicated by the responses from employers, we are doing a good job in incorporating soft skill topics into the coursework and emphasizing the importance of these to the students.

Vocational Certificate Programs

Annual: July 2006

Certificate Programs	2001-02	2002-03	2003-04	2004-05
Adult Health Care	319	227	150	168
Agriculture	1	0	0	5
Automotive Technology	26	13	7	12
Business Technologies	68	41	41	38
Child Care and Guidance	7	0	19	15
Criminal Justice	0	0	6	11
Dietary Manager	15	11	21	12
EMT/MICT	152	130	108	99
Fire Science	20	0	20	15
Graphic Design	N/O	18	17	8
Hazardous Materials (virtually all students opt for degree)	0	0	1	0
Licensed Practical Nursing	1	19	28	35
Totals	609	459	418	418

Notes: - One academic year equals July 1 through June 30.
 - Data obtained from IPEDS Completions Survey reports.
 - N/O = Not offered



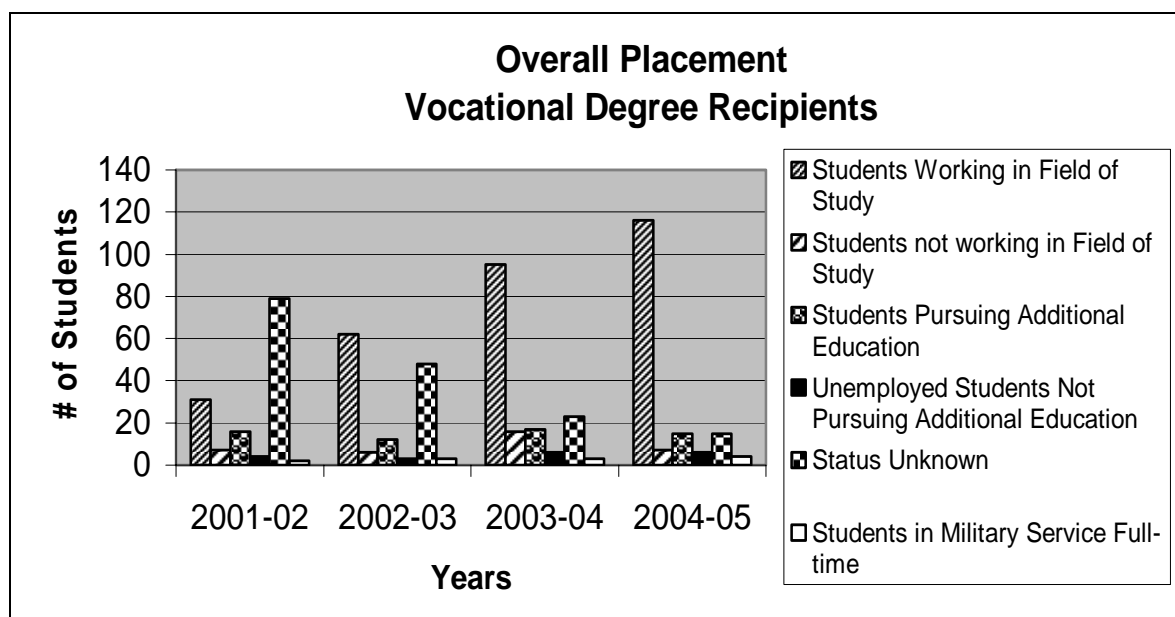
Response: For the four-year period (2001-02 to 2004-05), the total number of certificates awarded was 1,904.

Placement of Vocational Associate Degree Recipients

Annual: July 2006

Placement of Vocational Associate Degree Recipients		2001-02	2002-03	2003-04	2004-05	Totals
16 Sets of Degree Programs, Overall	# Students working in Field of Study	31	62	95	116	304
	# Students not working in Field of Study	7	6	16	7	36
	# Students Pursuing Additional Education	16	12	17	15	60
	# Unemployed Students not Pursuing Additional Education	4	3	6	6	19
	# Status Unknown	79	48	23	15	165
	# Students in Military Service Full-time	2	3	3	4	12
	Totals	139	134	160	163	596

- Notes: - One academic year equals July 1 through June 30.
 - Data obtained from a combination of KBOR Placement Program Report (KV2) and from results of follow-up mail and/or telephone surveys of former students.
 - Programs include Agriculture Business Management, Automotive Technology, Business Computer Management, Business Management & Leadership, Child Care & Guidance, Criminal Justice, Dietary Manager, EMT/MICT, Graphic Design, Hazardous Materials Management, Medical Assistant, Medical Lab Technician, Networking, Nursing - ADN, Office Technology, and Technical Accounting.



Response: For the four-year period (2001-02 to 2004-05), the total number of vocational degrees awarded was 596. Of those who were awarded degrees, information on status was received for 431 (72.3% follow-up rate). Of those degree completers for whom information on status was obtained (N=431), 304 were reported to be working in their field of study for an overall placement rate of 70.5%. However, excluding the 60 who continued with their education during the year after which they received their vocational degree, overall placement rate was 81.9%. Thus, the placement rate for degree completers is relatively high, but the College could do a somewhat better job at following up on both vocational certificate completers --- and vocational degree completers (70.5%).

7. **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 the regular meeting of the Board of Trustees, held on June 20, 2006
- Personnel
- Financial Report

**Regular Meeting of the Board of Trustees
Barton County Community College
June 20, 2006**

ATTENDANCE

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

Trustees Absent: None

Other Attendees: Dale Hogg of the Great Bend Tribune, Michael Dawes, Ron Vratil, 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., June 20, 2006 in room U-219 of the Student Union. He then led in the Pledge of Allegiance.

INTRODUCTION OF GUESTS AND NEW EMPLOYEES

Elaine Simmons introduced Kimberly Bender, Office Assistant
Angie Maddy introduced Amanda Mount, Student Support Services Academic Advisor
Lori Crowther introduced Steffanie Kirkland, Enrollment Specialist

PUBLIC COMMENT

Chairman Webster asked if there were any public comments; there were none.

EXECUTIVE REPORTS

Dr. Maier presented executive reports relative to general executive constraint, budgeting/forecasting and financial condition.

Following Dr. Maier's report, Chairman Webster and Secretary Johnson expressed the Board's gratitude to Dr. Maier for his outstanding leadership as Interim President during the past year.

CONSENT AGENDA

The following were included in the consent agenda for consideration:

- Minutes of the regular meeting of the Board of Trustees, held on May 16, 2006
- Personnel
 - Latanya Butler – Position Change from Administrative Assistant (Fort Riley) to Academic Advisor (Fort Riley)
 - Amy Evans – Secretary (Nursing)
 - Ayanna Francis – Enrollment Specialist (Fort Riley)
 - Willie (Lewis) Haggard – Custodian I
 - Douglas Moore – Bus Driver (part-time)
 - Heather Schneewis – Secretary (Physical Plant)
 - Jenna Stephens – Business Office Specialist (Fort Riley)
 - Pamela Tweedy – Clinical Coordinator of Emergency Services Education (new position)
 - Oliver Twelvetrees – Head Coach (Men's Soccer)
- Financial Report
- Property, Casualty, Liability and Workers Compensation Insurance for 2006-2007

Trustee Feldt moved that the Board of Trustees approve the agenda as presented. The motion was seconded by Trustee Learned. Following discussion, the motion carried 6-0.

ACTION ITEMS

KBOR Performance Agreement Application

At the June monthly study session, Dr. Gabelmann presented a report on this application and process. The performance agreement application requires Board approval and is due in the Kansas Board of Regents office by June 30, 2006.

Trustee Murphy moved that the Board of Trustees approve the KBOR Performance Agreement Application as presented. The motion was seconded by Trustee Feldt. Following discussion, the motion carried 6-0.

Monthly Board Study Sessions

Dr. Learned had requested that the Board consider moving the time of its monthly study sessions to 4 pm in order to attract members of the community to those sessions, which are open to the public. Following a lengthy discussion, no action was taken.

INFORMATION

The following informational items were shared with the Board:

- Mike Johnson and Dr. Maier updated the Board concerning Kansas Association of Community College Trustees and Kansas Board of Regents activities. He reminded that Board that the next KACCT meetings would be held on September 8 and 9 at the Wichita Airport Hilton.
- July and August Board Meetings/Activities
- It was suggested that the College hold an installation ceremony during the month of September for Dr. Heilman. Additional information will be made available as planning proceeds.
- The Board also discussed additional opportunities to introduce Dr. Heilman to the employees of the College as well as to the communities within the College's service area.

COMMUNICATIONS

- Thank you note from Dr. Fred Rodriguez

EXECUTIVE SESSION

Chairman Webster that the Board would not require an executive session.

ADJOURNMENT

The meeting adjourned at 4:55 p.m.

J.B. Webster, Chair

Mike Johnson, Secretary

Recorded by Marilyn Beary

PERSONNEL

Alondrae Coopedge – Faculty & Staff Administrative Support Specialist (Fort Riley)

Ayanna Francis – Enrollment Specialist (Fort Riley)

Robert Marney – Assistant Coach (Track and Cross Country)

Mary Mitchell – Administrative Assistant (Fort Riley)

Tim Perry – Assistant Coach (Men's Basketball)

Amanda Schriener – Assistant Coach (Dance Line)

Joseph Thornton – Coordinator of Center for Adult Basic Education

FINANCIAL REPORT

Attached is the July financial report that is incorporated into the consent agenda.

BARTON COUNTY COMMUNITY COLLEGE
GENERAL, VOCATIONAL, AND EMPLOYEE BENEFITS
FUNDS FLOW ACTIVITY
PERIOD ENDED JUNE 30, 2006 (pre audit)

	2005-06 BUDGET	PERIOD ENDED 06/30/06	YTD AVAILABLE	%
Fund Balance, Beginning	\$4,585,281.00	\$4,585,281.00		
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Tuition-Out Of State	300,000.00	366,431.00	-66,431.00	-22.14%
Tuition-In State	5,638,000.00	5,533,793.00	104,207.00	1.85
Tuition-Out District	260,000.00	153,621.00	106,379.00	40.92
State Aid	6,759,000.00	6,889,663.00	-130,663.00	-1.93
Property Taxes	5,267,000.00	5,342,632.00	-75,632.00	-1.44
Other Taxes	830,000.00	899,906.00	-69,906.00	-8.42
Interest Income	90,000.00	132,890.00	-42,890.00	-47.66
Other	539,000.00	679,508.00	-140,508.00	-26.07
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Total Revenue	19,683,000.00	19,998,444.00	-315,444.00	-1.60
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Expenditures:				
Academic Salaries	6,778,000.00	6,773,480.00	4,520.00	0.07
Support Salaries	3,690,000.00	3,671,335.00	18,665.00	0.51
Supplies	4,079,000.00	3,991,648.00	87,352.00	2.14
Equipment	87,000.00	83,781.00	3,219.00	3.70
Advertising	50,000.00	46,382.00	3,618.00	7.24
Transfers & Other	460,000.00	548,903.00	-88,903.00	-19.33
Employee Benefits	2,323,000.00	2,382,581.00	-59,581.00	-2.56
General Insurance	230,000.00	237,733.00	-7,733.00	-3.36
Utilities	605,000.00	591,165.00	13,835.00	2.29
In County Scholarships	130,000.00	143,661.00	-13,661.00	-10.51
Capital Outlay	859,000.00	868,490.00	-9,490.00	-1.10
Maintenance	484,000.00	542,837.00	-58,837.00	-12.16
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Total Expenditures	19,775,000.00	19,881,996.00	(106,996.00)	-0.54%
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Fund Balance, Ending	\$4,493,281.00	\$4,701,729.00		
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BARTON COUNTY COMMUNITY COLLEGE
GENERAL, VOCATIONAL AND EMPLOYEE BENEFITS
FUNDS FLOW ACTIVITY
PERIOD ENDED JUNE 30, 2005 & 2004 (pre audit)

	YEAR ENDED		NET CHANGE	%
	06/30/06	06/30/05	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	\$4,585,281	\$4,229,432	355,849	8.41%
Tuition-Out Of State	366,431	301,807	64,624	21.41
Tuition-In State	5,533,793	4,987,483	546,310	10.95
Tuition-Out District	153,621	266,916	(113,295)	(42.45)
State Aid	6,889,663	6,059,079	830,584	13.71
Property Taxes	5,342,632	5,185,122	157,510	3.04
Other Taxes	899,906	871,371	28,535	3.27
Interest Income	132,890	87,176	45,714	52.44
Other	679,508	724,769	(45,261)	(6.24)
Total Revenue	19,998,444	18,483,723	1,514,721	8.19
Expenditures:				
Academic Salaries	6,773,480	6,317,483	455,997	7.22
Support Salaries	3,671,335	3,441,777	229,558	6.67
Supplies	3,991,648	3,355,056	636,592	18.97
Equipment	83,781	36,436	47,345	129.94
Advertising	46,382	47,088	(706)	(1.50)
Transfers & Other	548,903	500,000	48,903	9.78
Employee Benefits	2,382,581	2,098,238	284,343	13.55
General Insurance	237,733	211,183	26,550	12.57
Utilities	591,165	584,628	6,537	1.12
In County Scholarships	143,661	129,201	14,460	11.19
Capital Outlay	868,490	941,274	(72,784)	(7.73)
Maintenance	542,837	465,510	77,327	16.61
Total Expenditures	19,881,996	18,127,874	1,754,122	9.68
Fund Balance, Ending	\$4,701,729	\$4,585,281	116,448	2.54%

BARTON COUNTY COMMUNITY COLLEGE
AUXILIARY FUNDS
FUNDS FLOW ACTIVITY
PERIOD ENDED JUNE 30, 2006 (pre audit)

	STUDENT UNION	DORMITORIES	ATHLETICS	CAMP ALDRICH	TWELVE 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		

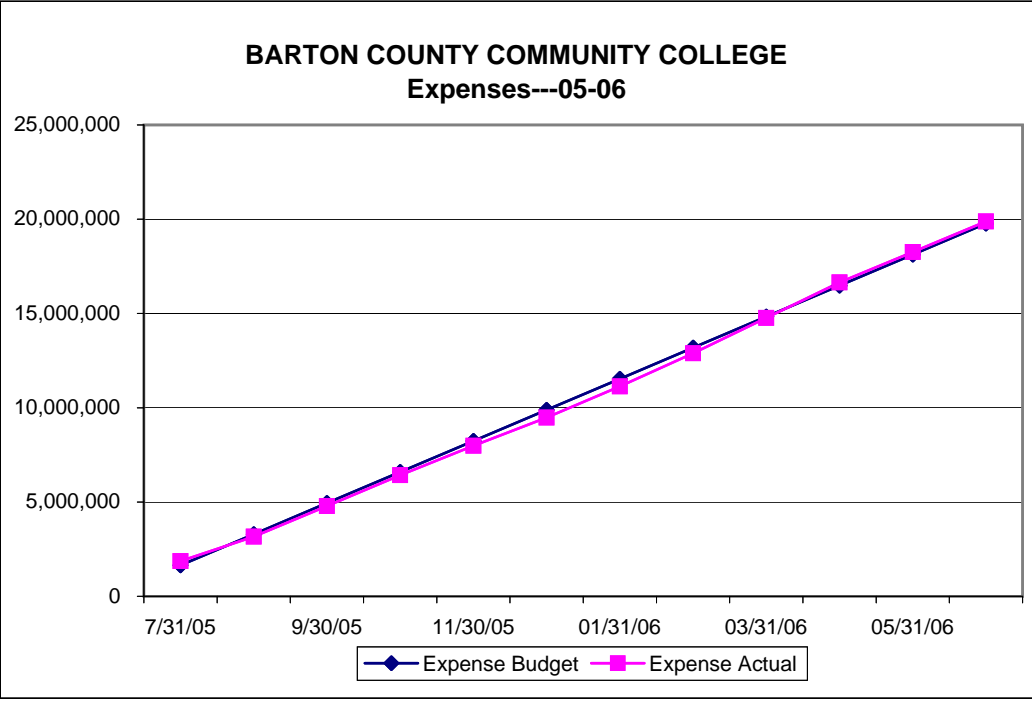
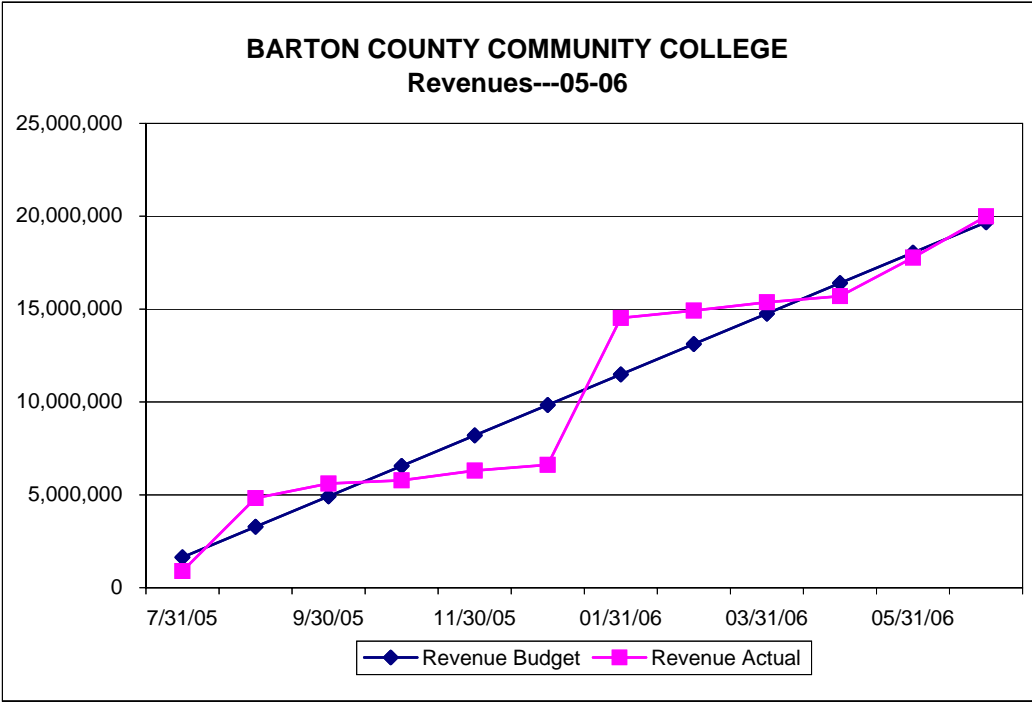
Revenues:								
Vending	1,787				1,787	2,000	213	10.65
Bookstore	743,488				743,488	800,000	56,512	7.06
Food service	463,244			0	463,244	482,000	18,756	3.89
Fees	115,681			0	115,681	200,000	84,319	42.16
Supplies & Services		30,354			30,354	28,000	(2,354)	(8.41)
Housing Rental		966,677		53,810	1,020,487	1,000,000	(20,487)	(2.05)
Transfers			600,000	0	600,000	500,000	(100,000)	(20.00)
Revolving					0	0	0	
Misc.	2,184				2,184	4,000	1,816	45.40
Entry Fees & Other			9,292	0	9,292	16,000	6,708	41.93

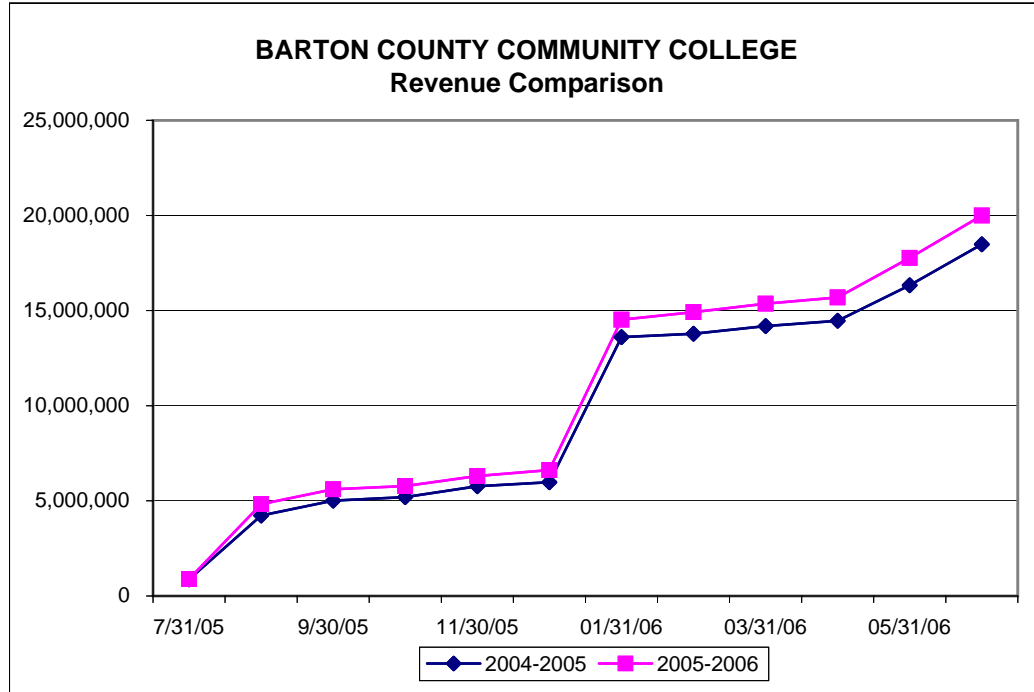
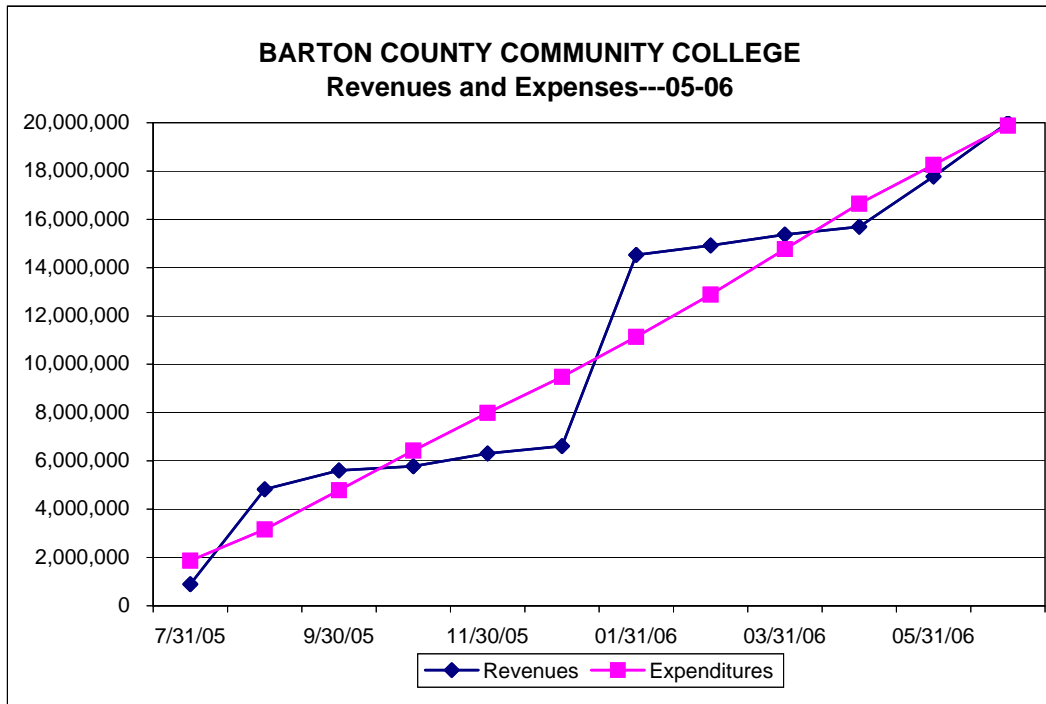
Total Revenues	1,326,384	997,031	609,292	53,810	2,986,517	3,032,000	45,483	1.50

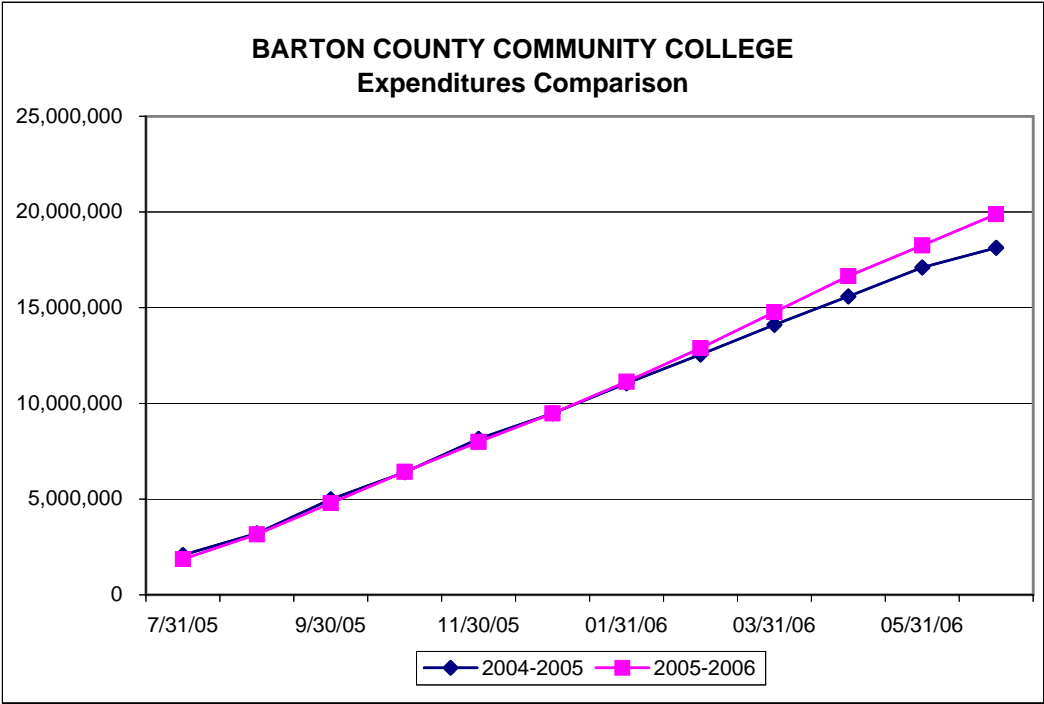
Expenditures:								
Salaries	79,932	141,562	10,927	45,307	277,728	285,000	7,272	2.55
Books & Supplies	668,445				668,445	725,000	56,555	7.80
Maintenance	21,618	76,490		11,311	109,419	110,000	581	0.53
Food	521,418	381,878		0	903,296	890,000	(13,296)	(1.49)
Utilities	47,284	121,210		16,323	184,817	185,000	183	0.10
Lease payments & Int	0	177,597			177,597	202,000	24,403	12.08
Travel & Recruiting			168,843		168,843	138,000	(30,843)	(22.35)
Officials			36,020		36,020	30,000	(6,020)	(20.07)
Training Supplies			14,603		14,603	17,000	2,397	14.10
Insurance			97,294		97,294	85,000	(12,294)	(14.46)
Equipment	3,898	131,283	107,885	0	243,066	200,000	(43,066)	(21.53)
Clinics & Awards			9,311		9,311	10,000	689	6.89
Transfers & Refunds		0	0		0	1,000	1,000	100.00
Revolving					0	0	0	
Nationals & Fees			32,306		32,306	40,000	7,694	19.24
Supplies	16,677	3,633	71,714	50	92,074	110,000	17,926	16.30
Misc.		0			0	1,000	1,000	100.00

Total Expenditures	1,359,272	1,033,653	548,903	72,991	3,014,819	3,029,000	14,181	0.47

Fund Balance, Ending	343,633	400,763	159,187	69,771	973,354	1,004,656		
=====								







8. **ACTION ITEMS**

A. Acceptance of Trustee's Resignation

Detail: Attached is a letter to the Board of Trustees and community members from Trustee Murphy, dated July 11, 2006, announcing her intent to resign from Barton's Board of Trustees. Trustee Murphy's last regular meeting as a Board member will be August 8, 2006.

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

7/11/06

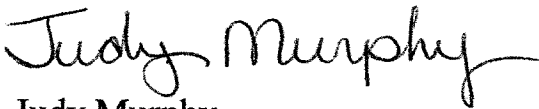
Dear Board of Trustee Members and community members,

Barton County Community College is an excellent learning institution, a great asset to the community and important to the economy and economic development of this area.

It has been my pleasure to serve the owners of Barton County Community College as a member of the Board of Trustees.

At this time I must regretfully tender my resignation. My family and I will be moving to Manhattan before school starts, so August 8, 2006 will be my last meeting.

Thank you for this wonderful opportunity,

A handwritten signature in cursive script that reads "Judy Murphy". The signature is written in black ink and is positioned above the printed name.

Judy Murphy

ACTION ITEMS (Continued)

B. Notice of Board Vacancy

Detail: Below for the Board's approve is a legal notification announcing the vacancy on Barton's Board of Trustees, created by the resignation of Trustee Murphy.

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

PUBLIC NOTICE

Notice is hereby given pursuant to the provisions of K.S.A. 71-201, of a **vacancy in the membership of the Board of Trustees of Barton County Community College**, Barton County, Kansas, and that such vacancy shall be filled by appointment of the Board of Trustees (for the remainder of the unexpired term which ends June 30, 2009) not sooner than 15 days following publication of this notice.

Those interested in filling this unexpired term may contact Barton County Community College's President's Office at 620-792-9302 in order to receive information and material relative to the College, the application process, and the process to be used in filling the vacancy. Applications must be received **no later than August 4, 2006 by 3:00 p.m.**

C. 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 2006-2007, 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 ITEMS (Continued)

D. 2006-2007 Operating Budget

Detail: Attached for the Board's approval is a copy of the 2006-2007 operating budget, which has been presented at recent study sessions. The budget has been based on maintaining current operations with anticipations of growth. The budget includes the previously approved tuition increase for the current year, the anticipated increase in state funding, a change in the tax levy from the county, and provisions to address the Higher Learning Commission's concerns that we continue to improve our library and its resources. Funds are also available for wage increases for our employees and coverage for other costs that will increase because of growth and normal inflation.

Recommendation: It is recommended that the Board approve the proposed operating budget, which includes anticipated improvements in revenue production, a pool of funds for improving our employees' pay levels, additional budget increase for library acquisitions, and improving our cash balances.

BARTON COUNTY COMMUNITY COLLEGE					
OPERATING PLAN					
Years 2005-2008					
	Modified	Net	Plan	Net	Projection
	2005-2006	Changes	2006-2007	Changes	2007-2008
BEGINNING CASH BALANCE	\$5,064,000		\$4,969,000		\$5,263,000
REVENUES:					
Tuition & Fees	5,935,000	831,000	6,766,000	70,000	6,836,000
Property Taxes	5,267,000	770,000	6,037,000		6,037,000
State Aid	6,759,000	591,000	7,350,000	2,084,000	9,434,000
Other Taxes	870,000		870,000		870,000
Other Revenues	909,000		909,000		909,000
Total Revenue	19,740,000	2,192,000	21,932,000	2,154,000	24,086,000
EXPENDITURES:					
Salaries	10,444,000	564,000	11,008,000	325,000	11,333,000
Benefits	2,407,000	238,000	2,645,000	220,000	2,865,000
General Insurance	220,000	10,000	230,000	7,000	237,000
Utilities	620,000	50,000	670,000	20,000	690,000
Capital Outlay	859,000		859,000		859,000
Other Costs	5,285,000	941,000	6,226,000	188,000	6,414,000
Total Expenditures	19,835,000	1,803,000	21,638,000	760,000	22,398,000
NET CHANGE	(95,000)	389,000	294,000	1,394,000	1,688,000
ENDING CASH BALANCE	\$4,969,000	\$389,000	\$5,263,000	\$1,394,000	\$6,951,000
% of Cash	25.05%		24.32%		31.03%

ACTION ITEMS (Continued)

E. Publication of 2006-2007 Budget

Detail: Attached for the Board's information and approval is the budget page that will be published, in accordance with K.S.A. 79-2929, in the Great Bend Tribune no less than ten days prior to the August 8, 2006 Budget Hearing.

The request for tax dollars is \$6,302,170. The total levy is calculated at 30.44 mils, based on an estimated assessed valuation for this coming year of \$207,062,854. The request was created in accordance with K.S.A. 71-204, which indicates that "the tax levy shall be an amount determined to be sufficient to finance that part of the College budget that is not financed from any other source provided by law."

Recommendation: It is recommended that the Board approve the budget to be published as submitted, which includes a request of tax dollars in the amount of \$6,302,170. The tax dollar request is built upon a 30.44 mil levy and an estimated assessed valuation of \$207,062,854 and is in accordance with Kansas Statutes. The Budget Hearing is scheduled to convene in room U-219 in the upper level of the Student Union at 4:00 p.m. on Tuesday, August 8, 2006 and will be the first item of business.

**NOTICE OF PUBLIC HEARING
2006-2007 BUDGET**

The governing body of Barton County Community College, Barton County, will meet on August 8, 2006, at 4PM, at Barton County Community College Student Union Room U-219 for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of tax to be levied, and to consider amendments. Detailed budget information is available at BCCC Administration Building and will be available at this hearing.

BUDGET SUMMARY

The Expenditures and the Amount of 2006 Tax to be Levied (as shown below) establish the maximum limits of the 2006-2007 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes, is subject to slight change depending on final assessed valuation.

	2004-2005		2005-2006		PROPOSED BUDGET 2006-2007		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Amount of 2006 Tax to be Levied	Est. Tax Rate*
Current Fds Unrestricted							
General Fund	15,178,076	30.81	16,187,894	28.14	22,000,000	6,302,170	30.44
Vocational Education	3,121,255		3,799,503		5,000,000	xxxxxxxxx	xxx
Adult Education	129,230		112,916		450,000	0	0.00
Adult Supp Education	0	xxx	0	xxx	50,000	xxxxxxxxx	xxx
Employee Benefits	0		0		150,000	xxxxxxxxx	xxx
Motorcycle Driver	0	xxx	0	xxx	0	xxxxxxxxx	xxx
Truck Driver Training	0	xxx	0	xxx	0	xxxxxxxxx	xxx
Auxiliary Enterprise	2,902,599	xxx	3,014,819	xxx	4,860,000	xxxxxxxxx	xxx
Current Funds Restricted	0	xxx	0	xxx	xxxxxxxxx	xxxxxxxxx	xxx
Plant Funds		xxx		xxx		xxxxxxxxx	xxx
Capital Outlay	198,019		190,090		500,000	0	0.00
Bond and Interest	0		0		0	0	0.00
Special Assessment	0		0		0	0	0.00
No Fund Warrants	0		0		0	0	0.00
Revenue Bonds	0	xxx	0	xxx	0	xxxxxxxxx	xxx
Total All Funds	21,529,179	30.81	23,305,222	28.14	33,010,000	xxxxxxxxx	30.44
Total Tax Levied	5,313,815		5,555,719		xxxxxxxxxxx	6,302,170	
Assessed Valuation	172,108,641		196,623,885		207,062,854		
	Outstanding Indebtedness, July 1						
	2004		2005		2006		
G.O. Bonds							
Capital Outlay Bonds							
Revenue Bonds							
No-Fund Warrants							
Temporary Notes							
Lease Purchase Principal	4,029,429		3,853,383		3,799,410		
Total	4,029,429		3,853,383		3,799,410		

*Tax Rates are expressed in mills.

Signature and Title

ACTION ITEMS (Continued)

F. Athletic Insurance

Detail: The College has secured the following quotes for athletic insurance for 2006-2007:

	Annual Cost
Life Insurance Company of North America (\$2,500 deductible)	\$59,128
Life Insurance Company of North America (\$2,000 deductible)	\$62,240
Guarantee Trust Life (\$2,000 deductible)	\$80,265
AIG (\$2,000 deductible)	\$80,265

The above quotes include expanded Medical and HMO/PPO and AD & D of \$5,000. We also received a quote for catastrophic insurance from Mutual of Omaha for \$4,078 (\$5,000,000 lifetime maximum). For comparative purposes, the approved low quote last year was received from Life Insurance Company of North America at an annual premium of \$57,200 for the basic coverage and catastrophic insurance from Mutual of Omaha for \$3,884. Actual claims and annual inflation in the medical industry caused the change in costs for this year.

Recommendation: It is recommended that the Board approve the low quote from Life Insurance Company of North America in the amount of \$59,128 with a \$2,500 deductible for athletic insurance and the catastrophic quote from Mutual of Omaha in the amount of \$4,078 for the 2006-2007 academic year.

G. Bus Financing

Detail: The Board approved the acquisition of a 46 passenger bus at its regular meeting on December 13, 2005. The bus will be delivered the first part of August and we are anticipating using a lease purchase arrangement with a local county bank to finance the acquisition. The total to finance will be \$113,108. We are asking the Board to authorize the President to sign a lease purchase agreement with a local bank for the acquisition of the bus.

Recommendation: It is recommended that the Board of Trustees authorize the President to approve and sign a lease purchase agreement for the acquisition of the 46 passenger bus with a local institution who submits a bid with the lowest cost and best payment arrangements.

9. INFORMATION AND DISCUSSION

A. KACCT/KBOR REPORT

Mike Johnson will update the Board concerning activities of the Kansas Association of Community College Trustees.

Dr. Heilman will update the Board concerning Kansas Board of Regents activities.

B. AUGUST BOARD MEETINGS/ACTIVITIES

Wednesday, August 2 – 8:00 a.m. – Board Advance – Room U-219

Tuesday, August 8 – 4:00 p.m. – Budget Hearing/BOT Meeting – Room U-219

C. PRESIDENT'S REPORT OF MONTHLY ACTIVITIES

June 21 – 30, 2006

- 06/21 Participated in campus tour with Mark Dean
Met with Dr. Maier
Met with Marilyn Beary
Had dinner with Dr. Maier
- 06/22 Met with Dr. Maier
Met with Darnell Holopirek
Continued campus tour with Mark Dean
Laptop training with Computer Services
Met with Jackie Elliott
- 06/23 Met with Cathie Oshiro
Met with Dr. Gillian Gabelmann
Met with Ron Vratil
- Met with Dick Wade
Attended retirement reception for Lou Kottmann
Met with Elaine Simmons
Met with Betty Anderson & Julie Knoblich
- 06/24 Had breakfast meeting with Chairman Webster
Met with Dr. Maier
- 06/25 Met with Ron Vratil
- 06/26 Met with Mike Weltsch at Fort Riley
Met with Kurt Kohler
- 06/27 Met with Darnell Holopirek

INFORMATION AND DISCUSSION (Continued)

Met with Nancy Peschka
Met with Karyl White
Met with Randy Henry in Sterling

06/28 Met with Dr. Maier

10. EXECUTIVE SESSION

The Board may need to recess to executive session, should it be deemed necessary, in compliance with the Kansas Open Meetings Act.

11. ADJOURNMENT

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