

Monitoring Reports August 2004

POLICY TYPE: ENDS

POLICY TITLE: MISSION

Mission

Barton County Community College, as a learning college and as a learning organization, advances learning that improves not only the economic, social, and personal lives of individuals, but also their contributions to society.

Response: The Board of Trustees, the College community, and the community as a whole have reason to take pride in their community college. While the fulfillment of its mission is an evolving and on-going process which is never really complete, there is ample evidence that the College's existence does support the economic and social life of individuals and their contributions to society. Evidence of this is provided through the monitoring and ENDS' reports. Additionally, as reflection is given to the numerous successes of the past year, it is clear that the College is attempting to fulfill its mission, one student and one contact at a time.

In a small way, the economic impact statement from past years provides some evidence of the taxpayers' "return on investment." Additionally, data continues to indicate that Barton's property tax cost per FTE when contrasted with other institution's same data illustrates considerable efficiency. The numerous musical and drama performances and the athletic events have all added to the "life" and social well being of the community. These elements say nothing of the contributions that the education provided to the thousands of students touched by the institution have made.

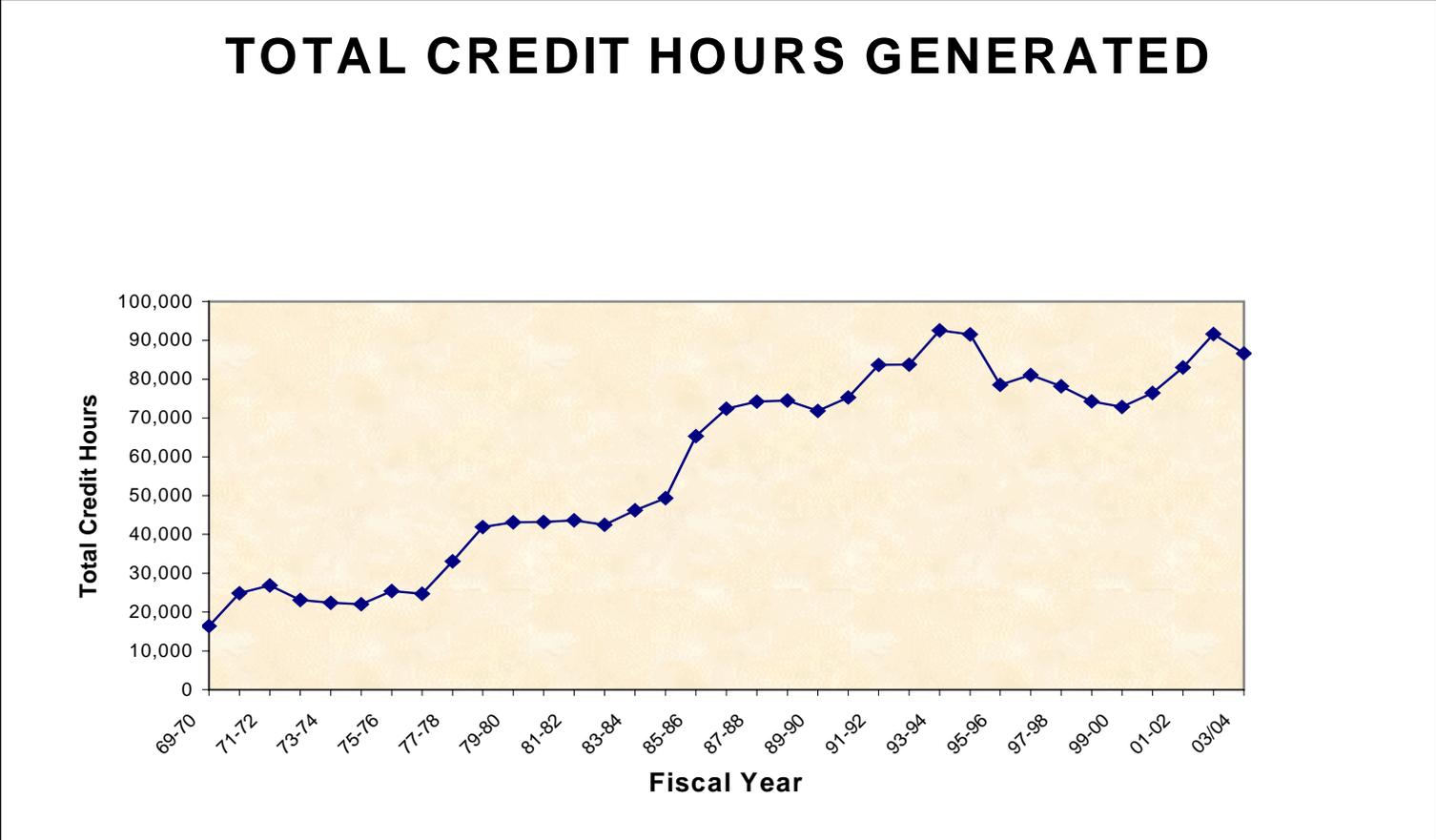
Successful Completion of Board Established Goals

Response: A number of the established goals have been addressed during the course of the year. The College Report Card will be published in October and it will indicate some of the accomplishments directed toward the Goals. I also trust that the various staff reports provided throughout the year give an indication of how the institution is addressing this ENDS item.

TOTAL CREDIT HOURS (Institution)

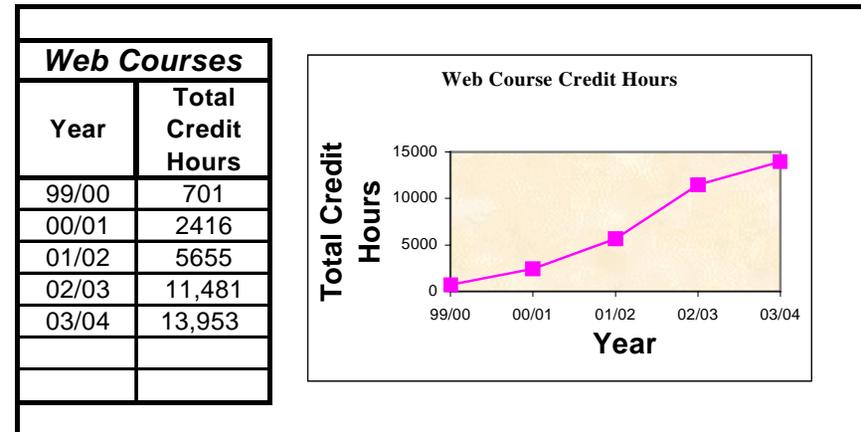
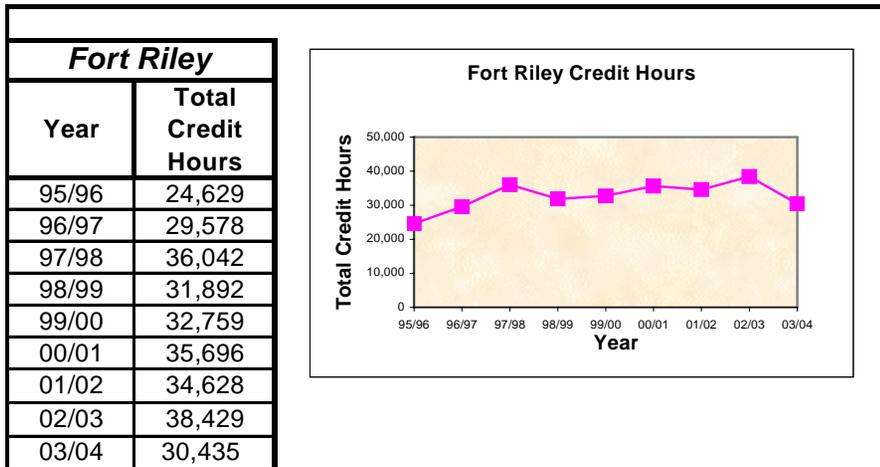
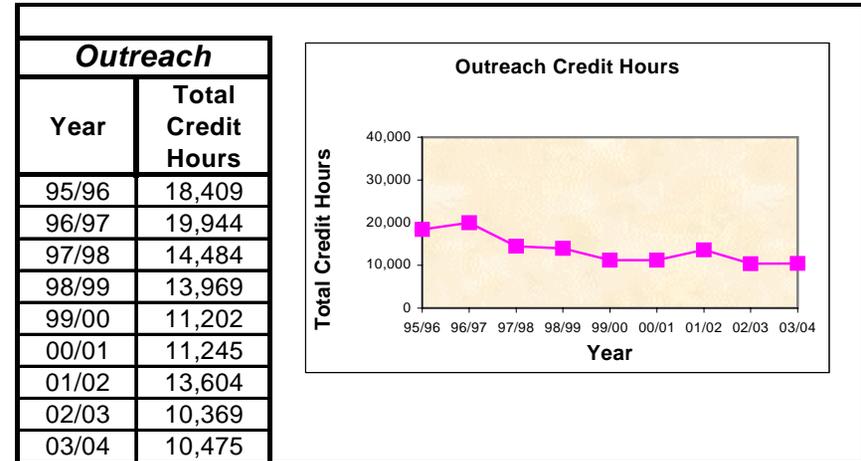
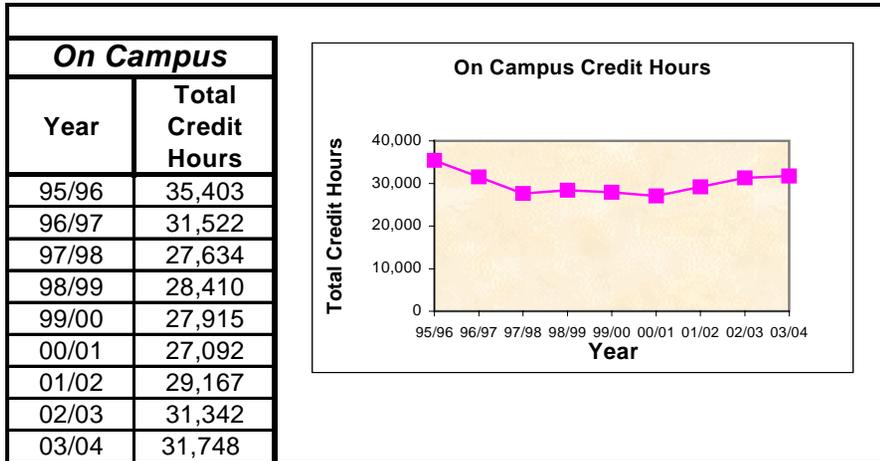
Annual: August 2004

YEAR	CREDIT HOURS GENERATED
69-70	16,367
70-71	24,862
71-72	26,848
72-73	23,113
73-74	22,366
74-75	22,071
75-76	25,405
76-77	24,682
77-78	33,100
78-79	41,930
79-80	43,170
80-81	43,183
81-82	43,668
82-83	42,512
83-84	46,236
84-85	49,340
85-86	65,297
86-87	72,391
87-88	74,207
88-89	74,528
89-90	71,799
90-91	75,277
91-92	83,640
92-93	83,745
93-94	92,535
94-95	91,549
95-96	78,516
96-97	81,044
97-98	78,160
98-99	74,271
99-00	72,853
00-01	76,449
01-02	83,054



TOTAL CREDIT HOURS (Group)

Annual: August 2004



CUSTOMIZED TRAINING**Annual: August 2004**

<i>Customized Training</i>	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003
Number of Businesses	20	23	17	15	7
Number of Credit Students	594	442	576	470	114
Number of Non-Credit Students	322	122	175	203	69
Total Credit Hours Generated	125.5	93.5	714.5	772.5	94

Note: One year equals a Fall-Spring-Summer semester cycle.

Response: Through customized training, Barton plays a key role in helping develop the economic life of individuals and their contributions to the workforce.

ABE/GED GRADUATES AND ENROLLMENTS**Annual: August 2004**

<i>ABE/GED Student Enrollment</i>	Main Site				Outreach Sites			
	2000	2001	2002	2003	2000	2001	2002	2003
Total Number of GED Graduates	108	97	78	72	12	4	4	8
Number of GED Graduates Enrolled at BCCC	18	17	12	12	3	0	1	3

Notes: One year equals July 1 through June 30; outreach site includes Larned.

Response: Barton provides foundational services for students increasing their opportunities to be successful in life.

STUDENT CHARACTERISTICS

Annual: August 2004

<i>Student Characteristics</i>		Fall 2003 Headcount						
		Fort Riley		On-Campus & Outreach		Total		
Total Number of Students		1,959	39.8%	2,969	60.2%	4,928	100%	
Gender	Male	1,103	56.3%	1,213	40.9%	2,316	47.0%	
	Female	856	43.7%	1,756	59.1%	2,612	53.0%	
Age	Under 18	10	0.5%	383	12.9%	393	8.0%	
	18 to 19	168	8.6%	706	23.7%	874	17.7%	
	20 to 24	637	32.5%	709	23.9%	1,346	27.3%	
	25 to 34	703	35.9%	483	16.3%	1,186	24.1%	
	35 to 44	343	17.5%	313	10.5%	656	13.3%	
	45 to 54	79	4.0%	251	8.5%	330	6.7%	
	55 and over	19	1.0%	124	4.2%	143	2.9%	
Ethnicity	White, non-Hispanic	1,190	60.7%	2,607	87.8%	3,797	77.0%	
	Black, non-Hispanic	461	23.6%	217	7.4%	678	13.8%	
	Hispanic	226	11.5%	108	3.6%	334	6.8%	
	Asian Pacific Islander	58	3.0%	27	0.9%	85	1.7%	
	Alaskan Native / American Indian	24	1.2%	10	0.3%	34	0.7%	
Residency	In State	Barton County	5	0.3%	1,027	34.6%	1,032	20.9%
		Service Area (excluding Barton)	3	0.2%	675	22.7%	678	13.8%
		Other KS Counties	1,944	99.1%	898	30.3%	2,842	57.7%
	Out of State/International	7	0.4%	369	12.4%	376	7.6%	
Student Type	First Time / First Year Student	896	45.7%	658	22.2%	1,554	31.5%	
	Continuing / Former Student	932	47.6%	1,457	49.1%	2,389	48.5%	
	High School Student	9	0.5%	569	19.1%	578	11.7%	
	Transfer Student	122	6.2%	285	9.6%	407	8.3%	

Note: "On-Campus and Outreach" numbers includes students enrolled in online courses (BartOnline, EduKan, and MLT-BCCC Web/eCompanion); also, Ft. Riley numbers include Junction City students.

Response: The above snapshot of Fall 2003 headcounts reveals Barton's relatively diverse student population; however, much of the ethnic diversity results from enrollments at the Fort Riley/Junction City campus. Locally in the Service Area, there continues to be a slight increase in Hispanic student enrollments during Fall terms (2.7% in Fall 2000, 3.0% in Fall 2001, 3.5% in Fall 2002, and 3.6% in Fall 2003). The College continues its efforts through the Hispanic Advisory Board to find ways to serve the growing Hispanic population in the area, including efforts to increase financial aid through "La Oportunidad Fund."

ACCREDITED/LICENSED PROGRAMS

Annual: August 2004

	Program	Type	Dates	Agency
CURRENT	Adult Health Care	Providership	Yearly	KS Department of Health & Environment
	Automotive Technology	Certification	2002-2007	National Auto Technology Educ Found.
	Dietary Manager	Providership	2001-2006	Dietary Managers Association
	Medical Laboratory Technology	Accreditation	2004-2011	NAACLS
	Nurse Aide/Med Aide	Providership	Bi-Annual	KS Department of Health & Environment
	Nursing	Accreditation	1997-2005	National League of Nursing
	Nursing	Accreditation	Yearly	KS State Board of Nursing
	Nursing Continuing Education	Certification	Per Workshop	KS State Board of Nursing
AD/SSD	Providership	Bi-Annual	KS Department of Health & Environment	

Note: In addition to the above program accreditations, the College continues to be accredited regionally by The Higher Learning Commission of the North Central Association.

Response: The list of a number of accredited/licensed certificate/degree programs is evidence of the quality and variety of vocational programs offered by the College.

CLASSROOM AND LABORATORY CONTACT HOURS BY FACULTY

Annual: August 2004

Contact Hours by Faculty		Fall 2002		Spring 2003		Fall 2003		Spring 2004	
		Faculty	# Hours	Faculty	# Hours	Faculty	# Hours	Faculty	# Hours
On-Campus	Full-Time	52	14,956	53	14,838	54	15,107	56	14,806
	Part-Time	57	4,651	58	4,974	62	4,973	65	5,574
Outreach	Full-Time	8	1,311	6	935	7	1,009	9	1,395
	Part-Time	98	14,128	89	9,496	98	10,879	62	6,410
Fort Riley	Full-Time	20	10,419	20	7,654	20	5,940	20	7,287
	Part-Time	37	8,854	37	10,249	39	6,597	33	6,044
Total Contact Hours			54,319		48,146		44,505		41,516

Note: The above calculations do not contain contact time for arranged classes, independent study classes, video classes, on-line classes, and non-credit classes. Since these types of classes are all arranged, contact time cannot be calculated.

Response: In addition to classroom and laboratory time, faculty devote time spent with students during office hours, club meetings, athletic practices and events, tutoring sessions, and college-sponsored functions.

NON-INSTRUCTIONAL EVENTS BY FISCAL YEAR

Annual: August 2004

Type of Event	2000*	2001*	01-02	02-03	03-04
Athletic Events**					
Barton Event-Barton Facility	--	57	165	260	359
Non-Barton Event-Barton Facility	--	4	160	245	375
Athletic Totals	53*	80	341	530	734
Cultural Events					
Barton Event-Barton Facility	--	30	24	57	39
Non-Barton Event-Barton Facility	--	7	7	15	17
Cultural Totals	42*	37	31	72	56
Public/Private Meetings					
Barton Event-Barton Facility	--	24	275	573	986
Non-Barton Event-Barton Facility	--	131	40	65	87
Meeting Totals	139*	155	315	638	1073
Campus Aldrich					
Barton Event	--	31	18	20	21
Non-Barton Event	--	46	38	32	36
Camp Aldrich Totals	53*	77	56	52	57

• Totals for 2001 and previous were for calendar, not fiscal, year. Also, complete details for these earlier years were not available due to differences in how records were maintained those years.

** Athletic events exclude away games, meets, and tournaments.

Response: Barton provides an environment for numerous athletic, social, and cultural events.

FACILITY UTILIZATION**Annual: August 2004**

Facility Utilization	1997	1998	1999	2000	2001	2002	02-03	03-04
Classroom Building	18.4%	23.1%	21.7%	17.2%	13.9%	18.3%	24.1%	18.3%
Fine Arts Building	25.8%	17.5%	20.2%	17.3%	16.1%	14.7%	18.0%	17.5%
PE Building	30.8%	26.7%	22.9%	15.1%	13.6%	14.4%	21.5%	18.2%
Science/Math Building	20.7%	18.7%	18.8%	16.7%	10.9%	10.1%	16.6%	15.6%
Technical Building	26.5%	20.8%	23.6%	16.4%	12.8%	13.9%	17.8%	23.2%
Camp Aldrich	12.6%	11.1%	8.6%	13.1%	15.3%	14.8%	13.2%	11.0%
Entire Campus	22.7%	19.7%	19.9%	16.0%	13.8%	14.4%	18.5%	17.3%

- Notes:**
- ~ Totals for years prior to 2002-03 are for calendar year; totals for 2002-03 and after are for fiscal year.
 - ~ Utilization is based only on those rooms used for classes and/or meetings.
 - ~ Percentages are based on number of hours of daily college use divided by a typical college day (7AM to 10PM Monday - Sunday).
 - ~ The Entire Campus figure is a weighted average of all rooms used for classes and/or meetings.

Response: Barton's percentage of time utilization for rooms ensures adequate access to all students in order to accomplish the college mission.

MARKET PENETRATION INTO SERVICE AREA HIGH SCHOOL

Annual: August 2004

Market Penetration Local High School	# HS Graduates				# Enrolled at Barton*				% Enrolled at Barton				4-Year Ave.
	2000	2001	2002	2003	2000	2001	2002	2003	2000	2001	2002	2003	
Chase HS	19	14	24	12	1	3	3	1	5%	21%	13%	8%	11.6%
Claffin HS	21	23	25	28	7	4	6	6	33%	17%	24%	21%	23.7%
Ellinwood HS	51	48	42	53	13	12	12	27	25%	25%	29%	51%	33.0%
Ellsworth HS	76	48	62	48	3	6	4	7	4%	13%	6%	15%	8.5%
Great Bend HS	235	228	217	207	89	79	74	67	38%	35%	34%	32%	34.8%
Hoisington HS	61	59	54	43	13	18	12	16	21%	31%	22%	37%	27.2%
LaCrosse HS	26	23	24	27	1	1	2	1	4%	4%	8%	4%	5.0%
Larned HS	80	75	70	71	17	2	9	10	21%	3%	13%	14%	12.8%
Little River HS	20	32	19	24	0	2	0	0	0%	6%	0%	0%	2.1%
Lucas-Luray HS	13	10	18	18	2	3	0	1	15%	30%	0%	6%	10.2%
Lyons HS	59	60	66	47	3	7	4	3	5%	12%	6%	6%	7.3%
Macksville HS	20	16	18	22	2	1	0	2	10%	6%	0%	9%	6.6%
Otis-Bison HS	27	30	24	36	11	8	3	6	41%	27%	13%	17%	23.9%
Pawnee Heights HS	12	15	15	16	0	2	1	3	0%	13%	7%	19%	10.3%
Quivira Heights HS	35	26	29	27	6	4	5	5	17%	15%	17%	19%	17.1%
Russell HS	69	74	64	53	4	5	8	5	6%	7%	13%	9%	8.5%
St. John HS	34	34	31	31	4	6	2	5	12%	18%	6%	16%	13.1%
Stafford HS	18	26	24	19	2	0	2	0	11%	0%	8%	0%	4.6%
Sterling HS	33	39	37	34	2	1	0	0	6%	3%	0%	0%	2.1%
Wilson HS	21	23	21	17	0	3	2	3	0%	13%	10%	18%	9.8%
Overall	930	903	884	833	180	167	149	168	19.4%	18.5%	16.9%	20.2%	18.7%

* # Enrolled at Barton includes those HS graduates who enrolled during the academic year following their HS graduation.

Response: Market penetration reflects representation of traditional age students from the surrounding area. The College's ability to attract recent high school graduates has remained relatively consistent throughout the four-year period; however, there appears to have been some improvement in recruiting traditional-aged students from the Service Area high schools in 2003 as compared to the earlier year(s). Efforts to improve penetration include increased emphasis on special events for recruits and summer enrollment days. Also, in contrast to earlier years, improved budget planning allowed for the more timely award of scholarships in 2003.

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 #4

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

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

General Executive Constraint #5

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

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

General Executive Constraint #8

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

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

General Executive Constraint #9

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

Response: To my knowledge, all assets are protected and with no or minimal risk. The only possible exception, of which the Board is already aware, is the institution’s fiscal position. In meeting our projected budget’s expenditure plan; we will have difficult decisions to make. We are a point that to maintain our comprehensive nature and services we will have to regularly seek local and consistent tax support or eliminate services and programs.

We will monitor the reactions to our current budget situation and work with the Board again during the year to identify areas where eliminations can most easily be made as compared with the essentials of our mission.

General Executive Constraint #10

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

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

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: FINANCIAL CONDITIONS

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

Accordingly, the President may not:

Financial Condition #3

Make any purchase: (a) without prudent protection against conflict of interest; (b) over \$10,000 without Board approval; (c) over \$10,000 without seeking at least three competitive quotes or sealed bids, submitted on prepared specifications. No purchase shall be made except on the basis of quality, cost, and service. Consideration shall be given to local vendors who can provide like quality products and services and who meet bid specifications.

Response: Following review of this constraint with the Dean of Business Services, I feel confident that the College is in compliance with the policy. We remain sensitive and judicious in balancing the need to support the local economy with making wise purchases in stretching limited tax dollars.

Financial Condition #6

Fail to maintain adequate reserves which allow the College cash reserve to drop below 8% of its annual budget, working toward a goal of 16%.

Response: The Board has been apprised that additional progress toward this goal was made over the course of the past year. The cash reserve is much nearer its goal than it was in the mid to late 1990s. As you are aware the reserve, though we had projected the need to use some of it this year has actually grown because the state did not make some of the cuts we had anticipated. This is the fourth or fifth year in a row we have seen growth in the reserves, this in spite of some extreme fiscal difficulties. It is my impression that the reserves have grown on the sacrifices of our employees. In anticipation of our reduced enrollments at Fort Riley and the need to provide compensation increases for employees the Board can expect that some reserves will be used this coming year as part of the budget plan.

Financial Condition #7

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

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

Financial Condition #8

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

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