

**July 2019**

**POLICY TYPE: ENDS**

**POLICY TITLE: Contingency Planning**

In fulfilling its educational mission, Barton Community College attempts to make optimal use of its resources. Optimum utilization may call for the adjustment of operational procedures such as a reduction or discontinuance of a program or service; reallocation of resources as a result of changing educational priorities; shifting enrollment patterns; lack of funds; and/or the requirements of legally imposed mandates. The President will make these recommendations to the Board of Trustees based on the College's mission of emphasizing diversity, academics, vocational-technical, and cultural enrichment learning opportunities; coupled with the need for maintaining program integrity, financial viability, and responsiveness to internal and external college constituencies.

The items below may present implication that are either positive or negative.

To ensure the Board is apprised of factors which could cause changes, over the course of 2018-2019 the items below were shared with the Board. In addition, monitoring reports over each of the Board ENDS were presented and discussed, Board of Trustee trips to college locations to review operations and retreats to dive deeply into issues.

**Policy/Funding**

**1. Federal**

- a. TRIO Programs – 08/28/2018
- b. Accreditation Update – 08/14/2018
- c. IPEDS – Institutional Characteristics (October)
- d. IPEDS – Completions (October)
- e. IPEDS – 12-Month Enrollment (October)
- f. Federal Compliance - 11/13/2018
- g. Title IX Trustee Training 11/13/2018
- h. HLC Accreditation Update – 01/08/2019
- i. Title IX Training 01/30/2019
- j. IPEDS – Student Financial Aid (February)
- k. IPEDS – Graduation Rates (February)
- l. IPEDS – 200% Graduation Rates (February)
- m. IPEDS – Outcome Measures (February)
- n. IPEDS – Fall Enrollment (April)
- o. IPEDS – Finance (April)
- p. IPEDS – Human Resources (April)
- q. IPEDS – Academic Libraries (April)
- r. Website – World Population Map – 04/23/2019
- s. NC-SARA – 05/28/2019

- t. HLC Accreditation Update – 06/25/2019
2. State
    - a. KACCT/COP Strategic Planning – 07/24/2018
    - b. Apply Kansas – 10/09/2018
    - c. Kansas Core Outcomes – 10/23/2018
    - d. Higher Education Day – 12/11/2018 & 01/08/2019
    - e. Service Areas Report – 01/22/2019
    - f. HB2144 Bill - 04/23/2019
    - g. KACCT Report – 04/23/2019
    - h. Emergency Medical Services – 04/23/2019
    - i. 2019 Kansas Legislative Impact – 05/14/2019
    - j. KBOR Strategic Plan – 06/25/2019
    - k. KBOR-KSPSD
    - l. Monthly KACCT Report
    - m. Monthly KBOR Update
  3. Local
    - a. Community Report
    - b. Camp Aldrich – 08/28/2018
    - c. Shafter Gallery Report – 09/25/2018
    - d. AstroTurf Procurement Bid – 09/11/2018
    - e. Addendum to Facilities Naming – 10/09/2018 & 10/23/2018
    - f. Facility Updates – 01/08/2019
    - g. Election of Officers – 01/22/2019
    - h. Economic Impact – 02/12/2019
    - i. Great Bend Better than Great – 02/23/2019
    - j. Promoting 50<sup>th</sup> Anniversary – 02/26/2019
    - k. Camp Aldrich, Trail End Cabin – 03/12/2019, 04/09/2019, & 05/14/2019
    - l. First Annual Workforce Training and Community Education – Educational and Employment Expo – 03/26/2019
    - m. Solar Farm Proposal – 04/09/2019 & 04/23/2019
    - n. 50<sup>th</sup> Anniversary Events – 05/28/2019
    - o. Distribution added to Community Report Webpage – 05/28/2019
    - p. Barton and Chamber visits to area businesses – 05/28/2019
    - q. Monthly Public Comments
  4. Finance
    - a. Athletic Insurance – 07/10/2018 & 07/24/2018
    - b. Published & Operational Budget – 07/10/2018
    - c. END 8: Contingency Planning – 07/24/2018 & 06/25/2019
    - d. Operational Budget & Budget Notice Publication – 07/24/2018
    - e. TouchNet – 08/14/2018 & 08/28/2018
    - f. Budget Hearing & Proof of Publication– 08/14/2018
    - g. END 5 Regional Workforce Needs – 10/23/2018, 11/27/2018, 12/11/2018, & 01/22/2019

- h. BOL Accounts Receivable – 11/13/2018
- i. FY18 Audit – 11/27/2018
- j. Auto Bid – 12/11/2018
- k. Tuition & Fees – 02/12/2019 & 02/26/2019
- l. END 2 Work Preparedness – 03/26/2019 & 04/23/2019
- m. Roofing Maintenance – 04/09/2019 & 04/23/2019
- n. END 6 Barton Services and Regional Locations – 04/23/2019 & 05/28/2019
- o. Property Insurance – 06/11/2019 & 06/25/2019
- p. FY20 Budget Status – 06/11/2019
- q. Monthly Financial Statements

#### Constituencies

##### 1. Students

- a. Integrity Council Report on Academic Integrity Procedures – 2502 – 07/10/2018
- b. Open Education Resource Timeline - 11/13/2018
- c. Hero Programming – 08/14/2018, 04/23/2019, 05/28/2019
- d. Track and Field Recognition – 08/14/2018
- e. END 1 Essential Skills – 08/28/2018 & 09/25/2018
- f. Bowling – 09/11/2018 & 09/25/2018
- g. Enrollment Management – 09/11/2018
- h. Softball and Baseball Turf – 09/11/2018
- i. END 4 Barton Experience – 09/25/2018 & 10/23/2018
- j. Credit for Prior Learning – 10/09/2018
- k. General Education Proposal – 10/09/2018 & 11/27/2018
- l. Bus Purchase – 11/13/2018 & 11/27/2018
- m. Barton Playbook – 11/27/2018
- n. Website Redesign for bartonccc.edu and bartonlineorg – 11/27/2018
- o. Strategic Planning Documents - website – 11/27/2018
- p. Website – most requested pages & Updates – 12/11/2018 & 01/22/2018
- q. Barton YouTube Channel – 12/11/2018
- r. Stem Partnership Grant Projects– 12/11/2018
- s. Academic Month Events – 12/11/2018
- t. CCSSE Information – 01/22/2019
- u. END 3 Academic Advancement – 01/22/2019, 02/23/2019, & 03/26/2019
- v. Athletic Mentor – 01/22/2019
- w. EDUKAN Membership Resolution and Certification – 01/22/2019
- x. EDUKAN 2018 AUDIT – 01/22/2019
- y. Website Updates for Career Programs Nursing – 02/23/2019
- z. Career Programs Natural Gas has moved into 13<sup>th</sup> Place (Website) – 02/23/2019
- aa. Career and Technical Education Month – 02/23/2019
- bb. In-Door Track and Field Presentations – 03/12/2019
- cc. Marketing Review – 03/26/2019
- dd. Website Updates to Frequently Requested Data & Quick Facts Page – 08/28/2018 & 03/26/2019

- ee. Generations Defined related read about “Millennials, Gen Z and the Coming “Youth Boom Economy” – 03/26/2019
- ff. Student Experience Survey Deployed with over 650 responses (11%) – 04/23/2019, 05/28/2019, & 06/25/2019
- gg. College & University Food Bank Alliance (CUFBA) – Find a Pantry Near You – 04/23/2019, 05/28/2019, & 06/25/2019
- hh. Disability Services – 05/14/2019
- ii. Dance Program – 05/28/2019
- jj. Grad Pictures is a very popular Page – 05/28/2019
- kk. Hispanic Engagement & Recruitment Office (HERO) Progress Report – 06/25/2019
- ll. Online Programs and Transcripts are very popular Pages – 06/25/2019
- mm. Open Educational Resources (OER) – 06/25/2019

## 2. Employees

- a. Mid-Year Employee Wage Assessment – 11/13/2018
- b. Leadership Institute – 12/11/2018
- c. Mid-Year Salary Review – 12/11/2018
- d. Employee Survey – 01/08/2019
- e. PACE Information – 01/22/2019
- f. Center for Academic Innovation and Excellence – 02/12/2019
- g. Employee Demographics – 02/23/2019
- h. Program Review – 03/12/2019
- i. Leadership & Assessment Institutes – 04/09/2019
- j. Faculty Contract Review – 04/09/2019 & 04/23/2019
- k. FY 19-20 Meeting Schedule – 04/09/2019 & 04/23/2019
- l. Contracts – Head Coach, Management Staff, & Administrative – 05/14/2019 & 05/28/2019
- m. Faculty Council Reports – 08/28, 10/23, 12/11/2018, 02/26/2019, & 04/23/2019
- n. END 7 – Strategic Planning – 05/28/2019 & 06/25/2019
- o. International Academic Integrity Conference – 05/28/2019
- p. The Center – 05/28/2019
- q. Monthly Strategic Planning Reports
- r.

## 3. Business/Industry

- a. Key Performance Indicators Dashboard Update– 08/28/2018, 09/25/2018, 10/23/2018
- b. Columbia College Business Degree Partnership – 08/28/2018
- c. Updated Core Priorities/Goals – 09/25/2018

## 4. Public Taxpayers

- a. Published & Operational Budget – 07/10/2018
- b. Operational Budget & Budget Notice Publication – 07/24/2018
- c. Budget Hearing & Proof of Publication– 08/14/2018
- d. Economic Impact – 02/12/2019

- e. Solar Farm Proposal – 04/09/2019 & 04/23/2019
- f. FY20 Budget Status – 06/11/2019
- g. Monthly Financial Statements
- h. Monthly Public Comments

#### Technology

- 1. Cyber Security
  - a. 24X7 Information Technology coverage and BCC Cougar Tech Support – 12/11/2018
  - b.
- 2. Software/Hardware Adequacy
  - a. Maxient – 09/11/2018
  - b. MyBarton Portal Stats Update – 09/25/2018 & 10/23/2018
  - c. Banner/Cloud Proposal – 03/12/2019, 03/26/2019
  - d. O365 Employee Migration – 05/14/2019
  - e. IT Updates – 06/11/2019

#### Military

- 1. Administration
  - a. OSHA Programming – 09/11/2018
- 2. MOU Status
  - a. END 6 Barton Services and Regional Locations – 05/28/2019
- 3. Facilities
  - a. Fort Leavenworth Graduation Ceremony held on June 12<sup>th</sup> – 04/23/2019
  - b. Fort Riley Graduation Ceremony held on May 23<sup>rd</sup> – 04/23/2019

#### Disaster

- 1. Nature
  - a. Camp Aldrich Trail Ends Cabin Fire happened on 08/8/2018 – 04/23/2019