

July 2020

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 2019-2020 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. National Community College Benchmark Project – 07/23/2019
- b. HLC Academies – 08/13/2019
- c. IPEDS Identification – Completed – 08/7/2019
- d. IPEDS Institutional Characteristics – Completed – 10/10/2019
- e. IPEDS 12-month Enrollment – Completed – 09/9/2019
- f. IPEDS Completions – Completed – 10/10/2019
- g. HLC Assessment Academy Outcomes – 11/12/2019
- h. Title IX Progress Report – 11/12/2019
- i. TRIO Presentations – Barton County Upward Bound, Central Kansas Upward Bound, Education Opportunity Center & Student Support Services – 02/11/2020
- j. IPEDS – Outcome Measures – 2/6/2020
- k. IPEDS – 200% Graduation Rate – 2/11/2020
- l. IPEDS – Graduation Rate – 2/12/2020
- m. IPEDS – Student Financial Aid – 2/6/2020
- n. IPEDS – Fall Enrollment – 4/2/2020
- o. IPEDS – Human Resources Survey – 2/12/2020
- p. IPEDS – Academic Libraries Survey Completed – 4/2/2020
- q. IPEDS – Finance Survey – 4/20/2020
- r. Assessment Institute (HLC) – 05/26/2020

2. State

- a. Monthly KACCT Report
- b. Monthly KBOR Update
- c. KSA 71-204 – 07/09/2019
- d. KBOR Performance Bridge Agreement – submitted to KBOR staff for Review – 07/23/2019, 08/27/2019, 09/24/2019, 10/22/2019
- e. KBOR Performance Agreement for AY 2018 (Funding FY 2021) passed KBOR reviews will be presented to BAASC (Board Academic Affairs Standing Committee) on September 3rd – 07/23/2019, 08/27/2019
- f. KBOR Performance Agreement – passed 100% funding – 09/24/2019
- g. [House Bill No. 2144](#) – 07/23/2019, 08/27/2019
- h. KSPSD Academic Year – 09/24/2019
- i. Kansas Department of Corrections Update – 08/27/2019
- j. KHEDS User Validation Q3 – Completed – 08/27/2019
- k. KBOR Institution Directory (President’s Office) –09/24/2019
- l. KACCT (Heather Morgan) – 09/24/2019
- m. KSPSD Community College Budget Document – (Business Office) – 09/24/2019
- n. KSPSD Fall Preliminary – Completed – 10/22/2019
- o. KBOR undocumented Students Data Request – Completed – 10/22/2019
- p. KACCT’s spreadsheet on HB2144 has been placed on [Transparency Page](#) – 11/26/2019
- q. KBOR Performance [Bridge Agreement](#) – passed KBOR staff review, BAASC’s (Board Academic Affairs Standing Committee) review to be January/February of 2020 – 11/26/2019, 12/10/2019, 01/28/2020 & 02/25/2020
- r. KSPSD Fall Census Report Completed – 11/26/2019 & 12/10/2019
- s. KSPSD Special Collection Completed – 11/26/2019 & 12/10/2019
- t. KHEDS User Validation Completed – 11/26/2019 & 12/10/2019
- u. KBOR Faculty and Staff Survey Completed – 11/26/2019 & 12/10/2019
- v. HB 2144 – A different Perspective
- w. [President’s Blog Entry](#) – Blog 19 Miscellaneous (March)
- x. Kansas Consortium for Correctional Higher Education Topics/Issues – 06/09/2020
- y. KHEDS User Validation - Completed – 06/23/2020
- z. KBOR Data Conference - Completed – 06/23/2020

3. Local

- a. Community Report
- b. Monthly Public Comments
- c. 50th Anniversary Event Planning – 07/09/2019, 08/13/2019 & 09/10/2019
- d. Fine Arts Parking Lot – 07/23/2019
- e. HB 2144 – 07/23/2019
- f. Shafer Gallery Meet and Greet – 08/13/2019
- g. Barton 50th Anniversary – 08/27/2019 & 09/24/2019
- h. Barton 50th Anniversary December 6 Event – 10/22/2019 & 11/26/2019
- i. Spring Events – 12/10/2019 (50th)

- j. Camp Aldrich – 01/14/2020 & 06/09/2020
- k. 50th Anniversary Event – 01/14/2020
- l. Election of Officers – 01/28/2020
- m. Shafer Gallery Annual Report - 04/28/2020
- n. Trustee Vacancy – 06/09/2020
- o. Board Vacancy Notification & Publication – 06/23/2020
- p. Facilities Survey completed by Mark Dean – 06/23/2020

4. Finance

- a. Monthly Financial Statements
- b. Athletic Insurance – 07/09/2019 & 07/23/2019
- c. Published & Operational Budget – 07/09/2019 & 07/23/2019
- d. KS 71-204 – 07/09/2019
- e. FY20 Budget – 07/23/2019
- f. Budget Notice Publication – 07/23/2019
- g. END 8: Contingency Planning – 07/23/2019 & 06/23/2020
- h. Budget Hearing & Proof of Publication – 08/13/2019
- i. Boilers – 08/13/2019
- j. FY 2018-2019 Financial Aid Report – 10/22/2019
- k. END 5 Regional Workforce Needs – 03/10/2020
- l. ESports Proposal – 11/12/2019
- m. FY19 Audit – 11/26/2019
- n. Corrections Consortium – 01/14/2020 (Pell Grants for incarcerated individuals information)
- o. Vehicle Replacement Bids – 01/28/2020
- p. Strategic Planning/Budgeting for 2021 is in Process – 01/28/2020, 02/25/2020, 04/28/2020, 06/23/2020
- q. 2020-2021 Tuition & Fees – 02/11/2020
- r. FY 20-21 Tuition & Fees – 02/25/2020
- s. Fiscal Year 2021 Preliminary Budget Assessment – 04/14/2020
- t. May END 6 “Barton Services and Regional Locations” VP Simmons – 04/28/2020 & 05/26/2020
- u. End 2 Work Preparedness – 04/28/2020
- v. Fiscal Year 2021 Budget Assessment – 05/12/2020
- w. FY21 Budget Update – 06/09/2020
- x. Property/Liability Insurance – 06/23/2020

Constituencies

1. Students

- a. Monthly Strategic Planning Updates of the Website – Past 30 days
- b. End 1: Essential Skills – 07/23/2019, 08/27/2019, 09/24/2019
- c. Residence Hall Occupancy – 09/10/2019
- d. ESports Presentation – 10/08/2019
- e. Active Learning Classroom – 10/08/2019
- f. Active Learning Classroom Demonstration in F-111 – 10/08/2019

- g. END 4 “Barton Experience” – 10/22/2019
- h. Open Educational Resource Three Year Plan Update – 11/26/2019
- i. ESports – 11/26/2019
- j. November is [Barton’s Academic Month](#) – 11/26/2019 & 12/10/2019
- k. [Barton Senior Day 2019](#) – 11/26/2019
- l. Website – Interesting stats last 60 days – 12/10/2019
- m. Student Testimonial – 01/14/2020 & 02/25/2020
- n. Pharmacy Technician Program – 01/14/2020
- o. Educational Opportunity Center (EOC) Presentation – 01/28/2020
- p. END 3 “Academic Advancement” – 01/28/2020, 02/25/2020
- q. Director of Student Academic Development – 01/28/2020
- r. EduKan Audit – 03/10/2020
- s. Strategic Planning Placed on Hold – 04/28/2020 & 06/23/2020
- t. Brief Overview of Barton’s Live Basic Counts Report – 05/26/2020
- u. Cougar Driven – 05/26/2020
- v. EduKan Membership 1999-2020 - Overview, Enrollment Trends, Financial Trends, Higher Learning Commission Compliance & Programming and Support – 06/09/2020
- w. Cougar Driven – Instructional Programming, Student Support Services, Facility/Operations & Technology – 06/09/2020
- x. Coming in July VP Simmons will give a brief overview of Barton’s New Course Search – 06/23/2020
- y. Cougar Driven, Camp Aldrich & Fort Leavenworth Student Graduation – 06/23/2020

2. Employees

- a. Monthly Strategic Planning Reports
- b. Human Resources Presentation – 07/09/2019
- c. President’s Contract – 07/23/2019 & 08/13/2019
- d. Faculty Council Report – 08/27/2019, 10/22/2019, 01/28/2020, 02/25/2020, 04/28/2020
- e. College Data Sets – 09/10/2019
- f. Leadership Institute – 12/10/2019
- g. Highlight – Center for Academic Innovation & Excellence – 02/25/2020
- h. Faculty Contract Review – 04/14/2020 & 05/12/2020
- i. Faculty Contracts will be presented at a May 12, 2020 Special Meeting – 04/28/2020
- j. President’s Blog Entry – 14th Blog Post – Communication – (November)
- k. Contracts for Head Coach, Management Staff & Administrative Staff was tabled to the next Meeting – 05/12/2020 & 05/26/2020
- l. June END 7 “Strategic Planning” – 05/26/2020 & 06/23/2020
- m. Contracts for Head Coach, Management Staff & Administrative Staff – 06/23/2020

3. Business/Industry
 - a. Updated Monthly for Yearly Goals
 - b. New Strategic Plan Goals are on the bottom of Board Agenda's – 07/23/2019
 - c. Linking College Mission to Board ENDS – 10/22/2019
 - d. Regional Workforce and Academic Partnerships – 03/10/2020
 - e. 50th Partnership Event – 03/10/2020 (Not on Board of Trustees Agenda really)

4. Public Taxpayers
 - a. Monthly Financial Statements
 - b. Monthly Public Comments
 - c. Published & Operational Budget – 07/09/2019 & 07/23/2019
 - d. FY20 Budget – 07/23/2019
 - e. Budget Notice Publication – 07/23/2019
 - f. Budget Hearing & Proof of Publication – 08/13/2019
 - g. Mike Johnson named Chamber's Citizen of Year – (February)
 - h. [President's Blog Entry](#) – Accreditation Progress – (November)

Technology

1. Cyber Security
 - a. Cyber Security Training – 08/13/2019

2. Software/Hardware Adequacy
 - a. Ellucian Cloud Update – 02/25/2020
 - b. Ellucian Cloud Go Live – 05/12/2020

Military

1. Administration
 - a. Board of Trustee Retreat in lieu of Study Session Ft. Riley/Ft. Leavenworth (June 10 – 11, 2020) – 06/23/2020
 - b. Trustee June Retreat Date Discussed – 05/12/2020

2. MOU Status
 - a. MOU Agreement Signed with Fort Riley (March)
 - b. MOU Agreement signed with Fort Leavenworth (April)

3. Facilities
 - a. Fort Riley – Moved Instruction into Building 206 and set up network. (September)
 - b. Fort Leavenworth – Rearranged Office at Fort Leavenworth due to other institution vacating the space. The additional space allowed Barton to set up a lab to assist students. (November)

Disaster

1. Nature

- a. Crisis Communication Plan – 08/13/2019
- b. Revision to Emergency Succession Plan Policy – 12/10/2019
- c. Hazard Mitigation Plan and Resolution – 02/25/2020
- d. College Covid-19 Response – 03/24/2020
- e. Covid-19 Response Status – 04/14/2020
- f. [President's Blog Entry](#) about Covid-19 – (March & April)
- g. Planning and Steps to Reopening the College – 05/12/2020