

**REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
BARTON COUNTY COMMUNITY COLLEGE**

**June 15, 2004– 4:00 p.m.  
U-219 (Upper Level of Student Union)**

**AGENDA**

<b>1. Official Board Meetings</b> .....	1
<b>2. Call to Order</b> .....	2
Comments from Chairman	
Public and/or Employee Comment	
Introduction of Guests	
Staff Report	
<b>3. Action Items</b> .....	3
Granting Tenure to Evelyn Parker	
Audix Voice Mail System	
Computer Firewall Protection	
Property, Casualty, Liability and Workers Compensation Insurance Coverage	
KBOR Performance Goals	
Grant Applications	
Acceptance of Grants	
<b>4. KACCT/KBOR Report</b> .....	21
<b>5. Information/Discussion Items</b> .....	21
Monitoring Reports	
Upcoming Board Activities	
President’s Report of Monthly Activities	
<b>6. Notices and Communications</b> .....	30
Kan-Ed Enhancing Technology Grant Program (EIGP) III	
Thank you note from Susan Phillips of Grace Academy	
Letter from Dr. Andrew M. Scibelli, President of Springfield Technical Community College	
<b>7. Executive Session</b> .....	34
<b>8. Consent Agenda</b> .....	35
Minutes of regular Board meeting held on May 18, 2004	
Minutes of special Board meeting held on June 8, 2004	
Personnel	
Claims and Financial Report	

Meeting of the Board of Trustees  
Barton County Community College

June 15, 2004

**OFFICIAL BOARD MEETINGS**

**Comments:** All official Board meetings are open to the public except executive sessions, which are convened in compliance with State law. The Board of Trustees welcomes the attendance and participation of citizens in regular meetings and upon recognition by the Chairman, encourages questions or comments pertaining to items on the agenda. Persons having other matters to be brought before the Board should submit these matters in writing to the President at least 72 hours in advance of the meeting, in order that items may be placed on the agenda. In accordance with time requirements, the Chairman reserves the right to limit comments, both in content and length of presentation.

1. No comments will be heard on matters which are not on the agenda without the consent of the Board.
2. Persons wishing to speak will identify themselves to the Chairman and state whether or not they represent the opinion of a group.
3. Each person may speak no longer than five (5) minutes.
4. Presentations containing information or comments related to College personnel or students may be referred for consideration in executive sessions.
5. The Chairman reserves the right to stop the proceedings and poll the Board to determine if a speaker may continue.

**Please Note:** Barton County Community College Trustees routinely hold a monthly Board study session for the purpose of setting goals, Board development, and future planning; discussion is informal and no votes are taken. Both the regularly scheduled monthly Board meeting and the monthly study session are subject to the Kansas Open Meetings Act and are open to the public.

**Information Only**

Meeting of the Board of Trustees  
Barton County Community College

June 15, 2004

**CALL TO ORDER**

**COMMENTS FROM CHAIRMAN:**

The Chairman will address the assembly.

**PUBLIC AND/OR EMPLOYEE COMMENT:**

The Board had received a request from Bonnie LeRoy, a student, to present governance ideas related to the Interrobang, as well as a petition and to discuss personnel issues. Due to the ongoing legal proceedings involving personnel issues, the request was denied. Ms. LeRoy has been advised she may meet with President Law to both share her governance ideas with the administration, as well as present the petition for appropriate distribution.

No other requests for public and/or employee comment have been received.

**INTRODUCTION OF GUESTS:**

The President or his designee will introduce guests, including new employees, if any are in attendance.

**STAFF REPORT:**

President Veldon L. Law will give a PowerPoint presentation prepared by the Friends of Higher Education.

## **ACTION ITEMS**

**Granting Tenure to Evelyn Parker**  
**Audix Voice Mail System**  
**Computer Firewall Protection**  
**Property, Casualty, Liability and Workers Compensation**  
**Insurance Coverage**  
**KBOR Performance Goals**  
**Grant Applications**  
**Acceptance of Grants**

Meeting of the Board of Trustees  
Barton County Community College

June 15, 2004

**GRANTING TENURE TO EVELYN PARKER**

**Detail:** At its April 15, 2004 regular meeting, the Board approved tenure for five faculty members. However, Evelyn Parker was inadvertently omitted from the list. The College deeply regrets this error and has extended its regrets to Ms. Parker.

**Recommendation:** In accordance with the law and in keeping with the College's efforts to more formally recognize the significance of receiving tenure as a faculty member, it is recommended that the Board grant tenure to Evelyn Parker.

**Action:** Dean of Learning and Instruction

Meeting of the Board of Trustees  
Barton County Community College

June 15, 2004

**AUDIX VOICE MAIL SYSTEM**

**Detail:** The voice mail system that the College is presently using has failed and is not repairable due to obsolescence. The system has been unsupported for over three years. Our original intent was to not replace the system until it failed, believing that it was more cost effective than replacing the system three years ago. We believe this was a good decision. However, the voice mail system now needs to be replaced.

Because the system had to be upgraded before the Board was able to meet and the upgrade was for more than \$10,000. As was indicated in my April 1, 2004 correspondence to you, we are asking for the Board to ratify and approve the purchase at this time.

The cost for the equipment was \$8,150.00 with an installation cost of \$2,562.90. The system was acquired directly from the manufacturer, AVAYA.

**Recommendation:** It is recommended that the Board of Trustees affirm and ratify the voice mail system upgrade as presented.

**Action:** Dean of Business Services

Meeting of the Board of Trustees  
Barton County Community College

June 15, 2004

**COMPUTER FIREWALL PROTECTION**

**Detail:** At the Board's monthly study session in June, the Trustees received detailed information relative to the increasing number of attacks on the College's computing resources and the need to upgrade its firewalls.

Ten years ago, minimal time was required to secure technology systems. Unfortunately, the times have changed dramatically and the system recommended below needs to become part of the basic infrastructure of our operation in order to provide necessary security. The breakdown of costs to provide this additional security and protect the College from hacker activities is as follows:

Software:	
Checkpoint Enterprise	\$ 9,995.00
First Year Support (2 <sup>nd</sup> year Support will be \$1,575.00)	5,725.00
Hardware (to replace four existing firewalls into one system)	4,995.85
	-----
Total Cost	\$20,715.85

**Recommendation:** It is recommended that the Board of Trustees approve the purchase of the proposed firewall software and hardware as presented.

**Action:** Dean of Business Services

Meeting of the Board of Trustees  
Barton County Community College

June 15, 2004

**PROPERTY, CASUALTY, LIABILITY AND WORKERS COMPENSATION  
INSURANCE COVERAGE**

**Detail:** The property, casualty and liability insurance coverage for the College renews on July 1, 2004. We are ending our first year with EMC Insurance, who currently covers us for all but the Workers Compensation coverage. The College is currently insured through the KASB pool for Workers Compensation coverage.

At the time of creating this statement, the College had not yet received costs for this coverage for 2004-2005. Details of these costs will be provided to the Board prior to the meeting. We are anticipating that EMC will maintain the College's coverage with some increase in cost.

As noted in previous discussions, KASB has billed all member institutions enrolled in the Workers Compensation plan a 25% assessment against its 2002-2003 premium. This was caused by larger than anticipated claims for the noted year and no reserves to cover them. The College is obtaining quotes from other insurance carriers and will have them available for the Board's review prior to the meeting. Because of a previous history of low claims and an experience modification that is below 1.0, we anticipate a bid offering reasonable rates. We are also reviewing our responsibility regarding the assessment for the prior year. This will be discussed at the meeting.

**Recommendation:** It is recommended that the Board review the proposed insurance coverage and costs that will be provided to the Trustees prior to the meeting and approve the coverage to be presented.

**Action:** Dean of Business Services



Meeting of the Board of Trustees  
Barton County Community College

June 15, 2004

**KBOR PERFORMANCE GOALS**

**Detail:** The Kansas Board of Regents (KBOR) has directed that each institution of higher education under its auspices will annually submit performance goals for its approval. The goals for calendar year 2005 are due to KBOR on July 15, 2004. The following pages contain four goals recommended for submission to KBOR in fulfillment of this requirement. In accordance with the KBOR's guidance, the goals attached hereto are extensions of the goals the Board of Trustees approved at its January 20, 2004 meeting and ultimately submitted to KBOR.

It is important to note that once these goals are received by KBOR, they will be reviewed by the KBOR for compliance. KBOR may accept the goals as they are written or may require the College to modify one or more of the goals. The Board will be notified if Barton is required to modify the goals.

**Recommendation:** It is recommended that the Board of Trustees approve the Kansas Board of Regents performance goals as presented.

**Action:** Executive Assistant to the President for Planning, Organizational Development and Military Operations.

## KBOR Performance Goals and Application

Institution: Barton County Community College	Contact Person: Mike Weltsch	Contact phone & email: 785-784-6606 <a href="mailto:weltschm@bartonccc.edu">weltschm@bartonccc.edu</a>	Date: 6/1/04
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<b>Regents' System Goal A: Efficiency/Effectiveness/Seamlessness</b>				
<b>Institutional Goal 1: Improve Barton's Dietetics partnership with Kansas State University (KSU).</b>				
<b>Key Performance Indicator (Data)<sup>1</sup></b>	<b>Baseline <sup>2</sup></b>	<b>Targets <sup>3</sup></b>	<b>Performance Outcome<sup>4</sup></b>	<b>Amount of Directional Improvement <sup>5</sup></b>
The attainment of this goal will be measured based on enrollment goals for the program.	Since this proposal is being written before the initiation of the joint Barton-KSU Dietetics' program, the baseline data for establishing the Indicator is not currently available. Barton intends to use the enrollment figures for the Fall 2004 as the basis for setting increased enrollment goals for 2005.	<p>The target measurement for the next three years will be to increase the number of students enrolled by 10% per year. For 2005 this will mean the enrollment goal for the program will base year enrollments + 10%</p> <p>Target for 2005: Fall 2004 Enrollments + 10%.</p> <p>Target for 2006: 2005 Enrollments + 10%.</p> <p>Target for 2007: Fall 2006 Enrollments + 10%.</p>		

<b>Regents' System Goal A: Efficiency/Effectiveness/Seamlessness</b>				
<b>Institutional Goal 2: Develop a partnership with other community colleges to deliver joint classes over Instructional Television.</b>				
<b>Key Performance Indicator (Data)<sup>1</sup></b>	<b>Baseline<sup>2</sup></b>	<b>Targets<sup>3</sup></b>	<b>Performance Outcome<sup>4</sup></b>	<b>Amount of Directional Improvement<sup>5</sup></b>
Achievement of this Institutional Indicator will be measured by whether or not Barton and at least one yet unnamed community college partner successfully create a joint syllabus based on the Kansas Core Competencies for one joint course for delivery to students at both locations in a real time, interactive setting over a closed ITV network.	Since the syllabi of the participating community colleges currently differ in regards to the learning outcomes and competencies and since there is no system currently in place for the delivery of joint classes between community colleges, Barton and its partner(s) will be establishing the benchmark with this initiative.	<p>Achievement of this Institutional Indicator will be measured as shown in the following:</p> <p>Target for 2005: Creation of one new course with competencies common to at least one other community college.</p> <p>Target for 2006: Creation of one new course with competencies common to at least one other community college.</p> <p>Target for 2007: Creation of one new course with competencies common to at least one other community college.</p>		

<b>Regents' System Goal B: Improve Learner Outcomes</b>				
<b>Institutional Goal 3: Institute a summer Developmental Education Program (named Jump Start) , which will increase the readiness of developmental students for college level class work.</b>				
<b>Key Performance Indicator (Data)<sup>1</sup></b>	<b>Baseline <sup>2</sup></b>	<b>Targets <sup>3</sup></b>	<b>Performance Outcome<sup>4</sup></b>	<b>Amount of Directional Improvement <sup>5</sup></b>
Indicator 1: Increase the enrollments in Barton's intensive Developmental Education program (Jump Start) in the Summer of 2004	Since this proposal is being written before the initiation of the Jump Start Program, the baseline data for this Indicator is not currently available. Barton intends to use the enrollment figures for the Summer 2004 as the basis for setting increased enrollment goals for Summer 2005.	<p>The target measurement for the next three years will be to increase the number of students enrolled by 10% per year. For 2005 this will mean the enrollment goal for the program will base year enrollments + 10%.</p> <p>Target for 2005: Summer 2004 Enrollments + 10%</p> <p>Target for 2006: Summer 2005 Enrollments + 10%</p> <p>Target for 2007: Summer 2006 Enrollments + 10%</p>		

<p>Indicator 2: Matriculation of at least 80% of the Jump Start students into classes in the Fall Semester</p>	<p>Since the enrollment figure is not available, we are unable to provide the exact numerical goal. However, the numerical goal (80% of the actual Jump enrollments) will be computed from the total number of students enrolled in Barton's Jump Start Program.</p>	<p>Matriculation of at least 80% of the Jump Start students into classes in the Fall Semester:</p> <p>Target for 2005: Summer 2005 Enrollments X 80%</p> <p>Target for 2006: Summer 2006 Enrollments X 80%</p> <p>Target for 2007: Summer 2007 Enrollments X 80%</p>		
<p>Indicator 3: Placement of at least 60% of the Jump Start students into the next higher course in the math and/or English sequence</p>	<p>Since the enrollment figure is not available, we are unable to provide the exact numerical goal. However, the numerical goal (60% of the actual Jump enrollments) will be computed from the total number of students enrolled in Barton's Jump Start Program.</p>	<p>Placement of at least 60% of the Jump Start students into the next higher course in the math and/or English sequence:</p> <p>Target for 2005: Summer 2005 Enrollments X 60%</p> <p>Target for 2006: Summer 2006 Enrollments X 60%</p> <p>Target for 2007: Summer 2007 Enrollments X 60%</p>		

<b>Regents' System Goal C: Improve Workforce Development</b>				
<b>Institutional Goal 4: Increase Barton's service to the community and state by increasing the number of students served at the Utility and Pipeline Training Center.</b>				
<b>Key Performance Indicator (Data)<sup>1</sup></b>	<b>Baseline <sup>2</sup></b>	<b>Targets <sup>3</sup></b>	<b>Performance Outcome<sup>4</sup></b>	<b>Amount of Directional Improvement <sup>5</sup></b>
Attainment of enrollment goals in the regional Utility and Pipeline Training Center.	Since this proposal is being written before the creation of the Utility and Pipeline Training Center, the baseline data for establishing the Indicator is not currently available. Barton intends to use the enrollment figures for the 2005 as the basis for setting increased enrollment goals for subsequent years.	<p>The target measurement for the next three years will be to increase the number of students enrolled by 10% per year. The enrollment goals for this goal are:</p> <p>Target for 2006: 2005 Enrollments + 10%</p> <p>Target for 2007: 2008 Enrollments + 10%</p> <p>Target for 2008: 2007 Enrollments + 10%</p>		

Meeting of the Board of Trustees  
Barton County Community College

June 15, 2004

**GRANT APPLICATION REQUESTS**

**Detail:** Attached for the Board's review are two (2) grant application requests:  
1) Kan-Ed Enhancing Technology Grant Program (ETGP) I in the fund range of \$24,525  
and 2) Kan-Ed Enhancing Technology Grant Program (ETGP) II in the funding range of  
\$23,313.

**Recommendation:** It is recommended that the Board approve the Kan-Ed Enhancing  
Technology Grant Program (ETGP) I and the Kan-Ed Enhancing Technology Grant  
Program (ETGP) II as presented.

**Action:** Director of Grants

**BARTON COUNTY COMMUNITY COLLEGE  
GRANT APPLICATION REQUEST  
(Funding range over \$10,000)**

<b>Grant</b>	Kan-Ed Enhancing Technology Grant Program (ETGP) I
<b>Funding Agency</b>	Kan-Ed
<b>Summary</b>	Kan-Ed ETGP Priority funds are focused on providing funds for upgrades or modifications to existing H.323 equipment. (This is the Polycom configuration that we currently use for the ITV program.)
<b>Services</b>	The ETGP funds will provide networking equipment that will enable Barton to expand its current ITV services to four additional sites.
<b>Relationship to College Mission</b>	The project will allow Barton to provide services that advances learning in the service area.
<b>Target Population</b>	Barton students enrolled in ITV-mediated programs including College Advantage and outreach.
<b>Funding Range</b>	\$24,525
<b>Indirect Cost Reimbursement</b>	None
<b>Funding Period</b>	07/01/04 – 12/31/04
<b>Institutional Obligation</b>	None
<b>Cash</b>	None
<b>In-Kind</b>	None
<b>Personnel Required</b>	
<b>Existing</b>	Installation, monitoring, and maintenance by Electronic Services staff
<b>New</b>	None
<b>Due Date</b>	June 14, 2004

**Presidential Review**

I have reviewed this request and it is in concert with the mission and vision of Barton County Community College. I support the request and recommend that the Board of Trustees authorize the College to proceed with the preparation of the grant application, which is in excess of the funding range for which I am authorized to approve.

Veldon L. Law, Ed.D.  
\_\_\_\_\_  
President's Signature

06-08-04  
\_\_\_\_\_  
Date



**BARTON COUNTY COMMUNITY COLLEGE  
GRANT APPLICATION REQUEST  
(Funding range over \$10,000)**

<b>Grant</b>	Kan-Ed Enhancing Technology Grant Program (ETGP) II
<b>Funding Agency</b>	Kan-Ed
<b>Summary</b>	Kan-Ed ETGP Priority funds are focused on providing funds for upgrades or modifications to existing H.323 equipment. (This is the Polycom configuration that we currently use for the ITV program.)
<b>Services</b>	The ETGP funds will provide networking equipment that will enable Barton to upgrade the ITV/video conferencing operations at the Junction City site.
<b>Relationship to College Mission</b>	The project will allow Barton to provide services that advances learning in the service area.
<b>Target Population</b>	Barton students enrolled in ITV-mediated programs originating from and received at Junction City.
<b>Funding Range</b>	\$23,313
<b>Indirect Cost Reimbursement</b>	None
<b>Funding Period</b>	07/01/04 – 12/31/04
<b>Institutional Obligation</b>	None
<b>Cash</b>	None
<b>In-Kind</b>	None
<b>Personnel Required</b>	
<b>Existing</b>	Installation, monitoring, and maintenance by Electronic Services staff
<b>New</b>	None
<b>Due Date</b>	June 14, 2004

**Presidential Review**

I have reviewed this request and it is in concert with the mission and vision of Barton County Community College. I support the request and recommend that the Board of Trustees authorize the College to proceed with the preparation of the grant application, which is in excess of the funding range for which I am authorized to approve.

Veldon L. Law, Ed.D.  
\_\_\_\_\_  
President's Signature

06-08-04  
\_\_\_\_\_  
Date

Meeting of the Board of Trustees  
Barton County Community College

June 15, 2004

**ACCEPTANCE OF GRANTS**

**Detail:** The College has received approval notifications for the following three (3) grants in amounts in excess of the \$10,000 limit for which the President is authorized to accept without Board approval: 1) Upward Bound grant in the funding range of \$234,624; 2) Equal Opportunity Center grant in the funding range of \$255,385 and 3) TRIO – Student Support Services grant in the funding range of \$285,353.

**Recommendation:** It is recommended that the Board authorize the College to accept the Upward Bound, Equal Opportunity Center, and TRIO – Student Support Services grants, as presented, on behalf of the College.

**Action:** Director of Grants

**BARTON COUNTY COMMUNITY COLLEGE  
ACCEPTANCE OF GRANT  
(Funding range over \$10,000)**

<b>Grant</b>	Upward Bound
<b>Funding Agency</b>	Department of Education
<b>Summary</b>	<p>The Upward Bound program concentrates on building success by improving academic skills and involving students in activities that will expose them to the world around us – the workplace, careers, educational institutions, and cultural aspects of our society.</p> <p>In addition to the supplemental instruction program, Upward Bound conducts a six-week summer session on the campus of Barton County Community College. This involves students living on campus and taking courses in the areas of science, mathematics, language arts, communications, foreign language, computers, and a variety of enrichment courses.</p>
<b>Possible Services</b>	Upward Bound provides the following services: Campus visits, ACT waiver forms, tutoring, cultural trips, educational workshops, student leadership opportunities, monthly stipends, summer employment opportunities, career exploration, college prep activities, job shadowing, and community service projects.
<b>Target Population</b>	<ul style="list-style-type: none"> <li>The four high schools served are Great Bend High School, Ellinwood High School, Hoisington High School, and Claflin High School.</li> </ul>
<b>Funding Range (Approximate)</b>	\$234,624
<b>Indirect Cost Reimbursement</b>	\$12,514
<b>Funding Period</b>	09/01/04 to 08/31/05
<b>Institutional Obligation</b>	
<b>Cash</b>	\$ 0
<b>In-Kind</b>	Facilities, business office support, physical plant/transportation
<b>Personnel Required</b>	
<b>Existing</b>	Coordinator, Academic/Vocational advisor, ½ time secretary, tutors, and temporary summer positions.
<b>New</b>	
<b>Submission to BOT</b>	

**Presidential Review**

The College has received notification that it has been awarded the above grant. I have reviewed the grant and it is in concert with the mission and vision of Barton County Community College. I support the acceptance of the grant and recommend that the Board of Trustees authorize the College to accept the grant, which is in excess of the funding range for which I am authorized to accept, on the College's behalf.

Veldon L. Law, Ed.D.  
\_\_\_\_\_  
President's Signature

06-08-04  
\_\_\_\_\_  
Date

**BARTON COUNTY COMMUNITY COLLEGE  
ACCEPTANCE OF GRANT  
(Funding Range Over \$10,000)**

<b>Grant</b>	Educational Opportunity Center
<b>Funding Agency</b>	Department of Education – TRIO
<b>Summary</b>	The Educational Opportunities Centers Program provides grants to conduct projects designed to: (1) provide information regarding financial and academic assistance available for individuals who desire to pursue a program of postsecondary education, and (2) assist individuals applying for admissions to institutions that offer programs of postsecondary education.
<b>Services</b>	EOC offices in Great Bend, Lyons, Larned, and Junction City provide: <ul style="list-style-type: none"> <li>• Public information campaigns designed to inform the community about opportunities for postsecondary education and training</li> <li>• Academic advice and assistance</li> <li>• Assistance in completing college admissions and financial aid</li> <li>• Assistance in preparing for college admissions exams</li> <li>• Guidance on secondary school entry or reentry or GED</li> <li>• Personal and career counseling</li> <li>• Tutorial services</li> <li>• Career workshops and counseling</li> </ul>
<b>Target Population</b>	<ul style="list-style-type: none"> <li>• At least 1,000 participants who reside in the service area</li> <li>• at least 19 years old</li> </ul>
<b>Funding Range</b>	\$255,385
<b>Indirect Cost Reimbursement</b>	\$18,918.00
<b>Funding Period</b>	09/01/04 – 08/30/05
<b>Institutional Obligation</b>	
<b>Cash</b>	None
<b>In-Kind</b>	Office Space Furniture Business Office and Accounting Support Grant Monitoring
<b>Personnel Required</b>	
<b>Existing</b>	Coordinator, 2 Academic/Vocational Advisors, 1.5 Data Specialists
<b>New</b>	

**Presidential Review**

The College has received notification that it has been awarded the above grant. I have reviewed the grant and it is in concert with the mission and vision of Barton County Community College. I support the acceptance of the grant and recommend that the Board of Trustees authorize the College to accept the grant, which is in excess of the funding range for which I am authorized to accept, on the College's behalf.

Veldon L. Law, Ed.D.  
\_\_\_\_\_  
President's Signature

06-08-04  
\_\_\_\_\_  
Date

**BARTON COUNTY COMMUNITY COLLEGE  
ACCEPTANCE OF GRANT  
(Funding range over \$10,000)**

<b>Grant</b>	TRIO – Student Support Services
<b>Funding Agency</b>	United States Dept. of Education
<b>Summary</b>	The TRIO Student Support Services program seeks to increase the retention and graduation rates of eligible students as well as increase the transfer rate of eligible students from 2-year to 4-year institutions. Additionally, the program strives to foster an institutional climate supportive of low income and first generation college students and students with disabilities.
<b>Possible Services</b>	<ul style="list-style-type: none"> <li>• Career, Vocational, Transfer, Academic, and Personal Counseling</li> <li>• Tutoring, Supplemental Instruction, Study Groups</li> <li>• Study/ Learning Skills Inventories</li> <li>• College Survival Skills Seminars</li> <li>• College Visits</li> <li>• Cultural Activities</li> <li>• Computer aided instruction</li> </ul>
<b>Target Population</b>	<ul style="list-style-type: none"> <li>• Barton County Community College students who are identified as low income and/or first generation college students and students with disabilities.</li> </ul>
<b>Funding Range (Approximate)</b>	\$285,353
<b>Indirect Cost Reimbursement</b>	\$19,977 (8% of direct costs)
<b>Funding Period</b>	September 1, 2004 to August 31, 2005
<b>Institutional Obligation</b>	
<b>Cash</b>	\$ 0
<b>In-Kind</b>	Facilities, business office support, physical plant/transportation
<b>Personnel Required</b>	
<b>Existing</b>	Director, Counselor, Reading/Writing Specialist, Math Specialist, Evening Tutor, Secretary (all funded by grant)
<b>New</b>	
<b>Submission to BOT</b>	

The College has received notification that it has been awarded the above grant. I have reviewed the grant and it is in concert with the mission and vision of Barton County Community College. I support the acceptance of the grant and recommend that the Board of Trustees authorize the College to accept the grant, which is in excess of the funding range for which I am authorized to accept, on the College's behalf.

\_\_\_\_\_  
Veldon L. Law, Ed.D.  
President's Signature

\_\_\_\_\_  
06-08-04  
Date

### **KACCT/KBOR REPORT**

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

### **INFORMATION/DISCUSSION ITEMS**

- Monitoring Reports
- Upcoming Board Activities
- President's Report of Monthly Activities

***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 #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 #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, has been created by the state's budget crisis. That exception is -- in meeting our projected budget's expenditure plan, we have had to make the difficult decision to recommend no increases in salaries as well as delay significant capital expenditures. These two areas are significant assets that need to be maintained.

On both fronts, as we have during this past year, we will monitor the reactions to the budget shortfall and bring to the Board's attention anything that might place these assets in further jeopardy.

***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.

### **Budgeting/Forecasting Constraint #1**

Accordingly, the President shall not: Propose an unbalanced budget. Supporting information shall include: a reasonable projection of revenues and expenses, separation of capital and operational items, and planning assumptions.

**Response:** We are in the process of finalizing a budget for the approaching fiscal year. The budget will be balanced, but as the Board knows it will be another difficult year with many competing choices. To address this year's budget challenges tuition has been raised substantially for the third year in a row. Students now provide in excess of 30% of the College's operating budget, which is well beyond the state goal of 20%. Student tuition and fees are now at a point that they are nearing or have exceeded the local property revenue provided from Barton County. I do not believe that we will be able to complete an appropriate budget that protects the Board's ENDS without some sort of a local property tax increase, as well as use of reserve funds. These efforts will help us make it through this approaching fiscal year.

We all need to remember that the approaching budget and next year's budget will in all likelihood be equally as difficult as the most recent three. An added challenge is that a large portion of what we may not spend and or will have cut will not necessarily improve the budget picture beyond this coming year, as they are expenditures that must be made in the near future.

Throughout this entire year the College has refined the development of a process and templates to help us prepare for 2005-2006 budget decisions. The process helps us examine fiscal efficiencies, as well as revenues and expenses. This approach includes utilizing templates, which will permit the comparisons of fiscal data and efficiencies within Athletics and Instruction. A means of assessing Institutional Support efficiencies continues to be developed.

As the Board knows we are at the "bone" in regards to budget cuts. Further cuts will mean loss of programs and services. The work completed during these past few years will help the Board should these kinds of difficult decisions have to be made.

We have diligently monitored the expense side of the budget, and it is my impression that the fiscal concerns that the College faces are not due to expenses which are unwarranted. Our challenge remains as a revenue challenge, as I believe that our expenses are in "check." For the most part and from my vantage point the College's budget problems are due to a flat or declining valuation.

### **Budgeting/Forecasting Constraint #2**



Accordingly, the President shall not: Propose a budget that does not take into account Board ENDS priorities.

**Response:** The budget referenced above and that is being developed will take into consideration the Board's ENDS. However, the revenue required will have to come from agreed upon program or service cuts, increase in local tax support, use of reserve funds, or a combination of the above. The budget will provide reasonable support to the accomplishment of the approved strategic objectives.

### **Budgeting/Forecasting Constraint #3**

Accordingly, the President shall not: 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.

**Response:** Each of the above elements will be included in the budget. However, because revenue is lean, in reviewing the budget, there is reason to closely monitor the amount of funding the College is able to devote to the above cost centers. Obviously, these are areas that many times are deferred and in some cases we will have deferred some requested items for a number of years in a row. The Board can expect that this year's budget will again defer capital expenses as a strategy to balance revenues and expenses.

### **Budgeting/Forecasting Constraint #4**

Accordingly, the President shall not: Propose an operating budget, which allows the College cash reserve to drop below 8% of its annual budget, working toward a goal of 16%.

**Response:** A budget, which maintains the cash reserve above the 8% floor, will be developed.

### **Budgeting/Forecasting Constraint #5**

Accordingly, the President shall not: Propose a budget, which does not include a recommendation for staff and faculty salary increases.

**Response:** A salary increase recommendation will ultimately be provided as part of the budget assumptions. This will be a difficult recommendation given the faculty and staff's general salary relationship to peer institutions. Sadly, I expect some of the College's turn over is because of our inability to remain competitive with our salaries. It is important to also recognize that many staff have assumed additional duties with no salary increases, further there have been staff positions cut or not replaced so there are many doing all they can to help find ways to maintain or increase revenues so that the College is able to maintain the services and programs that have made it a comprehensive community college. Our employees undoubtedly deserve increases. The administration recognizes that an increase, if provided, is at the discretion of the Board in regards to the pool of

funds provided as well as whether those funds are applied to the employees' base or treated in some other fashion.

**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 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 the reserves will be used this coming year as part of the budget plan.

**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.

## **JUNE BOARD MEETINGS/ACTIVITIES**

**Wed., July 7**                      **Board Study Session – 12:00 noon – U-219 (upper level of the Student Union)**

**Tues., July 20**                      **Regular Monthly Board Meeting – 4:00 p.m. – U-219**

**Note: Both the Great Bend and Fort Riley campuses will be closed on Monday, July 5 for the Independence Day holiday.**

**The Budget Hearing is scheduled to begin at 4:00 p.m. on Tuesday, August 10 in room U-219 (upper level) of the Student Union.**

**President's Monthly Activities**  
**May 1-31, 2004**

May 2                    Attended Student Support Services Banquet

May 3                    Vacation

May 4                    Met with Roy Doonan to discuss a Personnel Benefit Option  
Participated in the Employee Recognition Reception

May 5                    Facilitated Board Advance

May 7                    Met with Gary Gore regarding a grant project to assist with  
economic development through the K-State partnership  
Attended Foundation Board Meeting with Randy Henry

May 9                    Bussed tables at the Late Night Breakfast for students

May 11                   Met with Vern Henrichs from KSU Foundation and BCCC  
Foundation Board  
Attended the Foundation Board meeting

May 12                   Facilitated President's Staff  
Attended Mike Compton farewell reception

May 13                   Attended Honor's Reception  
Attended Career and Technical Division Graduates' Reception  
Provided welcome at the Nurses Pinning  
Hosted the Graduation Dinner for platform party and guests  
Facilitated Commencement and attended Graduation Reception

May 14                   Participated in General's Golf Tournament in Ft. Riley

May 17                   Met with Jerry Seim and other representatives from Salina Area  
Technical College  
Met with Robert Swanson regarding Feasibility Study for the  
Foundation

May 18                   Facilitated Board Meeting

May 19-20                Attended KBOR/COP  
Attended Baseball Regional game in Wichita

May 21                   Attended Baseball Regional game in Wichita

May 25                   Met with Josh Wilkens regarding Johnson Controls, Inc. report on  
campus efficiencies  
Attended Foundation Administrative Committee Meeting

May 26                   Facilitated President's Staff Meeting  
Met individually with Trustees

May 27                   Met with Bob Peter  
Attended Cougar Booster Board meeting  
Met with Allen Glendenning

### **NOTICES AND COMMUNICATIONS**

- **Kan-Ed Enhancing Technology Grant Program (ETGP) III**
- **Thank you note from Susan Phillips of Grace Academy**
- **Letter from Dr. Andrew M. Scibelli, President of Springfield Technical Community College**

**BARTON COUNTY COMMUNITY COLLEGE  
GRANT APPLICATION REQUEST  
(Funding range under \$10,000)**

<b>Grant</b>	Kan-Ed Enhancing Technology Grant Program (ETGP) III
<b>Funding Agency</b>	Kan-Ed
<b>Summary</b>	Kan-Ed ETGP Priority funds are focused on providing funds for upgrades or modifications to existing H.323 equipment. (This is the Polycom configuration that we currently use for the ITV program.)
<b>Possible Services</b>	The ETGP funds will provide networking equipment that will enable Barton to upgrade the ITV/video conferencing operations at the Junction City site.
<b>Relationship to College Mission</b>	The project will allow Barton to provide services that advance learning in the service area.
<b>Target Population</b>	Students at Ellsworth Correctional Facility
<b>Funding Range (Approximate)</b>	\$7,767
<b>Indirect Cost Reimbursement</b>	None
<b>Funding Period</b>	07/01/04 – 12/31/04
<b>Institutional Obligation</b>	
<b>Cash</b>	None
<b>In-Kind</b>	None
<b>Personnel Required</b>	
<b>Existing</b>	Installation by Electronic Services staff
<b>New</b>	
<b>Application Deadline</b>	June 14, 2004
<b>Submission to BOT</b>	

**Presidential Review**

I have reviewed this request and it is in concert with the mission and vision of Barton County Community College. I support the request and authorize the College to proceed with the preparation of the grant application, as authorized by the Board of Trustees.

Veldon L. Law  
\_\_\_\_\_  
President's Signature

06-08-04  
\_\_\_\_\_  
Date



Dear Mrs. Masim,

On behalf of Grace Academy,  
I wish to thank you and the other  
college officials for allowing us to use  
the Fine Arts Auditorium for our recent  
production!

All your personnel who assisted  
us were helpful and courteous, and  
having a curtained stage with  
lighting enhanced the performance!  
One gentleman even tried to improve  
the sound quality by wiring a couple  
of microphones to our set as well  
as providing three free standing  
microphones. His extra efforts were  
greatly appreciated.

Even though we didn't charge  
admission to solicit donations, please →



accept this check as a small  
token of our appreciation. We were  
blessed to use such an excellent  
facility!

Sincerely,  
Susan Phillips  
Grace Academy  
instructor 32



SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

ONE ARMORY SQUARE, P.O. BOX 9000, SPRINGFIELD, MASSACHUSETTS 01101  
TELEPHONE (413) 755-4405 • FAX (413) 746-4569  
email: scibelli@stcc.mass.edu



DR. ANDREW M. SCIBELLI  
PRESIDENT



May 18, 2004

RECEIVED

MAY 21 2004

PRESIDENT'S OFFICE  
BCCC

Veldon L. Law  
President, Barton County Community College  
245 NE 30 Road  
Great Bend, KS 67530

Dear President Law:

It was a distinct pleasure to have had an opportunity to support the professional education of Darnell Holopirek through the 2004 CRD Specialist Training Program hosted at Springfield Technical Community College.

The 60-hour curriculum was very intensive, covering a range of topics specific to public and private fundraising. The curriculum was designed to introduce participants to the specialized aspects of the field. Participants now know a great deal about fundraising, but they have also come away with a clear perspective that their full professional growth cannot be fully accomplished in 60 hours. Their ultimate success will depend on life-long learning in the field.

We highly recommend that you consider the continued professional growth of your development staff through participation in the Annual Council for Resource Development National Conference and/or through the CRD regional conferences. These events, presented by the best in the field of community college fundraising, will enable your development professional to further advance and refine the skills that result in financial success for your college.

Sincerely,

Dr. Andrew M. Scibelli  
President

rv

Meeting of the Board of Trustees  
Barton County Community College

June 15, 2004

**EXECUTIVE SESSION**

**Detail:** An executive session may be required.

**Recommendation:** It is recommended that the Board recess to executive session, if needed, in compliance with the Kansas Open Meetings Act.

**Action:** Board Chair

Meeting of the Board of Trustees  
Barton County Community College

June 15, 2004

**CONSENT AGENDA**

**Comments:** In accordance with Barton's Board policy governance, the following items are presented to the Board for approval as a part of the Consent Agenda.

**Recommendation:** After reviewing the detail for each item, it is recommended that the Board approve the Consent Agenda as presented:

- Minutes of the regular meeting of the Board of Trustees, held on May 18, 2004
- Minutes of the special meeting of the Board of Trustees, held on June 8, 2004
- Personnel
- Claims and Financial Report

**Action:** President's Office

**Regular Meeting of the Board of Trustees  
Barton County Community College  
May 18, 2004**

**CALL TO ORDER**

The regular meeting of the Board of Trustees of Barton County Community College was called to order at 4:00 p.m., May 18, 2004, in room U-219 of the Student Union.

**ATTENDANCE**

Trustees Present: Mike Johnson, Gene O'Connor, Marvin Sessler, Dan Soeken and J.B. Webster

Trustees Absent: Stephan J. Mermis

Other Attendees: Susan Thacker of the Tribune; Michael Dawes; Mark Dean; LaVonne Gerritzen; Elaine Simmons; Dr. Tim Kimmel; Mike Weltsch; Dick Wade; Dr. Gillian Gabelmann; Ron Vratil; Cathie Oshiro; Jackie Elliott; Dr. Veldon Law and Marilyn Beary

Vice Chairman Soeken led the attendees in the Pledge of Allegiance.

**PUBLIC AND EMPLOYEE COMMENT**

No requests for public and/or employee comment were received.

**INTRODUCTION OF NEW EMPLOYEES**

➤ Dr. Law introduced Lane Lord, Head Women's Basketball Coach.

**STAFF REPORTS**

➤ Jennifer Birney presented a staff report on the Silver Cougars Club.

**ACTION ITEMS**

**Honorary Degree Recipient**

In accordance with the Honorary Degrees Policy and supporting procedures, the Honorary Degree Committee met on May 11, 2004 and presented its recommendation to the President that former Barton student, Uday Singh, be awarded an Honorary Associates of Arts Degree. The Committee further recommended that the honorary degree be approved expeditiously by the Board of Trustees so that it may be presented at the graduation ceremony at Fort Riley on June 10, 2004. The Trustees received detailed information as justification for this prestigious recognition.

*Trustee Webster moved that Uday Singh be awarded an Honorary Associates of Arts Degree as recommended. The motion was seconded by Trustee Johnson. Following discussion, the motion carried.*

**Extension of Military Leave**

At its regular meeting on February 17, 2004, the Trustees approved an extension of Jerry Treaster's military leave of absence through April 30, 2004. The President's office was notified that Mr. Treaster's military tour of active duty had again been extended. *Trustee Sessler moved that the Board approve the extension of Jerry Treaster's military leave of absence through June 30, 2004 or until his date of release, if sooner than July 1. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.*

**Parking Lot and Road Repairs**

The Board was presented with two proposals for repair, sealant and striping of the south Classroom/Union and the south F/A-Union parking lots. *Trustee Sessler moved that the Board accept the low bid from Inland Paving in the amount of \$24,152.75. The motion was seconded by Trustee Webster. Trustee Johnson voted in the negative. Following discussion, the motion carried with 4 votes in the affirmative and 1 vote in the negative.*

### **Roof Replacement – Technical Building Section 3**

The Board was presented with three proposals to replace section 3 of the Technical Building, which had the original roof, installed in 1977. *Trustee Johnson moved that the Board accept the low proposal from Washington Roofing in the amount of \$53,048 as presented. The motion was seconded by Trustee Sessler.* Following discussion, the motion carried.

### **Grant Application Requests**

The Board reviewed four grant application requests. *Trustee Johnson moved that the Board authorize the President to approve applications for the Public Access Defibrillation Demonstration Project (PADDP), Rural Emergency Medical Service Training and Equipment Assistance Program, Regional Non-Traditional Centers in Kansas and Adult Education Program as presented. The motion was seconded by Trustee O'Connor.* Following discussion, the motion carried.

**KACCT/KBOR REPORT** – Mike Johnson reminded the Trustees of the upcoming Kansas Association of Community College Trustees retreat on June 25 and 26, to be held at Dodge City Community College. He and Dr. Law briefed the Board on recent KACCT/KBOR activities. Dr. Law indicated that he would be attending the Kansas Board of Regents meeting on Thursday and Friday of this week.

**INFORMATION/DISCUSSION ITEMS** – The following were presented for the Board's information and discussion:

- Monitoring Reports
- Upcoming Board Meetings/Activities
- President's Report of Monthly Activities

### **NOTICES AND COMMUNICATIONS**

- Letter from Paul Dornberger of Hoisington
- Letter from the National Accrediting Agency for Clinical Laboratory Sciences
- Letter from Jennifer Pfortmiller

### **EXECUTIVE SESSION**

Vice Chairman Soeken advised that an executive session would be needed for the purpose of consulting with the College attorney to discuss matters of attorney-client privilege, in order to protect the privilege. Randall Henry and Dr. Law were asked to join the Trustees in executive session.

*Trustee Johnson moved that the Board recess to executive session for 15 minutes at 4:55 p.m. for the purpose of consulting with the College attorney to discuss matters of attorney-client privilege, in order to protect the privilege, to reconvene in room U-219 of the Student Union at 5:10 p.m. The motion was seconded by Trustee O'Connor.* Following discussion, the motion carried.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:10 p.m. in room U-219 of the Student Union. Vice Chairman Soeken advised that matters pertaining to attorney-client privilege were discussed and no action was taken.

Vice Chairman Soeken advised that the Board would need to recess to a second executive session to discuss matters pertaining to non-elected personnel, in order to protect the privacy interests of the individual(s) to be discussed and asked that Randy Henry and Dr. Law again join the Trustees in executive session.

*Trustee Sessler moved that the Board recess to executive session for 15 minutes at 5:15 p.m. to discuss matters pertaining to non-elected personnel, in order to protect the privacy interests of the individual(s) to be discussed, to reconvene in room U-219 of the Student Union at 5:30 p.m. The motion was seconded by Trustee O'Connor.* Following discussion, the motion carried.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:30 p.m. in room U-219 of the Student Union. Vice Chairman Soeken advised that personnel matters pertaining to non-elected personnel were discussed and no action was taken.

**ADDITIONAL ACTION ITEM**

Vice Chairman Soeken advised that an additional item be added to the agenda, “Temporary Early Retirement Policy.”

**TEMPORARY EARLY RETIREMENT POLICY**

The Board was presented with a Temporary Early Retirement Policy for its consideration. The policy would expand the College’s Early Retirement Policy for those individuals who reach the age of 56 years, have been employed at the College for a minimum of 15 consecutive years by May 18, 2004 and the combined age and years of KPERS service credit equal at least 85 points. The Temporary Early Retirement Policy will expire after July 15, 2004 and the College will revert back to its Early Retirement Policy.

*Trustee Webster moved that the Temporary Early Retirement Policy be approved as submitted. The motion was seconded by Trustee Sessler. Following discussion, the motion carried.*

**CONSENT AGENDA**

The following items, as amended, were presented for the Board’s approval:

- Minutes of the regular meeting of the Board of Trustees, held on April 20, 2004
- Minutes of the special meeting of the Board of Trustees, held on April 29, 2004
- Personnel
- Claims and Financial Report

*Trustee Johnson moved that the Board approve the consent agenda as presented. The motion was seconded by Trustee Sessler. Following discussion, the motion carried.*

**ADJOURNMENT** – The meeting adjourned at 5:45 p.m.

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Mike Johnson, Secretary

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Dan Soeken, Vice Chairman

Recorded by Marilyn Beary

**Special Meeting of the Board of Trustees  
Barton County Community College  
June 8, 2004**

**CALL TO ORDER**

The special meeting of the Board of Trustees of Barton County Community College was called to order at 3:30 p.m., June 8, 2004, in room U-219 of the Student Union.

**ATTENDANCE**

Trustees Present: Mike Johnson, Stephan J. Mermis, Gene O'Connor, Dan Soeken and J.B. Webster

Trustees Absent: Marvin Sessler

Other Attendees: Allen Glendenning, Attorney at Law; Randall C. Henry, Attorney at Law; Michael Dawes; Dr. Veldon Law and Marilyn Beary

**PUBLIC AND EMPLOYEE COMMENT**

No requests for public and/or employee comment were received.

**EXECUTIVE SESSION**

Chairman Mermis advised that an executive session would be necessary in order for the Board to consult with legal counsel on matters of attorney-client privilege.

*Trustee O'Connor moved that the Board recess to executive session for 45 minutes at 3:33 p.m. to consult with legal counsel on matters of attorney-client privilege, in order to protect the privilege, to reconvene at 4:18 p.m. in room U-219 of the Student Union. The motion was seconded by Trustee Webster.* Following discussion, the motion carried. Chairman Mermis requested that Allen Glendenning, Randall C. Henry and Dr. Veldon L. Law join the Board in executive session.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 4:18 p.m. in room U-219 of the Student Union. Chairman Mermis advised that matters pertaining to attorney-client privilege were discussed and no action was taken.

Chairman Mermis then advised that the Board would need to again recess to executive session to continue its consultation with legal counsel on matters of attorney-client privilege.

*Trustee Soeken moved that the Board recess to executive session for 30 minutes at 4:20 p.m. to continue its consultation with legal counsel on matters of attorney-client privilege, in order to protect the privilege, to reconvene at 4:50 p.m. in room U-219 of the Student Union. The motion was seconded by Trustee Johnson.* Following discussion, the motion carried. Allen Glendenning, Randall C. Henry and Dr. Veldon L. Law were again requested to join the Board in executive session.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 4:50 p.m. in room U-219 of the Student Union. Chairman Mermis advised that matters pertaining to attorney-client privilege were discussed and no action was taken.

Chairman Mermis then advised that the Board would need to again recess to executive session to continue its consultation with legal counsel on matters of attorney-client privilege.

*Trustee Johnson moved that the Board recess to executive session for 15 minutes at 4:50 p.m. to continue its consultation with legal counsel on matters of attorney-client privilege, in order to protect the privilege, to reconvene at 5:05 p.m. in room U-219 of the Student Union. The motion was seconded by Trustee O'Connor.* Following discussion, the motion carried.



Allen Glendenning, Randall C. Henry and Dr. Veldon L. Law were again requested to join the Trustees in executive session.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:05 p.m. in room U-219 of the Student Union. Chairman Mermis advised that matters pertaining to attorney-client privilege were discussed and no action was taken.

**ADJOURNMENT** – The special meeting adjourned at 5:07 p.m.

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Stephan J. Mermis, Chairman

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Dan Soeken, Vice Chairman

Recorded by Marilyn Beary

## PERSONNEL

### **Resignations/Terminations**

Joyce Burnham – Support Specialist  
Kathi Dewey – Instructor (Mathematics)  
Matt Hoisington – Coordinator of Extended Learning Programs  
Scott Richardson – English & Reading Specialist  
Cynthia Streck – Instructor (Nursing)

### **Replacement Employees**

Marina Uribe – ESOL Paraprofessional (part-time)

### **Position Changes**

Dr. Timothy Kimmel – from Director of Institutional Research and Records to Instructor (Biology)  
Karyl White – from Associate Faculty (MICT & EMT) to Instructor (MICT & EMT)

### **Supplemental Contracts**

Dana Allison	Digital Image Editing
Steven Artzer	Introduction to Computers
Steven Artzer	Microcomputer Applications I
Steven Artzer	Beginning Keyboarding
Steven Artzer	Principles of Microeconomics
Dorothy Arvizu	Introduction to Sociology
Dorothy Arvizu	Introduction to Sociology
Janet Balk	Western Civilization to 1500
Geraldine Ball	American History to 1877
Geraldine Ball	Cultural Anthropology
Charles Bartlett	Intermediate Algebra
Jimmy Bias	Spreadsheet Applications
Jimmy Bias	Word Processing Applications
Kathy Boeger	Microcomputer Applications I
George Bowman	Laser Sightings & Engage Systems
George Bowman	Weapons Storage Facility Oper.
Sarah Bretches	Basic Algebra
Gerald Butler	Principles of Macroeconomics
Gerald Butler	Physical Science
Gerald Butler	Physical Geography
Gerald Butler	Astronomy
Shanna Calvasina	English Composition I
Shanna Calvasina	English Composition II
Gilberto Chabarria	Public Speaking
Gilberto Chabarria	Public Speaking
Richard Clark	Human Relations in Business
Richard Clark	International Relations
Paul Clemens	Fundamentals of General Chemistry
Gene Compton	Trauma Aims

Michael Cox	Military Hist/Amer Civil War
Steve Dudek	Painting I, II/Photo I/Ind. Art Projects
Jared Duley	Introduction to Sociology
Rhonda Eurich	Water Safety Instructor
Karen Frick	General Psychology
Karen Frick	General Psychology
Karen Frick	Social Psychology
LaVonne Gerritzen	Data Base Management System
Michael Grub	Intermediate Algebra
Michael Grub	College Algebra
Ed Johnson	Introduction to Sociology
Ed Johnson	Introduction to Sociology
Marlene Kabriel	Language Lab
Marlene Kabriel	Elementary German I
Lee Keil	Auto Body Repair II, III
Gene Kingslien	Personal & Community Health
Ron Kirmer	Carburetion & Problem Analysis
Karen Kratzer	Medical Terminology
James Lakey	Introduction to Philosophy
Christopher Lamb	The Short Story
Lynette Lee	Organize Supply Management Operations
Joel Lundstrom	General Psychology
James Maner	Data Base Management Systems
Kenneth Martin	Military Passeng. – Carry Vehicle
Linda McCaffery	Western Civilization 1500 – Present
Linda McCaffery	American History 1877-Present
Rusty McLouth	Developmental Psychology
Rusty McLouth	Course Development Fee
Renelle Mooney	Microcomputer Applications I
Ruth Moritz	Intermediate English
Ruth Moritz	English Composition I
Ruth Moritz	Introduction to Literature
Jacqueline Oborny	Elementary Spanish I
Robert Patterson	English Composition I
Robert Patterson	Introduction to Philosophy
Robert Patterson	English Composition I
Robert Patterson	Introduction to Philosophy
Cindy Piper	Lifetime Fitness & Wellness
Tamara Piper	College Algebra
Lori Redetzke	Keyboarding I, II/Transcribing Machines/ Ten Key/Word Processing Apps.
Orlando Reid	Introduction to Computers
Mark Shipman	Accounting II
Mark Shipman	Business Law I
John Simmons	Principles of Biology
John Simmons	Anatomy & Physiology
Susan Simmons	Multimedia Presentations
Patricia Snyder	Anatomy & Physiology II

Kara Steffey	Introduction to Counseling
Angela Sullivan	Technical Mathematics
Angela Sullivan	Technical Mathematics
Kim Taylor	General Psychology
James Turner	English Study Skills/Math Learning Strat.
Reiley Watson	Emerg. 1 <sup>st</sup> Aid Tact Operations
Reiley Watson	Combat Lifesaver
Darcy Wedel	Service Techniques
Patricia Wells	Basic Algebra
Michael Weltsch	Military Hist/Second World War
Melinda Whitney	Emerg. 1 <sup>st</sup> Aid Tact Operations
Melinda Whitney	Emerg. 1 <sup>st</sup> Aid Tact Operations
Melinda Whitney	Emerg. 1 <sup>st</sup> Aid Tact Operations
Stephen Willis	Interpersonal Communication
Stephen Willis	Public Speaking
Stephen Willis	Public Speaking
Amanda Wiltse	General Accounting

### **Community Education**

Mary Boman	CMA – Great Bend (5/15/04 – 6/20/04)
Duane Schmidt	Strategies for Success – Ziglar Training (5/18/04 - 6/1/04)
Cathy Holmes	CNA – Great Bend (6/8/04 – 8/5/04)
Kay Boyd	A Way with Word (Computer Training) (6/9/04 - 7/7/04)
Dana Allison	Creating Business Newsletters (6/12/04 – 6/19/04)

BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 31-MAY-04

1111 GENERAL FUND

YEAR TO DATE  
ACTUAL

REVENUES:

FALL TUITION	1,205,789.50
SPRING TUITION	1,125,020.50
SUMMER TUITION	189,688.00
FALL OUT OF STATE TUITION	160,242.00
SPRING OUT OF STATE TUITION	129,948.00
SUMMER OUT OF STATE TUITION	4,624.00
ON LINE TUITION	468,961.00
GENERAL STUDENT FEES	1,564,263.00
LAVTR	0.00
STATE GRANTS	0.00
STATE OPERATING GRANT	4,349,093.00
COUNTY OUT DISTRICT TUITION	282,261.00
BARTON COUNTY AD VALOREM TAX	4,666,429.64
MOTOR VEHICLE TAX	649,528.88
RECREATIONAL VEHICLE TAX	9,076.91
NEIGHBORHOOD REVIT PRG	4,248.37
DELINQUENT TAXES	199,581.72
TAXABLE SALES	1,114.08
INTEREST-GENERAL	57,708.41
MISCELLANEOUS REIMBURSEMENTS	269,643.19
INSURANCE REIMBURSEMENTS	0.00
GENERAL MISCELLANEOUS	49,591.42
MISCELLANEOUS SALE OF PROPERTY	14,007.01
TRANSCRIPT REVENUE	37,114.25
MISCELLANEOUS ELECTRONIC DEPT REV	975.04
DONATIONS	0.00
FARM HOUSE RENTALS	6,600.00
FARM LEASE/CROP SALES	14,000.00
PAYMENT PLAN FEES	20,550.00
CAREER CENTER REVENUE	1,600.00
EVALUATION FEES	150.00
ITV REVENUE	10,000.00
INTERNATIONAL STUDENT FEE	4,650.00
REFUNDS-GENERAL	8,665.69
ROOM RENTAL-GENERAL	20,783.51
	-----
TOTAL REVENUES	15,525,908.12

BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 31-MAY-04

1111 GENERAL FUND

YEAR TO DATE  
ACTUAL

EXPENDITURES:

INSTRUCTION	4,457,288.57
PUBLIC SUPPORT	11,288.79
ACADEMIC SUPPORT	1,660,308.48
STUDENT SERVICES	800,189.45
INSTITUTIONAL SUPPORT	2,886,541.96
PHYSICAL PLANT OPERATION	1,791,339.01
STUDENT FINANCIAL SUPPORT	162,487.46
AUXILIARY SERVICES	0.00
	-----
TOTAL EXPENDITURES	11,769,443.72
TRANSFERS AMONG FUNDS:	
TRANSFERS TO ABE FUND	0.00
TRANSFERS TO ATHLETIC FUND	480,000.00
TRANSFERS TO ATHLETIC ACTIVITY FUND	72,000.00
TRANSFERS TO STUDENT ACT ACTIV FUND	26,000.00
	-----
TOTAL TRANSFERS AMONG FUNDS:	578,000.00
NET INCREASE/DECREASE IN NET ASSETS	3,178,464.40

BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 31-MAY-04

1112 VOCATIONAL FUND

YEAR TO DATE  
ACTUAL

REVENUES:

STATE OPERATING GRANT	1,863,898.00
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	2,020.48
	-----
TOTAL REVENUES	1,865,918.48

EXPENDITURES:

INSTRUCTION	1,859,521.68
PUBLIC SERVICE	0.00
ACADEMIC SUPPORT	229,868.97
STUDENT SERVICES	0.00
INSTITUTIONAL SUPPORT	0.00
PHYSICAL PLANT OPERATION	0.00
AUXILIARY SERVICES	0.00
	-----
TOTAL EXPENDITURES	2,089,390.65

NET INCREASE/DECREASE IN NET ASSETS	(223,472.17)
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BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 31-MAY-04

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
	-----
TOTAL REVENUES	0.00

EXPENDITURES:

INSTRUCTION	652,714.98
PUBLIC SERVICE	63,758.76
ACADEMIC SUPPORT	254,867.20
STUDENT SERVICES	177,467.93
INSTITUTIONAL SUPPORT	353,941.54
PHYSICAL PLANT OPERATION	96,109.60
AUXILIARY SERVICES	32,565.04
	-----
TOTAL EXPENDITURES	1,631,425.05

NET INCREASE/DECREASE IN NET ASSETS	(1,631,425.05)
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BARTON COUNTY COMMUNITY COLLEGE  
GENERAL, VOCATIONAL, AND EMPLOYEE BENEFITS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED MAY 31, 2004

	2003-04 BUDGET	PERIOD ENDED 05/31/04	YTD AVAILABLE	% AVAILABLE
Fund Balance, Beginning	\$2,271,636.00	\$2,271,636.00		
<hr/>				
Tuition-Out Of State	212,000.00	294,814.00	(82,814.00)	-39.06%
Tuition-In State	3,381,000.00	2,989,459.00	391,541.00	11.58
Tuition-Out District	265,000.00	282,261.00	(17,261.00)	(6.51)
State Aid	5,735,000.00	6,212,991.00	(477,991.00)	(8.33)
Property Taxes	4,713,000.00	4,879,337.00	(166,337.00)	(3.53)
Other Taxes	828,000.00	649,529.00	178,471.00	21.55
Interest Income	88,000.00	57,708.00	30,292.00	34.42
Other	1,935,000.00	2,025,728.00	(90,728.00)	(4.69)
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Total Revenue	17,157,000.00	17,391,827.00	(234,827.00)	(1.37)
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Expenditures:				
Academic Salaries	5,579,000.00	5,549,285.00	29,715.00	0.53
Support Salaries	3,863,000.00	3,490,821.00	372,179.00	9.63
Supplies	3,304,000.00	2,954,377.00	349,623.00	10.58
Equipment	19,000.00	21,691.00	(2,691.00)	(14.16)
Advertising	62,000.00	42,624.00	19,376.00	31.25
Transfers & Other	400,000.00	480,000.00	(80,000.00)	(20.00)
Employee Benefits	1,891,000.00	1,631,425.00	259,575.00	13.73
General Insurance	208,000.00	209,396.00	(1,396.00)	(0.67)
Utilities	584,000.00	538,653.00	45,347.00	7.76
In County Scholarships	136,000.00	120,424.00	15,576.00	11.45
Capital Outlay	919,000.00	632,708.00	286,292.00	31.15
Maintenance	399,000.00	396,855.00	2,145.00	0.54
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Total Expenditures	17,364,000.00	16,068,259.00	1,295,741.00	7.46%
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Fund Balance, Ending	\$2,064,636.00	\$3,595,204.00		
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BARTON COUNTY COMMUNITY COLLEGE  
GENERAL, VOCATIONAL AND EMPLOYEE BENEFITS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED MAY 31, 2004 & 2003

	YEAR ENDED		NET CHANGE	%
	05/31/04	05/31/03	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	\$2,271,636.00	\$2,082,999.00	\$188,637.00	9.06%
Tuition-Out Of State	294,814.00	218,831.00	75,983.00	34.72
Tuition-In State	2,989,459.00	2,733,536.00	255,923.00	9.36
Tuition-Out District	282,261.00	250,818.00	31,443.00	12.54
State Aid	6,212,991.00	5,972,544.00	240,447.00	4.03
Property Taxes	4,879,337.00	4,544,828.00	334,509.00	7.36
Other Taxes	649,529.00	909,993.00	(260,464.00)	(28.62)
Interest Income	57,708.00	73,231.00	(15,523.00)	(21.20)
Other	2,025,728.00	1,943,933.00	81,795.00	4.21
<b>Total Revenue</b>	<b>17,391,827.00</b>	<b>16,647,714.00</b>	<b>744,113.00</b>	<b>4.47</b>
Expenditures:				
Academic Salaries	5,549,285.00	5,474,441.00	74,844.00	1.37
Support Salaries	3,490,821.00	3,421,654.00	69,167.00	2.02
Supplies	2,954,377.00	2,881,462.00	72,915.00	2.53
Equipment	21,691.00	20,070.00	1,621.00	8.08
Advertising	42,624.00	44,022.00	(1,398.00)	(3.18)
Transfers & Other	480,000.00	400,000.00	80,000.00	20.00
Employee Benefits	1,631,425.00	1,655,555.00	(24,130.00)	(1.46)
General Insurance	209,396.00	218,834.00	(9,438.00)	(4.31)
Utilities	538,653.00	530,953.00	7,700.00	1.45
In County Scholarships	120,424.00	136,121.00	(15,697.00)	(11.53)
Capital Outlay	632,708.00	668,766.00	(36,058.00)	(5.39)
Maintenance	396,855.00	366,058.00	30,797.00	8.41
<b>Total Expenditures</b>	<b>16,068,259.00</b>	<b>15,817,936.00</b>	<b>250,323.00</b>	<b>1.58</b>
Fund Balance, Ending	\$3,595,204.00	\$2,912,777.00	\$682,427.00	23.43%

BARTON COUNTY COMMUNITY COLLEGE  
AUXILIARY FUNDS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED MAY 31, 2004

	STUDENT UNION	DORMITORIES	ATHLETICS	CAMP ALDRICH	ELEVEN MONTH ACTIVITY	2003-04 BUDGET	YTD AVAILABLE	% AVAILABLE
Fund Balance, Beginning:	663,935	398,857	42,786	71,154	1,176,732	1,351,626		
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Revenues:								
Vending	1,710				1,710	2,000	290	14.50
Bookstore	759,552				759,552	665,000	(94,552)	(14.22)
Food service	370,167			0	370,167	482,000	111,833	23.20
Fees	111,733			0	111,733	268,000	156,267	58.31
Supplies & Services		19,043			19,043	28,000	8,957	31.99
Housing Rental		815,654		37,179	852,833	913,000	60,167	6.59
Transfers			480,000	0	480,000	390,000	(90,000)	(23.08)
Revolving					0	0	0	
Misc.	599				599	4,000	3,401	85.03
Gate Receipts			0		0	33,000	33,000	100.00
Entry Fees & Other			10,985	0	10,985	16,000	5,015	31.34
-----								
Total Revenues	1,243,761	834,697	490,985	37,179	2,606,622	2,801,000	194,378	6.94
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Expenditures:								
Salaries	62,881	46,389	7,536	25,373	142,179	217,000	74,821	34.48
Books & Supplies	729,255				729,255	572,000	(157,255)	(27.49)
Maintenance	18,374	34,446		12,430	65,250	99,000	33,750	34.09
Food	459,734	301,924		0	761,658	850,000	88,342	10.39
Utilities	46,830	99,082		14,038	159,950	161,000	1,050	0.65
Lease payments & Int	11,871	196,474			208,345	202,000	(6,345)	(3.14)
Travel & Recruiting			132,653		132,653	122,000	(10,653)	(8.73)
Officials			29,570		29,570	17,000	(12,570)	(73.94)
Training Supplies			13,114		13,114	17,000	3,886	22.86
Insurance			81,617		81,617	56,000	(25,617)	(45.74)
Equipment	27,839	59,800	94,325	0	181,964	171,000	(10,964)	(6.41)
Clinics & Awards			11,674		11,674	10,000	(1,674)	(16.74)
Transfers & Refunds		0	0		0	30,000	30,000	100.00
Revolving					0	0	0	
Nationals & Fees			25,407		25,407	34,000	8,593	25.27
Supplies	15,757	3,694	51,891	104	71,446	76,000	4,554	5.99
Misc.		0			0	0	0	#DIV/0!
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Total Expenditures	1,372,541	741,809	447,787	51,945	2,614,082	2,634,000	19,918	0.76
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Fund Balance, Ending	535,155	491,745	85,984	56,388	1,169,272	1,518,626		
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BARTON COUNTY COMMUNITY COLLEGE  
 TREASURER'S REPORT  
 05/31/04

FUND-DESCRIPTION	BEGIN-BAL	MONTH-RCPT	MONTH-EXP	YTD RCPT	YTD-EXP	END-BAL	CHECKING	INVEST	CHANGE
GENERAL & VOC	1,487,053	1,641,690	1,177,949	17,148,794	13,957,127	4,678,720	4,284,620	350,000	44,100
EMPLOYEE BENEFITS	0	0	148,582	0	1,631,425	(1,631,425)	(1,631,425)	0	0
STUDENT UNION	599,238	217,903	147,569	1,244,405	1,368,443	475,200	374,200	100,000	1,000
DORMITORY	398,323	6,925	66,546	835,231	735,574	497,980	397,580	100,000	400
CAMP ALDRICH	61,078	1,625	3,759	37,180	51,824	46,434	46,434	0	0
ATHLETICS	52,863	80,000	28,371	490,985	447,683	96,165	96,165	0	0
	2,598,555	1,948,143	1,572,776	19,756,595	18,192,076	4,163,074	3,567,574	550,000	45,500





