

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

**Tuesday, September 21, 2004 – 4:00 p.m.
U-219 (Upper Level of Student Union)**

AGENDA

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Meeting of the Board of Trustees
Barton County Community College

September 21, 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

September 21, 2004

COMMENTS FROM CHAIRMAN

The Chairman will address the assembly.

PUBLIC AND/OR EMPLOYEE COMMENT

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

INTRODUCTION OF GUESTS

The President or his designee will introduce guests, including new employees.

STAFF REPORT

Randy Smith and Renetta Furrow will demonstrate the Dingo Child ID System (Identa-Kid.)

ACTION ITEMS

Proposed Revisions of Board Governance Policies
Technology Innovation Program Grant Application Request
Ratification of English Literacy /Civics Education Grant Application

Meeting of the Board of Trustees
Barton County Community College

September 21, 2004

PROPOSED REVISIONS OF BOARD GOVERNANCE POLICIES

Comments: At its Advance on September 1, 2004, the Board reviewed its governance policies and the Trustees proposed revisions to some of those policies. Attached are the policies identified, which reflect the proposed revisions.

Recommendation: It is recommended that the Board review the proposed revisions as a first reading or, at the Trustees' preference, waive a first reading and approve the revisions as presented. Should the Board wish to have a first reading, the final revisions would then be presented for approval at the regular October Board meeting.

Action: President's Office

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: HUMAN RELATIONS

The President shall create and sustain an environment for living, working, teaching, and learning that supports the development and realization of human potential and promotes the College's core values. Treatment of and dealing with students, staff, and persons from the community, shall be humane, fair, and dignified.

Accordingly, the President may not:

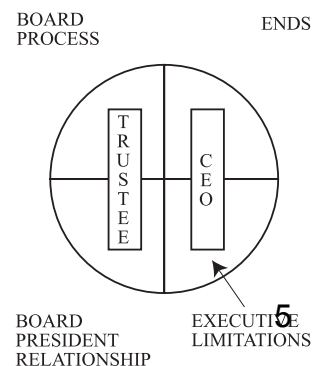
1. Operate without policies and/or procedures which set forth staff and student rules, provide for effective handling of grievances, ensure due process, and protect against wrongful conditions.
2. Discriminate against anyone for expressing an ethical dissent.
3. Fail to comply with all laws, rules, and regulations pertaining to employees and students including those pertaining to:

Terminations and Resignations

Discrimination
Equal Opportunity
Sexual Harassment
Rights of Privacy

4. Prevent students and staff from using established grievance procedures.
5. Fail to acquaint students and staff with their rights and responsibilities.
6. Fail to maintain confidentiality where appropriate.

-- This policy adopted on 03-27-97
Revised on 06-20-00
Reviewed on 02-05-03 (no changes)



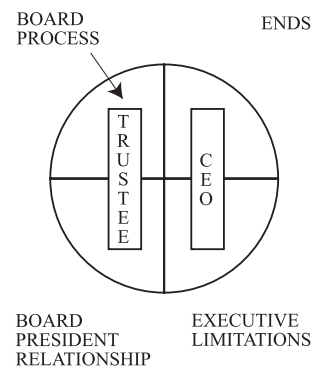
POLICY TYPE: BOARD PROCESS

POLICY TITLE: ANNUAL BOARD PLANNING CYCLE

In order to accomplish its job outputs with a governance style consistent with Board policies, the Board will follow an annual agenda which will:

1. Evaluate progress toward the achievement of the ENDS – according to the established Monitoring Schedule.
2. Evaluate the BOARD PROCESS related to Policy Governance – ~~monthly~~ **semi-annually**.
3. Complete evaluation of President performance and salary review – April.
4. Redefine and prioritize the ENDS to provide guidance for the development of the budget – September.
5. Send annual report to owners – ~~July~~ **October**.
6. The Board will share the Report Card with its stakeholders, through a variety of mechanisms, including presentations to civic groups and linkage meetings with various segments of the community.

-- This policy adopted on 10-16-97
Revised on 12-11-01
Revised on 05-20-03



Meeting of the Board of Trustees
Barton County Community College

September 21, 2004

TECHNOLOGY INNOVATION PROGRAM GRANT APPLICATION REQUEST

Comments: Attached for the Board's review is a request for the College to apply for the Technology Innovation Program Grant, in the funding range up to \$90,000.

Recommendation: The President respectfully requests that the Board of Trustees authorize him to apply for the Technology Innovation Program Grant, in the funding range up to \$90,000 on behalf of the College, as presented.

Action: Director of Grants

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

Grant	Technology Innovation Program
Funding Agency	KBOR
Summary	Technology Innovation Programs (TIP) funds will be used to support curriculum development activities for the Industrial Production Technician program.
Services	Potential services include: <ul style="list-style-type: none"> • Identifying and hiring curriculum development specialists to develop the curriculum for operator qualified skills. • Purchase of equipment to support the curriculum.
Relationship to College Mission	The project will allow Barton to provide services that advances learning in the service area and to improve the economic environment of industry.
Target Population	Municipalities, business/industry, and utility companies and their workers in the region and potentially in the nation.
Funding Range	Up to \$90,000
Indirect Cost Reimbursement	None
Funding Period	Until 07/31/2005
Institutional Obligation	
Cash	None
In-Kind	Facilities, administration, instruction, support (cash and in-kind) from business/industry and utilities.
Personnel Required	
Existing	Community Education leadership,
New	Instructors for identified courses, possible equipment to support curriculum
Due Date	Before June 30, 2005

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

President's Signature

09-07-04

Date

Meeting of the Board of Trustees
Barton County Community College

September 21, 2004

**RATIFICATION OF ENGLISH LITERACY/CIVICS EDUCATION GRANT
APPLICATION**

Comments: Attached for the Board's review is a request for the College to apply for the English Literacy/Civics Education Grant, in the funding range of \$20,000 - \$25,000. Due to the September 7 application deadline, I have authorized application of this grant and now seek Board ratification at the regular September Board meeting.

Recommendation: The President respectfully requests that the Board of Trustees ratify the application request for the English Literacy/Civics Education Grant, in the funding range of \$20,000 - \$25,000 on behalf of the College.

Action: Director of Grants

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

Grant	English Literacy /Civics Education
Funding Agency	Workforce Investment Act: Title II
Summary	Retain and Expand the English Civics Education program to meet learning needs of currently unserved or underserved, such as unemployed learners, learners employed in low-paying jobs, or learners facing multiple barriers to citizenship, education, or employment.
Possible Services	Continue funding a part-time bilingual technology paraprofessional. Purchase three new computers to replace older technology. Purchase curriculum that increases technology, employability, and citizenship skills.
Relationship to College Mission	Teaches citizenship, community involvement, and personal responsibility
Target Population	ABE and ESL participants at the Center for Adult Ed who are 16 years and older
Funding Range	\$20,000 – 25,000
Indirect Cost Reimbursement	NA
Funding Period	2 years with end of year approval
Institutional Obligation	
Cash	
In-Kind	Building and maintenance costs (equal to \$2,500)
Personnel Required	
Existing	One part-time paraprofessional, Coordinator/Instructor, ESL instructor, secretary, two part-time instructors, one part-time GED examiner
New	
Due Date	09/07/04

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

President's Signature

08/25/04

Date

Meeting of the Board of Trustees
Barton County Community College

September 21, 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 Budget Hearing and regular meeting of the Board of Trustees, held on August 10, 2004
- Personnel
- Claims and Financial Report

Action: President's Office

**Minutes of Budget Hearing/Regular Meeting of the Board of Trustees
Barton County Community College
August 10, 2004**

CALL TO ORDER

The budget hearing/regular meeting of the Board of Trustees of Barton County Community College was called to order at 4:00 p.m., August 10, 2004, in room U-219 of the Student Union.

ATTENDANCE

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

Trustees Absent: None

Other Attendees: Susan Thacker of the Great Bend Tribune; Michael Dawes; Ron Vratil; Dick Wade; Steve Oelke; Mark Dean; Leonard Bunselmeyer, Jr.; Myrna Perkins; Renelle Mooney; Ron Kirmer; Dr. Gillian Gabelmann; Cathie Oshiro; Randy Henry; Charles Perkins; Stephannie Goerl; Brian Howe; Caicey Schartz; Kathy Boeger; Deb Vanderlinde; Dana Foss; Karen Kratzer; Dr. Tim Kimmel; Neil Elliott; Dr. Veldon L. Law; and Marilyn Beary

Chairman Mermis led the attendees in the Pledge of Allegiance.

Comments from Chairman: Chairman Mermis opened the meeting by welcoming the guests.

BUDGET HEARING

The Chairman presented the proposed budget for 2004-2005 as published, inquired as to whether there were any questions or comments, and announced that the Budget Hearing would remain open until 4:30 p.m. in order to allow any latecomers the opportunity to address this issue.

INTRODUCTION OF NEW EMPLOYEES

The following new employees were introduced to the Trustees:
John Paul Lamatsch, Coordinator of Extended Learning Programs
Danette Adams, Secretary & Data Specialist
Jennifer Wiker, Specialist I

EXECUTIVE SESSION

Chairman Mermis advised that an executive session would be needed for the purpose of discussing personnel matters pertaining to non-elected personnel, in order to protect the confidentiality of the individuals being discussed. He asked that Randy Henry and Dr. Law join the Trustees in executive session.

Trustee Sessler moved that the Board recess to executive session for 45 minutes at 4:05 p.m. to discuss matters pertaining to non-elected personnel, in order to protect the confidentiality of the individuals to be discussed, to reconvene in room U-219 of the Student Union at 4:50 p.m. The motion was seconded by Trustee Johnson. Following discussion, the motion carried.

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 non-elected personnel were discussed and no action was taken.

CLOSE OF BUDGET HEARING

At 4:50 p.m., Chairman Mermis asked if there were any additional questions concerning the budget. There were none offered. Dr. Law presented a report to the Board, reflecting the College's long history of its accountability to local taxpayers and its good stewardship of all College resources. In an attempt to clarify recently published misperceptions about the College, Dr. Law provided facts and figures relative to construction of new buildings, student tuition, athletic scholarships, and the Nursing program.

Chairman Mermis then closed the budget hearing.

Trustee Webster moved that the Board of Trustees approve the 2004-2005 budget as published. The motion was seconded by Trustee Sessler. Following discussion, the motion carried.

STAFF REPORT

Myrna Perkins presented a staff report relative to changes within the Financial Aid Office.

ACTION ITEMS

Workforce Enhancement in Nursing Facilities Grant Ratification – The Board had been notified by Dr. Law that, due to the application deadline and short notification of the grant availability, he had authorized the College to apply for the Workforce Enhancement in Nursing Facilities Grant, in the funding range of \$88,000. Since this amount exceeded that for which the President was authorized to approve without Board authorization, he indicated that he had granted authorization to apply for the grant, pending ratification by the Board at its regular monthly meeting on August 10, 2004.

Trustee Johnson moved that the Board ratify the application for the Workforce Enhancement in Nursing Facilities Grant in the funding range of \$88,000 as presented. The motion was seconded by Trustee Soeken. Following discussion, the motion carried.

RSVP Grant Renewal Request – The Board was presented with a request to authorize the President to apply for renewal of the Retired Senior Volunteers Program (RSVP) Grant in the funding range of \$60,000.

Trustee Webster moved that the Board authorize the President to apply for the renewal of the RSVP Grant on behalf of the College. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

Professional Liability Insurance – The Board was presented with a request to continue the College's professional liability protection with Granite State Insurance Company, with the rates for Medical Laboratory Tech, Athletic Trainer and Nursing remaining the same as the past year and the rates increasing for EMT and MICT (Paramedic) by \$2 per student to \$41 and \$49 respectively. As was discussed at the August 4 study session, the College's broker routinely gathers information relative to professional liability protection almost up until the expiring term of the current year's coverage in order to obtain the best coverage at the most reasonable cost to the College. Therefore, it was further recommended that the Board authorize the President to approve future purchases of professional liability insurance coverage on behalf of the College, and present this to the Board as an informational item.

Trustee Sessler moved that the Board of Trustees authorize the College to continue its professional liability protection for 2004-2005 with Granite State Insurance Company as presented. The motion was seconded by Trustee Johnson. Following discussion, the motion carried.

The Board also agreed that, in the future, due to time constraints, the President could authorize the purchase of professional liability insurance and advise the Board as an informational item.

KACCT/KBOR REPORT – Trustee Johnson and Dr. Law shared with the Board current and upcoming activities with the KACCT/KBOR.

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

CONSENT AGENDA

The following items were presented for the Board's Approval:

- Minutes of the regular Board meeting of July 20, 2004
- Personnel

Note: Due to year-end closing, Claims and Financials for the month of July were not available but will be available for review at the September Board meeting.

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

NOTICES AND COMMUNICATIONS

- Outreach for Medicare Drug Discount Card Grant
- PATH Intergenerational Grant

EXECUTIVE SESSIONS

Chairman Mermis advised that the Board would need to return to executive session in order to continue its discussion of personnel matters pertaining to non-elected personnel, in order to protect the confidentiality of the individuals being discussed. He asked that Randy Henry and Dr. Law join the Trustees in executive session.

Trustee Johnson moved that the Board recess to executive session for 15 minutes at 5:35 p.m. to discuss matters pertaining to non-elected personnel, in order to protect the confidentiality of the individuals to be discussed, to reconvene in room U-219 of the Student Union at 5:50 p.m. The motion was seconded by Trustee Sessler. Following discussion, the motion carried.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:50 p.m. in room U-219 of the Student Union. Chairman Mermis advised that matters pertaining to non-elected personnel were discussed and no action was taken.

Chairman Mermis then advised that an executive session would be needed for the purpose of consulting with the College attorney to discuss matters of attorney-client privilege and that this executive session would be for the purpose of discussing non-elected personnel matters, in order to protect the confidentiality of the individuals to be discussed. He again asked that Randall Henry and Dr. Law join the Trustees in executive session.

Trustee Johnson moved that the Board recess to executive session for 20 minutes at 5:50 p.m. for the purpose of consulting with the College attorney to discuss matters of attorney-client privilege, to reconvene in room U-219 of the Student Union at 6:10 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 6:10 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 meeting adjourned at 6:10 p.m.

Stephan J. Mermis, Chairman

Mike Johnson, Secretary

Recorded by Marilyn Beary

PERSONNEL

Resignations/Terminations

Paul Clemens – Instructor (Chemistry)
Carrie Burkhart – Admissions Representative
Brian Hancock – Assistant Coach (Men's Basketball)
Carissa Ringwald – Director of Marketing
Stacey Scritchfield – Tutor (Upward Bound) (part-time)
Jaden Uken – Assistant Coach (Men's Basketball)

Replacement Positions

Ronnie Dean – Network Analyst
Steve Gotsche – Head Coach (Men's Golf) (part-time)
Katherine Hruska – Assistant Coach (Dance Line & Pom)
Dr. Shingo Kajinami – Instructor (Chemistry)
Zach Limbach – Assistant Coach (Men's Basketball)
Louise Masden – Instructor (Nursing)
Angela Oberle – Secretary
Crystal Sherer – Administrative Assistant
Kala Steffen – Admissions Representative
Kristi Straub – Head Coach (Women's Golf) (part-time)
Christina Vague – English and Reading Specialist
Jared Wilbanks – Head Coach (Women's Soccer)
William Williams – Computer Lab Coordinator
Christine Wilson – Faculty & Staff Administrative Support Specialist
Heather Wimmer – Admissions Representative
Ryan Zink – Assistant Athletic Trainer

Position Changes

Keith Blackwill – from Student Housing Assistant to Coordinator of Student Housing
Jennifer Kingslien – from Faculty & Staff Administrative Support Specialist to Enrollment Specialist
Alan Mettling – from Research Assistant to Interim Coordinator (Institutional Research and Records)
Kevin Murphy – from Computer Lab Coordinator to Systems Analyst
Angie Sullivan – from Associate Faculty to Instructor (Fort Riley Academic Transfer Programs)

Temporary Positions Ending

Todd Ammeter – Camp Aldrich (part-time)
Laurel Hickel – Camp Aldrich (part-time)
Elizabeth McQuade – Camp Aldrich (part-time)
Benjamin South – Camp Aldrich (part-time)

Title Changes

Joe Burger – from Head Coach (Soccer) to Director of Soccer/Head Coach (Men's Soccer)
Deb Vanderlinde – from Academic & Vocational Advisor to Academic Advisor
Luke Seitz – from Academic & Vocational Advisor to Academic Advisor

Overload Contracts

Christine Abbott	Interpersonal Communication
Christine Abbott	Abnormal Psychology
Christine Abbott	Death & Dying
Christine Abbott	Introduction to Sociology
Christine Abbott	Marriage & Family
Christine Abbott	Interpersonal Communication
Christine Abbott	Death & Dying
Christine Abbott	Marriage & Family
Christine Abbott	Human Sexuality
Yvonda Acker	Public Speaking
Dana Allison	Web Site Construction
Dana Allison	Web Site Construction
Dana Allison	Related Work Experience
Mary Barrows	World Literature
Kathy Boeger	Payroll Procedures
Jeana Brack	Personal Finance
Walter Brown	Refresh – Response to Chem Spill
Leonard Bunselmeyer	Med Lab: Directed Studies
Gerald Butler	World & Regional Geography
Gerald Butler	Physical Geography
Linda Carson	Child Care Seminar
Linda Carson	Children's Literature
Linda Carson	Dir Ind Study-Child Care
Eugene Compton	Trauma Aims
Eugene Compton	PreHosp Trauma Life Support – P
Charles Davis	The Short Story
Charles Davis	Introduction to Literature
Steve Dudek	Photography I
Steve Dudek	Watercolor Painting I & II
Bob Dunavan	Intro to Political Science
Bill Forst	Ceramics I & II
Bill Forst	Art Appreciation
Vern Fryberger	Intro to Music
Mike Grub	Basic Applied Mathematics
Joe Harrington	Basic Algebra
Joe Harrington	Elements of Statistics
Jane Howard	Managerial Accounting
Brian Howe	Analytic Geometry – Calculus III
Brian Howe	Basic Algebra
Brian Howe	Academic Systems
Ed Johnson	Juvenile Delinquency
Ed Johnson	Human Sexuality
Teresa Johnson	English Comp. I
Teresa Johnson	Speedreading
Shingo Kajinami	College Chemistry I (Lab)
Dennis King	Building Maintenance Military Fac
Dennis King	Field Sanitation Military Unit

Dennis King	Industrial Processes
Dennis King	Refresh – Response to Chem Spill
Ron Kirmer	Special Problems in Auto Tech
Ron Kirmer	Automatic Braking System
Tim Kimmel	Anatomy & Physiology Lab
Tim Kimmel	Dir Ind Study Bio Science
Lyles Lashley	Basic Applied Math
Shanna Legleiter	Keyboarding I/Word Processing Apps
Shanna Legleiter	Ten Key
Shanna Legleiter	Coord Office Training
Bob Loss	Public Speaking
Renelle Mooney	Income Tax Preparation
Ruth Moritz	Intro to Literature
Steve Oelke	Microcomputer Repair & Upgrade
Robert Patterson	English Composition I
Robert Patterson	Introduction to Philosophy
Doug Polston	Information Super Highway
Doug Polston	Foundation of Computer Science
Steve Pottorff	Occup. Work Experience I
Steve Pottorff	Environmental Science
Norman Russell	College Algebra
Norman Russell	Elements of Statistics
Norman Russell	Trigonometry
Norman Russell	Elements of Statistics
Norman Russell	Physical Science
Ryan Schmidt	Intro to Health, PE, Recreation
Mark Shipman	General Accounting
Brenda Siebold	Introduction to Computers
Brenda Siebold	Microcomputer Applications I
Brenda Siebold	Spreadsheet Applications
Brenda Siebold	Introduction to Computers
John Simmons	Anatomy & Physiology
Roger Vanderlinde	Organization Maintenance Mgmt
Roger Vanderlinde	American West
Roger Vanderlinde	Military History/Vietnam War
Reiley Watson	Emerg. 1 st Aid Tact Operations
Reiley Watson	Emerg. 1 st Aid Tact Operations II
Reiley Watson	Combat Lifesaver
Darcy Wedel	Service Techniques
Darcy Wedel	Occupational Internship I
Karyl White	Math for the Pre Hospital Providers
Russell Wilson	Emerg. 1 st Aid Tact Operations II
Russell Wilson	Combat Lifesaver
Owen Williamson	Basic English
Greg Wolf	Transport Hand & Stor – Explos Mat
Greg Wolf	ISO 14000 Environmental Mgmt

Supplemental Contracts

Larissa Adams	Children's Nutrition
Cynthia Artzer	Intermediate Algebra
Steven Artzer	Principles of Macroeconomics
Janet Balk	Western Civilization to 1500
Geraldine Ball	Cultural Anthropology
Geraldine Ball	Women & The American Experience
Charles Bartlett	Intermediate Algebra
Kimberly Bennett	Strategic Management
Kimberly Bennett	Strategic Management
Tom Bergman	Comp Aid Mgmt of Em Op (CAMEO)
Keith Blackwill	Personal & Community Health
George Bowman	Laser Sighting & Engage System
George Bowman	Weapons Storage Facility Oper
Patrick Busch	Basic Applied Mathematics
Winfried Butler	Western Civilization to 1500
Winfried Butler	Western Civilization 1500 – Present
Winfried Butler	Total Quality Management
Shanna Calvasina	English Composition I
Jenny Chambers	Contingency Planning
Jenny Chambers	Industrial Hygiene/Toxicology
Jenny Chambers	Introduction to Brownfields
Becky Claassen	Basic Algebra
Becky Claassen	Basic Algebra
Michael Cox	Western Civilization to 1500
Michael Cox	American History 1877 – Present
Gary Cunningham	Information Super Highway
Leigh Cunningham	Cross Cultural Awareness
Jeffrey DeFries	Business Ethics
Wendy DeFries	Principles of Macroeconomics
Wendy DeFries	Principles of Microeconomics
Wendy DeFries	Principles of Macroeconomics
Wendy DeFries	Personal Finance
Denise DelCarmen	Basic Nutrition
Denise DelCarmen	Basic Nutrition
Jared Duley	Social Psychology
Jared Duley	Social Psychology
Jared Duley	Introduction to Sociology
Rhonda Eurich	Beginning & Inter. Swimming/Aqua Aerobics & Adv.
Debbie Eyestone	English Comp. I
Gordon Farmer	Military History/American Civil War
Joe Felke	Karate I & II
Marsha Finley	Course Mentor
Marsha Finley	Sanitation & Management of Food Service
Marsha Finley	Nutrition Therapy
Marsha Finley	Fld Exp Sani & Management of Food Systems
Marsha Finley	Field Experience in Nutrition
Marsha Finley	Human Resource Management

Marsha Finley	Fld Exp in Human Resource Management
Larry Gale	Woodworking I, II and Ind. Woodworking Projects
LaVonne Gerritzen	Spreadsheet Applications
Addie Goymerac	Basic Math Skills/Preparatory Math
Addie Goymerac	Intermediate Algebra
Addie Goymerac	Environmental Science
Addie Goymerac	Environmental Science/Lab
Addie Goymerac	Basic Math Skills/Preparatory Math
Addie Goymerac	Intermediate Algebra
Sam Gross	Basic Nutrition
Sheyenne Heller	Business English
Sheyenne Heller	English Composition I
Sheyenne Heller	English Composition II
Sheyenne Heller	Creative Writing
Sheyenne Heller	Great Books Program
Sheyenne Heller	Principles Grammar Form & Style
Sheyenne Heller	Business English
Sheyenne Heller	English Composition I
Sheyenne Heller	Technical & Report Writing
Ken Henderson	Intro to Athletic Training
Bill Hickert	Scuba Diving
Marlene Kabriel	Conversational German I/Conversational Spanish
Lee Keil	Auto Body Repair I, II, III
Joel Keith	Beginning Guitar
Ed Kennedy	Organizational Communication
Ed Kennedy	Organizational Communication
Rhonda Kent	Introduction to Counseling
Gene Kingslien	Personal & Community Health
Gene Kingslien	Personal & Community Health
Kurtis Koch	Applied Music Individ. – Percussion
Karen Kratzer	Medical Terminology
Haven Krueger	Elementary Spanish I/Intermediate Spanish I
Myron Kryschtal	Intro to Leadership Concepts
Myron Kryschtal	Intro to Political Science
Myron Kryschtal	International Relations
Myron Kryschtal	Military History/First World War
Myron Kryschtal	Intro to Leadership Concepts
Myron Kryschtal	Intro to Political Science
Jim Lakey	Intro to Philosophy
Terry Ledford	Old Test Lit: Prophets
Lynette Lee	Maintenance Operat – Supervisors
Lynette Lee	Organize Supply Mgmt Operation
Lynette Lee	Management of Supply Operation
Joel Lundstrom	Human Relations in Business
Joel Lundstrom	General Psychology
Joel Lundstrom	Contemporary Social Problems
Joel Lundstrom	Human Relations in Business
Joel Lundstrom	General Psychology
Joel Lundstrom	Contemporary Social Problems

Joel Lundstrom	General Psychology
John Mack	Introduction to Philosophy
John Mack	Reason & Argument
John Mack	World Religions
John Mack	Introduction to Philosophy
Angie Maddy	Student Success Seminar
James Maner	Info Processing Systems Mgmt
James Maner	Introduction to Computers
Kim Mansfield	Developmental Psychology
Kim Mansfield	Introduction to Counseling
Kim Mansfield	Developmental Psychology
Kim Mansfield	Group Dynamics I
Kenneth Martin	Military Passeng – Carry Vehicle
Kenneth Martin	Military Passeng – Carry Vehicle
Renelle Mooney	Introduction to Business
Winsome Morgan-Bartley	Business Communications
Anita Motsenbocker	Java Programming
Anita Motsenbocker	Java Programming
Kevin Murphy	Microcomputer Apps I
Kevin Murphy	Microcomputer Apps I
William Nash	OSHA General Industry Regs
Becky Newell	Public Speaking
Becky Newell	Public Speaking
Evelyn Parker	Making the Transition
Rick Peters	Art Appreciation
Rick Peters	Art Appreciation
Rick Peters	Art Appreciation
Warren Peterson	Police Defense Tactics
Jennifer Pfortmiller	Principles of Biology & Lab
Lori Redetzke	Microcomputer Apps I
Dale Riggs	Photography I
Cari Ringwald	Student Success Seminar
Gary Sacher	Military Passeng – Carry Vehicle
Jann Sherman	Basic Applied Math
Jann Sherman	Basic Algebra
Susan Simmons	Data Base Management Systems
Susan Simmons	Word Processing Applications
Susan Simmons	Data Base Management Systems
Susan Simmons	Word Processing Applications
Patricia Snyder	Anatomy & Physiology I
Kayla Springer	Conversational Spanish
Letitia Snow	Government of the United States
Kara Steffey	Public Speaking
Angela Sullivan	College Algebra
Angela Sullivan	Technical Mathematics
Angela Sullivan	Elements of Statistics
John Truitt	Environ Protection Agency Regl
John Truitt	Environmental Protection Agency Regl
Lori Underwood	Hilltops Accompanist

Michael Weltsch	American Military History
Michael Weltsch	Military History/Second World War
Michael Weltsch	American Military History
Michael Weltsch	Military History/Second World War
Melinda Whitney	Emerg. 1 st Aid Tact Operations II
Melinda Whitney	Emerg. 1 st Aid Tact Operations
Melinda Whitney	Emerg. 1 st Aid Tact Operations
Melinda Whitney	Emerg. 1 st Aid Tact Operations
Melinda Whitney	Emerg. 1 st Aid Tact Operations
Melinda Whitney	Emerg. 1 st Aid Tact Operations
Mandy Wiltse	ITV Accounting I

Community Education

Virginia Hubka	Certified Nurse Aide Class - Russell (9/15/04 – 11/17/04)
Kay Boyd	Email Etiquette and Safety (9/15/04)
Sue Newby	Dietary Manager Class – Great Bend (9/21/04 – 5/24/05)
Phyllis Schuster	Activity Director/Social Service Designee (9/24/04 – 10/23/04)
Kay Boyd	Computer Necessities & Fun at the Keyboard (9/29/04 – 10/27/04)
Linda Runge	Certified Nurse Aide Class – Lyons (9/30/04 – 11/11/04)
Mary Boman	Certified Medication Aide – Larned (10/2/04 – 11/14/04)
Linda McCaffery	World War I – History (10/5/04 – 10/28/04)
Nancy Wetig	Certified Nurse Aide – Great Bend (10/5/04 – 12/9/04)
Mercedes Helms	Command Spanish for Nurses (10/11/04 – 12/13/04)
Terry McNeil	Dietary Manager Review Course – Hays (10/12/04)
Outreach	
Teresa Finch	Foods for Today – Lyons (10/6/04 – 11/10/04)

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

1111 GENERAL FUND

YEAR TO DATE
ACTUAL

REVENUES:

FALL TUITION	853,200.00
SPRING TUITION	0.00
SUMMER TUITION	34,727.00
FALL OUT OF STATE TUITION	77,724.00
SPRING OUT OF STATE TUITION	0.00
SUMMER OUT OF STATE TUITION	(612.00)
INTERNATIONAL TUITION	63,527.00
ON LINE TUITION	158,919.00
GENERAL STUDENT FEES	0.00
LAVTR	
STATE GRANTS	3,000.00
STATE OPERATING GRANT	2,917,505.00
COUNTY OUT DISTRICT TUITION	24,210.00
BARTON COUNTY AD VALOREM TAX	0.00
MOTOR VEHICLE TAX	0.00
RECREATIONAL VEHICLE TAX	0.00
NEIGHBORHOOD REVIT PRG	0.00
DELINQUENT TAXES	0.00
TAXABLE SALES	614.81
INTEREST-GENERAL	5,966.35
MISCELLANEOUS REIMBURSEMENTS	54,806.92
INSURANCE REIMBURSEMENTS	0.00
GENERAL MISCELLANEOUS	4,730.91
MISCELLANEOUS SALE OF PROPERTY	323.91
TRANSCRIPT REVENUE	8,198.00
MISCELLANEOUS ELECTRONIC DEPT REV	0.00
DONATIONS	0.00
FARM HOUSE RENTALS	600.00
FARM LEASE/CROP SALES	0.00
PAYMENT PLAN FEES	9,270.00
CAREER CENTER REVENUE	0.00
EVALUATION FEES	0.00
ITV REVENUE	0.00
INTERNATIONAL STUDENT FEE	3,175.00
REFUNDS-GENERAL	10,291.50
ROOM RENTAL-GENERAL	240.00

TOTAL REVENUES	4,230,417.40

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

1111 GENERAL FUND

YEAR TO DATE
ACTUAL

EXPENDITURES:

INSTRUCTION	592,425.27
PUBLIC SUPPORT	6,633.46
ACADEMIC SUPPORT	308,456.75
STUDENT SERVICES	118,334.48
INSTITUTIONAL SUPPORT	482,997.76
PHYSICAL PLANT OPERATION	554,106.81
STUDENT FINANCIAL SUPPORT	41,183.50
AUXILIARY SERVICES	0.00

TOTAL EXPENDITURES	2,104,138.03
TRANSFERS AMONG FUNDS:	
TRANSFERS TO ABE FUND	0.00
TRANSFERS TO ATHLETIC FUND	400,000.00
TRANSFERS TO ATHLETIC ACTIVITY FUND	72,000.00
TRANSFERS TO STUDENT ACT ACTIV FUND	26,000.00

TOTAL TRANSFERS AMONG FUNDS:	498,000.00
NET INCREASE/DECREASE IN NET ASSETS	1,628,279.37

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

1112 VOCATIONAL FUND

YEAR TO DATE
ACTUAL

REVENUES:

STATE OPERATING GRANT	0.00
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	82.50

TOTAL REVENUES	82.50

EXPENDITURES:

INSTRUCTION	275,349.29
PUBLIC SERVICE	0.00
ACADEMIC SUPPORT	43,040.16
STUDENT SERVICES	0.00
INSTITUTIONAL SUPPORT	0.00
PHYSICAL PLANT OPERATION	0.00
AUXILIARY SERVICES	0.00

TOTAL EXPENDITURES	318,389.45

NET INCREASE/DECREASE IN NET ASSETS	(318,306.95)
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BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 31-AUGUST-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	117,441.37
PUBLIC SERVICE	11,332.76
ACADEMIC SUPPORT	45,619.27
STUDENT SERVICES	29,084.38
INSTITUTIONAL SUPPORT	56,738.98
PHYSICAL PLANT OPERATION	17,682.16
AUXILIARY SERVICES	7,034.85

TOTAL EXPENDITURES	284,933.77

NET INCREASE/DECREASE IN NET ASSETS	(284,933.77)
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BARTON COUNTY COMMUNITY COLLEGE
GENERAL, VOCATIONAL, AND EMPLOYEE BENEFITS
FUNDS FLOW ACTIVITY
PERIOD ENDED AUGUST 31, 2004

	2004-05 BUDGET	PERIOD ENDED 8/31/04	YTD AVAILABLE	%
				AVAILABLE
Fund Balance, Beginning	\$4,363,507.00	\$4,363,507.00		
<hr/>				
Tuition-Out Of State	300,000.00	139,874.00	160,126.00	53.38%
Tuition-In State	3,954,000.00	1,047,611.00	2,906,389.00	73.51
Tuition-Out District	265,000.00	24,210.00	240,790.00	90.86
State Aid	6,053,000.00	2,917,505.00	3,135,495.00	51.80
Property Taxes	5,071,000.00	0.00	5,071,000.00	100.00
Other Taxes	830,000.00	0.00	830,000.00	100.00
Interest Income	70,000.00	5,966.00	64,034.00	91.48
Other	2,112,000.00	95,334.00	2,016,666.00	95.49
<hr/>				
Total Revenue	18,655,000.00	4,230,500.00	14,424,500.00	77.32
<hr/>				
Expenditures:				
Academic Salaries	6,296,000.00	736,145.00	5,559,855.00	88.31
Support Salaries	3,801,000.00	585,310.00	3,215,690.00	84.60
Supplies	3,983,000.00	643,692.00	3,339,308.00	83.84
Equipment	24,000.00	1,330.00	22,670.00	94.46
Advertising	50,000.00	29,684.00	20,316.00	40.63
Transfers & Other	480,000.00	400,000.00	80,000.00	16.67
Employee Benefits	2,071,000.00	284,934.00	1,786,066.00	86.24
General Insurance	215,000.00	5,209.00	209,791.00	97.58
Utilities	605,000.00	98,593.00	506,407.00	83.70
In County Scholarships	124,000.00	26,649.00	97,351.00	78.51
Capital Outlay	859,000.00	326,076.00	532,924.00	62.04
Maintenance	431,000.00	68,469.00	362,531.00	84.11
<hr/>				
Total Expenditures	18,939,000.00	3,206,091.00	15,732,909.00	83.07%
<hr/>				
Fund Balance, Ending	\$4,079,507.00	\$5,387,916.00		
<hr/>				

BARTON COUNTY COMMUNITY COLLEGE
GENERAL, VOCATIONAL, EMPLOYEE BENEFITS,
FUNDS FLOW ACTIVITY
PERIOD ENDED AUGUST 31, 2004 & 2003

	YEAR ENDED		NET CHANGE INCREASE (DECREASE)	%
	08/31/04	08/31/03		
Fund Balance, Beginning	\$4,363,507.00	\$2,082,999.00	\$2,280,508.00	109.48%
Tuition-Out Of State	139,874.00	155,618.00	(15,744.00)	(10.12)
Tuition-In State	1,047,611.00	912,895.00	134,716.00	14.76
Tuition-Out District	24,210.00	24,636.00	(426.00)	(1.73)
State Aid	2,914,505.00	3,152,802.00	(238,297.00)	(7.56)
Property Taxes	0.00	1,493,842.00	(1,493,842.00)	(100.00)
Other Taxes	0.00	144,682.00	(144,682.00)	(100.00)
Interest Income	5,966.00	5,613.00	353.00	6.29
Other	95,334.00	131,112.00	(35,778.00)	(27.29)
Total Revenue	4,227,500.00	6,021,200.00	(1,793,700.00)	(29.79)
Expenditures:				
Academic Salaries	736,145.00	749,459.00	(13,314.00)	(1.78)
Support Salaries	585,310.00	591,074.00	(5,764.00)	(0.98)
Supplies	643,692.00	655,809.00	(12,117.00)	(1.85)
Equipment	1,330.00	0.00	1,330.00	
Advertising	29,684.00	26,117.00	3,567.00	13.66
Transfers & Other	400,000.00	400,000.00	0.00	0.00
Employee Benefits	284,934.00	346,896.00	(61,962.00)	(17.86)
General Insurance	5,209.00	0.00	5,209.00	
Utilities	98,593.00	101,164.00	(2,571.00)	(2.54)
In County Scholarships	26,649.00	24,011.00	2,638.00	10.99
Capital Outlay	326,076.00	304,216.00	21,860.00	7.19
Maintenance	68,469.00	137,049.00	(68,580.00)	(50.04)
Total Expenditures	3,206,091.00	3,335,795.00	(129,704.00)	(3.89)
Fund Balance, Ending	\$5,384,916.00	\$4,768,404.00	\$616,512.00	12.93%

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

	STUDENT UNION	DORMITORIES	ATHLETICS	CAMP ALDRICH	TWO MONTH ACTIVITY	2003-04 BUDGET	YTD AVAILABLE	% AVAILABLE
Fund Balance, Beginning:	473,710	449,791	75,720	45,978	1,045,199	1,045,199		

Revenues:								
Vending	27				27	2,000	1,973	98.65
Bookstore	273,601				273,601	800,000	526,399	65.80
Food service	19,479			0	19,479	482,000	462,521	95.96
Fees	0			0	0	268,000	268,000	100.00
Supplies & Services		6,808			6,808	28,000	21,192	75.69
Housing Rental		485,161		10,860	496,021	913,000	416,979	45.67
Transfers			400,000	0	400,000	480,000	80,000	16.67
Revolving					0	0	0	
Misc.	1,255				1,255	4,000	2,745	68.63
Gate Receipts			0		0	5,000	5,000	100.00
Entry Fees & Other			2,130	0	2,130	16,000	13,870	86.69

Total Revenues	294,362	491,969	402,130	10,860	1,199,321	2,998,000	1,798,679	60.00

Expenditures:								
Salaries	11,883	12,026	0	15,290	39,199	245,000	205,801	84.00
Books & Supplies	231,395				231,395	725,000	493,605	68.08
Maintenance	6,144	13,171		1,432	20,747	99,000	78,253	79.04
Food	53,447	0		0	53,447	850,000	796,553	93.71
Utilities	853	14,995		5,196	21,044	170,000	148,956	87.62
Lease payments & Int	0	64,935			64,935	202,000	137,065	67.85
Travel & Recruiting			13,790		13,790	138,000	124,210	90.01
Officials			2,220		2,220	30,000	27,780	92.60
Training Supplies			7,446		7,446	17,000	9,554	56.20
Insurance			48,868		48,868	60,000	11,132	18.55
Equipment	0	0	9,784	0	9,784	171,000	161,216	94.28
Clinics & Awards			0		0	10,000	10,000	100.00
Transfers & Refunds		0	0		0	1,000	1,000	100.00
Revolving					0	0	0	
Nationals & Fees			0		0	34,000	34,000	100.00
Supplies	3,978	1,141	11,562	36	16,717	76,000	59,283	78.00
Misc.		0			0	1,000	1,000	100.00

Total Expenditures	307,700	106,268	93,670	21,954	529,592	2,829,000	2,299,408	81.28

Fund Balance, Ending	460,372	835,492	384,180	34,884	1,714,928	1,214,199		
=====								

BARTON COUNTY COMMUNITY COLLEGE
STUDENT UNION
FUNDS FLOW ACTIVITY
PERIOD ENDED AUGUST 31, 2004 AND 2003

	PERIOD ENDED		NET CHANGE	%
	08/31/04	08/31/03	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	\$473,710	\$663,935	(\$190,225)	-28.65%
<hr/>				
Revenues:				
Vending	27	83	(56)	(67.47)
Bookstore	273,601	135,370	138,231	102.11
Food service	19,479	24,434	(4,955)	(20.28)
Fees & Misc.	1,255	48	1,207	2,514.58
<hr/>				
Total Revenues	294,362	159,935	134,427	84.05
<hr/>				
Expenditures:				
Salaries	11,883	11,495	388	3.38
Books & Supplies	231,395	256,714	(25,319)	(9.86)
Maintenance	6,144	1,020	5,124	502.35
Food	53,447	29,950	23,497	78.45
Lease payments & Int.	853	11,871	(11,018)	(92.81)
Equipment	0	0	0	
Supplies	3,978	3,892	86	2.21
<hr/>				
Total Expenditures	307,700	314,942	(7,242)	(2.30)
<hr/>				
Fund Balance, Ending	\$460,372	\$508,928	(\$48,556)	-9.54%
<hr/> <hr/>				

BARTON COUNTY COMMUNITY COLLEGE
DORMITORIES
FUNDS FLOW ACTIVITY
PERIOD ENDED AUGUST 31, 2004 AND 2003

	PERIOD ENDED		NET CHANGE	%
	08/31/04	08/31/03	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	\$449,791	\$398,857	\$50,934	12.77%
<hr/>				
Revenues:				
Supplies & Services	6,808	15,861	(9,053)	(57.08)
Rental & Other	485,161	433,132	52,029	12.01
<hr/>				
Total Revenues	491,969	448,993	42,976	9.57
<hr/>				
Expenditures:				
Salaries	12,026	8,726	3,300	37.82
Maintenance	13,171	10,983	2,188	19.92
Food	0	0	0	
Utilities	14,995	12,776	2,219	17.37
Lease payments & Int.	64,935	85,663	(20,728)	(24.20)
Equipment	0	37,343	(37,343)	(100.00)
Transfers & Refunds	0	0	0	
Supplies	1,141	1,080	61	5.65
Misc.	0	0	0	
<hr/>				
Total Expenditures	106,268	156,571	(50,303)	(32.13)
<hr/>				
Fund Balance, Ending	\$835,492	\$691,279	\$144,213	20.86%
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BARTON COUNTY COMMUNITY COLLEGE
ATHLETICS
FUNDS FLOW ACTIVITY
PERIOD ENDED AUGUST 31, 2004 AND 2003

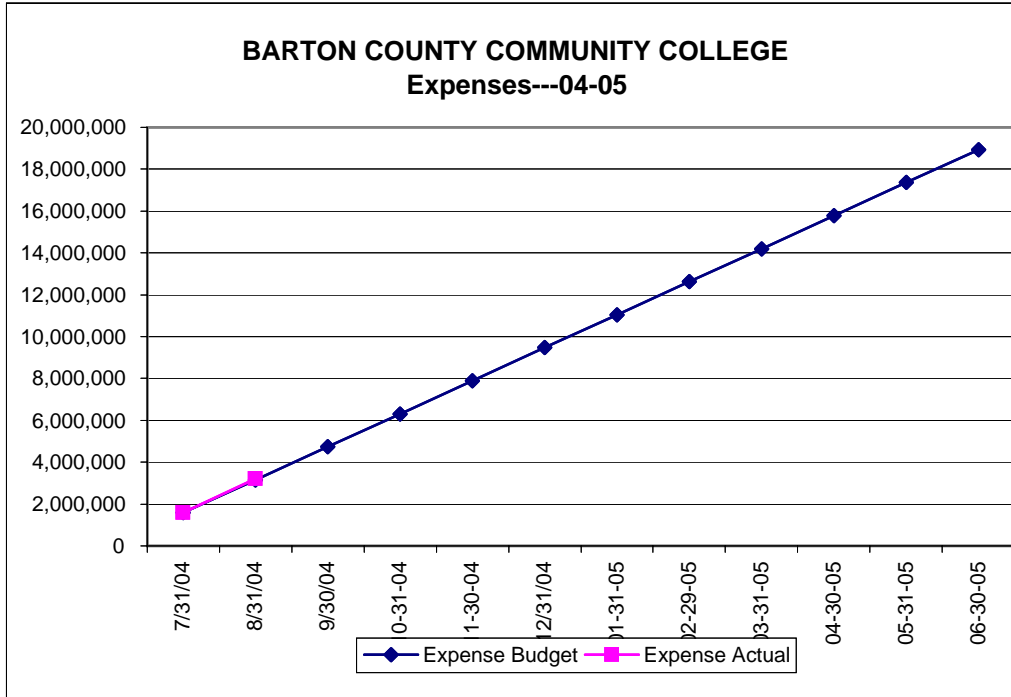
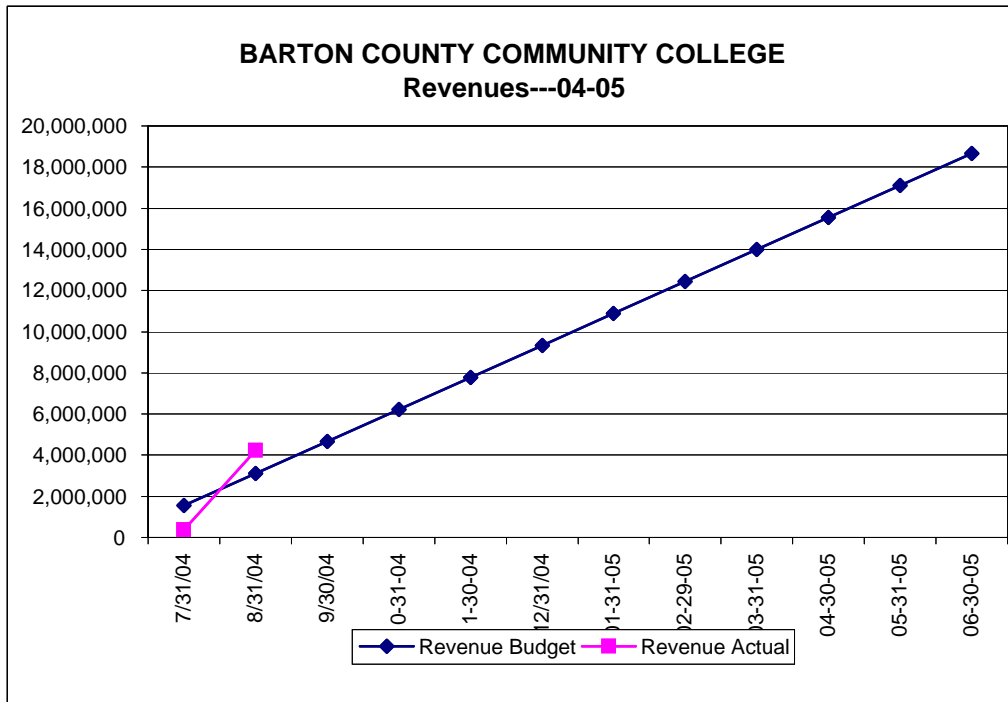
	PERIOD ENDED		NET CHANGE	%
	08/31/04	08/31/03	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	\$75,720	\$42,786	\$32,934	76.97%
<hr/>				
Revenues:				
Transfers	400,000	400,000	0	0.00
Revolving	0	0	0	
Gate Receipts	0	0	0	
Entry Fees & Other	2,130	0	2,130	
<hr/>				
Total Revenues	402,130	400,000	2,130	0.53
<hr/>				
Expenditures:				
Salaries	0	0	0	
Travel & Recruiting	13,790	11,930	1,860	15.59
Officials	2,220	1,890	330	17.46
Training Supplies	7,446	8,098	(652)	(8.05)
Insurance	48,868	48,201	667	1.38
Equipment	9,784	11,711	(1,927)	(16.45)
Clinics & Awards	0	0	0	
Transfers	0	0	0	
Nationals & Fees	0	0	0	
Supplies	11,562	16,197	(4,635)	(28.62)
<hr/>				
Total Expenditures	93,670	98,027	(4,357)	(4.44)
<hr/>				
Fund Balance, Ending	\$384,180	\$344,759	\$39,421	11.43%
<hr/>				

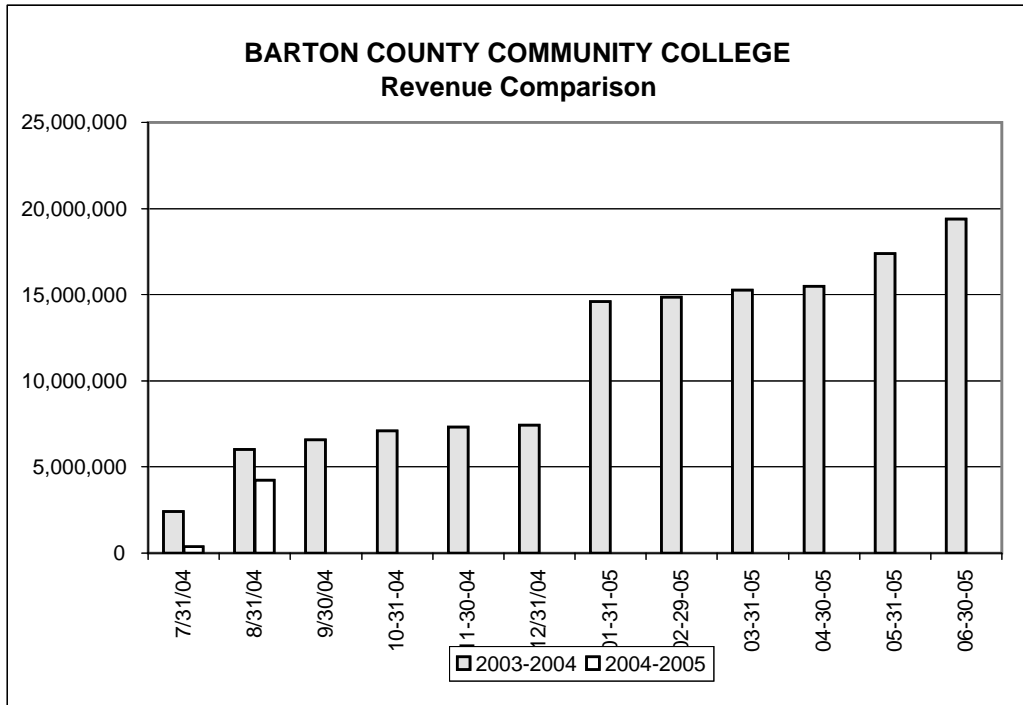
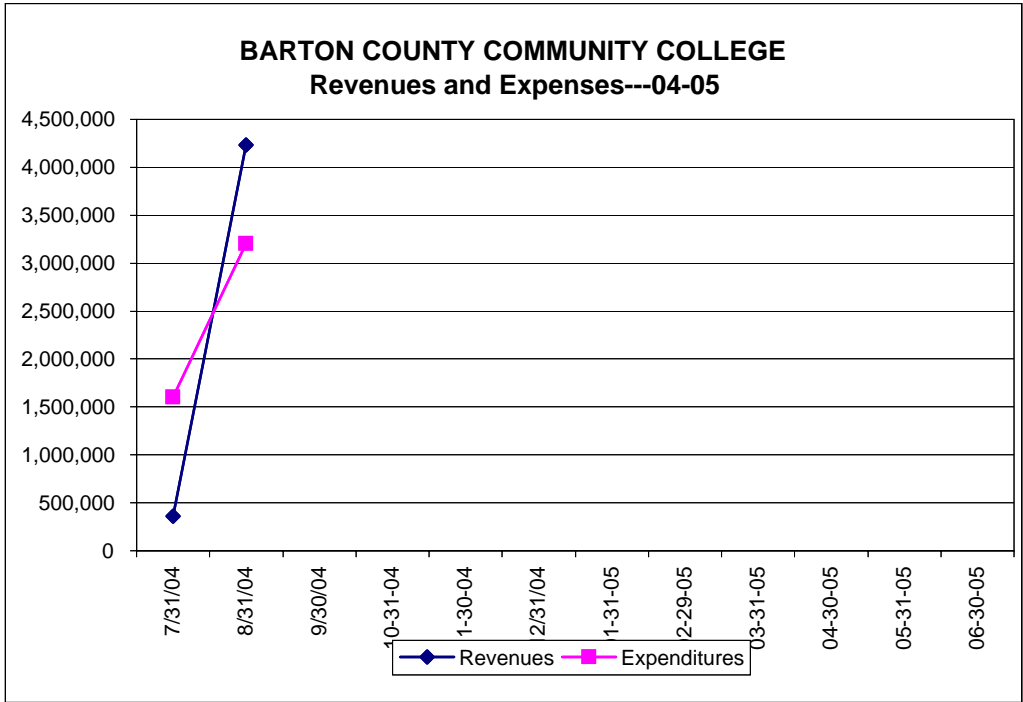
BARTON COUNTY COMMUNITY COLLEGE
 CAMP ALDRICH
 FUNDS FLOW ACTIVITY
 PERIOD ENDED AUGUST 31, 2004 AND 2003

	PERIOD ENDED		NET CHANGE	%
	08/31/04	08/31/03	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	\$45,978	\$71,154	(\$25,176)	-35.38%
<hr/>				
Revenues:				
Food Service	0	0	0	
Housing Rental	10,860	22,346	(11,486)	(51.40)
Transfers	0	0	0	
<hr/>				
Total Revenues	10,860	22,346	(11,486)	(51.40)
<hr/>				
Expenditures:				
Salaries	15,290	16,393	(1,103)	(6.73)
Food	0	0	0	
Utilities	5,196	5,494	(298)	(5.42)
Equipment	0	0	0	
Supplies	1,468	4,876	(3,408)	(69.89)
<hr/>				
Total Expenditures	21,954	26,763	(4,809)	(17.97)
<hr/>				
Fund Balance, Ending	\$34,884	\$66,737	(\$31,853)	-47.73%
<hr/> <hr/>				

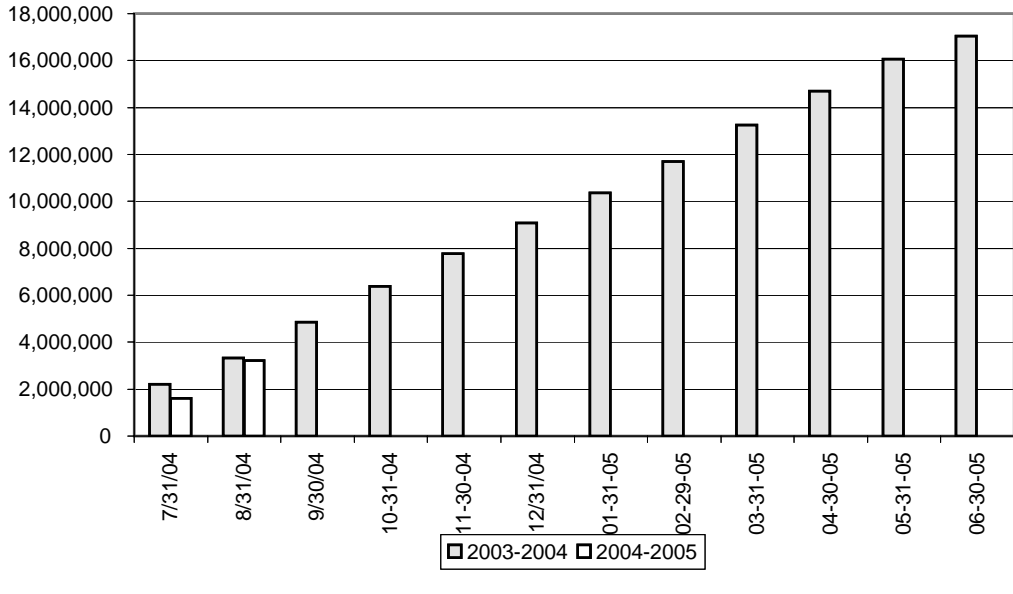
BARTON COUNTY COMMUNITY COLLEGE
 TREASURER'S REPORT
 8/31/04

FUND-DESCRIPTION	BEGIN-BAL	MONTH-RCPT	MONTH-EXP	YTD RCPT	YTD-EXP	END-BAL	CHECKING	INVEST	CHANGE
GENERAL & VOC	3,740,805	2,807,636	2,802,147	2,807,636	2,802,147	3,746,294	3,352,194	350,000	44,100
EMPLOYEE BENEFITS	0	0	284,934	0	284,934	(284,934)	(284,934)	0	0
STUDENT UNION	473,710	294,362	283,963	294,362	283,963	484,109	383,109	100,000	1,000
DORMITORY	449,791	491,969	105,101	491,969	105,101	836,659	736,259	100,000	400
CAMP ALDRICH	45,978	10,860	21,954	10,860	21,954	34,884	34,884	0	0
ATHLETICS	75,720	402,130	90,858	402,130	90,858	386,992	386,992	0	0
	4,786,004	4,006,957	3,588,957	4,006,957	3,588,957	5,204,004	4,608,504	550,000	45,500





BARTON COUNTY COMMUNITY COLLEGE Expenditures Comparison



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
October Board Meetings/Activities
President's Report of Monthly Activities

Monitoring Reports September 2004

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, is the institution's fiscal position. In meeting our projected budget's expenditure plan we can continue to expect difficult and frugal decisions. We are at a point that in order to maintain our comprehensive nature and services we will have to regularly seek local and consistent tax support or eliminate services and programs.

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TYPE: HUMAN RELATIONS

The President shall create and sustain an environment for living, working, and teaching that supports the development and realization of human potential and promotes the College's core values. Treatment of and dealing with students, staff, and persons from the community, shall be humane, fair, and dignified.

Accordingly, the President may not:

Human Relations #1

Operate without policies/procedures, which set forth staff and student rules, provide for effective handling of grievances, ensure due process, and protect against wrongful conditions.

Response: A major and on-going project within the President's Office is the development of operational standards which replace the Board's and the College's old policy manual. Progress continues. The policies and procedures will be electronic and are linked from the College's home page on the web. The completion of the project will ensure that new/updated policies and procedures are in place for students and staff. This project has permitted a full review of policies and procedures.

Human Relations #2

Discriminate against anyone for expressing an ethical dissent.

Response: I would hope that no one within the employ of Barton would feel that they have been discriminated against for having expressed an ethical dissent, or discriminated against for any reason. Quite the contrary, it is my hope that staff would feel encouraged to express their views in order to help myself and others be certain we have accurately assessed situations which impact them. It is my impression that many staff do feel they can approach either their supervisor or myself with concerns as this occurs on a regular basis and does provide valuable input.

Human Relations #3

Fail to comply with all laws, rules, and regulations pertaining to employees and students, including those pertaining to:

- Discrimination
- Equal Opportunity
- Sexual Harassment
- Rights of Privacy

Response: No issues of failure to comply have occurred. To the contrary, a number of revised operational policies have been developed. Continuous discussions are held and encouragement is provided to staff in order to ensure equal opportunity and avoid discrimination. A standard for the employment of personnel has been adopted and reviewed by legal counsel. The policy addresses discrimination and equal opportunity in employment practices. No accusations of discrimination at any level have been lodged during this past year.

Efforts continue to occur to address Title IX compliance. The topic is important ethically and legally. It is something that we continuously monitor and is a part of the annual reports that must be completed by the athletic department. Effort has been extended to ensure that supporters of the athletic program are aware of the challenges this federal regulation presents.

Human Relations #4

Prevent students and staff from using established grievance procedures.

Response: Grievances have not been discouraged in any way. A revised policy to deal with problems and their resolution (grievance procedure) is in place.

Human Relations #5

Fail to acquaint students and staff with their rights and responsibilities.

Response: Efforts to ensure that students and staff are aware of their rights are provided through institutional publications and direct communication from supervisors as the situation warrants. Changes in the office and functions of Student Development and a new policy and procedure in handling student discipline provide a better support process for students who face disciplinary action.

Human Relations #6

Fail to maintain confidentiality where appropriate.

Response: To my knowledge confidential matters have been held in confidence and no policy exceptions have occurred.

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. We are discussing with the Board how they would like to handle routine expenditures that, when totaled at the end of the year, exceed \$10,000.

Financial Condition #4

It is material deviation to: Accept gifts or grants which obligate the College to make future expenditures of funds or human resources other than those created by the gift or grant without Board approval.

Response: Grants are routinely reviewed to ensure they support institutional mission and direction. They are consistently brought to the Board for approval prior to submission, if the grant requires resources that exceed the spending limitations provided to the President through Policy Governance. Additionally, should the College be successful in receiving the grant award, this notification is also brought to the Board for acceptance.

To date, no gifts have been received that obligate the College to make future expenditures – should this occur, the gifts would also be brought to the Board for action.

Financial Condition #5

It is material deviation to: Accept gifts or grants, which are not in the best interest of the College.

Response: As outlined previously, prior to application, grants are reviewed to ensure they are in support of the College’s mission and will further the institution’s ability to meet its strategic goals.

Financial Condition #6

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

Response: The Board has been apprised that additional progress toward this goal was made over the course of the past year. The cash reserve is much nearer its goal than it was in the mid to late 1990s. As you are aware, the reserve – though we had projected the need to use some of it this past 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, in spite of some extreme fiscal difficulties. It is my impression that the reserves have grown on the sacrifices of our employees.

Financial Condition #8

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

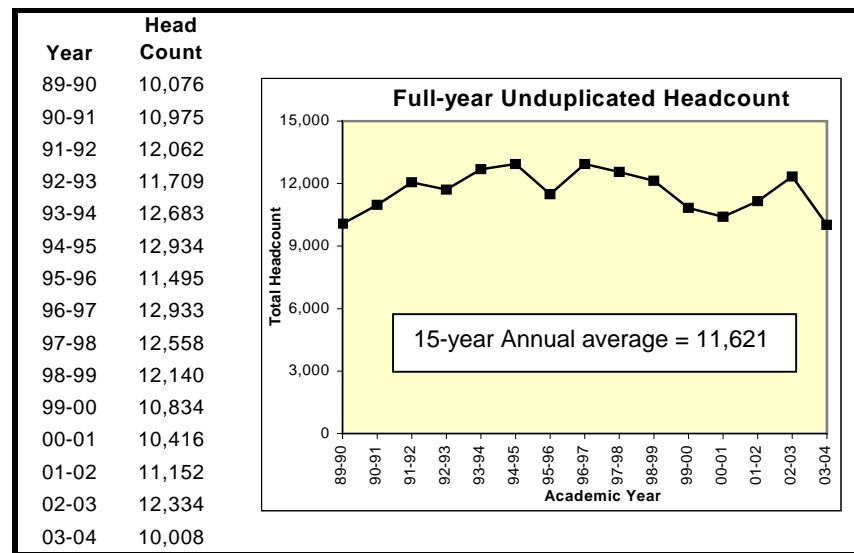
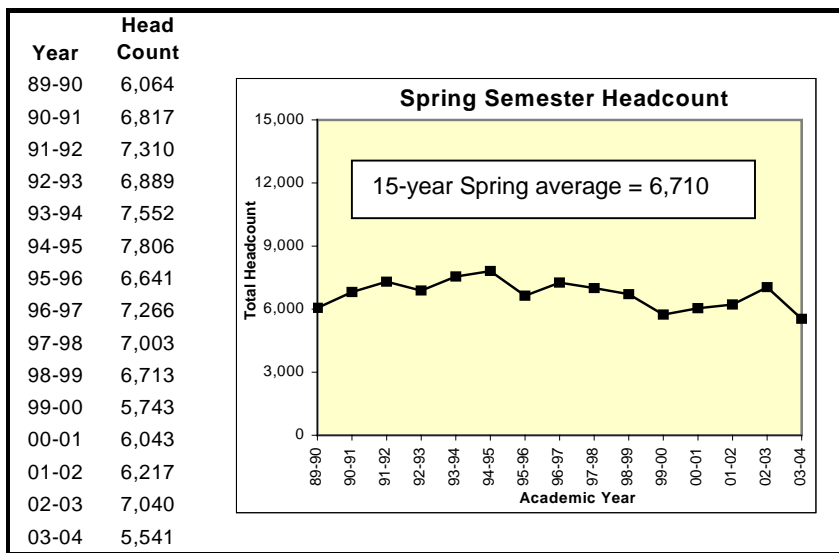
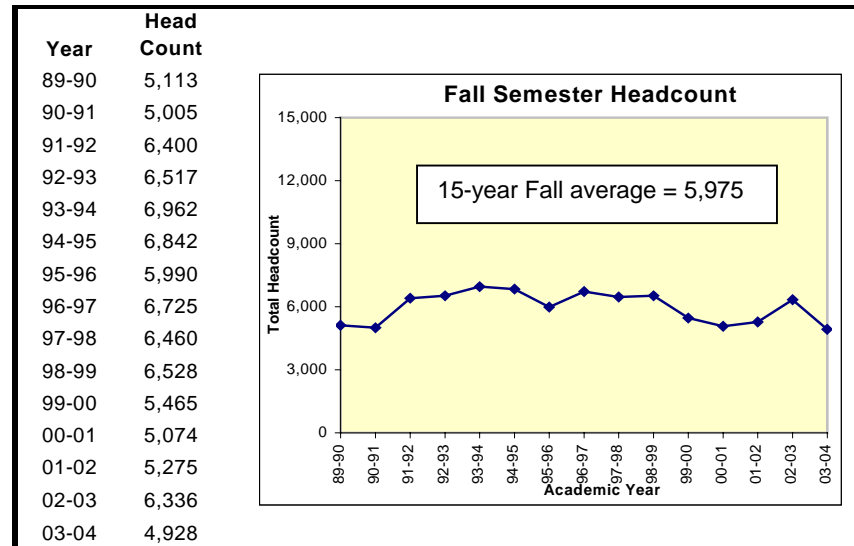
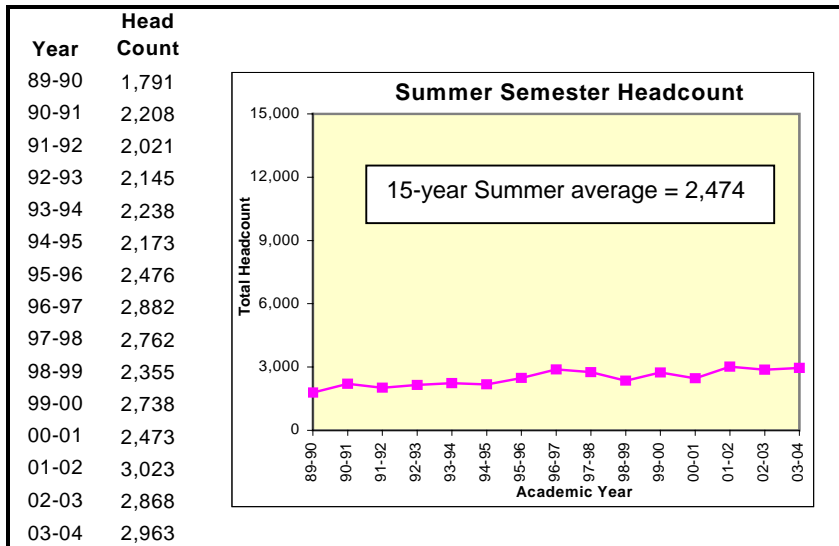
Response: Each month, as part of the Board's agenda, "Claims" and "Financial Reports" are presented for the Board's review and action. The reports accurately reflect the fiscal condition of the institution. Further, information regarding the Foundation's fiscal condition is provided to the Trustees from 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.

POLICY TYPE: ENDS

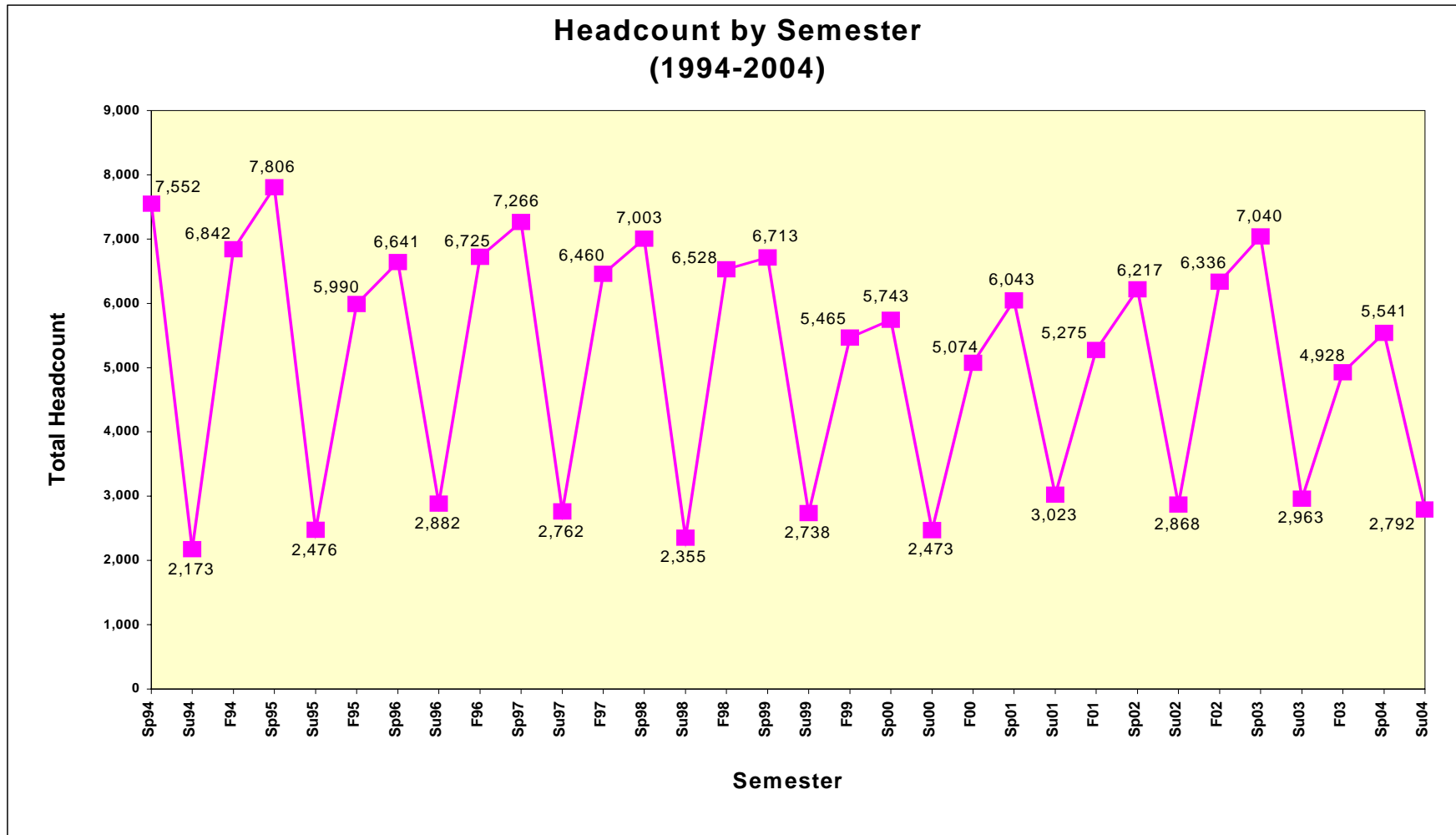
POLICY TITLE: MISSION

Enrollment Comparisons

Annual: September 2004



One Academic Year = Summer, Fall & Spring sequence of terms



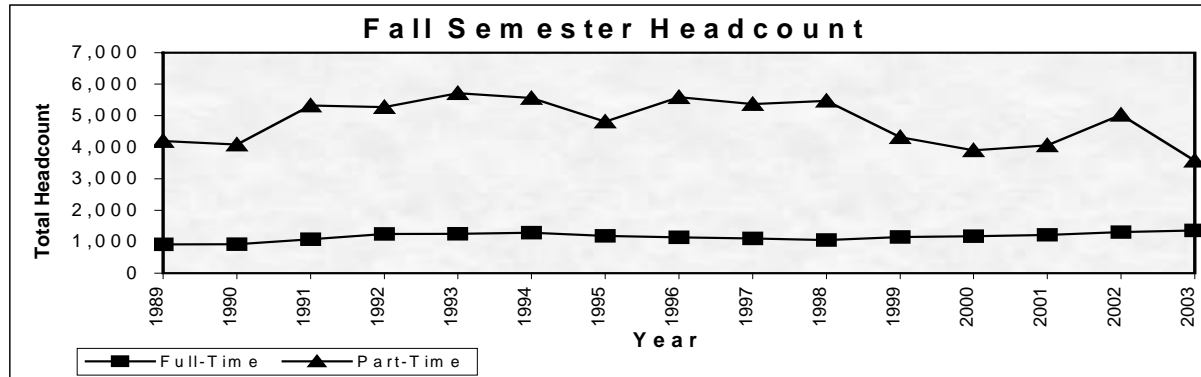
Response: For any academic year, the highest headcount always occurred during the Spring semester. In addition, headcount always increased from Fall to Spring semester.

Periodic enrollment reports containing more detailed elements provide the administration with snapshots of semester trends.

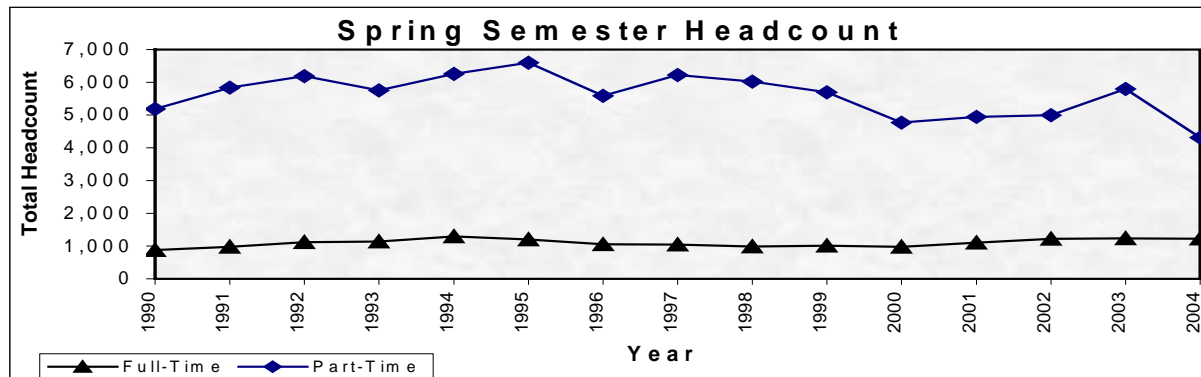
Enrollment Comparisons, (cont.)

Annual: September 2004

Year	Full-Time	Part-Time
1989	914	4,199
1990	920	4,085
1991	1,080	5,320
1992	1,245	5,272
1993	1,250	5,712
1994	1,288	5,554
1995	1,177	4,813
1996	1,139	5,586
1997	1,100	5,365
1998	1,054	5,474
1999	1,149	4,316
2000	1,173	3,901
2001	1,217	4,058
2002	1,304	5,032
2003	1,358	3,570



Year	Full-Time	Part-Time
1990	876	5,188
1991	976	5,841
1992	1,118	6,192
1993	1,134	5,755
1994	1,292	6,260
1995	1,203	6,603
1996	1,054	5,587
1997	1,040	6,226
1998	983	6,020
1999	1,012	5,701
2000	977	4,766
2001	1,102	4,941
2002	1,221	4,996
2003	1,239	5,801
2004	1,227	4,314



A Full-time student takes 12 or more credit hours.

Response: For Fall and Spring semesters, there is greater stability in the number of full-time students attending Barton compared with part-time students.

The greatest increase in full-time enrollments occurred from Fall 1990 to Fall 1991 (17% increase). The greatest decrease in full-time enrollments occurred from Spring 1995 to Spring 1996 (12% decrease).

Community Giving In Support of the Foundation

Annual: September 2004

<i>Foundation Operations</i>	2001	2002	2003	2004
Total Cash & Investments	\$3,767,185	\$3,729,618	\$3,340,940	\$3,599,395
Other Assets	\$547,948	\$613,004	\$618,319	\$988,398
Total Assets*	\$4,315,133	\$4,342,622	\$3,959,259	\$4,587,793
<i>Foundation Scholarships</i>	2001-02 Year	2002-03 Year	2003-04 Year	
Annually Funded Scholarships*	\$21,050	\$4,000	\$8,500	
Employee Development Fund	\$6,783	\$5,400	\$6,000	
Endowed	\$128,158	\$95,000	\$100,150	
Foundation GPA Awards*	\$69,900	n/a	n/a	
Gifts and Grants	\$22,043	\$25,029	\$24,113	

***Total Assets Notes:** Total assets include cash and investments, common stock, oil and gas royalties, and real estate. The goal of the Foundation is to maintain the fiduciary responsibility mandated by its founders in 1967 by ensuring upward growth to support Barton's mission.

***Annually Funded Scholarships Notes:** The 2002-2003 lower amount is due to:

- The AEF campaign was moved to the spring of each year resulting in funds not being received in time for disbursement for the 2002-2003 school year
- Policy change of not awarding scholarships until money is received from the donor
- Students did not meet donor-specified criteria
- Due to a breakdown in communications, donors were not contacted and invoiced

***Foundation GPA Awards Notes:** From 2002-2003 forward, the GPA Awards category is no longer applicable. All foundation-awarded scholarships are based on GPA levels and funded from the other categories listed above.

Mission: *“The Barton County Community College Foundation exists to produce private support for enhancing the quality of the College’s service in fulfilling its mission. The Foundation will coordinate fund raising activities for scholarships and other academic endeavors, and will foster strong community relationships, recognize donors for their support to the College, and will seek to educate the community about the benefits of charitable giving.”*

Annual Enrichment Fund		
Donations	# of Donors	Gift Value
AEF Pledge Drive	170	\$25,479.57
Land Income - Frank & Leila Smith	1	\$1,193.56
Gifts & Grants	1	\$285.37
Donations to endowed scholarships	13	\$12,680.50
Annually funded scholarships	10	\$7,100.00
Miscellaneous Scholarship Fund	48	\$945.00
Totals	243	\$47,684.00

Special Gifts		
Donations	# of Donors	Gift Value
<i>Cash donations for reimbursements</i>	8	\$2,380.72
<i>Non-Auction Gift-in-Kind</i>	2	\$5,190.00
Gifts & Grants	2	\$25,000.00
Monica Bell Reser Scholarship	1	\$125.00
Gifts & Grants - Fischer House	45	\$1,655.00
Totals	58	\$34,350.72

Employee Development Fund		
Donations	# of Donors	Gift Value
Payroll Deduction Pledged by Employees	88	\$4,679.00

Memorial Funds		
Memorials	# of Donors	Gift Value
Memorial Endowment	4	\$905.00
Misc. Scholarship - Jerie L Davis	1	\$3,000.00
Landon Unruh Memorial	2	\$5,082.65
Glenn Schuetz Memorial Fund	1	\$10,050.00
Monica Bell Reser Scholarship	6	\$619.00
Jeannette Haak Memorial	1	\$1,000.00
Totals	15	\$20,656.65

Shafer Art Gallery		
Donations	# of Donors	Gift Value
<i>Gift-in-Kind -- Art</i>	1	\$800.00
Cash Reimbursements	2	\$3,370.00
Donations to Friends of the Gallery	13	\$970.00
Cash Donations	2	\$298.05
Totals	18	\$5,438.05

Alumni Contributions (cont.)

Big Benefit Auction		
Donations	# of Donors	Gift Value
<i>Auction Donors – Gift-in-Kind</i>	135	\$28,556.64
Auction Donors – Purchasers at Auction	80	\$18,307.00
Jim & Jo Heaton Honorarium	67	\$11,215.00
Auction Underwriters – Cash Donations	65	\$10,080.78
Donations to Title IV Scholarship	4	\$828.00
<i>Ticket sales (268 tickets holders)</i>	88	\$5,360.00
Totals	439	\$74,347.42

MUPTC			
Donations	# of Donors	# of Donors	Gift Value
<i>Gifts & Grants (Gas Over Pan)</i>	1	1	\$13,767.00
<i>NPUSin Stock & Dick H. Evans Scholarship</i>	1	1	\$2,600.00
Totals	2	2	\$16,367.00

Ethnic Opportunities Fund		
Donations	# of Donors	Gift Value
LaOportunidad Fund	3	\$6,318.54

- Grand Total of all Funds Generated for 2003-2004 fiscal year: \$ 345,410.58
- All items in regular font indicate actual cash.
- All items in *italics* indicate gifts in kind that remain an asset of the Foundation or services which were offered at a discount that translated into a fiscal savings to the college or gifts in kind that were donated to the auction and then sold so that they no longer remain with the college or foundation as an asset, but which generate the cash total for the auction.
- All items in ***bold italics*** indicate either a cash reimbursement or money for tickets sold where value of ticket was spent on food (Auction). Although these items show cash coming in, they equaled an amount of expense paid out therefore creating a wash.
- This year the money received from the auction was divided into two categories: those that purchased items and those that had underwritten the auction with cash donations either as an outright gift or to purchase ads in the auction catalog. If lines 2 and 4 under the auction are added together, the total is very close to last year's combined figure.

Alumni Contributions (cont.)

- To determine the actual monetary value raised, all Gift in Kind donations would need to be deducted from the Grand Total as well as any expenses incurred during any of the above mentioned campaigns.
- When reviewing the total number of donors to the Big Benefit Auction please be aware that the number will be somewhat inflated, because the same individual or business may be included in more than one category of giving. For example, someone could donate a gift-in-kind item, buy tickets, and also purchase items at the auction, and therefore would be included as a donor in all three categories.

Special Note: In comparing this report to last year's report, please be aware that this year we began recording gifts differently and set up campaigns to more accurately reflect what each category generated. This resulted in reductions in some categories and increases in others. The fund most affected by this change is the Annual Enrichment Fund (AEF) Campaign. In the past, many gifts were recorded under the umbrella of this campaign. This year the only funds recorded in this campaign are funds that were acquired either by direct or mail solicitation from the donors during solicitation for the AEF Campaign. Others funds received during the fiscal year were attributed to campaigns set up to meet the specific purpose for which those funds were donated.

Total Degrees & Certificates Awarded by Level

Annual: September 2004

<i>Award Level</i>	1999-00	2000-01	2001-02	2002-03	2003-04
Certificates of Less than 1 academic year (ex. EMT, Dietary Manager)	313	346	562	394	338
Certificates of at least 1 but less than 2 academic years (ex. Nursing - LPN Training)	59	65	51	65	80
Associate Degrees (ex. Nursing - RN Training)	441	428	421	450	498

Note: One year equals July 1 through June 30.

Response: The total number of certificates and degrees awarded appears to have remained relatively constant over the past several years, with an exceptional year in 2001-02 for CERT-1 awards when the numbers of Adult Health Care and EMT certificate awards were unusually high.

Grants Enhancing the College Mission

Annual: September 2004

Grants Ending in FY 04					
Grant	Agency	Amount	Program Year	Duration	Target Population
RSVP	CNS	\$58,888	01/01/04-12/31/04	1 Year	Barton County
RSVP	CNS	\$3,500	01/01/04-12/31/04	6 months	Barton County
Kansas Arts Council	KAC	\$4,801	07/01/03 - 06/30/04	1 Year	Art Gallery
Upward Bound	USDE	\$234,624	09/01/03 - 08/30/04	1 Year	50 HS Students
Student Support Services	USDE	\$285,353	09/01/03 - 08/30/04	1 Year	200 Students
ABE/GED/Staff Develop	KSDE	\$113,248	07/01/04 - 06/30/04	1 Year	ABE/GED Students
EOC	USDE	\$255,385	09/01/03 - 08/30/04	1 Year	1,000 Participants
Technology Grant	KBOR	\$21,000	07/01/03 - 06/30/04	1 Year	Academic Programs
Non-Traditional Occupations	KBOR	\$37,500	07/01/03 - 06/30/04	1 Year	33 SW Kansas Counties
Carl Perkins	KBOR	\$211,741	07/01/03 - 06/30/04	1 Year	Barton Vocational Programs
English Literacy/Civics	KBOR	\$25,900	07/01/03 - 06/30/04	1 Year	ESL Students at CAE
RUS Grant	USDA	\$6,753	07/01/03 - 06/30/04	Final	ITV Network
Tech Prep	KBOR	\$50,000	07/01/03 - 06/30/04	1 Year	BCCC/Barton Cnty Schools

* One Year amount only - additional years not specified at this time.

Grants Funded for FY 05 - As of 09/01/2004					
Grant	Agency	Amount	Program Year	Duration	Target Population
Upward Bound	USDE	\$234,624	09/01/04 - 08/30/05	1 Year	50 HS Students
Student Support Services	USDE	\$285,353	09/01/04 - 08/30/05	1 Year	200 Students
ABE/GED/Staff Develop	KBOR	\$98,846	07/01/04 - 06/30/05	1 Year	ABE/GED Students
EOC	USDE	\$255,385	09/01/04 - 08/30/05	1 Year	1,000 Participants
Technology Grant	KBOR	\$21,000	07/01/04 - 06/30/05	1 Year	Academic Programs
Non-Traditional Occupations	KBOR	\$37,500	07/01/04 - 06/30/05	1 Year	33 SW Kansas Counties
Perkins Improvement	KBOR	\$180,255	07/01/03 - 06/30/04	1 Year	Barton Vocational Programs
Kansas Arts Council	KAC	\$4,662	07/01/04 - 06/30/05	1 Year	Art Gallery
Workforce Enhancement	KDA	\$88,000	09/01/04 - 05/31/05	8 Mos.	Nursing Facilities (Comm. Ed.)
English Literacy	Walmart	\$1,250	07/01/04 - 06/30/05	1 Year	GED Scholarships
Kan-ed 1 Barton	KBOR	\$24,525	07/01/04 - 12/31/04	6 Mos.	Barton ITV Network
Kan-ed 2 Junction City	KBOR	\$23,313	07/01/04 - 12/31/04	6 Mos.	Barton ITV - Junction City Site
Kan-ed 3 ECF	KBOR	\$7,767	07/01/04 - 12/31/04	6 Mos.	Barton ITV - ECF Site
Early Childhood Curriculum	KBOR	\$3,350	07/01/04 - 06/15/04	1 Year	Early Childhood Courses
PATH (RSVP)	KSU	\$1,500	01/15/04 - 12/31/05	1 Year	Intergenerational Activities
Missouri Valley Adult Ed.	MVAE	\$1,500	07/01/04 - 06/15/04	1 Year	Instructor Recognition
Tech Prep	KBOR	\$60,000	07/01/04 - 06/30/05	1 Year	BCCC/Barton Cnty Schools

* One Year amount only - additional years not specified.

Response: Additional funding through grants enables a variety of students to improve their economic and social life through coursework, additional student services and community enhancement.

POLICY TYPE: ENDS

POLICY TITLE: BARTON EXPERIENCE

Student Right-to-Know & Campus Security Act

Annual: September 2004

Student Right-to-Know

In compliance with the Student Right-to-Know/Campus Security Act and the Jeanne Clery Disclosure of Campus Security Policy/Campus Crime Statistics Act, it is the policy of Barton County Community College to make readily available to all prospective/current students and college staff the following information on an annual basis concerning:

- The completion or graduation rate of all full-time, first-time certificate or degree seeking undergraduate students, as well as the average completion or graduation rate of students who have received athletically-related student aid (below), and
- The disclosure of crime statistics within specific classifications and arrests indicating reported incidents as required by law.

Graduation Rates

Disclosure of Graduation Rates of All Full-time, First-time Students

For comparative purposes for the athletic programs below, the graduation rate (IPEDS Graduation Rate Survey) for all first-time students who entered Barton County Community College on a full-time basis in the Fall of 2000 was 39.6%.

Disclosure of Graduation Rates of Full-time, First-time Athletes by Sport

Basketball	MALE			FEMALE		
	Initial Cohort	Completers	Graduation Rate	Initial Cohort	Completers	Graduation Rate
Non-Resident Alien						
Black, non-Hispanic	3	1	33.3%			
American Indian or Alaskan Native						
Asian or Pacific Islander						
Hispanic	1	0	0.0%			
White, non-Hispanic	2	1	50.0%	7	7	100.0%
TOTALS	6	2	33.3%	7	7	100.0%

Baseball	MALE			FEMALE		
	Initial Cohort	Completers	Graduation Rate	Initial Cohort	Completers	Graduation Rate
Non-Resident Alien						
Black, non-Hispanic						
American Indian or Alaskan Native						
Asian or Pacific Islander						
Hispanic	1	1	100.0%			
White, non-Hispanic	10	6	60.0%			
TOTALS	11	7	63.6%			

Cross-Country/Track	MALE			FEMALE		
	Initial Cohort	Completers	Graduation Rate	Initial Cohort	Completers	Graduation Rate
Non-Resident Alien	1	0	0.0%	1	0	0.0%
Black, non-Hispanic	12	8	66.7%	10	6	60.0%
American Indian or Alaskan Native	1	0	0.0%			
Asian or Pacific Islander						
Hispanic	2	1	50.0%			
White, non-Hispanic	5	2	40.0%	4	2	50.0%
TOTALS	21	11	52.4%	15	8	53.3%

All Other Sports Combined	MALE			FEMALE		
	Initial Cohort	Completers	Graduation Rate	Initial Cohort	Completers	Graduation Rate
Non-Resident Alien	2	1	50.0%	2	2	100.0%
Black, non-Hispanic						
American Indian or Alaskan Native				1	0	0.0%
Asian or Pacific Islander						
Hispanic	1	0	0.0%	1	1	100.0%
White, non-Hispanic	7	3	42.9%	14	10	71.4%
TOTALS	10	4	40.0%	18	13	72.2%

Student Right-to-Know and Campus Security Act, (cont.)

Crime Statistics

Offenses Reported to the Campus Crime & Security Survey

The Barton County Community College Security Department is responsible for reporting statistics on various offenses to the federal Campus Crime & Security Survey.

Number of Occurances	2001	2002	2003
Aggravated Assault	0	1	1
Arrest/Warrants	1	3	3
Arson	0	0	0
Auto Theft	0	0	0
Battery	3	4	4
Battery of Law Officer	0	0	0
Burglary	2	3	9
Criminal Damage	5	7	4
Criminal Threat	0	1	2
Criminal Trespass	0	3	1
Forgery	0	0	0
Hate Crimes	0	0	0
Larceny/Theft	14	7	21
Lewd and Lascivious Behavior	1	0	0
Liquor Law Arrest	0	0	0
Liquor Law Violation	28	48	21
Manslaughter - Voluntary	0	0	0
Manslaughter - Involuntary	0	0	0
Murder	0	0	0
Narcotics Arrest	0	0	0
Narcotics Violation	1	6	0
Robbery	0	0	0
Sexual Assault - Forcible	1	1	0
Sexual Assault - Non-forcible	1	0	0
Vandalism	2	3	2
Weapons Possession	0	0	0

In addition to the above, Security Personnel responded to the following:

Arrests on Warrants	1	1	3
Obscene Material	0	0	0
Arguments/Fights	6	9	2
Emergency Calls (People hurt, Ambulance needed, etc.)	7	9	8
Remove Student from Housing or Classroom	0	1	0
Recovery of Stolen Property	1	0	2
Vehicle Accidents	5	4	4
Vehicle Jump Starts	39	41	41
Keys Locked in Vehicle	23	44	28
Flat Tires	6	2	2

POLICY TYPE: ENDS

POLICY TITLE: ESSENTIAL SKILLS

Essential Skills

Students will have the essential skills appropriate for their chosen field of endeavor.

Response: Enclosed are a few reports providing an indication of efforts and success in helping students to develop essential skills.

Measuring the development of essential skills remains a challenge. However, Barton and other institutions around the country are devoting more and more effort to determining appropriate outcome measurements to indicate progress. This is an area where the Board and the public can expect to see continued change and growth as the College discovers more and better ways to indicate its performance. The Outcomes Assessment Team continues to grapple with how to effectively measure the development and access of essential skills. This remains a key area of concentration in preparing to respond to the required Higher Learning Commission report. The Board will recall Dr. Gabelmann and Ms. Goerl's recent Board report regarding Developmental Education.

Student / Faculty Ratio

Annual: September 2004

<i>Student / Faculty Ratio</i>		Fall 2002	Spring 2003	Fall 2003	Spring 2004
Main Campus	Total Number of Students	1,382	1,302	1,380	1,207
	Total Number of Faculty	123	123	126	136
	Student/Faculty Ratio	11 to 1	10 to 1	10 to 1	8 to 1
Outreach	Total Number of Students	1,254	1,705	1,064	1,425
	Total Number of Faculty	111	103	111	77
	Student/Faculty Ratio	11 to 1	16 to 1	9 to 1	18 to 1
Fort Riley	Total Number of Students	3,273	3,291	1,959	2,126
	Total Number of Faculty	61	58	58	54
	Student/Faculty Ratio	53 to 1	56 to 1	33 to 1	39 to 1
Web-based Instruction	Total Number of Students	720	1080	819	1066
	Total Number of Faculty	74	69	74	80
	Student/Faculty Ratio	9 to 1	15 to 1	11 to 1	13 to 1

Note: The higher ratio at Fort Riley is explained by the fact that there are multiple course cycles per semester, plus a larger percentage of part-time instructors at Fort Riley.

Response: Students have the opportunity to work directly with their faculty members due to the excellent student to faculty ratio. This helps to ensure greater opportunities for the individual student to master essential skills.

Courses Taught by Full-time and Part-time Faculty Annual: September 2004

Courses Taught by Full & Part-time Faculty		Fall 2002		Spring 2003		Fall 2003		Spring 2004	
		# Courses Taught	%	# Courses Taught	%	# Courses Taught	%	# Courses Taught	%
On Campus	Full-time Faculty	326	63.3%	348	65.3%	337	63.2%	334	60.5%
	Part-time Faculty	189	36.7%	185	34.7%	196	36.8%	218	39.5%
	Total # Courses	515	100.0%	533	100.0%	533	100.0%	552	100.0%
Out Reach	Full-time Faculty	15	7.4%	17	10.1%	29	16.1%	29	20.6%
	Part-time Faculty	188	92.6%	152	89.9%	151	83.9%	112	79.4%
	Total # Courses	203	100.0%	169	100.0%	180	100.0%	141	100.0%
Fort Riley	Full-time Faculty	205	53.4%	191	48.1%	132	47.5%	180	51.6%
	Part-time Faculty	179	46.6%	206	51.9%	146	52.5%	169	48.4%
	Total # Courses	384	100.0%	397	100.0%	278	100.0%	349	100.0%
Web-Based	Full-time Faculty	55	30.1%	45	24.5%	88	25.8%	98	30.2%
	Part-time Faculty	128	69.9%	139	75.5%	253	74.2%	227	69.8%
	Total # Courses	183	100.0%	184	100.0%	341	100.0%	325	100.0%
Total	Full-time Faculty	601	46.8%	601	46.8%	586	44.0%	641	46.9%
	Part-time Faculty	684	53.2%	682	53.2%	746	56.0%	726	53.1%
	Total # Courses	1,285	100.0%	1,283	100.0%	1,332	100.0%	1,367	100.0%

Note: The significant role played by adjunct instructors is evident in outreach, summer sessions on campus, and at Fort Riley. However, the on-campus day and evening programs enjoy the stability of our full-time teaching staff.

Response: A majority of coursework provided by the College's full-time faculty occurs on campus; however, full-time faculty also mentor part-time faculty to ensure an integrated, consistent curriculum with similar standards. This helps ensure the development of essential skills.

Student Success/Completion in Remedial Courses Annual: September 2004

Student Success/Completion in Remedial Courses	Fall 2002	Spring 2003	Fall 2003	Spring 2004
Math	68.0%	61.0%	78.0%	83.0%
English	81.0%	79.0%	71.0%	71.0%
Reading	67.0%	58.0%	69.0%	70.0%

Notes: -The above figures are global for the entire College. Specific locations are not subdivided.
-Successful completion is obtaining a grade of "C" or better or "P" in the course.

Response: At Barton County Community College, students needing to develop foundational skills have the opportunity to do so, and most are successful in their mastery of those essential skills.

Average Class Size – Daytime, Lecture Annual: September 2004

Average Class Size		Fall 2002	Spring 2003	Fall 2003	Spring 2004
Main Campus	Average Class Size (Median)	17	15	17	14
	Average Class Size (Mean)	16	16	16	14
	Total Number of Classes	212	203	222	218
Out Reach	Average Class Size (Median)	10	9	9	7
	Average Class Size (Mean)	10	12	10	8
	Total Number of Classes	76	54	66	35
Fort Riley	Average Class Size (Median)	15	14	13	13
	Average Class Size (Mean)	15	14	15	14
	Total Number of Classes	332	339	223	261

Notes: -The above figures are for daytime lecture and lecture/lab classes that meet prior to 3:00 p.m.
-Comparing values of median and mean class size indicates that there are a number of classes smaller than the institutional average, which allows for more opportunities of one-on-one instructor/student contact.

Response: Students are provided with a learning environment that is conducive to personal attention, small group learning and an opportunity to work with and learn from their peers; thus promoting the acquisition of essential skills.

Course Success Rates by Discipline

Annual: September 2004

The success rates are determined by the following grades: A, B, C, P. The success rates do not include the grades D, F, I, or W.

Course Success Rates				
Discipline	Fall 2002	Spring 2003	Fall 2003	Spring 2004
ACCT	74%	75%	78%	72%
ADHC	100%	100%	100%	100%
AGRI	96%	95%	81%	87%
ANTH	79%	80%	74%	76%
ARTS	83%	88%	85%	85%
AUTO	NA	NA	93%	92%
BSTC	87%	82%	79%	74%
BUSI	87%	94%	89%	87%
CHEM	46%	85%	75%	92%
CHLD	96%	95%	92%	97%
COMM	80%	80%	82%	82%
CRIM	92%	95%	92%	94%
DANC	92%	92%	90%	95%
DIET	92%	94%	93%	91%
DRAF	90%	77%	87%	100%
DSEL	NA	NA	83%	NA
ECON	75%	72%	79%	79%
EDUC	79%	85%	76%	72%
ELEC	100%	100%	NA	NA
ELTR	NA	NA	83%	88%
EMTS	95%	93%	93%	94%
ENGL	81%	78%	79%	74%
FERT	NA	NA	NA	NA
FIRE	94%	80%	68%	NA
GRPH	NA	75%	82%	88%
HIST	82%	77%	73%	74%
HLTH	90%	94%	84%	84%
HOME	87%	88%	91%	91%
HZMT	93%	94%	88%	88%
JOUR	84%	77%	74%	76%
LANG	87%	89%	91%	93%
LEAD	67%	78%	70%	86%
LIFE	75%	80%	83%	76%
LITR	85%	82%	77%	75%
MACH	NA	NA	NA	NA
MATH	75%	70%	74%	70%
MLTC	84%	88%	82%	93%
MUSI	89%	89%	86%	80%
NAID	93%	91%	91%	100%
NRCE	100%	100%	100%	100%
NTWK	NA	NA	88%	90%
NURS	92%	91%	93%	94%
OFTC	NA	NA	67%	75%
OTAS	100%	NA	NA	NA
PETR	100%	96%	100%	97%
PHED	96%	95%	94%	94%
PHIL	74%	71%	69%	71%
PHSC	72%	72%	86%	80%
PHYS	33%	NA	83%	75%
POLS	75%	70%	66%	71%
POWR	90%	92%	NA	NA
PRGM	70%	66%	40%	47%
PSYC	79%	72%	73%	70%
READ	67%	58%	69%	59%
RELI	92%	75%	100%	87%
SOCI	78%	76%	79%	80%
THEA	91%	82%	87%	81%

Course Success Rates by Discipline, (cont.)

Discipline	Fall 2002	Spring 2003	Fall 2003	Spring 2004
TRAD	98%	95%	94%	96%
WDWK	100%	100%	94%	96%
WELD	66%	NA	NA	100%

***Note:** The following subject codes were changed to better fit their area. New subject codes are in Bold.

POWR – **AUTO & DSEL**

BSTC – **BUSI, GRPH, NTWK, PRGM & OFTC**

JUST - **CRIM**

Response: The data seem to suggest that the vast majority of students attempting course work at the College receive productive grades.

OCTOBER BOARD MEETINGS/ACTIVITIES

- Tuesday, October 5** **Board Study Session – 12:00 noon, room U-219** (upper level of Student Union)
- Tuesday, October 19** **Regular Board Meeting – 4:00 p.m., room U-219** (upper level of Student Union)
- Friday, October 22** **Annual Employee Picnic (35th Anniversary Kick-off Event) Camp Aldrich**
- Hayrack rides will start at 5:15 p.m.
 - Dinner at 6:00 p.m. followed by lots of fun and prizes

President's Monthly Activities
August 1, 2004 – August 31, 2004

- August 03 Met with the Clement's Group Consultant
Attended Quarterly Trustee Luncheon with Trustees Mermis and Sessler
Dropped in on the KAIDE Conference
Met with student on student issue
- August 04 Facilitated President's Staff
Attended Local Workforce Investment Board meeting
Facilitated the Board of Trustee Study Session
Attended the Foundation Board meeting
- August 05 Met individually with: Dan Soeken, Mike Nicholson,
Ralph Raffelock, Jan Hipp, Nancy Peschka, Mike Boys, and
JB Webster to discuss the Prairie Enterprise Facilitation Project
with Linda McCowan
- August 06 Attended Kansas Jayhawk 2004 Fall meeting at Cowley College
- August 10 Facilitated the Budget Hearing/BOT meeting
- August 11 Attended the KBOR retreat representing the state's community
colleges
- August 12 Attended the Golden Belt One Stop MOU negotiation with the LWIB
Attended the BLINK Leadership Day
Attended the Prairie Enterprise Board meeting
- August 13 Gave the Welcome at the New Faculty Orientation
Met individually with: Megan Murphy, Kathi Armatys, Jim Vopat,
and Jim Turnbull to discuss the Prairie Enterprise Facilitation
Project with Linda McCowan
Attended the New Faculty & Instructional Staff Social at
Dr. Gabelmann's home
- August 16 Participated in Parents Orientation
Provided a presentation on Servant Leadership to the Resource
Conservation and Development's State Convention meeting in
Great Bend
- August 17 Facilitated the Barton County campus' President's Forum and
provided a "State of the College" address
- August 18 Attended the New Student Orientation
Facilitated President's Staff
Attended Student Information Fair

Gave presentation to the faculty at Pratt Community College

August 19 Attended Booster Club Officers & Board of Directors meeting
Met with new Community Education employees

August 20 Vacation Day

August 21 Hosted Lunch with Glenn Opie, Paul Conrad and Darnell Holopirek
Gave campus tour to Paul Conrad and Glenn Opie

August 22 Participated in the Dorothy Moses Morrison Chapel Dedication

August 21 Met with Faculty Council Facilitator Linda McCaffery

August 24 Met with Sister Jean Marie with CKMC
Hosted lunch with Don Whelan and Darnell Holopirek

August 25 Dealt Blackjack for Casino Night for students

August 26 Met individually with: Marvin Sessler, Carol Hopkins, and
Dan Bonine to discuss the Prairie Enterprise Facilitation Project
with Linda McCowan
Met with a student regarding a student issue
Attended and Presented information at the Silver Cougar Club
Picnic

August 27 Attended Barton Volleyball games in Hutchinson tournament

August 28 Hosted a church Youth Conference and attended Barton Volleyball
games in Hutchinson tournament

August 30 Attended the Missioning Service for Chris Thomas

Meeting of the Board of Trustees
Barton County Community College

September 21, 2004

EXECUTIVE SESSION

Detail: An executive session may be required.

Recommendation: It is recommended that the Board recess to executive session, should it be deemed necessary, in compliance with the Kansas Open Meetings Act.

Action: Board Chair

NOTICES AND COMMUNICATIONS

Grant Application Requests:

- Golden Belt Community Foundation Grant (RSVP Supplemental)
- Golden Belt Community Foundation Grant (Jack Kilby Science Day)
- Golden Belt Community Foundation Grant (ESL Classes)
- Golden Belt Community Foundation Grant (Kansas Child Care Training)
- Golden Belt Community Foundation Grant (Multimedia Package-Software and Equipment)

Letter from Congressman Jerry Moran

Letter from Federico J. Rodriguez, Ph.D.

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

Grant	RSVP supplemental
Funding Agency	Golden Belt Community Foundation
Summary	Funds are being requested to add administrative hours for the Volunteers in Action coordinator to inform and assist low-income persons in applying for the Medicare Prescription Drug Discount card. Additional funds are needed to purchase or pay postage for books so that each child in Kindergarten has a new book of their own to take home.
Possible Services	Volunteers in Action coordinator will talk to senior groups and assist individual persons with selection of the Medicare Prescription Discount Drug Card. Using the office laptop, she will go to the homes of homebound persons. The EARS coordinator will choose books from First Book. RSVP volunteers will distribute the books to kindergarten children in schools in Barton and Northern Stafford County.
Target Population	Low income Medicare recipients and Kindergarten children by way of RSVP volunteers
Funding Range (Approximate)	\$1,000
Indirect Cost Reimbursement	
Funding Period	1 year
Institutional Obligation	
Cash	0
In-Kind	0
Personnel Required	
Existing	2
New	
Application Deadline	September 15, 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 authorize the College to proceed with the preparation of the grant application.

Veldon L. Law

President's Signature

08-25-04

Date

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

Grant	Jack Kilby Science Day Grant
Funding Agency	The Golden Belt Community Foundation
Summary	This grant will help pay expenses of hosting the October 20 Jack Kilby Science Day and provide a fund base for planning future Jack Kilby Science Days
Possible Services	Approximately 200-300 area high school students will have an opportunity to visit our campus to explore science careers. They will also be given an opportunity to complete an admissions inquiry card
Relationship to College Mission	Meets PIC objective of Increasing faculty interaction with area public schools and/or community.
Target Population	Junior and Senior High School Students in our service area
Funding Range (Approximate)	\$1500
Indirect Cost Reimbursement	None
Funding Period	September 15, 2004 – November 1, 2005
Institutional Obligation	
Cash	None
In-Kind	Science Building and Technical Building Facilities.
Personnel Required	
Existing	Science Faculty, Career & Technical Faculty, and Secretarial Support. A few high school teachers are also helping.
New	none
Application Deadline	September 15, 2004
Submission to BOT	

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

08-25-04
Date

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

Grant	Golden Belt Community Foundation Grant
Funding Agency	Golden Belt Community Foundation
Summary	Provides up to \$1500 for local organizations to benefit Barton County residents
Possible Services	<ul style="list-style-type: none"> • Provide incentives for ESL classes and students who speak other languages at the Center for Adult Education
Relationship to College Mission	<ul style="list-style-type: none"> • Provide opportunities to broaden educational experiences
Target Population	<ul style="list-style-type: none"> • 18 year old and above students who speak other languages and are learning English
Funding Range (Approximate)	\$1500
Indirect Cost Reimbursement	NA
Funding Period	12 mos.
Institutional Obligation	NA
Cash	NA
In-Kind	NA
Personnel Required	
Existing	Instructor and translator
New	
Application Deadline	Sept 7, 2004
Submission to BOT	

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

08-31-04

Date

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

Grant	Golden Belt Community Foundation Grant
Funding Agency	Golden Belt Community Foundation
Summary	This grant will provide Kansas Child Care Training Organization (KCCTO) instructors a stipend to instruct classes required by Kansas Department of Health and Environment Licensing Agency for every licensed day care provider and Head Start personnel in the area.
Services	This grant would allow for 10--\$150 stipends to qualified KCCTO instructors currently receiving no pay. Because of a SRS grant reduction, the instructors pay was eliminated. Since instructors receive no pay at the current time – no KCCTO classes are being held in this area. People needing these classes have to drive to Dodge City, Hays or Salina.
Relationship to College Mission	This grant is closely linked to the College's Mission theme of empowerment to aid area child care providers with the chance to reach their educational goals and ensure personal growth.
Target Population	Head Start parents and teachers, licensed day care providers in the area needing their annual in-service requirements of 10 hours.
Funding Range	\$1,500 (10 classes @\$150 each)
Indirect Cost Reimbursement	None
Due Date	September 15, 2004
Funding Period	October 2004-May 2004
Institutional Obligation	None
Cash	
In-Kind	Classroom
Personnel Required	1-10 (KCCTO Trainers)
Existing	Linda Carson Larissa Adams
New	None
Submission to BOT (Date)	September 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

President's Signature

08-31-04

Date

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

Grant	Golden Belt Community Foundation 2004
Funding Agency	Golden Belt Community Foundation
Summary	Multimedia Package-Software and equipment
Possible Services	Recruit students to Barton County Community College
Target Population	6,000; Ages middle school to 65+
Funding Range (Approximate)	\$1,289.76
Indirect Cost Reimbursement	0
Funding Period	9-15-04/9-15-05
Institutional Obligation	
Cash	\$150.00
In-Kind	\$2,800.00
Personnel Required	
Existing	1
New	0
Application Deadline	9-15-04

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.

Veldon L. Law

President's Signature

09-14-04

Date

JERRY MORAN

FIRST DISTRICT
KANSAS

COMMITTEE ON
AGRICULTURE

CHAIRMAN
SUBCOMMITTEE ON GENERAL FARM
COMMODITIES AND RISK MANAGEMENT

COMMITTEE ON
TRANSPORTATION AND
INFRASTRUCTURE

COMMITTEE ON
VETERANS' AFFAIRS

VICE CHAIRMAN
SUBCOMMITTEE ON HEALTH

**Congress of the United States
House of Representatives**

Washington, DC

September 10, 2004

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WASHINGTON, DC 20515-1601
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FAX (202) 225-5124

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(785) 628-6401
FAX (785) 628-3791

ONE NORTH MAIN
SUITE 525
P.O. BOX 1128
HUTCHINSON, KS 67504-1128
(620) 665-6138
FAX (620) 665-6360

RECEIVED

SEP 14 2004

PRESIDENT'S OFFICE
BCCC

Veldon L. Law, Ed.D., President
Cheryl A. Berg, MSN, RN, Director of Nursing Education
Barton County Community College
245 NE 30th Road
Great Bend, Kansas 67530

Dear Dr. Law and Ms. Berg:

Thank you for letting me know of your support for H.R. 4231, the Department of Veterans Affairs Nurse Recruitment and Retention Act of 2004. As you know, health care and veterans' affairs are two of my top priority, and this legislation has the added benefit of helping schools like Barton County Community College.

I supported H.R. 4231 during its consideration in the House Veterans' Affairs Committee on May 19. This legislation would direct the Secretary of the Department of Veterans' Affairs (VA) to designate nurse shortage areas and conduct a pilot program to recruit qualified nurses to those areas. In addition, the legislation states that nurses in this program do not have to have a bachelor's degree. I understand the positive effect this could have for community colleges that train nurses.

H.R. 4231 is now being considered by the House. I hope that progress can be made on this issue before Congress adjourns this fall. I appreciate your professional opinions.

Thank you again for writing. It is always good to hear from you both. Please let me know whenever I can be of assistance.

Very truly yours,

Jerry Moran

Jerry Moran

JM:dh



DEPARTMENT OF THE ARMY

U.S. ARMY GARRISON
FORT RILEY, KANSAS 66442-5000

September 8, 2004

REPLY TO
ATTENTION OF

Fort Riley University

RECEIVED

SEP 13 2004

PRESIDENT'S OFFICE
BCCC

Dr. Veldon Law, President
Barton County Community College
245 NE 30th Road
Great Bend KIS 67530-0983

Dear Dr. Law:

Fort Riley University is in the process of preparing an "Educational Forum" for its Major Commanders at Fort Riley. The theme of the forum is *Educational Leadership: Leading from the Future*.

The intent of the forum is to promote educational, ethical leadership, the responsibility of the entire command. The need for leadership is of great concern in today's world, where personal ambition can easily over-ride a spirit of cooperation. There is a nation-wide cry for leadership. This Educational Forum will address these philosophical concerns.

Needing some posters developed for this Forum, Mr. Michael Weltsch recommended utilizing the fine talents of Barton County Community College's Printing Services Office. Ms. Rita Andress, Graphic Design Specialist, captured our imagination in a series of graphic designs that depict democracy through education—and the need to promote leadership as a sharing process involving leaders, soldiers and the community at-large.

We salute Rita Andress! She is an educator and scholar who certainly captured our ideas on the value of education, the need for an educated man and woman for the 21st century, and education's impact on society through her excellent graphics. Ms. Andress has our deepest respect and admiration. With her permission we would like to display her name and photograph at the Educational Forum—knowing very well that the command will be asking who designed such brilliant work.

Sincerely,

Federico J. Rodriguez, Ph.D.
Dean, Fort Riley University