

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

**Tuesday, October 19, 2004 – 4:00 p.m.
U-219 (Upper Level of Student Union)**

AGENDA

1.	Official Board Meetings	1
2.	Call to Order	2
	Comments from Chairman Introduction of Guests	
3.	Public/Employee Comment	2
4.	Introduction of Guests	2
5.	Staff Report	2
6.	Action Items	3
	Ratification of Summer 2005 Academic Calendar	
	Acceptance of Workforce Enhancement in Nursing Facilities and English Literacy and Civics Education Grants	
	Employee Health Insurance	
	Replacement Vehicles	
	Financing of Replacement Vehicles	
	Replacement of Cooling Tower	
	Ratification of Wellness Center	
7.	Consent Agenda	15
	Minutes of September 21, 2004 Regular Board Meeting	
	Personnel	
	Claims and Financial Report	
8.	KACCT/KBOR Report	35
9.	Information/Discussion Items	35
	Monitoring Reports	
	Upcoming Board Meetings/Activities	
	President's Report of Monthly Activities	
10.	Notices and Communications	46
11.	Executive Session	50

Meeting of the Board of Trustees
Barton County Community College

October 19, 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

October 19, 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

Jackie Elliott will demonstrate the new student orientation web site.

ACTION ITEMS

Ratification of Summer 2005 Academic Calendar
Acceptance of Workforce Enhancement in Nursing Facilities and
English Literacy and Civics Education Grants
Employee Health Insurance
Replacement Vehicles
Financing of Replacement Vehicles
Replacement of Cooling Tower
Ratification of New Wellness Center

Meeting of the Board of Trustees
Barton County Community College

October 19, 2004

RATIFICATION OF SUMMER 2005 ACADEMIC CALENDER

Comments: At its regular meeting on January 20, 2004 the Board approved academic calendars for summer, 2004, fall/spring 2005-2006 and summer 2005. As the Board is aware, the College has since revisited the summer 2005 calendar and submitted to me a revised calendar which better aligns with the schedules for the bookstore, business office, housing and availability of associate faculty. The Trustees were alerted that I had tentatively approved the revised summer 2005 calendar and would seek Board ratification at its October meeting.

Recommendation: It is recommended that the Board of Trustees ratify the revised summer 2005 academic calendar as presented.

Action: Dean of Learning and Instruction

REVISED SUMMER SESSION 2005

April 19	Summer/Fall 2005 Priority Registration Begins
May 27	Last Day for Summer 2005 Priority Registration Payments Due
May 30	Memorial Day (campus closed)
May 31	Summer 2005 Regular Registration Begins
June 1	Classes Begin
June 1	Last Day to Apply for Summer Graduation
June 6	Last Day for Late Enrollment for First 4-Week Session and 8 Week Session Last Day for Refund for First 4-Week Session and 8 Week Session
June 22	Last Day for drops or withdrawals for First 4 Week Session
June 24	Financial Aid Payout #1 (Pell Only)
June 29	Last Day for First 4-Week Session
July 4	Independence Day (classes not in session-offices closed)
July 5	Second 4 Week Session Begins
July 8	Last Day for Late Enrollment for Second 4-Week Session Last Day for Refund for Second 4-Week Session
July 12	Last Day for drops or withdrawals for 8 Week Session
July 15	Financial Aid Payout #2 (Loan & Pell)
July 22	Last Day for Fall 2005 Priority Registration Payments Due
July 25	Fall 2005 Regular Registration Begins
July 26	Last Day for drops or withdrawals for Second 4 Week Session
July 27	Last Day of Classes for 8-Week Session
August 2	Last Day of Classes for Second 4-Week Session

Meeting of the Board of Trustees
Barton County Community College

October 19, 2004

**ACCEPTANCE OF WORKFORCE ENHANCEMENT IN NURSING FACILITIES AND
ENGLISH LITERACY AND CIVICS EDUCATION GRANTS**

Comments: The College has received an approval notification for the Workforce Enhancement in Nursing Facilities Grant in the funding range of \$69,375.00 and English Literacy and Civics Education Grant in the funding range of \$17,000.

Recommendation: It is recommended that the Board authorize the College to accept the Workforce Enhancement in Nursing Facilities and English Literacy and Civics Education Grants, as presented, on behalf of the College.

Action: Director of Grants

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

Grant	Workforce Enhancement in Nursing Facilities
Funding Agency	Kansas Department on Aging
Summary	This grant will give unlicensed and uncertified personnel of nursing facilities the opportunity to receive continuing education credits.
Possible Services	Community Education will be providing nine (9) continuing education programs to unlicensed and uncertified nursing personnel of Barton's service area.
Target Population	Unlicensed, Uncertified nursing personnel
Funding Range (Approximate)	\$69,375.00
Indirect Cost Reimbursement	
Funding Period	Sept 16, 2004 to May 31, 2005
Institutional Obligation	To provide 9 training sessions for unlicensed, uncertified nursing personnel.
Cash	\$ 0
In-Kind	\$ 0
Personnel Required	
Existing	Program Coordinator, Operations Specialist, Associate Dean, Promotions Specialist, Customer Service Representative, Administrative Assistant, Support Specialist
New	
Application Deadline	
Submission to BOT	

Presidential Review

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

Veldon L. Law
President's Signature

10-07-04
Date

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

Grant	English Literacy and Civics Education
Funding Agency	US Dept of Education
Summary	These funds are designated to create or expand classes that emphasize instruction and responsibilities of citizenship, naturalization, and U.S. history and government. Funds are also used to encourage adult learners to acquire skills to become active community members.
Possible Services	<ul style="list-style-type: none"> • Fund a bilingual instructor Purchase a copier/scanner for use with El Heraldo Purchase citizenship materials
Target Population	<ul style="list-style-type: none"> • Adults who speak English as a second language
Funding Range (Approximate)	\$17,000
Indirect Cost Reimbursement	Na
Funding Period	11/01/04-06/30/05
Institutional Obligation	NA
Cash	
In-Kind	
Personnel Required	ESL instructor and ESL paraprofessional
Existing	Yes
New	
Application Deadline	9/7/04
Submission to BOT	10/6/04

Presidential Review

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

Veldon L. Law
President's Signature

10-07-04
Date

Meeting of the Board of Trustees
Barton County Community College

October 19, 2004

EMPLOYEE HEALTH INSURANCE

Detail: The plan year for the College's employee health insurance through Benefit Management, Inc. expires on October 31, 2004. Costs for the new plan year starting November 1, 2004 have been computed and they are much larger than previous years. After three years of exceptional claims activity, the plan has experienced a high claim year. Normally, a plan year should have actual claims that are no more than 80% of expected claims for the year. This year, actual claims are estimated to exceed expected claims by over 13%. Because of excessive claims, the plan reserves have also been reduced to an estimated \$500,000 balance. Our aggregated insurance coverage is covering the claims that are in excess of expected claims.

Benefit Management, Inc. researched underwriters for excess coverage for the next plan year. The current carrier, AUL continues to have the lowest fixed premium cost of all carriers submitting quotes. The aggregate claim level is calculated based on existing actual claims with a reserve and inflationary increase added.

The College intends to change some plan components and use the existing plan reserve to keep the rates for the College and its employees as low as possible. The plan deductible will increase to \$500 from the existing \$300. In addition, the coinsurance limit will increase to 20% of the first \$5,000 of claims from the existing 20% of \$3,000 in claims. The out-of-pocket maximum from covered charges will now be \$1,500 per person with a maximum of \$3,000 per family. This compares to the current out of pocket of \$900 per person with a maximum of \$1,800 per family. In addition, covered medical costs for accidents and outpatient surgeries will come under the deductible and coinsurance. Those have previously been covered 100%. The College will continue to pay the total premium cost for a single plan for all eligible employees.

The plan's new rates are as follows:

	Old Rates	New Rates
Single Plan	\$277.11	\$ 391.48
Full Family Plan	\$830.87	\$1,017.85
Employee/Spouse Plan	\$586.38	\$ 763.39
Employee/Children Plan	\$521.57	\$ 685.09

Recommendation: The Administration recommends continuing the College's employee health insurance coverage with AUL and Benefit Management, Inc., and change the plan components and rates as noted above.

Action: Dean of Business Services

Meeting of the Board of Trustees
Barton County Community College

October 19, 2004

REPLACEMENT VEHICLES

Comments: The College has received bids to purchase three (3) cars and one (1) 15-passenger van for College travel and use. These vehicles will replace high mileage vehicles in the College fleet as part of our continuing plan of vehicle rotation. Bid requests were sent to all Barton County dealers. We also have the values from the State bid. Following are the bids received:

	<u>Cars (each)</u>	<u>15-Passenger Van</u>
Marmie Ford	\$12,381 Taurus (state bid)	\$19,053 Ford (state bid)
Manweiler Chevrolet	\$14,820.23 Malibu	\$21,988 Chevrolet
Rusty Eck Ford (Leavenworth)	\$11,731 Taurus (state bid)	No bid
Shawnee Mission Ford (Shawnee)	No bid	\$18,632 Ford (state bid)

Recommendation: It is recommended that the Board accept the local low bids from Marmie Ford for the three Taurus's and one 15-passenger van as presented. The total cost is \$56,196.

Action: Dean of Business Services

Meeting of the Board of Trustees
Barton County Community College

October 19, 2004

FINANCING OF REPLACEMENT VEHICLES

Comments: In reference to the preceding agenda item, Replacement Vehicles, the Administration requests that the Board of Trustees approve the establishment of a lease purchase agreement to finance these purchases.

Recommendation: It is recommended that the Board of Trustees authorize the College to enter into a lease purchase arrangement and to authorize the Chairman of the Board or his designee to approve and sign a lease purchase agreement for the three cars and one 15-passenger van with the local institution who submits a bid with the lowest cost.

Action: Dean of Business Services

Meeting of the Board of Trustees
Barton County Community College

October 19, 2004

REPLACEMENT OF COOLING TOWER

Comments: The current cooling tower was installed in 1968 and is constructed of wood and galvanized structural rods. The wood and rods in the tower have deteriorated over the years and are to the point that the structural integrity of the tower is questionable. In addition, the internal structure that actually creates the cooling is failing which is causing increased energy, water, and chemical consumption. Rebuilding the current tower is no longer cost effective and without a tower, the campus will be without cooling.

Below are bids for replacing the current cooling tower with a stainless steel tower. College staff will handle the installation of the tower and dolphin. The current tower requires the daily addition of sulfuric acid, biocides, and inhibitors. These chemicals are tested daily by our staff and added both manually and by automatic feed equipment. The chemicals prevent scaling in the tower and campus chillers. With the addition of the dolphin, the use of all chemicals will be discontinued. The safety factor of eliminating hazardous chemicals to protect our staff is the primary reason for the acquisition of the dolphin. The investment in the dolphin will be paid back in a minimum of 7-10 years.

Bid #1	Jorban-Riscoe Associates: Marley 500 ton cooling tower -	\$41,634
	Johnson-Poland Associates: 8" Dolphin 2000 -	<u>\$13,908</u>
	Total	\$55,542
Bid #2	Johnson-Poland Associates: Evapco 500 ton cooling tower -	\$44,092
	Johnson-Poland Associates: 8" Dolphin 2000 -	<u>\$13,908</u>
	Total	\$58,000

Recommendation: The Administration recommends that the Board authorize the College to accept bid #2 from Johnson-Poland Associates in the amount of \$58,000. This is the higher of the two bids, but the installation costs and labor will be less with this bid. The footprint of the Evapco tower is much smaller than the Marley tower and will not require additional concrete to be poured. We also believe that the Evapco tower will require less annual maintenance.

Action: Director of Physical Plant

Meeting of the Board of Trustees
Barton County Community College

October 19, 2004

RATIFICATION OF NEW WELLNESS CENTER

Comments: As the Trustees may recall, at its August 4 study session, the Board was apprised that the College had received a donation of \$20,000 from the Thelma Faye Harms Charitable Trust to develop and equip a Wellness Center on the Barton County campus. The Trust also committed an additional \$20,000 each year of the next three years towards this project. The Center will create the potential for additional credit hour production for the College as well as to improve existing Physical Education coursework. The Wellness Center will be located in the large east hallway of the Physical Education Building.

In order to take advantage of substantial cost savings by ordering the equipment prior to September 1, we were able to acquire more and better equipment than if we waited until later in the year. Therefore, I have authorized Neil Elliott to move forward in preparing specifications for the equipment, seek costs and begin to acquire the best equipment possible for the resources spent, and purchase the equipment before costs climb further.

Recommendation: I respectfully request that that the Board of Trustees ratify my directives to Neil Elliott and the expenditures for the development of, and equipment for, a Wellness Center on the Barton County campus. I further request that the Trustees authorize the use of College funds to complete the project in its entirety, to have equipment costs reimbursed through the Thelma Faye Harms Charitable Trust as they are disbursed.

Action: President

Meeting of the Board of Trustees
Barton County Community College

October 19, 2004

CONSENT AGENDA

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

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

- Minutes of the regular meeting of the Board of Trustees, held on September 21, 2004
- Personnel
- Claims and Financial Report

Action: President's Office

**Regular Meeting of the Board of Trustees
Barton County Community College
September 21, 2004**

CALL TO ORDER

The regular meeting of the Board of Trustees of Barton County Community College was called to order at 4:00 p.m., September 21, 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; Ron Vratil; Dr. Gillian Gabelmann; Michael Dawes; Dick Wade; Bonnie LeRoy of the Interrobang; Cathie Oshiro and Marilyn Beary.

Chairman Mermis led the attendees in the Pledge of Allegiance.

PUBLIC AND EMPLOYEE COMMENT

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

INTRODUCTION OF NEW EMPLOYEES

The following new employees were introduced to the Trustees:

Sondra Ratts, Support Specialist
Patrick Bush, Math & Science Specialist
Christina Vague, English and Reading Specialist.
Yvanda Acker, Communication and Journalism Instructor
Steve Lueth, Instrumental Music Instructor
Josh Ivans, Head Volleyball Coach
Joseph Harrington, Mathematics Instructor
Sara Bretches, Mathematics Instructor
Julie Munden, Video & Multimedia Specialist

STAFF REPORT

Randy Smith and Renetta Furrow demonstrated the Dingo Child ID System.

ACTION ITEMS

Proposed Revisions of Board Governance Policies – At its September 1 Advance, the Board reviewed its governance policies and proposed revisions to some of those policies, to be presented for official action at the regular September meeting.

Trustee Webster moved that the Board waive a first reading and approve the proposed revisions to the Human Relations and Annual Board Planning Cycle governance policies as presented. The motion was seconded by Trustee Sessler. Following discussion, the motion carried.

Technology Innovation Program Grant Application Request – The Board was presented with a request to authorize the College to apply for this grant, in the funding range up to \$90,000.

Trustee Soeken moved that the Board authorize the College to apply for the Technology Innovation Program Grant Application Request in the funding range up to \$90,000 as presented. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.

Ratification of English Literacy/Civics Education Grant Application – The Board was presented with a request to ratify this grant in the funding range of \$20,000 - \$25,000. Due to the September 7 application deadline, Dr. Law had authorized application for the grant, contingent upon Board ratification.

Trustee Webster moved that the Board ratify application for the English Literacy/Civics Education Grant in the funding range of \$20,000 - \$25,000 on behalf of the College. The motion was seconded by Trustee Johnson. Following discussion, the motion carried.

CONSENT AGENDA

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

- Minutes of the Budget Hearing/Regular Board Meeting of August 10, 2004
- Personnel
- Claims and Financial Report

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

KACCT/KBOR REPORT – Trustee Johnson briefed the Board on the recent KACCT Conference, hosted by Coffeyville Community College as well as current and upcoming KACCT activities.

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

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

NOTICES AND COMMUNICATIONS

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.

EXECUTIVE SESSION

Chairman Mermis advised that an executive session would not be required.

ADJOURNMENT – The meeting adjourned at 4:32 p.m.

Stephan J. Mermis, Chairman

Dan Soeken, Vice Chair

Recorded by Marilyn Beary

PERSONNEL

Resignations/Terminations

Wade Forrestt – Assistant Coach (Cheerleader)

Mary Ellen Markel – Faculty Receptionist & Typist (Fine Arts)

Replacement Positions

Dorothy Arvizu – Tutor (Fort Riley Military Programs)

Robert Barga – Assistant Coach (Men's Basketball)

Patricia Berger – Tutor (Upward Bound) part-time

Heidi Hostetler – Evening Instructional Specialist

Brandt Vlieger – Student Housing Assistant

Position Changes

Patrick Busch – from Math & Science Specialist to Academic Advisor (Upward Bound)

Overload Contracts

Shanna Legleiter

Keyboarding I

Shanna Legleiter

Keyboarding II

Shanna Legleiter

Ten Key

Mike Warren

Riflery & Target Shooting

Supplemental Contracts (Associate Faculty)

Charlotte Arney

Emergency 1st Aid Tact Operations

Charlotte Arney

Emergency 1st Aid Tact Operations

Steven Artzer

Introduction to Computers

Steven Artzer

Personal Finance

Steven Artzer

Word Processing Applications

Dorothy Arvizu

Cross Cultural Awareness

Dorothy Arvizu

Marriage & Family

Geraldine Ball

American History 1877 – Present

George Bowman

Laser Sighting & Engage System

George Bowman

Weapons Storage Facility Operation

George Bowman

Mgmt of Weapon Storage Facilities

Richard Clark

Human Relations in Business

Richard Clark

International Relations

Michael Cox

Military History/Second World War

Gabriella Donley

Emergency 1st Aid Tact Operations

Gabriella Donley

Emergency 1st Aid Tact Operations

Karen Frick

General Psychology

Karen Frick

Introduction to Counseling

Karen Frick

Social Psychology

Marlene Kabriel

Language Lab

Lynette Lee

Emergency 1st Aid Tact Operations

Kenneth Martin

Military Passenger – Carry Vehicle

Cheryl Poister

English Composition I

Shawn Rosenbaum

Emergency 1st Aid Tact Operations

Shawn Rosenbaum

Emergency 1st Aid Tact Operations

Bryan Schroeder	Emergency 1 st Aid Tact Operations
Bryan Schroeder	Emergency 1 st Aid Tact Operations
Bryan Schroeder	Emergency 1 st Aid Tact Operations
Bryan Schroeder	Emergency 1 st Aid Tact Operations
Bryan Schroeder	Emergency 1 st Aid Tact Operations
James Turner	Language Lab
Melinda Whitney	Emergency 1 st Aid Tact Operations
Melinda Whitney	Emergency 1 st Aid Tact Operations
Melinda Whitney	Emergency 1 st Aid Tact Operations
Melinda Whitney	Emergency 1 st Aid Tact Operations
Melinda Whitney	Emergency 1 st Aid Tact Operations

Community Education

Louise Masden	Certified Medication Aide Class - Russell (10/25/04 – 12/16/04)
Connie Carey	Certified Medication Aide – Great Bend (10/28/04 – 10/29/04)
Kay Boyd	Excelling with Spreadsheets (11/3/04 – 12/8/04)
Brett Middleton	Principles of Bank Operations (11/9/04 – 1/25/05)

Degree Program

Janice Lubeck	Principles of Management - Larned (11/9/04 – 11/25/05)
Pat Reinhardt	Principles of Management – Russell (11/9/04 – 1/25/05)

Outreach

Rex Boley	Welding I – Ellsworth (11/1/04 – 2/7/05)
David Weeks	Woodworking I, II & Indv. Projects – Ellsworth (11/1/04 – 2/7/05)
Tom Raup	Farm & Business Management – LaCrosse (11/2/04 – 2/1/05)

BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 30-SEPTEMBER-04

1111 GENERAL FUND

YEAR TO DATE
ACTUAL

REVENUES:

FALL TUITION	1,055,992.50
SPRING TUITION	0.00
SUMMER TUITION	34,666.00
FALL OUT OF STATE TUITION	79,016.00
SPRING OUT OF STATE TUITION	0.00
SUMMER OUT OF STATE TUITION	(680.00)
ON LINE TUITION	187,314.00
INTERNATIONAL TUITION	59,258.00
UNDOC RES ALIEN TUITION	765.00
GENERAL STUDENT FEES	0.00
LAVTR	0.00
STATE GRANTS	3,000.00
STATE OPERATING GRANT	2,042,254.00
COUNTY OUT DISTRICT TUITION	24,210.00
BARTON COUNTY AD VALOREM TAX	86,609.22
MOTOR VEHICLE TAX	315,248.82
RECREATIONAL VEHICLE TAX	4,421.61
NEIGHBORHOOD REVIT PRG	2,976.19
DELINQUENT TAXES	22,156.99
TAXABLE SALES	614.81
INTEREST-GENERAL	14,011.95
MISCELLANEOUS REIMBURSEMENTS	99,633.88
INSURANCE REIMBURSEMENTS	0.00
GENERAL MISCELLANEOUS	21,782.70
MISCELLANEOUS SALE OF PROPERTY	26,160.66
TRANSCRIPT REVENUE	11,303.00
MISCELLANEOUS ELECTRONIC DEPT REV	0.00
DONATIONS	0.00
FARM HOUSE RENTALS	600.00
FARM LEASE/CROP SALES	0.00
PAYMENT PLAN FEES	10,380.00
CAREER CENTER REVENUE	0.00
EVALUATION FEES	75.00
ITV REVENUE	0.00
INTERNATIONAL STUDENT FEE	3,300.00
REFUNDS-GENERAL	26,986.10
ROOM RENTAL-GENERAL	446.25

TOTAL REVENUES	4,132,502.68

BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 30-SEPTEMBER-04

1111 GENERAL FUND

YEAR TO DATE
ACTUAL

REVENUES:

EXPENDITURES:

INSTRUCTION	1,092,497.68
PUBLIC SUPPORT	6,710.89
ACADEMIC SUPPORT	503,842.50
STUDENT SERVICES	188,844.33
INSTITUTIONAL SUPPORT	940,280.91
PHYSICAL PLANT OPERATION	710,079.64
STUDENT FINANCIAL SUPPORT	44,058.50
AUXILIARY SERVICES	390.60

TOTAL EXPENDITURES	3,486,705.05
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	147,797.63

BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 30-SEPTEMBER-04

1112 VOCATIONAL FUND

YEAR TO DATE
ACTUAL

REVENUES:

STATE OPERATING GRANT	875,251.00
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	277.00

TOTAL REVENUES	875,528.00

EXPENDITURES:

INSTRUCTION	514,093.91
PUBLIC SERVICE	0.00
ACADEMIC SUPPORT	64,475.75
STUDENT SERVICES	0.00
INSTITUTIONAL SUPPORT	0.00
PHYSICAL PLANT OPERATION	0.00
AUXILIARY SERVICES	0.00

TOTAL EXPENDITURES	578,569.66
NET INCREASE/DECREASE IN NET ASSETS	296,958.34

BARTON COUNTY COMM COLLEGE
Statement of Revenues and Expenditures
AS OF 30-SEPTEMBER-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	181,775.02
PUBLIC SERVICE	16,630.49
ACADEMIC SUPPORT	67,836.87
STUDENT SERVICES	43,574.63
INSTITUTIONAL SUPPORT	82,077.55
PHYSICAL PLANT OPERATION	26,225.29
AUXILIARY SERVICES	10,349.29

TOTAL EXPENDITURES	428,469.14

NET INCREASE/DECREASE IN NET ASSETS	(428,469.14)
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BARTON COUNTY COMMUNITY COLLEGE
GENERAL, VOCATIONAL, AND EMPLOYEE BENEFITS
FUNDS FLOW ACTIVITY
PERIOD ENDED SEPTEMBER 30, 2004

	2004-05 BUDGET	PERIOD ENDED 9/30/04	YTD AVAILABLE	% AVAILABLE
Fund Balance, Beginning	\$4,363,507.00	\$4,363,507.00		
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Tuition-Out Of State	300,000.00	138,359.00	161,641.00	53.88%
Tuition-In State	3,954,000.00	1,277,973.00	2,676,027.00	67.68
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	116,164.00	4,954,836.00	97.71
Other Taxes	830,000.00	315,249.00	514,751.00	62.02
Interest Income	70,000.00	14,012.00	55,988.00	79.98
Other	2,112,000.00	204,559.00	1,907,441.00	90.31
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Total Revenue	18,655,000.00	5,008,031.00	13,646,969.00	73.15
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Expenditures:				
Academic Salaries	6,296,000.00	1,336,303.00	4,959,697.00	78.78
Support Salaries	3,801,000.00	857,650.00	2,943,350.00	77.44
Supplies	3,983,000.00	1,068,066.00	2,914,934.00	73.18
Equipment	24,000.00	4,698.00	19,302.00	80.43
Advertising	50,000.00	34,096.00	15,904.00	31.81
Transfers & Other	480,000.00	400,000.00	80,000.00	16.67
Employee Benefits	2,071,000.00	428,469.00	1,642,531.00	79.31
General Insurance	215,000.00	139,296.00	75,704.00	35.21
Utilities	605,000.00	146,925.00	458,075.00	75.71
In County Scholarships	124,000.00	29,259.00	94,741.00	76.40
Capital Outlay	859,000.00	367,132.00	491,868.00	57.26
Maintenance	431,000.00	179,849.00	251,151.00	58.27
<hr/>				
Total Expenditures	18,939,000.00	4,991,743.00	13,947,257.00	73.64%
<hr/>				
Fund Balance, Ending	\$4,079,507.00	\$4,379,795.00		
<hr/>				

BARTON COUNTY COMMUNITY COLLEGE
GENERAL, VOCATIONAL AND EMPLOYEE BENEFITS
FUNDS FLOW ACTIVITY
PERIOD ENDED SEPTEMBER 30, 2004 & 2003

	YEAR ENDED		NET CHANGE INCREASE (DECREASE)	%
	09/30/04	09/30/03		
Fund Balance, Beginning	\$4,363,507.00	\$1,915,838.00	\$2,447,669.00	127.76%
<hr/>				
Tuition-Out Of State	138,359.00	161,466.00	(23,107.00)	(14.31)
Tuition-In State	1,277,973.00	1,156,149.00	121,824.00	10.54
Tuition-Out District	24,210.00	30,090.00	(5,880.00)	(19.54)
State Aid	2,917,505.00	3,152,802.00	(235,297.00)	(7.46)
Property Taxes	116,164.00	1,572,231.00	(1,456,067.00)	(92.61)
Other Taxes	315,249.00	323,624.00	(8,375.00)	(2.59)
Interest Income	14,012.00	11,911.00	2,101.00	17.64
Other	204,559.00	184,085.00	20,474.00	11.12
<hr/>				
Total Revenue	5,008,031.00	6,592,358.00	(1,584,327.00)	(24.03)
<hr/>				
Expenditures:				
Academic Salaries	1,336,303.00	1,300,472.00	35,831.00	2.76
Support Salaries	857,650.00	884,503.00	(26,853.00)	(3.04)
Supplies	1,068,066.00	879,705.00	188,361.00	21.41
Equipment	4,698.00	1,364.00	3,334.00	244.43
Advertising	34,096.00	30,413.00	3,683.00	12.11
Transfers & Other	400,000.00	400,000.00	0.00	0.00
Employee Benefits	428,469.00	489,653.00	(61,184.00)	(12.50)
General Insurance	139,296.00	99,207.00	40,089.00	40.41
Utilities	146,925.00	145,670.00	1,255.00	0.86
In County Scholarships	29,259.00	25,509.00	3,750.00	14.70
Capital Outlay	367,132.00	427,385.00	(60,253.00)	(14.10)
Maintenance	179,849.00	163,122.00	16,727.00	10.25
<hr/>				
Total Expenditures	4,991,743.00	4,847,003.00	144,740.00	2.99
<hr/>				
Fund Balance, Ending	\$4,379,795.00	\$3,661,193.00	\$718,602.00	19.63%
<hr/>				

BARTON COUNTY COMMUNITY COLLEGE
AUXILIARY FUNDS
FUNDS FLOW ACTIVITY
PERIOD ENDED SEPTEMBER 30, 2004

	STUDENT UNION	DORMITORIES	ATHLETICS	CAMP ALDRICH	THREE 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	391				391	2,000	1,609	80.45
Bookstore	314,711				314,711	800,000	485,289	60.66
Food service	39,524			0	39,524	482,000	442,476	91.80
Fees	0			0	0	268,000	268,000	100.00
Supplies & Services		8,233			8,233	28,000	19,767	70.60
Housing Rental		481,468		16,191	497,659	913,000	415,341	45.49
Transfers			400,000	50,000	450,000	480,000	30,000	6.25
Revolving					0	0	0	
Misc.	1,254				1,254	4,000	2,746	68.65
Gate Receipts			0		0	5,000	5,000	100.00
Entry Fees & Other			2,290	0	2,290	16,000	13,710	85.69

Total Revenues	355,880	489,701	402,290	66,191	1,314,062	2,998,000	1,683,938	56.17

Expenditures:								
Salaries	17,874	17,270	50	19,915	55,109	245,000	189,891	77.51
Books & Supplies	291,666				291,666	725,000	433,334	59.77
Maintenance	6,449	15,760		4,826	27,035	99,000	71,965	72.69
Food	119,439	11,970		0	131,409	850,000	718,591	84.54
Utilities	1,114	22,753		6,978	30,845	170,000	139,155	81.86
Lease payments & Int	0	64,935			64,935	202,000	137,065	67.85
Travel & Recruiting			25,220		25,220	138,000	112,780	81.72
Officials			8,215		8,215	30,000	21,785	72.62
Training Supplies			9,751		9,751	17,000	7,249	42.64
Insurance			50,975		50,975	60,000	9,025	15.04
Equipment	0	0	32,084	0	32,084	171,000	138,916	81.24
Clinics & Awards			378		378	10,000	9,622	96.22
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	2,392	19,650	77	26,097	76,000	49,903	65.66
Misc.		0			0	1,000	1,000	100.00

Total Expenditures	440,520	135,080	146,323	31,796	753,719	2,829,000	2,075,281	73.36

Fund Balance, Ending	389,070	804,412	331,687	80,373	1,605,542	1,214,199		
=====								

BARTON COUNTY COMMUNITY COLLEGE
STUDENT UNION
FUNDS FLOW ACTIVITY
PERIOD ENDED SEPTEMBER 30, 2004 AND 2003

	PERIOD ENDED		NET CHANGE	%
	09/30/04	09/30/03	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	473,710	663,935	(190,225)	-28.65%
<hr/>				
Revenues:				
Vending	391	404	(13)	(3.22)
Bookstore	314,711	337,855	(23,144)	(6.85)
Food service	39,524	65,856	(26,332)	(39.98)
Fees & Misc.	0	48	(48)	(100.00)
<hr/>				
Total Revenues	354,626	404,163	(49,537)	(12.26)
<hr/>				
Expenditures:				
Salaries	17,874	17,163	711	4.14
Books & Supplies	291,666	304,848	(13,182)	(4.32)
Maintenance	6,449	1,841	4,608	250.30
Food	119,439	97,102	22,337	23.00
Lease payments & Int.	0	11,871	(11,871)	(100.00)
Equipment	0	17,060	(17,060)	(100.00)
Supplies	3,978	3,892	86	2.21
<hr/>				
Total Expenditures	439,406	453,777	(14,371)	(3.17)
<hr/>				
Fund Balance, Ending	388,930	614,321	(225,391)	-36.69%
<hr/> <hr/>				

BARTON COUNTY COMMUNITY COLLEGE
DORMITORIES
FUNDS FLOW ACTIVITY
PERIOD ENDED SEPTEMBER 30, 2004 AND 2003

	PERIOD ENDED		NET CHANGE	%
	09/30/04	09/30/03	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	449,791	398,857	50,934	12.77%
<hr/>				
Revenues:				
Supplies & Services	8,233	5,958	2,275	38.18
Rental & Other	481,468	453,015	28,453	6.28
<hr/>				
Total Revenues	489,701	458,973	30,728	6.69
<hr/>				
Expenditures:				
Salaries	17,270	12,646	4,624	36.56
Maintenance	15,760	12,405	3,355	27.05
Food	11,970	36,158	(24,188)	(66.90)
Utilities	22,753	21,056	1,697	8.06
Lease payments & Int.	64,935	85,663	(20,728)	(24.20)
Equipment	0	38,090	(38,090)	(100.00)
Transfers & Refunds			0	
Supplies	2,392	1,628	764	46.93
Misc.			0	
<hr/>				
Total Expenditures	135,080	207,646	(72,566)	(34.95)
<hr/>				
Fund Balance, Ending	804,412	650,184	154,228	23.72%
<hr/> <hr/>				

BARTON COUNTY COMMUNITY COLLEGE
ATHLETICS
FUNDS FLOW ACTIVITY
PERIOD ENDED SEPTEMBER 30, 2004 AND 2003

	PERIOD ENDED		NET CHANGE	%
	09/30/04	09/30/03	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	\$38,707	\$42,786	(\$4,079)	-9.53%
<hr/>				
Revenues:				
Transfers	400,000	400,000	0	0.00
Revolving	0	0	0	
Gate Receipts	0	0	0	
Entry Fees & Other	2,290	0	2,290	
<hr/>				
Total Revenues	402,290	400,000	2,290	0.57
<hr/>				
Expenditures:				
Salaries	50	0	50	
Travel & Recruiting	25,220	25,824	(604)	(2.34)
Officials	8,215	7,070	1,145	16.20
Training Supplies	9,751	9,535	216	2.27
Insurance	50,975	49,577	1,398	2.82
Equipment	32,084	31,400	684	2.18
Clinics & Awards	378	255	123	48.24
Transfers	0	0	0	
Nationals & Fees	0	0	0	
Supplies	19,650	21,568	(1,918)	(8.89)
<hr/>				
Total Expenditures	146,323	145,229	1,094	0.75
<hr/>				
Fund Balance, Ending	\$294,674	\$297,557	(\$2,883)	-0.97%

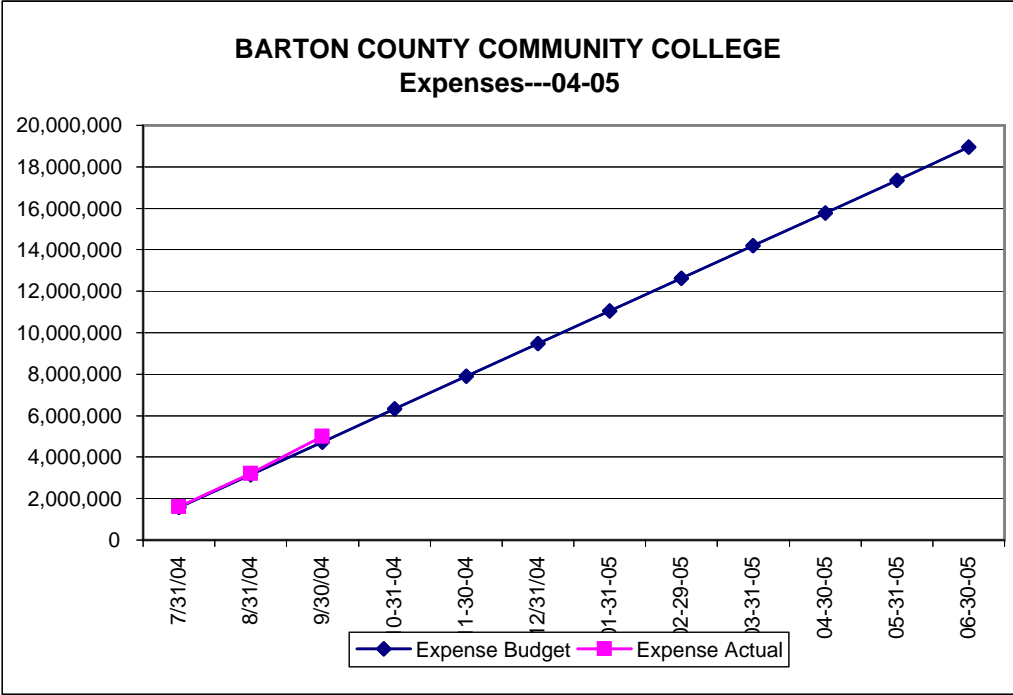
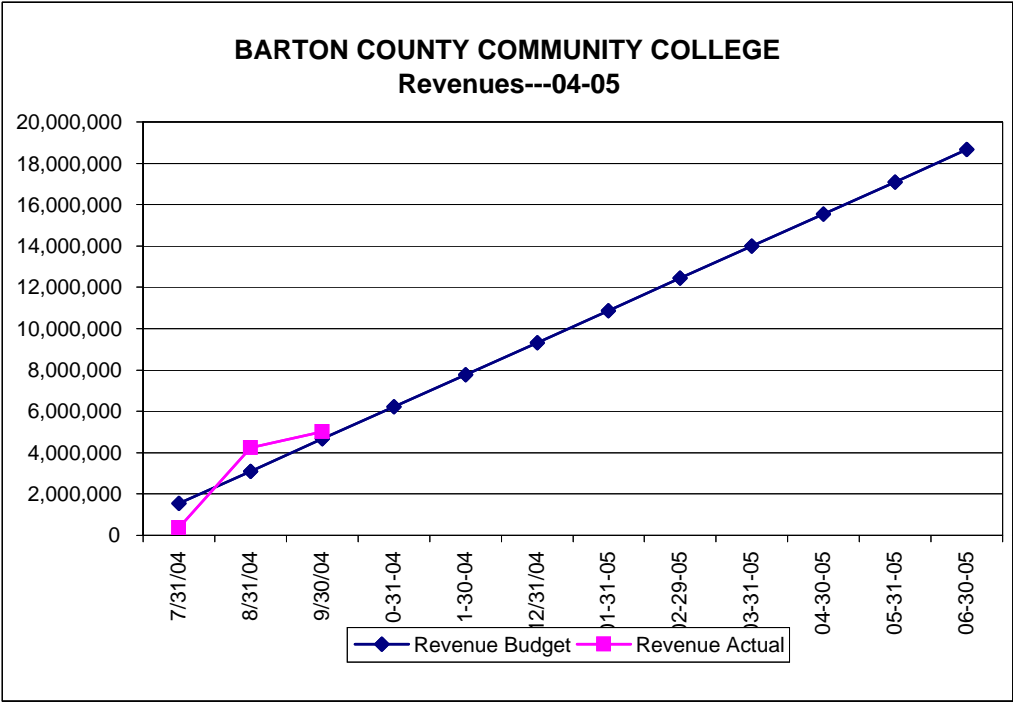
BARTON COUNTY COMMUNITY COLLEGE
 CAMP ALDRICH
 FUNDS FLOW ACTIVITY
 PERIOD ENDED SEPTEMBER 30, 2004 AND 2003

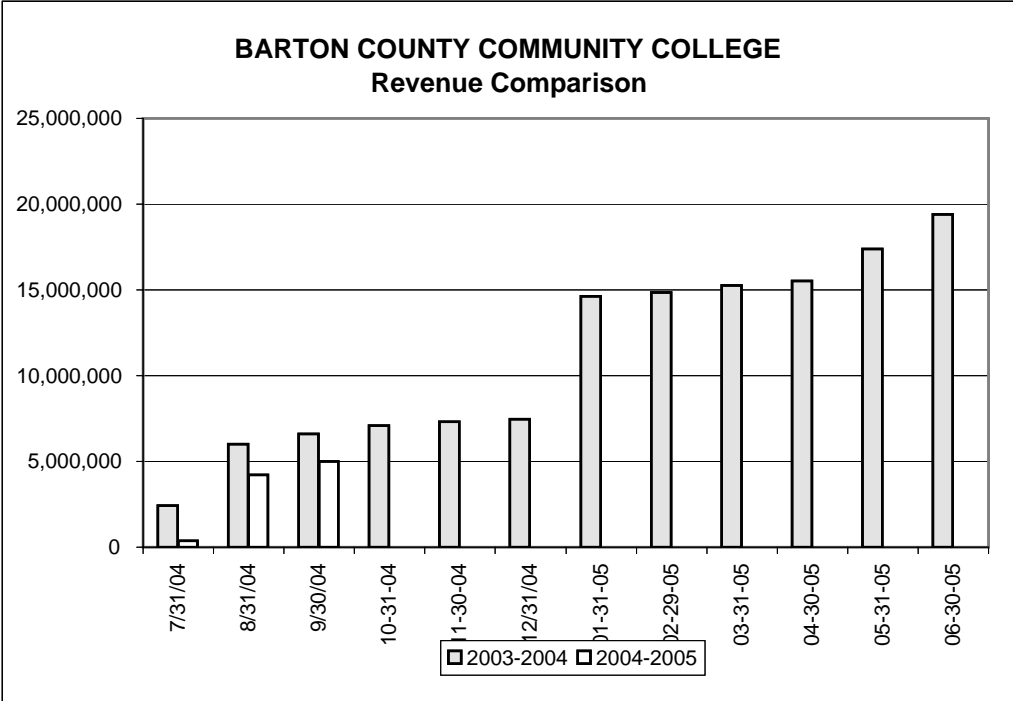
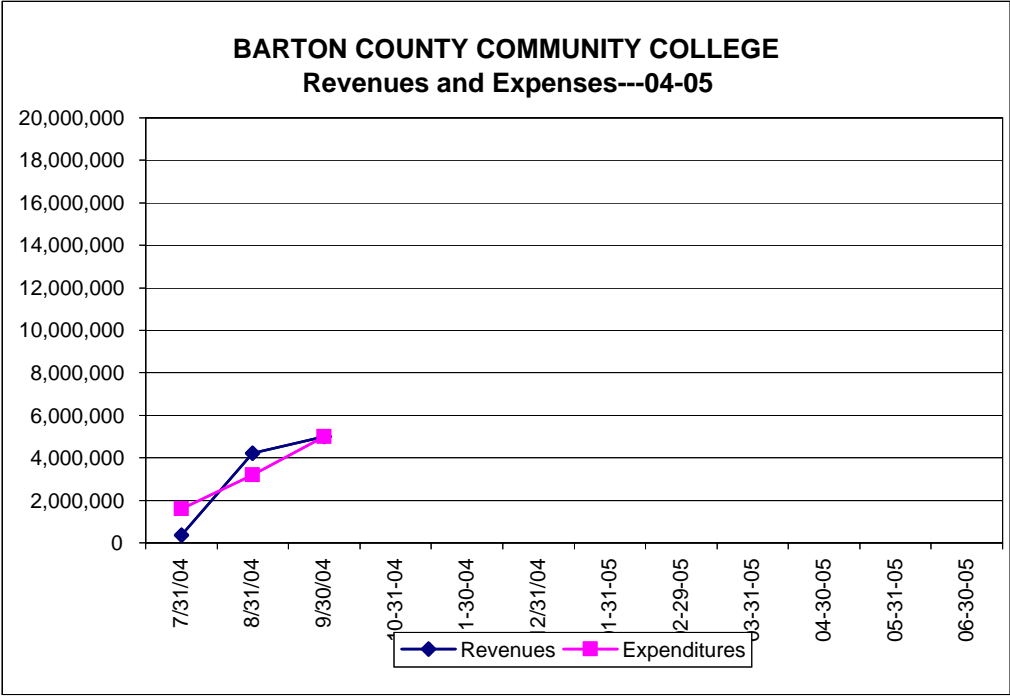
	PERIOD ENDED		NET CHANGE	%
	09/30/04	09/30/03	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	\$45,978	\$71,154	(\$25,176)	-35.38%
<hr/>				
Revenues:				
Food Service	0	0	0	
Housing Rental	16,161	22,897	(6,736)	(29.42)
Transfers	50,000	0	50,000	
<hr/>				
Total Revenues	66,161	22,897	43,264	188.95
<hr/>				
Expenditures:				
Salaries	19,915	20,488	(573)	(2.80)
Food	0	0	0	
Utilities	6,978	6,540	438	6.70
Equipment	0	0	0	
Supplies	4,903	5,251	(348)	(6.63)
<hr/>				
Total Expenditures	31,796	32,279	(483)	(1.50)
<hr/>				
Fund Balance, Ending	\$80,343	\$61,772	\$18,571	30.06%
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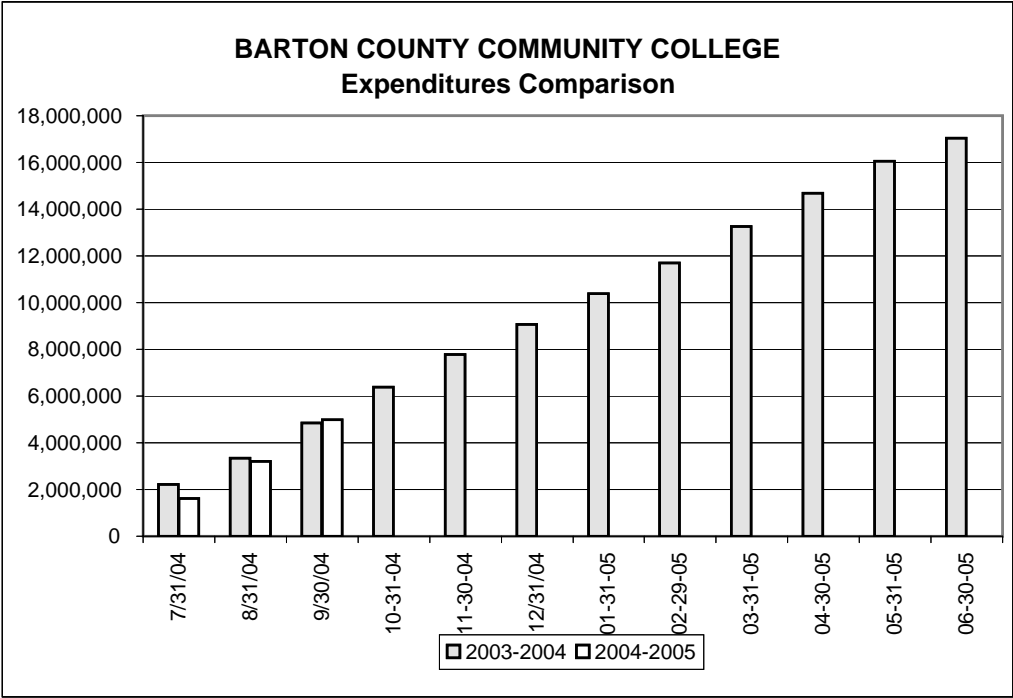
Date 8-OCT-04

BARTON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
9/30/04

FUND-DESCRIPTION	BEGIN-BAL	MONTH-RCPT	MONTH-EXP	YTD RCPT	YTD-EXP	END-BAL	CHECKING	INVEST	CHANGE
GENERAL & VOC	3,740,805	770,759	1,672,993	3,578,395	4,475,140	2,844,060	2,449,960	350,000	44,100
EMPLOYEE BENEFITS	0	0	143,535	0	428,469	(428,469)	(428,469)	0	0
STUDENT UNION	473,710	61,518	143,547	355,880	427,510	402,080	301,080	100,000	1,000
DORMITORY	449,791	(2,268)	29,926	489,701	135,027	804,465	704,065	100,000	400
CAMP ALDRICH	45,978	55,331	9,842	66,191	31,796	80,373	80,373	0	0
ATHLETICS	75,720	160	54,605	402,290	145,463	332,547	332,547	0	0
	4,786,004	885,500	2,054,448	4,892,457	5,643,405	4,035,056	3,439,556	550,000	45,500







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.

Please Note: Barton County Community College will host the KACCT/COP Quarterly meeting on September 8 & 9, 2006.

INFORMATION/DISCUSSION ITEMS

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

Monitoring Reports October 2004

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: GENERAL EXECUTIVE CONSTRAINTS
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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 #3

Permit financial conditions which risk fiscal jeopardy, compromise Board ENDS priorities, or fail to show a generally acceptable level of foresight.

Response: In planning for the fiscal difficulties, we have taken measures to place the College in as positive a position as possible in order to weather those difficulties and continue to meet the Board's ENDS. As the Board is aware, our funding mechanisms are volatile. The budget presented for the current year will be tight, but will address our immediate needs. I remain concerned that the future will continue to be difficult for us and as the Board has been apprised, we will have to make program/service cuts and/or be prepared to consistently go to the public and our students for increases to compensate for what I believe will be flat state funding for the foreseeable future.

As we did last year, we will provide to the Board possible program and service cuts based on the administration's interpretation of the institution's priorities as dictated by its mission. Additionally, we will provide recommendations regarding revenue stream action over which the Board has direct control. The Board can anticipate that the possibilities presented will be controversial, as we have no areas to cut that will not negatively impact current instructional programs, athletics, services to students and the public. Likewise, we have no new revenue sources and that will mean increases to taxpayers and students.

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 you 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 increases in tax support or eliminate services and programs.

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: FINANCIAL CONDITION

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 #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: EXECUTIVE LIMITATIONS

POLICY TITLE: COMMUNICATION & COUNSEL TO THE BOARD

The President shall keep the Board adequately informed.

Accordingly, the President shall not:

Communication & Counsel Constraint #1

Fail to make the Board aware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.

Response: All potential legal actions, material changes, and relevant trends have been shared with the Board. The Board has also been apprised of media coverage of those issues that may elicit calls from constituents. Personnel matters have been discussed through appropriate executive sessions. I continue to appreciate the Board's support of the strategic objectives that are being pursued, which I believe has placed the College in a much stronger position, both fiscally and organizationally. I am personally pleased with the growth we have seen in enrollments and the positive contributions that our efforts on the web have made to our bottom-line. We have tried to anticipate and share the challenges that may need to be overcome in order to achieve the changes planned. The Board's

understanding, support, and direction to move forward, regardless of the hurdles, are sincerely appreciated.

Communication & Counsel Constraint #2

Fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Relationship, particularly in the case of Board behavior, which is detrimental to the working relationship between the Board and the President.

Response: The Board's individual and collective desires to see the College improve and succeed remain most encouraging. There have been no situations where, in the President's opinion, the Board has not been in compliance with its policies. I appreciate the Board's efforts to clarify its desires and provide limitations, as have been deemed necessary.

Communication & Counsel Constraint #4

Fail to report in a timely manner an actual or anticipated non-compliance with any Board policy.

Response: To my knowledge, there have been no non-compliance issues that need to be reported.

POLICY TYPE: ENDS

POLICY TITLE: MISSION

Student Persistence to Completion of Stated Goal / Length of Time to Complete Degree

Annual: October 2004

Information on completion rates (persistence to completion of stated goals) used for this report was obtained from IPEDS Graduation Rate Survey data for Barton and a set of Barton peer community colleges (data from IPEDS spring 2004 submissions to report on graduation rates for the fall 2000 cohort of first-time, full-time, degree/certificate-seeking students). Also, statistics on length of time to complete degree were obtained from statistics compiled for Barton graduates during 2003-04 in a report generated annually by the Office of Institutional Research & Records following spring graduation.

IPEDS Graduation Rate Survey (GRS) Data:

Like other institutions of higher education, Barton is required to report graduation rates to the federal government as part of the Integrated Post-secondary Educational Data System (IPEDS) in one of several reports entitled the Graduation Rate Survey (GRS). Graduation rates are calculated as the percentage of students in a fall, first-time, full-time, degree/certificate-seeking cohort that graduates within 150% of the time required for the degree (i.e., a three-year graduation rate for community college students seeking the two-year associate degree). A comparison of Barton graduation rates with the average graduation rates reported by peer institutions was used to assess Barton's success in student persistence to complete the associate degree. For this comparison, Barton peer institutions were identified as Butler County, Dodge City, Garden City, Hutchinson, and Pratt Community Colleges. Using the most recent GRS data available from the IPEDS Peer Analysis System (i.e., spring 2004 GRS Survey results reporting on graduation rates for the cohort of first-time, full-time, degree/certificate-seeking students that entered in fall 2000), Barton's graduation rate was **39.6%**, while the average graduation rate for Barton's five peers was **29.7%**. Moreover, among the six institutions included in this analysis, Barton had the highest graduation rate (range of the six graduation rates was 20.0% to 39.6%). Thus, Barton continues to graduate students at relatively high rates as compared to other community colleges.

Length of Time to Degree

The Barton Office of Institutional Research & Records continues to summarize statistics for graduates in July of each year for those students who completed associate degree graduation requirements during the preceding 12-month period (July 1 – June 30). Statistics are summarized for both the Barton County Campus and the Fort Riley Campus graduates, as well as for all graduates at both locations, collectively.

Summary statistics for 2003-04 graduates were as follow:

Years to Complete Degree, 2003-04	# Graduates	Average	Median	Range
Barton County Campus	250	4.1 years	2.7 years	0.4 years – 26.8 years
Fort Riley Campus	248	4.0 years	2.8 years	0.4 years – 21.0 years
Overall	498	4.1 years	2.8 years	0.4 years – 26.8 years

Because the “years to complete degree” data were skewed, the median value provided the best measure of central tendency for “length of time to degree.” Using median values, the average student to graduate from Barton in 2003-04 required almost three years (2.8 years, overall) to accomplish that goal.

Response: Using both of these measures (IPEDS Graduation Rate Surveys and Barton statistics on recent graduates), Barton students are relatively successful with attainment of their educational goals. Also, most Barton graduates are able to complete their associate degrees in less than three years since first enrollment as a college-level student.

Fiscal Report-Community Education

Annual: October 2004

Community Education Fiscal Report	2002-03	2003-04
REVENUE:		
Gross Income	\$1,591,503	\$1,366,067
EXPENDITURES:		
Gross Direct Expenses	\$ 630,625	\$504,845
OPERATING REVENUE:	\$960,878	\$ 861,222
ADDITIONAL EXPENSES:		
Staff Salaries	\$364,910	\$336,153
Staff Benefits	79,423	73,326
Administrative Expenses	13,895	16,057
ABLE Facility Costs	1,929	769
NET INCOME	\$ 500,721	\$434,917

Budget Comments:

- Largest Dietary Manager class in years!
- Shortage of instructors for Certified Nurse/Medication Aide classes
- All enrollment in College Advantage Program at Great Bend High School has shifted to Fall semester
- Increased activity in Lifelong Learning – Silver Cougar Club
- Decline in enrollment – Continuing Nursing Education workshops
- Significant loss of enrollment/net income (\$68,000) - Kansas Highway Patrol. (In-service classes) - Internal decision to not enroll this coursework due to method of operation. Maintained enrollment of Basic Recruit class
- Shifted management of Fire Science Program to EMS Department – Fall 2003

Prepared by Elaine Simmons, Associate Dean of Community Education 10/4/04

POLICY TYPE: ENDS

POLICY TITLE: WORK PREPAREDNESS

Availability of Instructional Programs

Annual: October 2004

Availability of Instructional Programs	1999-00	2000-01	2001-02	2002-03	2003-04
Total Number of Technical Programs Available	17	17	17	16	17
Total Number of Students Enrolled in Programs	655	590	581	489	537

Note: -One year equals July 1 through June 30.

-Number of students enrolled in programs represent the total unduplicated number of students enrolled in the available programs.

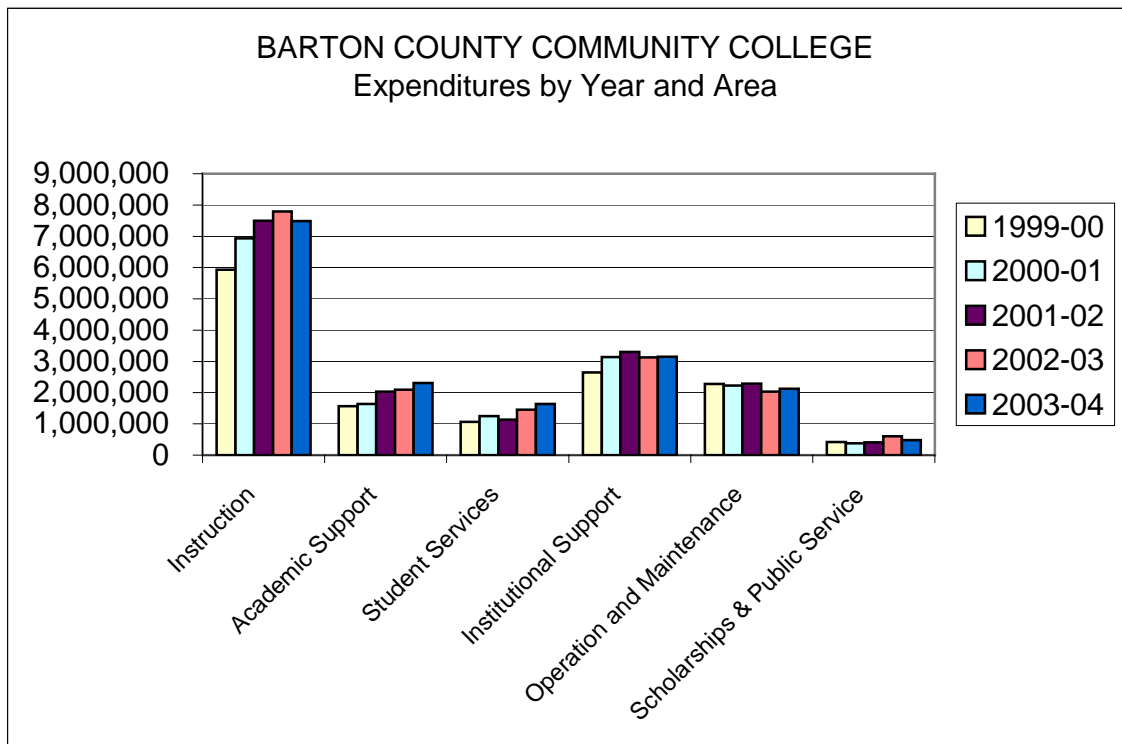
-Figures are obtained from Vocational Education Report generated from the Associate Dean of Technical Education Office.

Response: The data appears to indicate a moderate increase (9.8%) in technical program enrollment. Although most programs experienced growth, the programs with the most significant increases were: Nursing, Technical Accounting, Graphic Design, MLT & Networking.

Sustained Financial Commitment to Instruction

Annual: October 2004

Barton County Community College Cash Budget Operations					
	1999-00	2000-01	2001-02	2002-03	2003-04
Instruction	\$5,936,859	\$6,938,838	\$7,500,444	\$7,795,025	\$7,481,645
Academic Support	1,564,455	1,635,390	2,033,176	2,094,287	2,310,091
Student Services	1,059,324	1,247,621	1,130,699	1,447,409	1,635,488
Institutional Support	2,650,501	3,137,898	3,306,550	3,131,052	3,147,431
Operation and Maintenance	2,282,381	2,225,730	2,290,702	2,039,658	2,125,266
Scholarships & Public Service	416,922	380,714	411,363	598,466	480,503
Total	\$13,910,442	\$15,566,191	\$16,672,934	\$17,105,897	\$17,180,424



UPCOMING BOARD MEETINGS/ACTIVITIES

Wednesday, November 3 **Board Study Session – 12:00 noon, room U-219**
(upper level of Student Union)

Tuesday, November 16 **Regular Board Meeting – 4:00 p.m., room U-219**
(upper level of Student Union)

Wednesday, November 24 **Campus closed for Thanksgiving Holiday**
through Sunday, November 28

For your planning purposes, please be advised of the following:

December 2 **Student Holiday Reception – 8:00 a.m. Student Union**

December 10 **Employee Christmas Dinner (invitations will be forthcoming)**

December 18 through **Campus closed for Christmas Break**
January 2

**President's Monthly Activities
September 01-30, 2004**

September 01	Facilitated the Board of Trustees Advance Attended Barton volleyball vs. Cloud County
September 02	Vacation day
September 03	Attended an open house for Gregg Fischer
September 06	Labor Day – offices closed
September 07	Visited Fort Riley Campus Met with Provost Nellis of Kansas State University
September 08	Facilitated the President's Staff meeting Met with Jan Van Note Attended the Campus Coffee Attended the Foundation meeting Attended Barton volleyball vs. Dodge City
September 09	Attended the Camber Coffee hosted by Barton's Foundation Attended the Aldrich Committee meeting with its Trust Officer Attended the Aldrich Trust dinner Attended the Aldrich Committee meeting
September 10	Gave the welcome to the All-College Day for Fort Riley Attended the KACCT/COP quarterly meeting hosted by Coffeyville Community College
September 11	Attended the KACCT/COP quarterly meeting hosted by Coffeyville Community College
September 13	Participated in a focus group session for the City of Great Bend
September 15	Attended the Barton vs. Garden City volleyball match
September 20	Ill
September 21	Ill
September 22	Attended the Barton vs. Butler volleyball match
September 23	Attended the Chamber Coffee hosted by Great Bend Foundation Hosted a service area Superintendents meeting

September 24	Attended the Barton volleyball tournament
September 25	Attended the Barton volleyball tournament
September 27	Attended a reception for Cari Ringwald
September 28	Attended the Quivira Council BSA meeting
September 29	Facilitated the President's Staff meeting Hosted lunch with Lt. Governor John Moore Gave a tour of MUPTC facility w/ Lt. Gov. John Moore Attended Barton vs. Colby volleyball match
September 30	Hosted an educational luncheon for Democratic candidates

NOTICES AND COMMUNICATIONS

Letter from B.J. Clark, Executive Director of Epsilon Sigma Alpha
Acceptance of IMACA Grant

Epsilon Sigma Alpha
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PRESIDENT'S OFFICE
BCCC

September 30, 2004

Dr. Veidon Law, President
Barton County Community College
245 NE 30 Road
Great Bend, Kansas 67530

Dear Mr. Law

I am writing to congratulate you for having a person like Coleen Cape on your staff. I am certain that you recognize Coleen's wonderful professional qualities, but I thought you might be interested to know some of the things that she has accomplished outside of the office.

Coleen is a President of the International Council Board of Epsilon Sigma Alpha. This means that she leads in administering board policies and participates in program development for our organization of twelve thousand members. Recently, Coleen attended an International Council Retreat in Estes Park, Colorado to work on strategic planning to determine the direction of Epsilon Sigma Alpha's future endeavors..

Since being founded in 1929, Epsilon Sigma Alpha (ESA) has become a premier leadership and service organization with over nine hundred chapters throughout the world. With the assistance of dedicated members like Coleen, our members pursue ambitious projects to assist philanthropic causes and to develop the talents of our individual members.

Since its founding, ESA has raised over one hundred million dollars for philanthropic organizations and has become the largest third party donor to St. Jude Children's Research Hospital. In the last year alone, our small but mighty organization, contributed over ten million dollars to the hospital.

This type of achievement would not be possible if our members did not engage in an active program to develop their own personal leadership skills through seminars and workshops. Often at their own expense, ESA leaders like Coleen gather together to meet the challenges that volunteer organizations like Epsilon Sigma Alpha face in the future.

In our retreat meetings, Coleen actively participated in reviewing programs that will impact future membership development, philanthropic projects, and educational programming. She did an excellent job, and I know her work will have a positive impact for our community chapters throughout the world.

Bringing good people together.

Again, I congratulate you for having a person like Coleen on your staff. She is an exceptional person in every way and reflects your good judgment in staff selection. I hope that you will let Coleen know that you support her efforts to develop her personal talents as she works to better the lives of others. She obviously wants to make the world a better place both in your office and in the larger community she serves. Those of us in Epsilon Sigma Alpha want you to know that we think Coleen is a wonderful ambassador for your office as she reflects the positive values of your business.

Sincerely,



B.J. Clark
Executive Director

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

Grant	IMACA Grant
Funding Agency	IMACA Education Foundation
Summary	The IMACA Education Foundation has agreed to fund a grant to be used for the purchase of automotive air conditioning tools. These tools are to be used for educational services and practices at Barton County Community College in the Automotive Technology Program.
Possible Services	<ul style="list-style-type: none"> The tools will allow use of some of the latest technology in the diagnosis of Air Conditioning Systems. Students in the Automotive Program will be better trained to enter the work force in Automotive Service.
Target Population	<ul style="list-style-type: none"> The students enrolled in Automotive Technology especially the students enrolled in the Auto Air Conditioning course.
Funding Range (Approximate)	\$1,052.73
Indirect Cost Reimbursement	N/A
Funding Period	09/29/04 – 12/10/04
Institutional Obligation	
Cash	0
In-Kind	0
Personnel Required	
Existing	2
New	0
Application Deadline	9/29/04
Submission to BOT	

Presidential Review

The College has received notification that it has been awarded the above grant. I have reviewed the grant and it is in concert with the mission and vision of Barton County Community College. I support the request and have authorized the College to accept the grant.

Veldon L. Law

President's Signature

10-08-04

Date

Meeting of the Board of Trustees
Barton County Community College

October 19, 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