

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

**Tuesday, November 16, 2004 – 4:00 p.m.  
U-219 (Upper Level of Student Union)**

**AGENDA**

<b>1.</b>	<b>Call to Order</b> .....	<b>1</b>
	Official Board Meetings	
<b>2.</b>	<b>Comments from Chairman</b> .....	<b>2</b>
	Comments from Chairman Introduction of Guests	
<b>3.</b>	<b>Public and/or Employee Comment</b> .....	<b>2</b>
<b>4.</b>	<b>Introduction of Guests</b> .....	<b>2</b>
<b>5.</b>	<b>Staff Report</b> .....	<b>2</b>
<b>6.</b>	<b>Action Items</b> .....	<b>3</b>
	Thelma Faye Harms Wellness Center	
	Resolution 04-05	
	Interlocal Agreement with the City of Great Bend	
	Interlocal Agreement with the City of Clafin	
	Housing Rate Changes	
	International Tuition Rates	
	Replacement of 15-Passenger Van	
<b>7.</b>	<b>Consent Agenda</b> .....	<b>16</b>
	Minutes of October 19, 2004 Regular Board Meeting	
	Personnel	
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<b>8.</b>	<b>KACCT/KBOR Report</b> .....	<b>38</b>
<b>9.</b>	<b>Information/Discussion Items</b> .....	<b>38</b>
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	President's Report of Monthly Activities	
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	Letter from Darrell Conrade	
	Accept of Grants	
	➤ RSVP Special Program	
	➤ Jack Kilby Science Day - 2005	
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Meeting of the Board of Trustees  
Barton County Community College

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**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

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**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**

Jennifer Pfortmiller and Elaine Simmons will present a report on the Dietetic Partnership with KSU.

### **ACTION ITEMS**

Thelma Faye Harms Wellness Center  
Resolution 04-05  
Interlocal Agreement with the City of Great Bend  
Interlocal Agreement with the City of Clafin  
Housing Rate Changes  
International Tuition Rates  
Replacement of 15-Passenger Van

Meeting of the Board of Trustees  
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**THELMA FAYE HARMS WELLNESS CENTER**

**Detail:** As the Board is aware, the College received a donation from the Thelma Faye Harms Charitable Trust in the initial amount of \$20,000 with a commitment for an additional \$20,000 each of the following three years to purchase equipment for a wellness center on the Barton County campus. Work has begun on this wonderful enhancement to the College, which will provide additional educational opportunities for our students, as well as an opportunity to improve the health of students and employees alike.

**Recommendation:** In recognition of the kind and numerous donations that the Harms Trust has provided over the years to campus projects, it is recommended that the Board of Trustees authorize the naming of the wellness center as the “Thelma Faye Harms Wellness Center.”

**Action:** President’s Office

Meeting of the Board of Trustees  
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**RESOLUTION 04-05**

**Detail:** On October 27, 2004 the “College 2 Careers Day” was held in Great Bend. The event was attended by 140 students from Barton County Community College. As the Trustees are aware, it takes a tremendous amount of planning, time and active participation on the part of many, many individuals to host a successful event such as this. Due to the many volunteers who committed their time and energies towards “College 2 Careers Day,” it would be virtually impossible to personally thank each one individually. Suffice it to say, volunteers from both the College and community make this event a reality. To this campus personnel such as Jennifer Ankerholz and the numerous faculty involved, we acknowledge their support and commitment to our students.

This year, as a means of saying “thank you” to our City partners, we offer the attached resolution as a means to share our significant gratitude to everyone involved in this event.

**Recommendation:** It is recommended that, the Board of Trustees unanimously approve Resolution 04-05 and authorize Chairman Mermis to execute the resolution on the Board’s behalf.

**Action:** Board Chairman

## RESOLUTION 04-05

WHEREAS, the Board of Trustees of Barton County Community College wishes to express its appreciation to the City of Great Bend and to the numerous volunteers for their extraordinary efforts towards the development and success of the "College 2 Community Day," and;

WHEREAS, the Trustees, the College's faculty, staff, administration and students wish to express their gratitude for the success of the 4<sup>th</sup> annual event held on October 27 2004, and;

WHEREAS, the Board of Trustees and the College constituents thereby represented, wish to recognize Howard Partington, City Administrator; Mark Bretches, School Liaison Officer; the various City department heads and their support staff, as well as the elected City Council members for their key roles in the formation and continuation of this event, and;

WHEREAS, this event exposes the College's students to career and employment options within the City and Barton County, and;

WHEREAS, this opportunity reinforces the application of the instruction the students are receiving, and;

WHEREAS, the interaction provided during this day with City officials, businesses and their employees is encouraging of the College's students to consider remaining within our area, the City and those associated with this event are to be commended for their foresight and support of the College and its students, as well as their understanding and appreciation of the economic development and impact that students have on the City and County, and;

WHEREAS, at the regular meeting of the Board of Trustees of Barton County Community College held on November 16, 2004, the Trustees are unanimous in their sincere appreciation to the City of Great Bend for its leadership, volunteers and their collaborative efforts and commitment towards the "College 2 Community Day,"

NOW THEREFORE, BE IT RESOLVED, that the permanent records of Barton County Community College reflect the appreciation of the Board of Trustees to all who contributed to the success of this event.

Motion adopted and passed this 16th day of November 2004.

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Stephan J. Mermis, Chairman  
Board of Trustees  
Barton County Community College

Meeting of the Board of Trustees  
Barton County Community College

November 16, 2004

**INTERLOCAL AGREEMENT WITH THE CITY OF GREAT BEND**

**Detail:** The Trustees may recall that at the regular monthly Board meeting on November 21, 2000, the President was authorized to sign an Interlocal Agreement with the City of Great Bend, which permitted the rebate of taxes that the College would have collected on new development in order to support the Neighborhood Revitalization Plan and support local development.

The College has been advised by the City of Great Bend that, due to the success of its Neighborhood Revitalization Program, that it desires to renew the program. In order to do so, the City is required to renew the Interlocal Agreements between the City and various other taxing authorities in the community.

**Recommendation:** To lend support, I am recommending to the Board that they authorize the President to sign the attached Interlocal Agreement, which would permit the continuance of the rebate of taxes that the College would have collected on new development. The rebate would only apply to new construction and not existing structures on the tax rolls. This means that the College would forego receiving tax dollars, as specified in the agreement, in order to encourage development. In that the College would not be rebating taxes on existing valuation but only on valuation that would occur under the agreement, it would not forego any existing dollars it currently receives. In short, the College would be continuing its support in helping the community to invest in itself to grow its future tax base. As specified in the rebate scale, future taxes would be collected on the development this action would encourage.

**Action:** President



## Interlocal Agreement

This interlocal agreement (hereinafter referred to as "Agreement"), effective January 1, 2004, by and between the City of Great Bend, Kansas; a duly organized municipal corporation hereinafter referred to as "City" and Barton County Community College hereinafter referred to as "BCCC".

**WHEREAS**, K.S.A. 12-2904 allows public agencies to enter into interlocal agreements to jointly perform certain functions including economic development; and

**WHEREAS**, K.S.A. 12-17, 114 et seq. provides a program for neighborhood revitalization and further allows for the use of interlocal agreements between municipalities to further neighborhood revitalization; and

**WHEREAS**, it is the desire and intent of the parties hereto to provide the maximum economic incentive as provided for in K.S.A. 12-17, 119 by acting jointly.

### **NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS, CONTAINED HEREIN THE PARTIES AGREE AS FOLLOWS:**

1. The parties agree to adopt the neighborhood revitalization plan as contained in attachment A, attached hereto and incorporated by reference as is fully set forth herein. The parties further agree the neighborhood revitalization plan as adopted will not be amended without approval of the parties except as may be necessary to comply with applicable state law or regulation.
2. The parties further agree that the county shall administer the neighborhood revitalization plan as adopted by each party on behalf of the signatory parties. The county shall create a neighborhood revitalization fund pursuant to K.S.A. 12-17, 118 for the purpose of financing the redevelopment and to provide rebates. Any increment in property taxes received by the county resulting from qualified improvements to property pursuant to the neighborhood revitalization plan shall be credited to the county's neighborhood revitalization fund.
3. The parties agree to undertake a review of the neighborhood revitalization plan every three years hereafter, to determine any needed modifications to the neighborhood revitalization plan. The parties agree that any party may terminate this agreement by providing thirty (30) days advance written notice, provided however, any applications for tax rebate submitted prior to termination shall, if approved, be considered eligible for the duration of the rebate period.

**IN WITNESS WHEREOF**, the parties have hereunto executed this agreement as of the day and year first above written.

City of Great Bend, Kansas

\_\_\_\_\_  
Mike Allison, Mayor

ATTEST:

\_\_\_\_\_  
Wayne Henneke, City Clerk

\_\_\_\_\_  
Veldon Law  
President, BCCC

Approved to form:

\_\_\_\_\_  
Robert G. Suelter,  
City Attorney

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2004, by the Attorney General of the State  
of Kansas.

Kansas Attorney General  
  
\_\_\_\_\_

Meeting of the Board of Trustees  
Barton County Community College

November 16, 2004

**INTERLOCAL AGREEMENT WITH THE CITY OF CLAFLIN**

**Detail:** The Trustees may recall that at the regular monthly Board meeting on October 23, 2001, the President was authorized to sign an Interlocal Agreement with the City of Claflin, which permitted the rebate of taxes that the College would have collected on new development in order to support the Neighborhood Revitalization Plan and support local development.

The College has been advised by the City of Claflin that, due to the success of its Neighborhood Revitalization Program, that it desires to renew the program. In order to do so, the City is required to renew the Interlocal Agreements between the City and various other taxing authorities in the community.

**Recommendation:** To lend support, I am recommending to the Board that they authorize the President to sign the attached Interlocal Agreement, which would permit the continuance of the rebate of taxes that the College would have collected on new development. The rebate would only apply to new construction and not existing structures on the tax rolls. This means that the College would forego receiving tax dollars, as specified in the agreement, in order to encourage development. In that the College would not be rebating taxes on existing valuation but only on valuation that would occur under the agreement, it would not forego any existing dollars it currently receives. In short, the College would be continuing its support in helping the community to invest in itself to grow its future tax base. As specified in the rebate scale, future taxes would be collected on the development this action would encourage.

**Action:** President

## Interlocal Agreement

This interlocal agreement (hereinafter referred to as "Agreement"), effective January 1, 2005, by and between the City of Claflin, Kansas, a duly organized municipal corporation hereinafter referred to as "City" and Barton County Community College, hereinafter referred to as "BCCC".

**WHEREAS**, K.S.A. 12- 2904 allows public agencies to enter into interlocal agreements to jointly perform certain functions including economic development, and

**WHEREAS**, K.S.A. 12-17,114 et seq. provides a program for neighborhood revitalization and further allows for the use of interlocal agreements between municipalities to further neighborhood revitalization; and

**WHEREAS**, it is the desire and intent of the parties hereto to provide the maximum economic incentive as provided for in K.S.A. 12-17,119 by acting jointly.

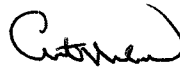
**NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS, CONTAINED HEREIN THE PARTIES AGREE AS FOLLOWS:**

1. The parties agree to adopt the neighborhood revitalization plan as contained in attachment A, attached hereto and incorporated by reference as if fully set forth herein. The parties further agree the neighborhood plan as adopted will not be amended without approval of the parties except as may be necessary to comply with applicable state law or regulation.
2. The parties further agree that Barton County shall administer the neighborhood revitalization plan as adopted by each party on behalf of the signatory parties. It is agreed that 5% of the increments as defined in K.S.A. 12-17,115(d) shall be utilized by the County to pay for administrative costs incurred by the County in implementing and administering the Plan. Additionally there shall be a \$15.00 application fee collected by the building inspector at the time the application is submitted. This fee will be forwarded to the County to assist with initial start up costs. The county shall create a neighborhood revitalization fund pursuant to K.S.A. 12-17,118 for the purpose of financing the redevelopment and to provide rebates. Any increment in property taxes received by the county resulting from qualified improvements to property pursuant to the neighborhood revitalization plan shall be credited to the county's neighborhood revitalization fund.
3. The parties agree to undertake a review of the neighborhood revitalization plan every three years hereafter, to determine any needed modifications to the neighborhood revitalization plan. This Interlocal Agreement and the Plan maybe amended with the unanimous written consent of all participating Public Agencies. Unless extended by the unanimous written consent of all Public

Agencies this Agreement and the Plan shall terminate and expire on December 31, 2007, subject to the terms of the Plan. The parties agree that any party may terminate this agreement by providing thirty (30) days advance written notice, provided however, any applications for tax rebate submitted prior to termination shall, if approved, be considered eligible for the duration of the rebate period.


IN WITNESS WHEREOF, the parties have hereunto executed this agreement on the day and year first written above.

CITY OF CLAFLIN, KANSAS



\_\_\_\_\_  
Curtis Nelson, Mayor

ATTEST:

  
\_\_\_\_\_  
Patty Schmidt, City Clerk

\_\_\_\_\_  
Veldon Law  
President, BCCC

Approved to form:

\_\_\_\_\_  
Robert G. Suelter  
City Attorney

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2004, by the Attorney General of the State of Kansas.

Kansas Attorney General  
  
\_\_\_\_\_

Meeting of the Board of Trustees  
Barton County Community College

November 16, 2004

**HOUSING RATE CHANGES**

**Comments:** Costs for Barton's student housing are continuing to increase. With the continuing need to keep existing units in top shape, upgrade computer capability, anticipate increasing food costs and other operating cost changes, our rates to our students need to be increased. Because of the above activity, we are proposing increasing our housing rates as noted below. Due to the need to maintain flexibility from year-to-year, it appears that it is not productive to publish housing rates beyond one year in advance. Therefore, to help our students plan in light of increasing costs, our intent is to increase our rates annually based upon cost changes and competition. The following annual rates for the fiscal year ending June 30, 2006 are proposed to be effective in Fall 2005 (last year rates changes were approved for publication at the December 16, 2003 regular Board meeting.)

	Current Rates	New Rates Fall 2005
19 Meal Single Pay	\$3,398.00	\$3,619.00
14 Meal Single Pay	\$3,198.00	\$3,406.00
10 Meal Single Pay	\$3,131.00	\$3,335.00
19 Meal Installment	\$3,594.00	\$3,816.00
14 Meal Installment	\$3,396.00	\$3,600.00
10 Meal Installment	\$3,324.00	\$3,528.00

**Recommendation:** It is recommended that the Board of Trustees approve the above rate increases effective the Fall 2005.

**Action:** Dean of Business Services

Meeting of the Board of Trustees  
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**INTERNATIONAL TUITION RATES**

**Comments:** As the Board may recall, at its regular meeting on November 18, 2003 the Trustees adopted an international student tuition philosophy whereby international students would more fully cover the cost of their educational experience at Barton and the Board would not necessarily have to periodically review and approve the tuition rate for international students, as the rate would be tied to other factors approved by the Board and the State. At that meeting, the Board approved tuition for international students at \$114 per credit hour. Based upon the adopted philosophy, a rate has been established for the 2005-06 fiscal year. The rate is calculated by combining the current in-state tuition rate with the current rate for state aid. Utilizing this method, the current international student tuition rate will increase from \$114 per credit hour to \$123 per credit hour and be effective with the summer 2005 course work. Including the general fee of \$18, the international student will pay a total of \$141 per credit hour.

**Recommendation:** It is recommended that the Board of Trustees approve the proposed rate tuition rate increase from \$114 per credit hour to \$123 per credit hour as presented, effective summer of 2005.

**Action:** Dean of Business Services

Meeting of the Board of Trustees  
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**REPLACEMENT OF 15-PASSENGER VAN**

**Comments:** As the Board is aware, one of the College's 15-passenger vans was involved in an accident on October 31 and it was totaled. It is necessary to replace the van as quickly as possible, due to the high demand for its use for College travel. Therefore, I previously notified the Trustees that I have authorized Mark Dean to order a replacement van and that I would bring this action to the Board for ratification at the November regular Board meeting.

Last month, the Board approved the low local bid from Marmie Ford for the purchase of one (1) 15-passenger van in the amount of \$19,053. Because the bids are so recent and we need to purchase the replacement vehicle immediately in order to fulfill requests for College travel, I have authorized Mark Dean to place an additional 15-passenger van on our order from Marmie Ford. The College will utilize the funds received from the insurance settlement to cover as much of the van's \$19,053 replacement cost as possible. The remainder of the cost may need to be included in the lease purchase arrangement that was approved at the October 19, 2004 regular Board meeting.

**Recommendation:** It is recommended that the Board of Trustees ratify the purchase of one (1) additional 15-passenger Ford replacement van from Marmie Ford, in the amount of \$19,053 and authorize the College to include this in the lease purchase arrangement with the local institution that submits the bid with the lowest cost.

**Action:** Dean of Business Services



Meeting of the Board of Trustees  
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November 16, 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 October 19, 2004
- Personnel
- Financial Report

**Action:** President's Office

**Regular Meeting of the Board of Trustees  
Barton County Community College  
October 19, 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., October 19, 2004, in room U-219 of the Student Union.

**ATTENDANCE**

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

Trustees Absent: Mike Johnson

Other Attendees: Susan Thacker of the Great Bend Tribune; Ron Vratil; Dr. Gillian Gabelmann; Michael Dawes; Dick Wade; Becky Seip of the Interrobang; Neil Elliott; Jackie Elliott; Dr. Veldon L. Law; Angie Brummer 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:

Ronnie Dean, Network Analyst; Katherine Hruska, Assistant Dance Line & Pom Coach; Nikola Petrovic, Assistant Volleyball Coach; Ryan Schmidt, Assistant Baseball Coach; Kristi Straub, Head Women's Golf Coach; Jared Wilbanks, Head Women's Soccer Coach; Zach Limbach, Assistant Men's Basketball Coach; Dr. Shingo Kajinami, Chemistry Instructor; Crystal Sherer, Administrative Assistant and William Williams, Computer Lab Coordinator.

**STAFF REPORT**

Jackie Elliott gave a demonstration of the College's new student orientation web site.

**ACTION ITEMS**

**Ratification of Summer 2005 Academic Calendar**

In order to better align with the schedules for the bookstore, business office, housing and availability of associate faculty, Dr. Law had approved a revised academic calendar for summer 2005 so that it could meet publication deadlines. The Trustees were asked to ratify the revised academic calendar.

*Trustee Soeken moved that the Board ratify the revised summer 2005 academic calendar as presented. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.*

**Acceptance of Grants**

The College had received approval notifications for the Workforce Enhancement in Nursing Facilities Grant in the funding range of \$69,375.00 and the English Literacy and Civics Education Grant in the funding range of \$17,000 and the Board was requested to authorize the administration to accept the grants on behalf of the College.

*Trustee Webster moved that the Board authorize the College to accept the Workforce Enhancement in Nursing Facilities Grant and the English Literacy and Civics Education Grant as presented. The motion was seconded by Trustee Sessler. Following discussion, the motion carried.*

**Employee Health Insurance**

At its October study session, the Board received information relative to the challenges the College faces in retaining the greatest health insurance coverage for its employees at the lowest possible rate. By making some revisions to certain plan components and using the existing insurance reserve, the College will continue to keep the rates for both the institution and its employees as low as possible. Ron Vratil

explained that the plan deductible would 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.

*Trustee Sessler moved that the Board authorize the College to continue its employee health insurance coverage with AUL and Benefit Management, Inc., and change the plan components and rates as presented. The motion was seconded by Trustee Webster. Following discussion, the motion carried.*

### **Replacement Vehicles**

The Board was presented with quotes to purchase three cars and one 15-passenger van for College travel and use, to replace high mileage vehicles as part of its continuing plan of vehicle rotation.

*Trustee Sessler moved that the Board approve the low local bids of Marmie Ford for the three Taurus's and one 15-passenger van as presented, with a total cost of \$56,196. The motion was seconded by Trustee Soeken. Following discussion, the motion carried.*

### **Financing of Replacement Vehicles**

It was recommended that the Board of Trustees authorize the College to enter into a lease purchase arrangement for the purchase of the three cars and one 15-passenger van 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.

*Trustee Soeken moved that the Board 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. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.*

### **Replacement of Cooling Tower**

At its October study session, the Board received information relative to the need to replace the current cooling tower.

At the regular October meeting, the Trustees were presented with a bid from Jorban-Risco Associates and Johnson-Poland Associates for replacement of the cooling tower. It was recommended that the Board accept the bid from Johnson-Poland Associates in the amount of \$58,000.

*Trustee Webster moved that the Board authorizes the College to accept the bid from Johnson-Poland Associates in the amount of \$58,000 for replacement of the cooling tower and the Dolphin as presented. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.*

### **Ratification of New Wellness Center**

At its August 4 study session, the Board was apprised that the College had received a donation of \$20,000 from the Thelma Fay 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 for the next three years. The Trustees were advised at that time that the Center would create the potential for additional credit hour production for the College as well as improve existing Physical Education coursework.

At the regular October Board meeting, Dr. Law requested that the Board of Trustees ratify his directives to Neil Elliott and the expenditures for the development of, and equipment for, a Wellness Center on the Barton County campus. He further requested 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 from the trust.

*Trustee Soeken moved that the Board of Trustees ratify the expenditures for the development of, and equipment for, a Wellness Center and utilize College funds to complete the project in its entirety, for reimbursement through the Thelma Faye Harms Charitable Trust as funds are disbursed. The motion was seconded by Trustee Webster. Following discussion, the motion carried.*

**CONSENT AGENDA**

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

- Minutes of the Regular Board Meeting of September 21, 2004
- Personnel
- Claims and Financial Report

*Trustee Soeken 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** – Dr. Law shared with the Trustees some pertinent issues, which may impact community colleges statewide. He voiced his concern of KBOR's review of concurrent coursework, which will likely take place in November, as well as the issue of transferability.

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

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

**NOTICES AND COMMUNICATIONS**

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

**EXECUTIVE SESSION**

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

**ADJOURNMENT** – The meeting adjourned at 5:13 p.m.

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Stephan J. Mermis, Chairman

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Dan Soeken, Vice Chair

Recorded by Marilyn Beary

## **PERSONNEL**

### **Retirements**

Sandra Haas – Instructor (Nursing)

### **Resignations/Terminations**

Curtis Osland – Security Officer

### **New Positions**

Sociology/Psychology Instructor (Fort Riley)

History Instructor (Fort Riley)

Economics and Business Instructor (Fort Riley)

Political Science Instructor (Fort Riley)

### **Replacement Positions**

Austin Boyd – Math & Science Specialist

Todd Moore – Director of Marketing

Deborah Reed – Faculty Receptionist and Typist

Julieta Rodriguez – Custodian

Stacey Scritchfield – Tutor (Upward Bound [part-time])

Christian Smith – Instructor (Military Programs)

### **Position Changes**

Tia Owens – from Secretary (part-time) to Academic Advisor

### **Temporary Positions Ending**

Jennifer Berg – Secretary (part-time)

Janelle Eggers – CDC Aide (part-time)

David Tudor – Camp Aldrich (part-time)

### **Overload Contracts**

Jimmy Bias	Microcomputer Repair & Upgrade
Gerald Butler	World and Regional Geography
Gerald Butler	Physical Geography
Gerald Butler	Astronomy
Gerald Butler	Principles of Macroeconomics
Gerald Butler	Physical Geography
Charles Davis	Introduction to Drama
Charles Davis	Shakespeare
Charles Davis	Creative Dramatics: Children
Bill Forst	Art Appreciation
Jo Harrington	Trigonometry
Dennis King	Intro to Water/Waste Water Operation
Linda McCaffery	World War II
Robert Patterson	Introduction to Philosophy
Norman Russell	College Algebra
Norman Russell	Elements of Statistics

Mark Shipman	Accounting I
Brenda Siebold	Spreadsheet Applications
Brenda Siebold	Introduction to Computers
Brenda Siebold	Microcomputer Applications I
Brenda Siebold	Web Site Construction
Brenda Siebold	Adv. WP Applications & Proced
Brenda Siebold	Multimedia Presentations
Roger Vanderlinde	American West
Roger Vanderlinde	Military Hist/Vietnam War
Reilly Watson	Combat Lifesaver
Patricia Wells	Basic Math Skills/Preparatory Math
Russell Wilson	Combat Lifesaver
Greg Wolf	Introduction to Ergonomics

### **Supplemental Contracts (Associate Faculty)**

Christine Abbott	Abnormal Psychology
Christine Abbott	Introduction to Sociology
Christine Abbott	Human Sexuality
Anita Alford	Java Programming
Jeffrey Anderson	Medical Terminology
Charlotte Arney	Emergency 1 <sup>st</sup> Aid Tact Operations
Charlotte Arney	Emergency 1 <sup>st</sup> Aid Tact Operations
Charlotte Arney	Emergency 1 <sup>st</sup> Aid Tact Operations
Cynthia Artzer	Basic Algebra
Steven Artzer	Principles of Macroeconomics
Steven Artzer	Principles of Macroeconomics
Steven Artzer	Principles of Microeconomics
Dorothy Arvizu	Group Dynamics I
David Balk	Coping with Stress
Jeri Ball	Cultural Anthropology
Jeri Ball	Women and the American Experience
Jeri Ball	American History to 1877
Jeri Ball	Women and the American Experience
Winsome Bartley	Public Speaking
Kimberly Bennett	Strategic Management
George Bowman	Management of Weapon Storage Facilities
Shanna Calvasina	English Composition II
Shanna Calvasina	English Composition II
Jenny Chambers	Treatment, Storage, Disposal/Haz. Materials
Jenny Chambers	Industrial Processes
Michael Cox	Western Civilization 1500-Present
Michael Cox	Leadership Train Techniques I
Michael Cox	Western Civilization to 1500
Michael Cox	Military Hist/American Revolution
Michael Cox	Military Hist/Vietnam War
Michael Cox	American History to 1877

Gary Cunningham	Information Super Highway
Leigh Cunningham	Cross Cultural Awareness
Jeffrey DeFries	Business Ethics
Wendy DeFries	Personal Finance
Wendy DeFries	Principles of Microeconomics
Denise DelCarmen	Basic Nutrition
Gabriella Donley	Emergency 1 <sup>st</sup> Aid Tact Operations
Gabriella Donley	Emergency 1 <sup>st</sup> Aid Tact Operations
Gabriella Donley	Emergency 1 <sup>st</sup> Aid Tact Operations
Jared Duley	Social Psychology
Jared Duley	General Psychology
Jared Duley	Introduction to Sociology
Gordon Farmer	Interpersonal Communication
Gordon Farmer	Public Speaking
Marsha Finley	Human Resource Management
Marsha Finley	Fld Exp in Human Resource Management
Karen Frick	General Psychology
Karen Frick	Abnormal Psychology
Addie Goymerac	Environmental Science
Addie Goymerac	Environmental Science/Lab
Addie Goymerac	Intermediate Algebra
Sheyenne Heller	Principles Grammar Form & Style
Sheyenne Heller	Technical & Report Writing
Sheyenne Heller	English Composition II
Sheyenne Heller	Creative Writing
Marlene Kabriel	Conversational German I, Conversational Spanish & Spanish for Communication
Ed Kennedy	Supply in War
Gene Kingslien	Personal & Community Health
Gene Kingslien	Personal & Community Health
Mike Kryschal	International Relations
Lynette Lee	Management of Supply Operation
Joel Lundstrom	Human Relations in Business
Joel Lundstrom	General Psychology
Joel Lundstrom	Contemporary Social Problems
John Mack	Reason & Argument
John Mack	World & Religion
Jim Maner	Info Processing Systems Mgmt
Kim Mansfield	Introduction to Counseling
Kim Mansfield	Developmental Psychology
Kim Mansfield	Group Dynamics I
Kenneth Martin	Military Passenger Carry Vehicle
Orlando Reid	Elementary Spanish I
Shawn Rosenbaum	Emergency 1 <sup>st</sup> Aid Tact Operations
Shawn Rosenbaum	Emergency 1 <sup>st</sup> Aid Tact Operations
Shawn Rosenbaum	Emergency 1 <sup>st</sup> Aid Tact Operations
Shawn Rosenbaum	Emergency 1 <sup>st</sup> Aid Tact Operations

Brian Schroeder	Emergency 1 <sup>st</sup> Aid Tact Operations
Brian Schroeder	Emergency 1 <sup>st</sup> Aid Tact Operations
Brian Schroeder	Emergency 1 <sup>st</sup> Aid Tact Operations
Brian Schroeder	Emergency 1 <sup>st</sup> Aid Tact Operations
Brian Schroeder	Emergency 1 <sup>st</sup> Aid Tact Operations
Brian Schroeder	Emergency 1 <sup>st</sup> Aid Tact Operations
Sue Simmons	Word Processing Applications
Sue Simmons	Desktop Publishing
Letitia Snow	Government of the United States
Kara Steffy	Introduction to Business
Michelle Strong	Process Management
Angela Sullivan	Technical Mathematics
Angela Sullivan	College Algebra
Melinda Whitney	Emergency 1 <sup>st</sup> Aid Tact Operations
Melinda Whitney	Emergency 1 <sup>st</sup> Aid Tact Operations
Melinda Whitney	Emergency 1 <sup>st</sup> Aid Tact Operations

**Supplemental Contracts (Staff)**

Wynn Butler	Total Quality Management
Wynn Butler	Western Civilization 1500-Present
Wynn Butler	Process Management
Katherine Hruska	Lifetime Fitness & Wellness
Bill Nash	Dept of Transportation Regs
John Truitt	Environ Protect Agency Regs I
Michael Weltsch	American Military History
Michael Weltsch	Military Hist/Second World War

**Community Education**

Linda Runge	Certified Medication Aide Update – Great Bend (12/7/04 – 12/8/04)
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Date 8-NOV-04

BARTON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
10/31/04

FUND-DESCRIPTION	BEGIN-BAL	MONTH-RCPT	MONTH-EXP	YTD RCPT	YTD-EXP	END-BAL	CHECKING	INVEST	CHANGE
GENERAL & VOC	3,740,805	1,306,219	1,106,516	4,884,614	5,581,656	3,043,763	2,649,663	350,000	44,100
EMPLOYEE BENEFITS	0	0	164,182	0	592,651	(592,651)	(592,651)	0	0
STUDENT UNION	473,710	104,872	72,211	460,752	499,721	434,741	333,741	100,000	1,000
DORMITORY	449,791	222	84,645	489,923	219,672	720,042	619,642	100,000	400
CAMP ALDRICH	45,978	420	3,497	66,611	35,293	77,296	77,296	0	0
ATHLETICS	75,720	0	56,884	402,290	202,347	275,663	275,663	0	0
	4,786,004	1,411,733	1,487,935	6,304,190	7,131,340	3,958,854	3,363,354	550,000	45,500

BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 31-OCTOBER-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	717,803.57
PUBLIC SERVICE	0.00
ACADEMIC SUPPORT	86,646.24
STUDENT SERVICES	0.00
INSTITUTIONAL SUPPORT	0.00
PHYSICAL PLANT OPERATION	0.00
AUXILIARY SERVICES	0.00
	-----
TOTAL EXPENDITURES	804,449.81
NET INCREASE/DECREASE IN NET ASSETS	71,078.19

BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 31-OCTOBER-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	254,847.29
PUBLIC SERVICE	22,446.44
ACADEMIC SUPPORT	93,050.35
STUDENT SERVICES	59,768.06
INSTITUTIONAL SUPPORT	114,236.06
PHYSICAL PLANT OPERATION	34,580.58
AUXILIARY SERVICES	13,722.51
	-----
TOTAL EXPENDITURES	592,651.29

NET INCREASE/DECREASE IN NET ASSETS	(592,651.29)
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BARTON COUNTY COMMUNITY COLLEGE  
GENERAL, VOCATIONAL, AND EMPLOYEE BENEFITS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED OCTOBER 31, 2004

	2004-05 BUDGET	PERIOD ENDED 10/31/04	YTD AVAILABLE	%
				AVAILABLE
Fund Balance, Beginning	\$4,363,507.00	\$4,363,507.00		
<hr/>				
Tuition-Out Of State	300,000.00	145,142.00	154,858.00	51.62%
Tuition-In State	3,954,000.00	1,377,468.00	2,576,532.00	65.16
Tuition-Out District	265,000.00	67,200.00	197,800.00	74.64
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	21,011.00	48,989.00	69.98
Other	2,112,000.00	235,178.00	1,876,822.00	88.86
<hr/>				
Total Revenue	18,655,000.00	5,194,917.00	13,460,083.00	72.15
<hr/>				
Expenditures:				
Academic Salaries	6,296,000.00	1,910,745.00	4,385,255.00	69.65
Support Salaries	3,801,000.00	1,188,688.00	2,612,312.00	68.73
Supplies	3,983,000.00	1,213,050.00	2,769,950.00	69.54
Equipment	24,000.00	7,496.00	16,504.00	68.77
Advertising	50,000.00	36,423.00	13,577.00	27.15
Transfers & Other	480,000.00	400,000.00	80,000.00	16.67
Employee Benefits	2,071,000.00	592,651.00	1,478,349.00	71.38
General Insurance	215,000.00	160,831.00	54,169.00	25.19
Utilities	605,000.00	191,851.00	413,149.00	68.29
In County Scholarships	124,000.00	104,191.00	19,809.00	15.98
Capital Outlay	859,000.00	385,441.00	473,559.00	55.13
Maintenance	431,000.00	212,402.00	218,598.00	50.72
<hr/>				
Total Expenditures	18,939,000.00	6,403,769.00	12,535,231.00	66.19%
<hr/>				
Fund Balance, Ending	\$4,079,507.00	\$3,154,655.00		
<hr/>				

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

	YEAR ENDED		NET CHANGE INCREASE (DECREASE)	%
	10/31/03	10/31/03		
Fund Balance, Beginning	\$4,363,507.00	\$2,271,636.00	\$2,091,871.00	92.09%
Tuition-Out Of State	145,142.00	161,262.00	(16,120.00)	(10.00)
Tuition-In State	1,377,468.00	1,253,244.00	124,224.00	9.91
Tuition-Out District	67,200.00	62,052.00	5,148.00	8.30
State Aid	2,914,505.00	3,152,802.00	(238,297.00)	(7.56)
Property Taxes	116,164.00	1,799,707.00	(1,683,543.00)	(93.55)
Other Taxes	315,249.00	421,159.00	(105,910.00)	(25.15)
Interest Income	21,011.00	18,694.00	2,317.00	12.39
Other	235,178.00	209,586.00	25,592.00	12.21
<b>Total Revenue</b>	<b>5,191,917.00</b>	<b>7,078,506.00</b>	<b>(1,886,589.00)</b>	<b>(26.65)</b>
Expenditures:				
Academic Salaries	1,910,745.00	1,819,307.00	91,438.00	5.03
Support Salaries	1,188,688.00	1,228,254.00	(39,566.00)	(3.22)
Supplies	1,213,050.00	1,231,580.00	(18,530.00)	(1.50)
Equipment	7,496.00	1,364.00	6,132.00	449.56
Advertising	36,423.00	31,228.00	5,195.00	16.64
Transfers & Other	400,000.00	400,000.00	0.00	0.00
Employee Benefits	592,651.00	632,227.00	(39,576.00)	(6.26)
General Insurance	160,831.00	116,853.00	43,978.00	37.64
Utilities	191,851.00	192,757.00	(906.00)	(0.47)
In County Scholarships	104,191.00	87,825.00	16,366.00	18.63
Capital Outlay	385,441.00	436,469.00	(51,028.00)	(11.69)
Maintenance	212,402.00	205,777.00	6,625.00	3.22
<b>Total Expenditures</b>	<b>6,403,769.00</b>	<b>6,383,641.00</b>	<b>20,128.00</b>	<b>0.32</b>
Fund Balance, Ending	\$3,151,655.00	\$2,966,501.00	\$185,154.00	6.24%

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

	STUDENT UNION	DORMITORIES	ATHLETICS	CAMP ALDRICH	FOUR 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	322				322	2,000	1,678	83.90
Bookstore	344,271				344,271	800,000	455,729	56.97
Food service	114,905			0	114,905	482,000	367,095	76.16
Fees	0			0	0	268,000	268,000	100.00
Supplies & Services		8,316			8,316	28,000	19,684	70.30
Housing Rental		481,607		16,611	498,218	913,000	414,782	45.43
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	460,752	489,923	402,290	66,611	1,419,576	2,998,000	1,578,424	52.65
-----								
Expenditures:								
Salaries	23,554	21,457	872	21,698	67,581	245,000	177,419	72.42
Books & Supplies	302,891				302,891	725,000	422,109	58.22
Maintenance	7,586	17,125		5,009	29,720	99,000	69,280	69.98
Food	175,348	81,954		0	257,302	850,000	592,698	69.73
Utilities	1,733	31,397		8,509	41,639	170,000	128,361	75.51
Lease payments & Int	0	64,935			64,935	202,000	137,065	67.85
Travel & Recruiting			45,310		45,310	138,000	92,690	67.17
Officials			10,655		10,655	30,000	19,345	64.48
Training Supplies			10,785		10,785	17,000	6,215	36.56
Insurance			54,785		54,785	60,000	5,215	8.69
Equipment	0	0	46,668	0	46,668	171,000	124,332	72.71
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			3,646		3,646	34,000	30,354	89.28
Supplies	3,978	2,804	30,389	77	37,248	76,000	38,752	50.99
Misc.		0			0	1,000	1,000	100.00
-----								
Total Expenditures	515,090	219,672	203,488	35,293	973,543	2,829,000	1,855,457	65.59
-----								
Fund Balance, Ending	419,372	720,042	274,522	77,296	1,491,232	1,214,199		
=====								

BARTON COUNTY COMMUNITY COLLEGE  
STUDENT UNION  
FUNDS FLOW ACTIVITY  
PERIOD ENDED OCTOBER 31, 2004 AND 2002

	PERIOD ENDED		NET CHANGE	%
	10/31/04	10/31/03	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	473,710	663,935	(190,225)	-28.65%
<hr/>				
Revenues:				
Vending	322	442	(120)	(27.15)
Bookstore	344,271	372,377	(28,106)	(7.55)
Food service	114,905	92,515	22,390	24.20
Fees & Misc.	1,254	48	1,206	2,512.50
<hr/>				
Total Revenues	460,752	465,382	(4,630)	(0.99)
<hr/>				
Expenditures:				
Salaries	23,554	22,598	956	4.23
Books & Supplies	302,891	342,329	(39,438)	(11.52)
Maintenance	9,319	3,776	5,543	146.80
Food	175,348	161,450	13,898	8.61
Lease payments & Int.	0	11,871	(11,871)	(100.00)
Equipment	0	17,560	(17,560)	(100.00)
Supplies	3,978	3,454	524	15.17
<hr/>				
Total Expenditures	515,090	563,038	(47,948)	(8.52)
<hr/>				
Fund Balance, Ending	419,372	566,279	(146,907)	-25.94%
<hr/> <hr/>				

BARTON COUNTY COMMUNITY COLLEGE  
DORMITORIES  
FUNDS FLOW ACTIVITY  
PERIOD ENDED OCTOBER 31, 2004 AND 2002

	PERIOD ENDED		NET CHANGE	%
	10/31/04	10/31/03	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	449,791	398,857	50,934	12.77%
<hr/>				
Revenues:				
Supplies & Services	8,316	4,007	4,309	107.54
Rental & Other	481,607	454,878	26,729	5.88
<hr/>				
Total Revenues	489,923	458,885	31,038	6.76
<hr/>				
Expenditures:				
Salaries	21,457	16,510	4,947	29.96
Maintenance	17,125	19,439	(2,314)	(11.90)
Food	81,954	58,504	23,450	40.08
Utilities	31,397	30,143	1,254	4.16
Lease payments & Int.	64,935	85,663	(20,728)	(24.20)
Equipment	0	46,635	(46,635)	(100.00)
Transfers & Refunds	0	0	0	
Supplies	2,804	1,510	1,294	85.70
Misc.	0	0	0	
<hr/>				
Total Expenditures	219,672	258,404	(38,732)	(14.99)
<hr/>				
Fund Balance, Ending	720,042	599,338	120,704	20.14%
<hr/> <hr/>				



BARTON COUNTY COMMUNITY COLLEGE  
ATHLETICS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED OCTOBER 31, 2004 AND 2002

	PERIOD ENDED		NET CHANGE	%
	10/31/04	10/31/03	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	2,290	0	2,290	
<hr/>				
Total Revenues	402,290	400,000	2,290	0.57
<hr/>				
Expenditures:				
Salaries	872	640	232	36.25
Travel & Recruiting	45,310	47,839	(2,529)	(5.29)
Officials	10,655	11,655	(1,000)	(8.58)
Training Supplies	10,785	10,457	328	3.14
Insurance	54,785	53,534	1,251	2.34
Equipment	46,668	49,037	(2,369)	(4.83)
Clinics & Awards	378	255	123	48.24
Transfers	0	0	0	
Nationals & Fees	3,646	0	3,646	
Supplies	30,389	24,522	5,867	23.93
<hr/>				
Total Expenditures	203,488	197,939	5,549	2.80
<hr/>				
Fund Balance, Ending	274,522	244,847	29,675	12.12%
<hr/> <hr/>				

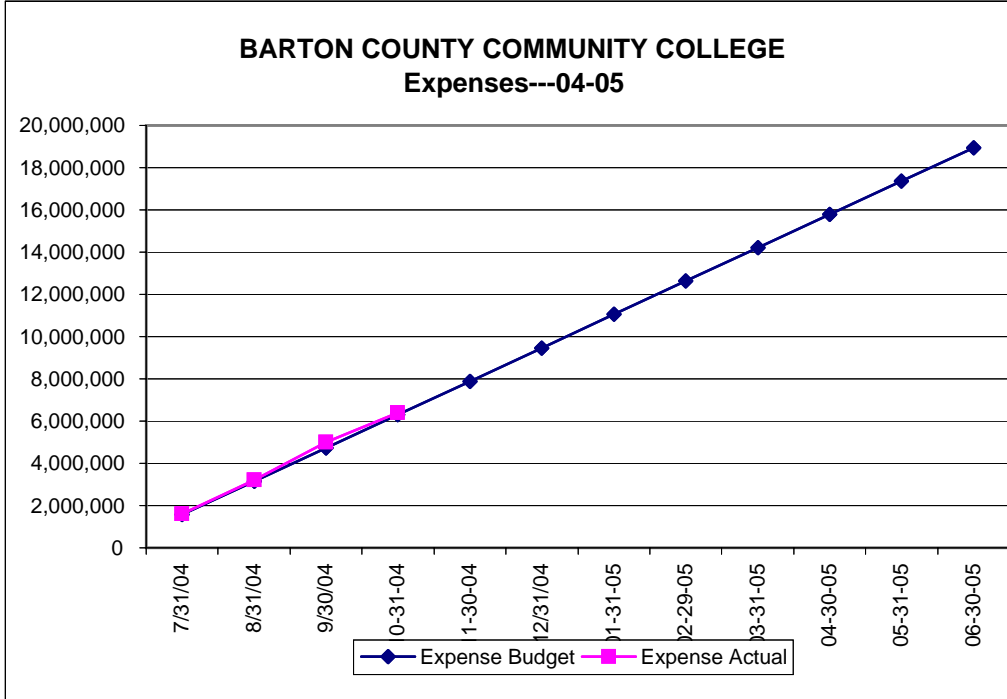
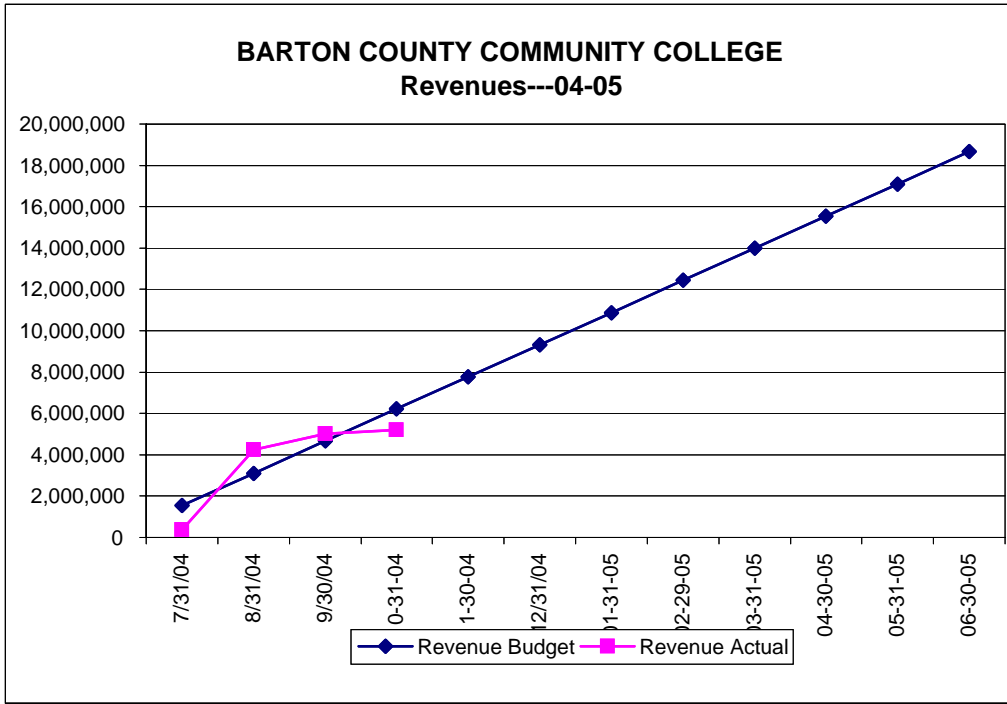
BARTON COUNTY COMMUNITY COLLEGE  
 CAMP ALDRICH  
 FUNDS FLOW ACTIVITY  
 PERIOD ENDED OCTOBER 31, 2004 AND 2002

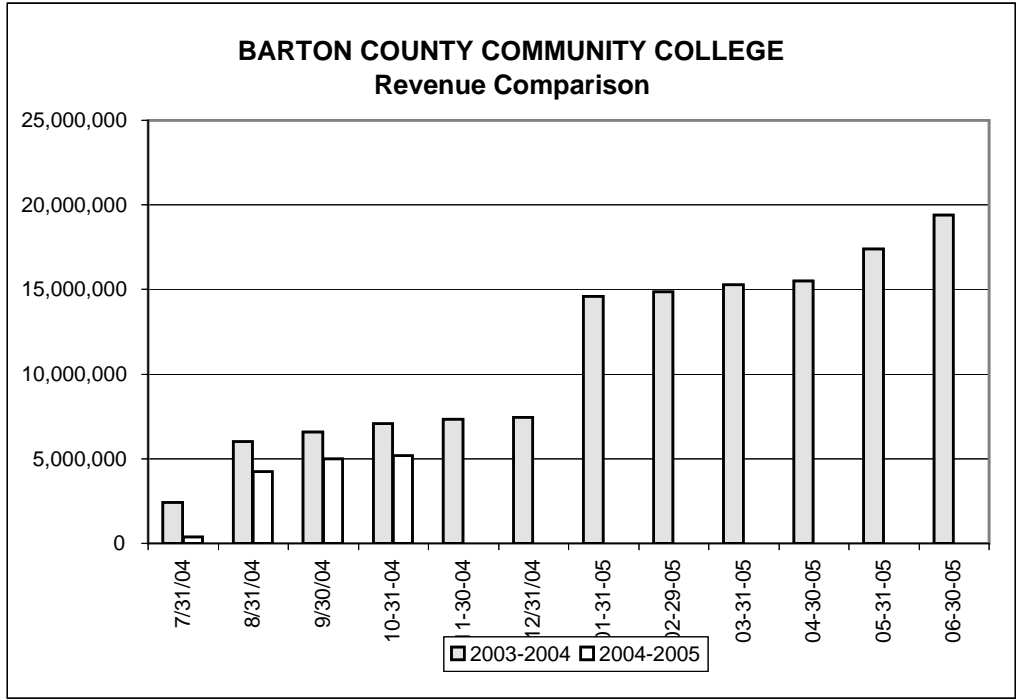
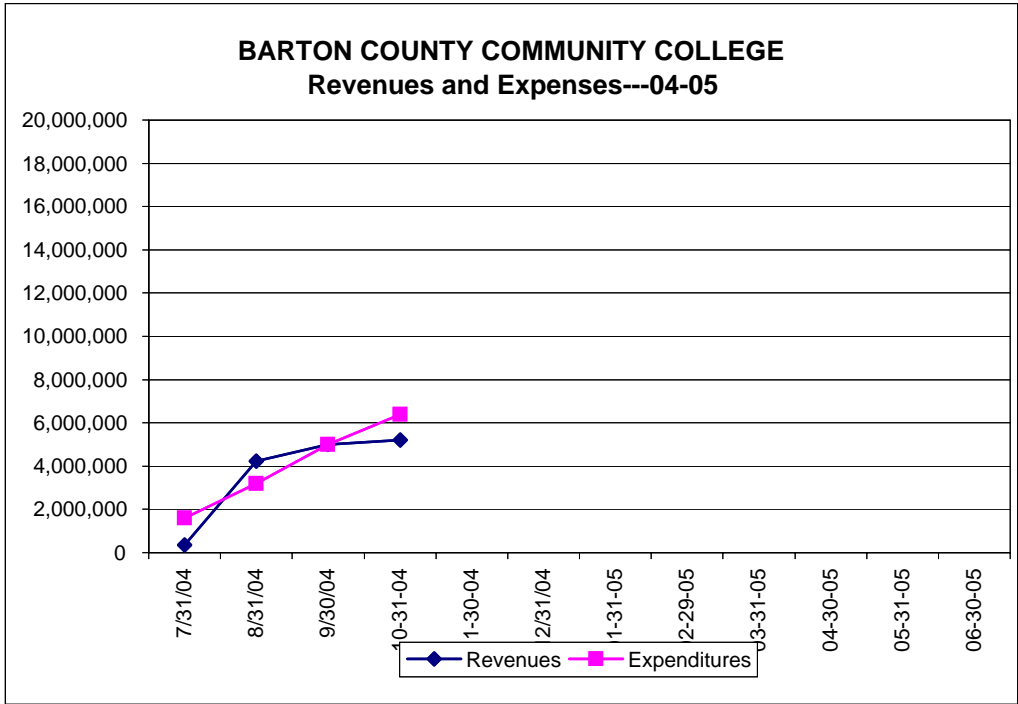
	PERIOD ENDED		NET CHANGE	%
	10/31/04	10/31/03	INCREASE (DECREASE)	CHANGE
Fund Balance, Beginning	\$45,978	\$71,154	(\$25,176)	-35.38%
<hr/>				
Revenues:				
Food Service	0	0	0	
Housing Rental	16,611	26,278	(9,667)	(36.79)
Transfers	50,000	0	50,000	
<hr/>				
Total Revenues	66,611	26,278	40,333	153.49
<hr/>				
Expenditures:				
Salaries	21,698	20,488	1,210	5.91
Food	0	0	0	
Utilities	8,509	7,736	773	9.99
Equipment	0	0	0	
Supplies	5,086	5,511	(425)	(7.71)
<hr/>				
Total Expenditures	35,293	33,735	1,558	4.62
<hr/>				
Fund Balance, Ending	\$77,296	\$63,697	\$13,599	21.35%
<hr/> <hr/>				

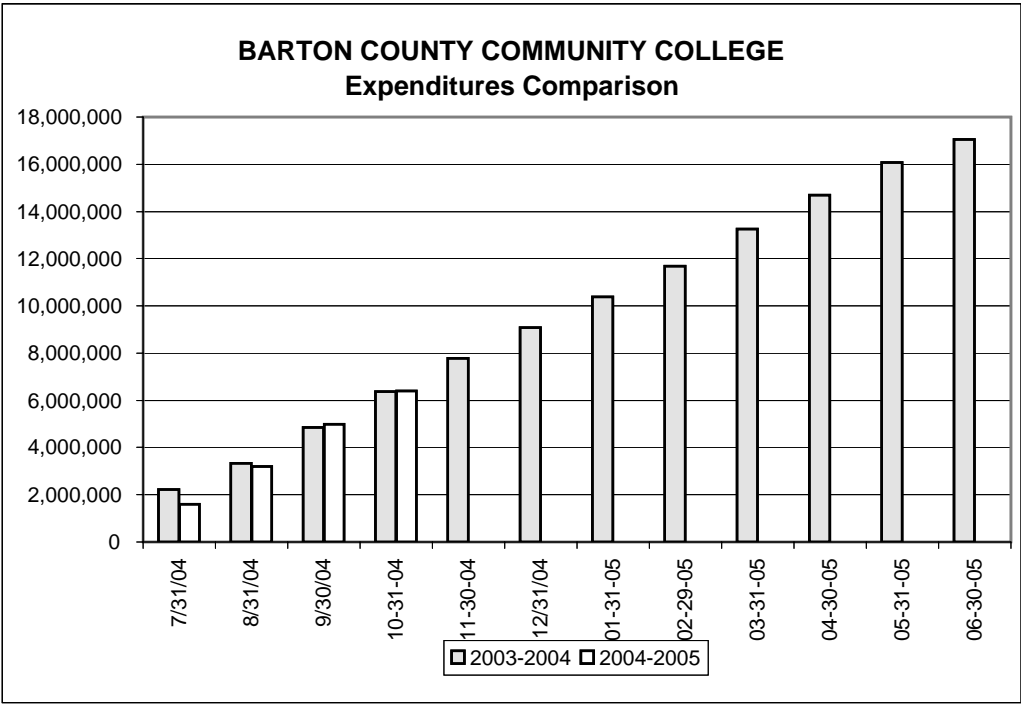
Date 8-NOV-04

BARTON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
10/31/04

FUND-DESCRIPTION	BEGIN-BAL	MONTH-RCPT	MONTH-EXP	YTD RCPT	YTD-EXP	END-BAL	CHECKING	INVEST	CHANGE
GENERAL & VOC	3,740,805	1,306,219	1,106,516	4,884,614	5,581,656	3,043,763	2,649,663	350,000	44,100
EMPLOYEE BENEFITS	0	0	164,182	0	592,651	(592,651)	(592,651)	0	0
STUDENT UNION	473,710	104,872	72,211	460,752	499,721	434,741	333,741	100,000	1,000
DORMITORY	449,791	222	84,645	489,923	219,672	720,042	619,642	100,000	400
CAMP ALDRICH	45,978	420	3,497	66,611	35,293	77,296	77,296	0	0
ATHLETICS	75,720	0	56,884	402,290	202,347	275,663	275,663	0	0
	4,786,004	1,411,733	1,487,935	6,304,190	7,131,340	3,958,854	3,363,354	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.

## **INFORMATION/DISCUSSION ITEMS**

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

# Monitoring Reports November 2004

## ***POLICY TYPE: EXECUTIVE LIMITATIONS***

<b>POLICY TITLE: GENERAL EXECUTIVE CONSTRAINTS</b>
--

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 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 tax support or eliminate services and programs. This has the potential to risk assets, human resources, etc.



## ***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 it 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. The Board will remember that this year's budget is projected to dip into the reserves.

#### **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.

**Financial Condition #9**

It is material deviation to allow cash to drop below the amount needed to settle payroll and debts in a timely manner.

**Response:** While we anticipated a difficult fiscal year, we do not anticipate an inability to meet payroll or address debts in a timely manner. In fact, I perceive the planning and action taken have kept the College in a relatively positive position considering the obstacles we've had to face.

**Financial Condition #10**

It is material deviation to allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.

**Response:** The College has not received notice of any government-ordered payments that are due. The College's filings of reports have been timely and accurate.

***POLICY TYPE: EXECUTIVE LIMITATIONS***

**POLICY TITLE: COMMUNICATION AND COUNSEL TO THE BOARD**

The President shall keep the Board adequately informed.

Accordingly, the President shall not:

**Communication and Counsel to the Board #3**

Present information in an inappropriate form that is inaccurate, incomplete, or misleading.

**Response:** To the best of my knowledge, reports and information provided to the Board have been in a form that is clear and the information has been accurate, complete and timely. Should the Board have suggestions as to how to improve the delivery of information, its suggestions would be most welcome.

**POLICY TYPE: ENDS**

<b>POLICY TITLE: WORK PREPAREDNESS</b>
--

**Work Preparedness**

Students will be prepared for success in the workplace.

1. Students will have the skills and knowledge required for successful entry in the workplace.
2. Students will have the work ethics, discipline, and collaborative skills necessary to be successful in the workplace.
3. Students will have the skills and knowledge necessary to maintain, advance, or change their employment or occupation.

**Response:** At various times throughout the year, the Board receives a number of monitoring reports that reflect the College's commitment to assure its students are prepared to enter the workplace. These reports include, but are not limited to the following:

- Availability of Instructional Programs (October)
- Sustained Financial Commitment to Instruction (October)
- Professional License Pass Rates (March)
- Employer Satisfaction Survey Summaries (July)
- Placement of Students in Field of Study (July)
- Placement of Graduates [vocational] (July)

**POLICY TYPE: ENDS**

<b>POLICY TITLE: MISSION</b>
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**Success of Students After Transfer**

**Annual: November 2004**

<b>BCCC Transfer Students &amp; Average Semester GPA</b>	<b>Spring 2003</b>		<b>Fall 2003</b>		<b>Spring 2004</b>	
	<b># Barton Students</b>	<b>Average GPA</b>	<b># Barton Students</b>	<b>Average GPA</b>	<b># Barton Students</b>	<b>Average GPA</b>
<b>Emporia State University</b>	45	2.63 (2.95)	39	2.73 (2.93)	39	2.76 (2.94)
<b>Fort Hays State University</b>	105	3.09 (2.64)	82	3.05 (2.81)	103	3.09 (2.47)
<b>Wichita State University</b>	66	2.85 (2.98)	64	3.12 (3.04)	65	3.15 (3.05)

Note: - Average GPA in parenthesis ( ) indicates the semester grade point average of native university students.  
 - Please note that BCCC student's also transferred to other institutions in the state of Kansas, but no information was received from those institutions.

**Response:** Overall, Barton students that transfer to regent's universities have about the same GPA's after transferring as compared to native university students (slightly higher GPA's than native students at Fort Hays State and Wichita State University and slightly lower GPA's than native students at Emporia State University for Fall 2003 and Spring 2004).

**Student Transfers as Compared with Stated Goal    Annual:** November 2004

**Response:** Limited data on transfer rates were available from respondents of surveys of Recent Alumni (Graduation Year 2003; 22.2% return rate for N = 221 surveys mailed) and 5-Year Alumni (Graduation Year 1998; 15.2% return rate for N = 224 surveys mailed). Using the results from those alumni that earned an A.A. or A.S. degree (the two formal transfer degrees offered by Barton), 90.9% and 90.5% of the 33 Recent Alumni and 21 5-Year Alumni, respectively, reported having attended a four-year institution after graduating from Barton.

Hopefully, more complete data on transfer rates of Barton graduates will become available soon as Kansas Board of Regents Statewide Post-secondary Database data might become available for this analysis.

**Transfer Students Completing Four-Year Degree    Annual:** November 2004

**Response:** Limited data also were available on four-year degree completion rates for Barton graduates using results from the 5-Year Alumni Survey (Graduation Year 1998). Of 21 respondents who attended a four-year school after graduating from Barton in 1998, 18 (85.7%) earned a bachelor or higher degree.

More complete data on former Barton students who transfer and then earn a four-year degree hopefully will become more available soon as Kansas Board of Regents Statewide Post-secondary Database data might become available for this analysis.

**Student Evaluation of Advisement After Transfer    Annual:** November 2004

**Response:** Limited information on student evaluation of advisement after transfer also is available from Recent Alumni (Graduation Year 2003) and 5-Year Alumni (Graduation Year 1998) Surveys. As part of those surveys, students rated "Academic Advisement" and several other institutional functions for Barton and their transfer institutions on a five-point Likert scale (1 = Very Poor to 5 = Very Good). Using results of respondents who rated both Barton's and the transfer institution's academic advisement (N = 47 total; 29 and 18, respectively, for 2003 and 1998 graduates), the average rating for Barton academic advisement was 4.13, while the average rating for academic advisement at transfer institutions was 3.85. Although the average of Barton's academic advisement was higher than the average for transfer institutions, the difference was not statistically significant (paired, two-tailed *t*-test; *P* = 0.233). Therefore, it can be concluded that from the perspectives of those 1998 and 2003 Barton graduates who responded to the alumni surveys and the academic advising survey item, there is no significant difference between the quality of advisement provided by Barton and the quality of advisement students received at transfer institutions.

**Team GPA's - Athletics**

**Annual: November 2004**

<b>Team GPA's - Athletics</b>	<b>Fall 2003</b>				<b>Spring 2004</b>			
	<b>Men's</b>		<b>Women's</b>		<b>Men's</b>		<b>Women's</b>	
	<b># Athletes</b>	<b>GPA</b>	<b># Athletes</b>	<b>GPA</b>	<b># Athletes</b>	<b>GPA</b>	<b># Athletes</b>	<b>GPA</b>
<b>Baseball</b>	34	3.05	-	-	31	2.91	-	-
<b>Basketball</b>	14	2.88	15	3.42	12	2.67	14	3.55
<b>Cross Country and Track &amp; Field</b>	35	2.68	32	2.84	29	2.49	30	2.63
<b>Golf</b>	9	2.79	4	2.99	8	2.66	3	2.87
<b>Softball</b>	-	-	19	3.24	-	-	18	3.32
<b>Tennis</b>	11	3.47	8	3.51	10	3.30	7	3.55
<b>Soccer</b>	30	3.01	18	3.26	25	2.83	17	3.12
<b>Volleyball</b>	-	-	14	3.62	-	-	13	3.45
<b>Totals</b>	<b>133</b>		<b>110</b>		<b>115</b>		<b>102</b>	
<b>FY 2002 Graduates</b>	1		2		31		28	
<b>Area Athletes</b>	63				59			
<b>In-State</b>	136				145			
<b>Out-of-State</b>	107				72			
<b>Freshman</b>	160				132			
<b>Sophomore</b>	83				85			

**Response:** The above report demonstrates that the College is providing not only an excellent opportunity for students to compete in intercollegiate athletics, but also that these students as a whole are performing successfully in the classroom. The report also indicates that the graduation rate for student athletes in 2003-04 was 73% (62 FY 2004 Graduates out of 85 sophomores). This 73% graduation rate of student-athletes is in comparison to the \*58% graduation rate of Division 1 student-athletes (based on athletes who entered college in 1992) and the \*56% graduation rate of all students.

\*Statistics from "The Chronicle of Higher Education"

**POLICY TYPE: ENDS**

**POLICY TITLE: ESSENTIAL SKILLS**

**Student Performance on Nationally "Normed" Exams**

**Annual: November 2004**

<b>Nationally "Normed" Exam</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
<b>ACT - Composite</b>	BCCC Average	18.9	19.1	19.1	18.8	19.1
	State Average	21.6	21.6	21.6	21.5	21.6
	National Average	21.7	21	20.8	20.8	20.9

**Notes:** -The ACT assessment is not required for admission to BCCC. The composite score is based upon the student's performance in four testing areas: Math, English, Social Studies, and Science.  
 -One year equals July 1 through June 30.  
 -Figures are obtained from reports generated by ACT.

<b>Nationally "Normed" Exam</b>			<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
<b>ASSET*</b>	English Skills	Fall	41	40.5	41.56	39.54	42.09
		Spring	40.15	40.97	40.66	40.78	43.17
	Reading Skills	Fall	40.69	40.47	40.66	40.41	39.7
		Spring	40.36	40.72	40.33	42.31	39
	Numerical Skills	Fall	37.84	37.35	37.46	37.08	38.44
		Spring	38.6	38.28	36.94	38.27	38.63
	Elementary Algebra	Fall	32.22	32.48	31.54	32.88	38.7
		Spring	34.17	33.84	31.47	31.7	40.27
	Intermediate Algebra	Fall	34.07	41.59	41.4	30.24	42.65
		Spring	35.5	41.46	43.13	31.75	42.49
	College Algebra	Fall	31.77	38.43	38	29.17	35.25
		Spring	0	39	34.5	0	33.33
	Geometry	Fall	0	0	0.43	0	0
		Spring	0	0	0	0	0

\*See ASSET Chart

**Note:** -Asset assessment is used for entry placement of all full-time students and those part-time students enrolling in English and Math courses.

<b>Nationally "Normed" Exam</b>			
<b>MLT</b>	Exam Period	Program Mean	National Mean*
	Oct-Dec 03	462	463 (442)
	Jul-Sept 03	498	498 (486)
	Apr-Jun 03	482	484 (461)
	Jan-Mar 03	544	479 (440)
	Oct-Dec 02	544	458 (439)
	Jul-Sep 02	615	507 (494)
	Apr-Jun 02*	NA	NA
	Jan-Mar 02	551	463 (432)
	Oct-Dec 01	419	462(437)
	Jul-Sep 01	414	479(463)
	Apr-Jun 01	NA	NA
	Jan-Mar 01	NA	NA
	Oct-Dec 00	NA	NA
	Jul-Sep 00	NA	NA
	Apr-Jun 00	NA	NA

\*National Mean of first-time examinees (National Mean of all examinees)

**Note:** -MLT Program was not allowed to have any new students accepted in the Fall 1999 semester; therefore, no students took the exam in 1999-2001. Also, no Barton students took this exam during the April-June 02 cycle.

## Student Performance on Nationally “Normed” Exams, Continued

<b><i>Nationally "Normed" Exam</i></b>			
<b>Nurse Entrance Exam</b>	Exam Period	Program Mean	National Mean
	Fall 2003	70.7	64
	Fall 2002	70.3	64
	Fall 2001	69.9	64
	Fall 2000	63.4	64
	Fall 1999	64	64
	Fall 1998	68	64

**Note:** -Scores are composite from Nurse Entrance Exam.

**UPCOMING BOARD MEETINGS/ACTIVITIES**

<b>November 24 - November 28</b>	<b>Campus Closed for Thanksgiving Holiday</b>
<b>December 1</b>	<b>Monthly Board Study Session – 12:00 noon Room U-219 (upper level of Student Union)</b>
<b>December 2</b>	<b>Student Holiday Reception – 8:00 a.m. Student Union</b>
<b>December 10</b>	<b>Employee Christmas Dinner – 6:15 p.m. Student Union (invitations will be forthcoming)</b>
<b>December 14</b>	<b>Regular Monthly Board Meeting – 4:00 p.m. Room U-219 (upper level of Student Union)</b>
<b>December 18 through January 2</b>	<b>Campus closed for Christmas Break</b>

**Please Note: There will be NO Board Study Session in January.**



**President's Monthly Activities**  
**October 01 – 31, 2004**

- October 01 Hosted a campus tour for Mr. Chris Thomas, CEO of CKMC
- October 02 Attended Annual Foundation Auction
- October 03 Attended the "Meet the Cougar" tailgate party  
Attended the "Meet the Cougar" team introductions and scrimmages
- October 04 Facilitated Special President's Staff meeting  
Attended the Fiscal Review Team meeting
- October 05 Facilitated the October Board study session  
Attended Barton Volleyball vs. Seward at Seward
- October 06 Facilitated President's Staff meeting  
Attended the Foundation Board meeting  
Met with Interrobang students
- October 07 Visited and worked from the Ft. Riley Campus
- October 08 Attended the Campus Coffee hosted by the Science/Math Department
- October 11 Hosted the Republican Candidate luncheon  
Attended Barton Volleyball vs. Pratt
- October 12 Attended the Presidential Scholars luncheon
- October 13 Hosted the Quality Service Awards luncheon  
Attended the Prairie Enterprise Project Board meeting in Rice County
- October 14 Presented a Servant Leadership Seminar at Heartland Farms  
Met with Sean O'Brien from the American Council of Boy Scouts
- October 15 Attended the Quarterly luncheon with Gene O'Connor and Steve Mermis  
Attended Barton Volleyball matches at the Seward tournament
- October 16 Attended Barton Volleyball matches at the Seward tournament
- October 19 Met with Faculty Council Facilitators  
Facilitated the October Board of Trustees meeting
- October 20 Attended the KBOR/COP meetings in Topeka  
Attended Barton Volleyball vs. Hutchinson Match at Hutchinson

- October 21    Attended Great Bend Chamber Birthday Party for Don Whelan  
                   Attended Bosses Appreciation Luncheon  
                   Gave welcome to the Community Colleges' IT Director's/Kan-Ed/Kanren meeting
  
- October 22    Helped to host the Employee Picnic celebrating Barton's 35<sup>th</sup> anniversary
  
- October 25    Hosted Campus tour and luncheon with Sheila Frahm, Exec. Director of KACCT; Jennie Rose, KACCT Lobbyist; Debra Hollon, Higher Ed Fiscal Research Staff; Mary Galligan, Higher Ed Research Staff; Theresa Kiernan, Education Revisor and Carolyn Rampey, Education/LEPC/Fiscal Research Staff  
                   Attended Barton Women's Basketball scrimmage at Larned Middle School
  
- October 26    Attended the Men's Basketball scrimmage at Hoisington
  
- October 27    Facilitated President's Staff meeting  
                   Attended College 2 Community Day luncheon  
                   Met with representative campus faculty to address questions
  
- October 28    Welcomed and attend the Fort Riley campus faculty instructional reorganization meeting
  
- October 29    Attended CDC Halloween parade  
                   Attended Barton Fall Play "Rumors"

## **NOTICES AND COMMUNICATIONS**

Letter from Darrell Conrade

Acceptance of Grants

- RSVP Special Program
- Jack Kilby Science Day - 2005



11/07/2004

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

Re: Property Insurance

Dear Dr. Law,

Over the past couple of years, efforts have been made to change the fire protection class rating at Barton County Community College. In the past your rating was a protection class 9. In August the Insurance Services Office (ISO) revised the rating to a protection class 4. This rating is a major influence in determining your property insurance premium.

This change would not have occurred without the attentive efforts of Ron Vratil and Mark Dean. They have long believed that the college deserved a better rating than what ISO would grant. Together, we explored a number of options and corresponded with ISO many times. The problem stemmed from the college being just over five miles from the responding fire department in Great Bend.

Mark Dean identified a road that no one had considered in the past. This road put the college within five miles of the fire department. Once again, we approached ISO about considering this possibility. This time we won! The insurance carrier for BCCC, Employers Mutual, rerated your policy with the new protection class rating and it resulted in a savings of \$18,794. This is not a one year savings. This change will benefit the college for many, many years.

An endorsement has been processed and the savings is on its way to the college. However, I did not want it to be treated as just another financial transaction. Ron and Mark deserve some special recognition. This would not have happened without their efforts.

Best regards,

Darrell Conrade

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

<b>Grant</b>	RSVP special program
<b>Funding Agency</b>	Golden Belt Community Foundation
<b>Summary</b>	Funds for book purchase and salary for staff members
<b>Possible Services</b>	RSVP/EARS volunteers will be able to distribute new books ( purchased with grant funds) to school children so they can start their own library. An RSVP staff member will have extra hours to assist low-income seniors select and apply for a Medicare approved prescription drug discount card
<b>Target Population</b>	Elementary children and low income seniors
<b>Funding Range (Approximate)</b>	\$900
<b>Indirect Cost Reimbursement</b>	None
<b>Funding Period</b>	November 1, 2004 to May 30, 2005
<b>Institutional Obligation</b>	
<b>Cash</b>	None
<b>In-Kind</b>	None
<b>Personnel Required</b>	
<b>Existing</b>	2
<b>New</b>	
<b>Application Deadline</b>	September 15, 2004

**Presidential Review**

The College has received notification that it has been awarded the above grant. I have reviewed this grant and it is in concert with the mission and vision of Barton County Community College; therefore, I authorize the acceptance of this grant.

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

\_\_\_\_\_  
11-08-04  
Date

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

<b>Grant</b>	Jack Kilby Science Day ~ 2005
<b>Funding Agency</b>	The Golden Belt Community Foundation
<b>Summary</b>	This grant will help defer expenses associated with the Fall 2005 (second annual) Jack Kilby Science Day.
<b>Possible Services</b>	Approximately 200-300 area high school students will have an opportunity to visit our campus to explore science careers and various related activities.
<b>Relationship to College Mission</b>	This activity will help fulfill the PIC objective of increasing faculty interaction with area public schools and/or the community. It also relates to enhancing marketing and recruitment for the College.
<b>Target Population</b>	Junior and senior high school students within the 7-county Service Area
<b>Funding</b>	\$1,000
<b>Indirect Cost Reimbursement</b>	None
<b>Funding Period</b>	September 15, 2004 – November 31, 2005
<b>Institutional Obligation</b>	
<b>Cash</b>	None
<b>In-Kind</b>	Science Building and Technical Building facilities, faculty, and staff time and expertise.
<b>Personnel Required</b>	
<b>Existing</b>	Science Faculty, Career & Technical Faculty, and clerical support. A few high school teachers are also helping.
<b>New</b>	No new personnel will be required; however, an honorarium and travel reimbursement for a keynote speaker is anticipated.
<b>Submission to BOT</b>	

**Presidential Review**

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

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

\_\_\_\_\_  
11-08-04  
Date

Meeting of the Board of Trustees  
Barton County Community College

November 16, 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 Chairman