

**Regular Meeting of the Board of Trustees
Barton County Community College**

May 16, 2006

4:00 p.m. – Room U-219 (upper level of Student Union)

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
The Chairman will call the meeting to order.
2. **INTRODUCTION OF GUESTS AND NEW EMPLOYEES**
The President will provide introductions.
3. **PUBLIC COMMENT**
The Chairman will invite public comments.
4. **MONITORING REPORTS**
Executive Limitations Report

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: GENERAL EXECUTIVE CONSTRAINT

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:

5. Permit conflict of interest in awarding purchases or other contracts or hiring of employees.
Response: Every attempt is made to ensure that no conflict of interest occurs.
9. Allow assets to be unprotected, inadequately maintained, or unnecessarily risked.
Response: We believe all assets are adequately maintained and protected.

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.

It is material deviation to:

3. Make any purchase without prudent protection against conflict of interest or over \$50,000 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. Preference shall be given to local vendors who can provide like quality products and services, and who meet bid specifications within 5%. Any purchase of \$50,000 or more requires Board approval.

Response: All purchases are made in the best interests of the College, according to this policy.

6. Fail to maintain cash reserves for positive cash flow and contingencies equal to at least 10% of the unrestricted operating budget.

Response: Cash reserves equal to 10% or more of the unrestricted operating budget are being maintained.

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

Response: Reports are provided each month.

9. Allow cash to drop below the amount needed to settle payroll and debts in a timely manner.

Response: Cash is maintained at a level to deal with payroll and other obligations in a timely manner.

10. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.

Response: All payments and filings are accurately submitted on time.

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: COMMUNICATION & COUNSEL TO THE BOARD

The President shall keep the Board adequately informed.

Accordingly, the President shall not:

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

Response: The President attempts to provide the Trustees with relevant, accurate and timely information.

5. **CONSENT AGENDA**

Routine items are presented for action in one motion. Any Trustee may remove an item from the consent agenda for individual discussion and action.

Recommendation: It is recommended that the Board approve the Consent Agenda as presented:

- Minutes of the special meeting of the Board of Trustees, held on April 12, 2006
- Minutes of the regular meeting of the Board of Trustees, held on April 18, 2006
- Personnel

Replacement Employees

Todd Ammeter – Camp Ranger I

Kimberly Bender – Office Assistant

Patricia Foskett – Lead Care Provider

Matt Kane – Head Coach (Track & Cross Country)

Chance Lindley – Assistant Coach (Women's Basketball)

Paula Moore – Secretary & Data Specialist

Elizabeth Scheuerman – Secretary

New Employee/New Position

Jason Edgar – Instructor (Communications) and Debate/Forensics Coach

2006-2007 Employment Contract

Bill Forst – Director, Shafer Art Gallery

- Financial Report

**Special Meeting of the Board of Trustees
Barton County Community College
April 12, 2006**

CALL TO ORDER

The special meeting of the Board of Trustees of Barton County Community College was called to order at 5:30 p.m. on April 12, 2006 in room U-219 of the Student Union.

ATTENDANCE

Trustees Present: Robert Feldt, Mike Johnson, Don Learned, Dr. Paul Maneth, Judy Murphy and J.B. Webster

Other Attendees: Susan Thacker representing the Great Bend Tribune, Michael Dawes, Ivy Webster, Dick Wade, Nancy Peschka, Randy Allen, Dan Bonine, Kurt Kohler, Andrew Murphy and Marilyn Beary

EXECUTIVE SESSION

Chairman Webster advised that an executive session would be needed to discuss non-elected personnel matters.

Trustee Feldt moved that in compliance with K.S.A. 75-4319(a), the Board recess to executive session for 15 minutes at 5:30 p.m. to discuss non-elected personnel matters, in order to protect the privacy interests of the individual(s) to be discussed and that the Board would reconvene in room U-219 of the Student Union at 5:45 p.m. In compliance with this Act, no binding action may be taken in executive session. The motion was seconded by Trustee Johnson. Following discussion, the motion carried 6-0.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:45 p.m. in room U-219 of the Student Union. Chairman Webster advised that matters pertaining to non-elected personnel were discussed.

PERSONNEL

Trustee Maneth moved that the Board of Trustees of Barton County Community College hire Dr. Carl Heilman as the fifth President of the College. The motion was seconded by Trustee Learned. Following discussion, the motion carried 6-0.

Chairman Webster then advised that the Board would now place a conference call to Dr. Heilman to offer the position to him. Dr. Heilman accepted the position and expressed his appreciation to the Board. He then fielded questions from the audience.

Following the conference call, Chairman Webster expressed his appreciation, on behalf of the Board and the Presidential Search Committee, to Dr. Paul Maneth for his efforts as Committee Chair.

The Trustees also extended their appreciation for the work of Marilyn Beary as Liaison for the Search Committee.

The Board also recognized Nancy Peschka and members of the Search Committee as well as community members for their involvement in the search process.

ADJOURNMENT – The meeting adjourned at 5:58 p.m.

J.B. Webster, Chairman

Mike Johnson, Secretary

Recorded by Marilyn Beary

**Regular Meeting of the Board of Trustees
Barton County Community College
April 18, 2006**

ATTENDANCE

Trustees Present: Robert Feldt, Mike Johnson, Don Learned, Dr. Paul Maneth, Judy Murphy and J.B. Webster.

Trustees Absent: None

Other Attendees: Dana Foss, Michael Dawes, Kurt Kohler, Mark Dean, Shanda Mull, Lori Crowther, Ron Vratil, Doug Kaiser, Brice Kaiser, Dick Wade, Kristen Lashley, Lyles Lashley, Tom Berscheidt, Dr. Gillian Gabelmann, Karyl White, Allen Glendenning, Dr. Steve Maier and Marilyn Beary

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chairman Webster called the meeting of the Board of Trustees of Barton County Community College to order at 4:00 p.m., April 18, 2006 in room U-219 of the Student Union. He then led in the Pledge of Allegiance.

INTRODUCTION OF GUESTS AND NEW EMPLOYEES

There were no new employees to introduce.

PUBLIC COMMENT

Chairman Webster asked if there were any public comments. Chairman Webster recognized Mr. Tom Berscheidt who spoke in support of Lyles Lashley.

EXECUTIVE SESSIONS

Chairman Webster advised that the second executive session would be moved forward to follow the first executive session on the agenda.

First Executive Session

Chairman Webster advised that the Board would need to recess to executive session to discuss matters of attorney-client privilege and asked that Mr. Glendenning, Mr. Henry and Dr. Maier join the Trustees in executive session.

Trustee Johnson moved that in compliance with K.S.A. 75-4319(a), the Board recess to executive session for 30 minutes at 4:10 p.m. to consult with legal counsel on a matter protected by the attorney-client privilege, in order to protect that privilege and the Board's position in litigation, to reconvene in room U-219 of the Student Union at 4:40 p.m. He further advised that in compliance with this Act, no binding action may be taken in executive session. The motion was seconded by Trustee Feldt. Following discussion, the motion carried 6-0.

Note: Mr. Glendenning was excused from the executive session at 4:35 p.m.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 4:40 p.m. in room U-219 of the Student Union. Chairman Webster advised that attorney-client privilege were discussed.

Second Executive Session

Chairman Webster advised that the Board would need to recess to a second executive session to discuss non-elected personnel issues and asked that Mr. Henry and Dr. Maier join the Trustees in executive session.

Trustee Feldt moved that in compliance with K.S.A. 75-4319(a), the Board recess to executive session for 30 minutes at 4:40 p.m. to discuss non-elected personnel matters, in order to protect the privacy interests of the individual(s) to be discussed and that the Board would reconvene in room U-219 of the Student Union at 5:10 p.m. He further stated that in compliance with this Act, no binding action may be taken in

executive session. The motion was seconded by Trustee Learned. Following discussion, the motion carried 6-0.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:10 p.m. in room U-219 of the Student Union. Chairman Webster advised that matters pertaining to non-elected personnel were discussed. He then advised that the Board would need to again recess to executive session in order to continue its discussion of non-elected personnel matters.

Trustee Maneth moved that in compliance with K.S.A. 75-4319(a), the Board recess to executive session for 10 minutes at 5:10 p.m. to discuss non-elected personnel matters, in order to protect the privacy interests of the individual(s) to be discussed and that the Board would reconvene in room U-219 of the Student Union at 5:20 p.m. He further stated that in compliance with this Act, no binding action may be taken in executive session. The motion was seconded by Trustee Learned. Following discussion, the motion carried 6-0.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:20 p.m. in room U-219 of the Student Union. Chairman Webster advised that matters pertaining to non-elected personnel were discussed.

MONITORING REPORTS

Dr. Maier presented an Executive Limitations Report, followed by the ENDS Monitoring Reports.

CONSENT AGENDA

The following were included in the consent agenda for consideration:

- Minutes of the regular meeting of the Board of Trustees, held on March 21, 2006
- Minutes of the special meeting of the Board of Trustees, held on March 29, 2006
- Minutes of the special meeting of the Board of Trustees, held on March 30, 2006
- Minutes of the special meeting of the Board of Trustees, held on March 31, 2006
- Minutes of the special meeting of the Board of Trustees, held on April 1, 2006
- Personnel
 - Kurt Kohler, position change from Head Volleyball Coach to Athletic Director
 - Stephanie Kirkland, Specialist I (part-time) replacement
 - Bob Casper, Head Coach (Women's Soccer) replacement
 - Jessica Wolf, Faculty Receptionist & Typist (Humanities) replacement
- Financial Report
- Due to Fort Riley's Graduation scheduled for June 7, the Board study session originally scheduled for that day will be moved to **Tuesday, June 6 at 12:00 noon in room U-219**

Trustee Feldt moved that the Board of Trustees approve the consent agenda as presented on page 9 of the Board book. The motion was seconded by Trustee Learned. Following discussion, the motion carried 6-0.

ACTION ITEMS

Bids For Repaving The College's North Road

The Board was presented with bids for the replacement of the north campus road and west entrance. It was recommended that the Board of Trustees accept the low local bid from Esfeld Construction.

Trustee Johnson moved that the Board of Trustees accept the low local bid from Esfeld Construction in the amount of \$136,330 as presented. The motion was seconded by Trustee Feldt. Following discussion, the motion carried 6-0.

2006-2007 Faculty Contract Renewals

Following the faculty evaluation process and individual consideration, it was the recommendation of Dr. Gabelmann and Dr. Maier that the Board of Trustees approves the list of faculty contract renewals for 2006-2007 as presented on page 27 of the Board book.

Trustee Maneth moved that the Board accepts the recommendation of Dr. Gabelmann and Dr. Maier and offer contract renewals for 2006-2007 to the faculty as presented. The motion was seconded by Trustee Feldt. Following discussion, the motion carried 5-1 with Trustee Learned voting in the negative. Trustee Learned stated that he did not vote in favor of accepting the list because he supported Lyles Lashley.

2006-2007 Head Coaching Contract Renewals

After reviewing the performance of the coaches as it relates to the Mission and Goals of Barton Athletics, it was Dr. Maier's recommendation that the College extends contracts to the listing of head coaches for 2006-2007 as presented on page 28 of the Board book.

Trustee Feldt moved that the Board adopt Dr. Maier's recommendation to extend contracts to the Head Coaches for 2006-2007 as presented. The motion was seconded by Trustee Maneth. Following discussion, the motion carried 6-0.

2006-2007 Administrative Contract Renewals

After working closely with the administrators and observing their professional performance and commitment to the Mission and Ends of the College, it was Dr. Maier's recommendation that the College extends professional contracts for 2006-2007 to the administrators listed on page 28 of the Board book.

Trustee Maneth moved that the Board accepts Dr. Maier's recommendation of extending professional contracts for 2006-2007 to the administrators as presented. The motion was seconded by Trustee Johnson. Following discussion, the motion carried 6-0.

INFORMATION

The following informational items were shared with the Board:

- Mike Johnson and Dr. Maier updated the Board concerning Kansas Association of Community College Trustees and Kansas Board of Regents activities.
- May Board Meetings/Activities

ADJOURNMENT

The meeting adjourned at 5:38 p.m.

J.B. Webster, Chair

Mike Johnson, Secretary

Recorded by Marilyn Beary

BARTON COUNTY COMMUNITY COLLEGE
GENERAL, VOCATIONAL, AND EMPLOYEE BENEFITS
FUNDS FLOW ACTIVITY
PERIOD ENDED APRIL 30, 2006

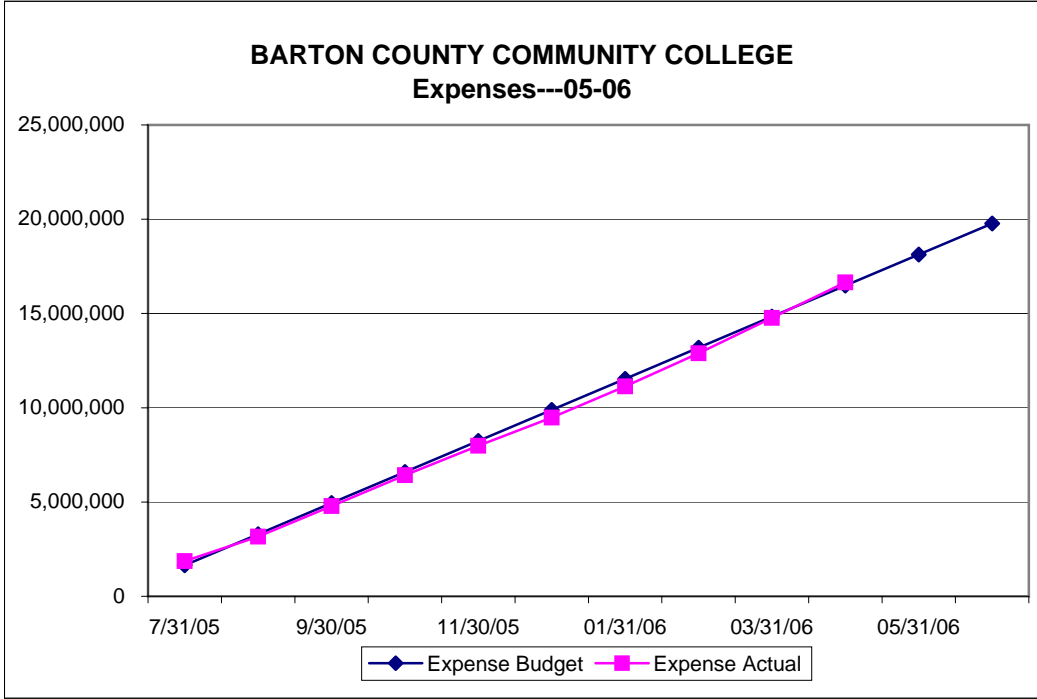
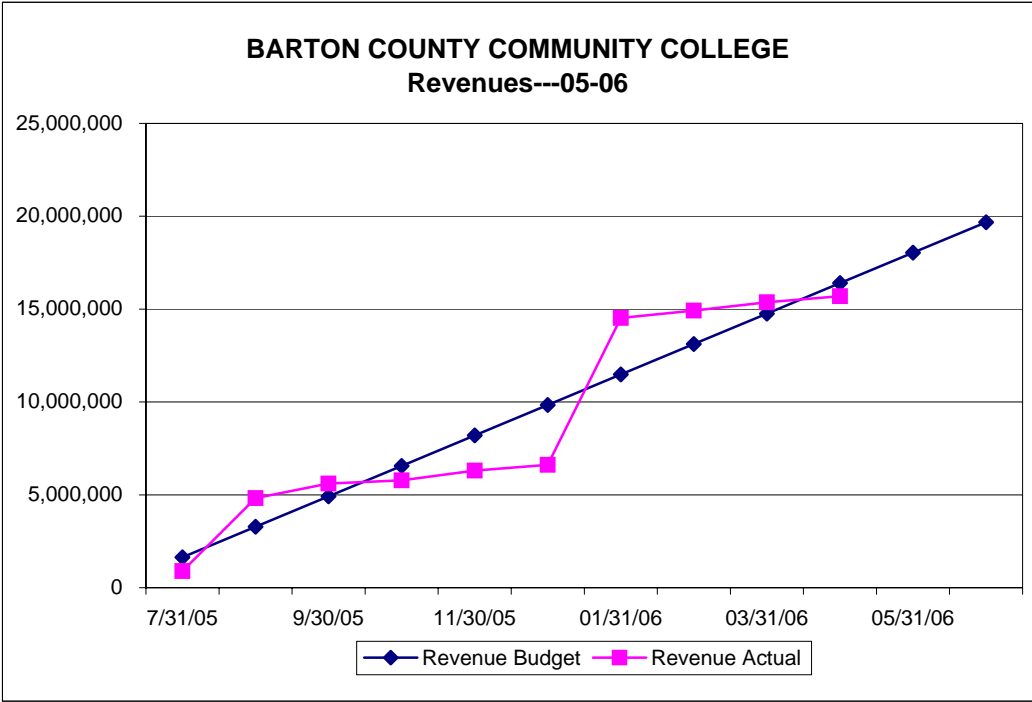
	2005-06 BUDGET	PERIOD ENDED 04/30/06	YTD AVAILABLE	%
				AVAILABLE
Fund Balance, Beginning	\$4,585,281.00	\$4,585,281.00		
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Tuition-Out Of State	300,000.00	352,771.00	-52,771.00	-17.59%
Tuition-In State	4,077,000.00	3,384,994.00	692,006.00	16.97
Tuition-Out District	260,000.00	136,893.00	123,107.00	47.35
State Aid	6,759,000.00	6,889,663.00	-130,663.00	-1.93
Property Taxes	5,267,000.00	3,651,917.00	1,615,083.00	30.66
Other Taxes	830,000.00	670,673.00	159,327.00	19.20
Interest Income	90,000.00	110,074.00	-20,074.00	-22.30
Other	2,097,000.00	495,312.00	1,601,688.00	76.38
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Total Revenue	19,680,000.00	15,692,297.00	3,987,703.00	20.26
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Expenditures:				
Academic Salaries	6,778,000.00	5,645,052.00	1,132,948.00	16.72
Support Salaries	3,690,000.00	3,232,367.00	457,633.00	12.40
Supplies	4,079,000.00	3,128,969.00	950,031.00	23.29
Equipment	87,000.00	88,229.00	-1,229.00	-1.41
Advertising	50,000.00	39,758.00	10,242.00	20.48
Transfers & Other	460,000.00	600,000.00	-140,000.00	-30.43
Employee Benefits	2,323,000.00	2,000,540.00	322,460.00	13.88
General Insurance	230,000.00	233,432.00	-3,432.00	-1.49
Utilities	605,000.00	544,398.00	60,602.00	10.02
In County Scholarships	130,000.00	132,958.00	-2,958.00	-2.28
Capital Outlay	859,000.00	517,153.00	341,847.00	39.80
Maintenance	484,000.00	484,649.00	-649.00	-0.13
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Total Expenditures	19,775,000.00	16,647,505.00	3,127,495.00	15.82%
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Fund Balance, Ending	\$4,490,281.00	\$3,630,073.00		
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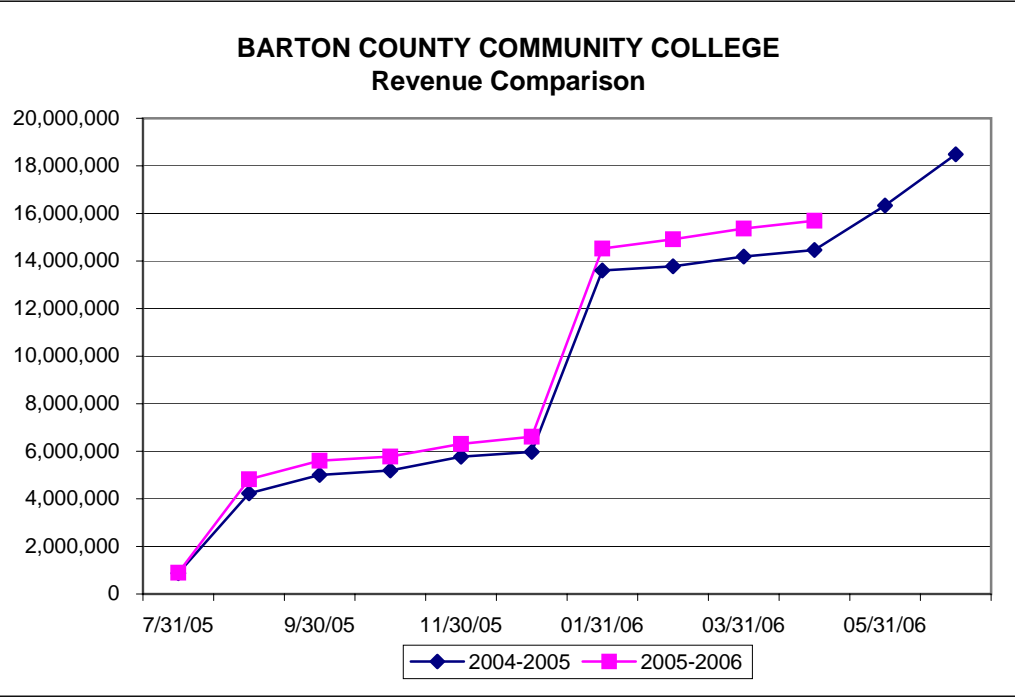
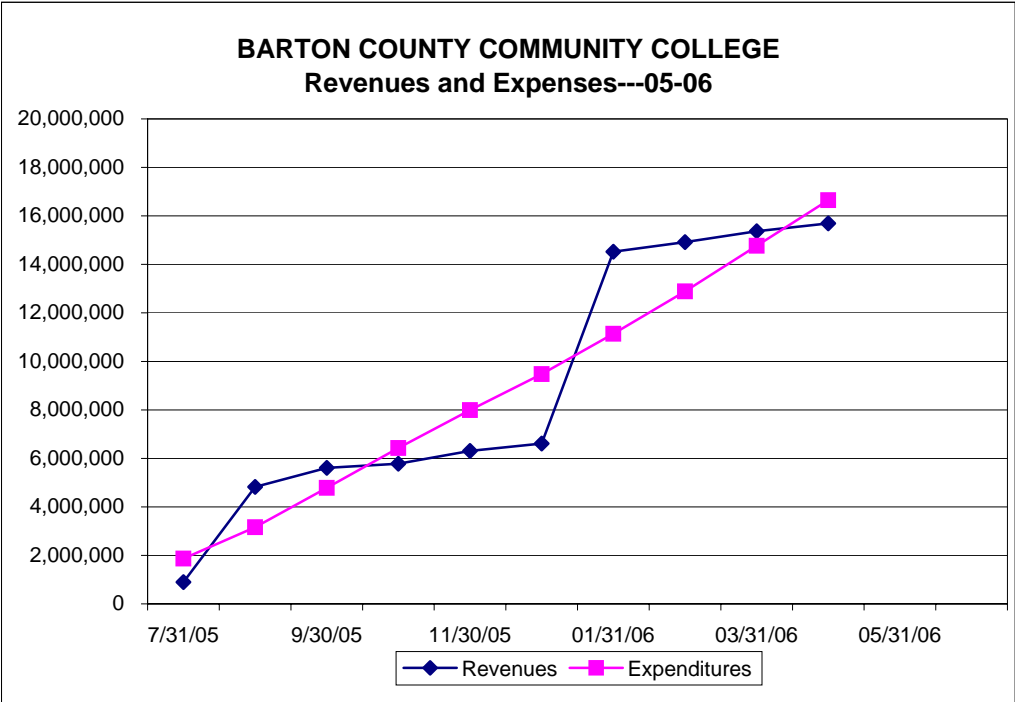
BARTON COUNTY COMMUNITY COLLEGE
GENERAL, VOCATIONAL AND EMPLOYEE BENEFITS
FUNDS FLOW ACTIVITY
PERIOD ENDED APRIL 30, 2006 & 2005

	YEAR ENDED		NET CHANGE INCREASE (DECREASE)	% CHANGE
	04/30/06	04/30/05		
Fund Balance, Beginning	4,585,281	4,363,507	221,774	0
Tuition-Out Of State	352,771	282,134	70,637	25
Tuition-In State	3,384,994	3,052,503	332,491	11
Tuition-Out District	136,893	241,878	(104,985)	(43)
State Aid	6,889,663	6,059,079	830,584	14
Out District State Aid	0	0	0	
Property Taxes	3,651,917	3,549,403	102,514	3
Other Taxes	670,673	662,419	8,254	1
Interest Income	110,074	74,005	36,069	49
Other	495,312	543,824	(48,512)	(9)
Total Revenue	15,692,297	14,465,245	1,227,052	8
Expenditures:				
Academic Salaries	5,645,052	5,372,353	272,699	5
Support Salaries	3,232,367	3,108,913	123,454	4
Supplies	3,128,969	2,900,094	228,875	8
Equipment	88,229	26,816	61,413	229
Advertising	39,758	45,510	(5,752)	(13)
Transfers & Other	600,000	400,000	200,000	50
Employee Benefits	2,000,540	1,748,307	252,233	14
General Insurance	233,432	207,874	25,558	12
Utilities	544,398	547,211	(2,813)	(1)
In County Scholarships	132,958	120,231	12,727	11
Capital Outlay	517,153	697,767	(180,614)	(26)
Maintenance	484,649	409,807	74,842	18
Total Expenditures	16,647,505	15,584,883	1,062,622	7
Fund Balance, Ending	3,630,073	3,243,869	386,204	0

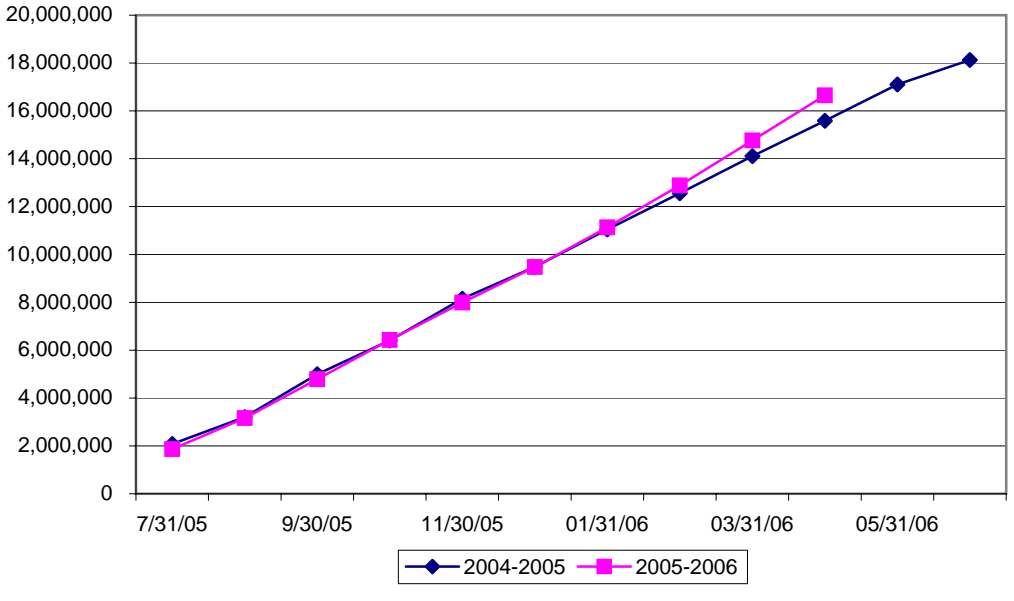
BARTON COUNTY COMMUNITY COLLEGE
AUXILIARY FUNDS
FUNDS FLOW ACTIVITY
PERIOD ENDED APRIL 30, 2006

	STUDENT UNION	DORMITORIES	ATHLETICS	CAMP ALDRICH	TEN MONTH ACTIVITY	2005-06 BUDGET	YTD AVAILABLE	% AVAILABLE
Fund Balance, Beginning:	376,521	437,385	98,798	88,952	1,001,656	1,001,656		
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Revenues:								
Vending	1,300				1,300	2,000	700	35.00
Bookstore	689,532				689,532	800,000	110,468	13.81
Food service	388,254			0	388,254	482,000	93,746	19.45
Fees	0			0	0	200,000	200,000	100.00
Supplies & Services		25,469			25,469	28,000	2,531	9.04
Housing Rental		961,580		41,142	1,002,722	1,000,000	(2,722)	(0.27)
Transfers			600,000	0	600,000	500,000	(100,000)	(20.00)
Revolving					0	0	0	
Misc.	2,184				2,184	4,000	1,816	45.40
Entry Fees & Other			3,515	0	3,515	16,000	12,485	78.03
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Total Revenues	1,081,270	987,049	603,515	41,142	2,712,976	3,032,000	319,024	10.52
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Expenditures:								
Salaries	67,384	112,456	10,927	38,445	229,212	285,000	55,788	19.57
Books & Supplies	628,147				628,147	725,000	96,853	13.36
Maintenance	18,805	63,454		8,027	90,286	110,000	19,714	17.92
Food	453,382	327,189		0	780,571	890,000	109,429	12.30
Utilities	4,953	104,694		14,877	124,524	185,000	60,476	32.69
Lease payments & Int	0	177,597			177,597	202,000	24,403	12.08
Travel & Recruiting			144,014		144,014	138,000	(6,014)	(4.36)
Officials			35,810		35,810	30,000	(5,810)	(19.37)
Training Supplies			13,775		13,775	17,000	3,225	18.97
Insurance			91,022		91,022	85,000	(6,022)	(7.08)
Equipment	0	131,283	97,547	0	228,830	200,000	(28,830)	(14.42)
Clinics & Awards			8,931		8,931	10,000	1,069	10.69
Transfers & Refunds		0	0		0	1,000	1,000	100.00
Revolving					0	0	0	
Nationals & Fees			12,481		12,481	40,000	27,519	68.80
Supplies	11,972	1,193	61,023	50	74,238	110,000	35,762	32.51
Misc.		0			0	1,000	1,000	100.00
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Total Expenditures	1,184,643	917,866	475,530	61,399	2,639,438	3,029,000	389,562	12.86
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Fund Balance, Ending	273,148	506,568	226,783	68,695	1,075,194	1,004,656		
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**BARTON COUNTY COMMUNITY COLLEGE
Expenditures Comparison**



6. ACTION ITEMS

SCHEDULE OF 2006-2007 BOARD MEETINGS

Following is a proposed schedule of 2006-2007 Board meetings. It is recommended that the Board of Trustees approve this schedule as presented:

SCHEDULE OF BOARD MEETINGS 2006-2007

The following meeting schedule has been set for the Board study sessions and regular Board meetings for the 2006-2007 academic year as well as two Board Advances during the year. ***Unless otherwise noted, meetings will be held in room U-219 (upper level of the Student Union.)***

Please know that every attempt will be made to avoid alterations to this schedule; however, unexpected conflicts may necessitate revisions throughout the year. In addition, this schedule does not reflect any special meetings, which may be scheduled at a later day (revisions to meetings will be noted in red and re-posted.)

Wednesday, July 05, 2006 – 12:00 p.m. – study session

Tuesday, July 18, 2006 – 4:00 p.m. – BOT Meeting

Wednesday, August 2, 2006 – 12:00 p.m. – study session

Tuesday, August 8, 2006 – 4:00 p.m. – Budget Hearing/BOT Meeting

**Wednesday, September 06, 2006 – 8:00 a.m. – Board Advance
Camp Aldrich Classroom**

**Friday, September 8, 2006 and Saturday, September 9, 2006
KACCT/COP Annual Meeting – Wichita Airport Hilton**

Tuesday, September 19, 2006 – 4:00 p.m. – BOT Meeting

Wednesday, October 04, 2006 – 12:00 p.m. study session

**Wednesday, October 11 – Saturday, October 14
ACCT Annual Leadership Congress – Orlando, Florida**

Tuesday, October 17, 2006 – 4:00 p.m. – BOT Meeting

Wednesday, November 01, 2006 – 12:00 p.m. – study session

Tuesday, November 21, 2006 – 4:00 p.m. – BOT Meeting

**Sunday, December 3, 2006 and Monday, December 4, 2006
KACCT/COP Quarterly Meeting – Allen County Community College**

Wednesday, December 06, 2006 – 12:00 p.m. – study session

Tuesday, December 12, 2006 – 4:00 p.m. – BOT Meeting

Wednesday, January 3, 2007 – 12:00 p.m. – study session

Tuesday, January 16, 2007 – 4:00 p.m. – BOT Meeting

Wednesday, February 07, 2007 – 12:00 p.m. – study session

Thursday, February 15, 2007 – Phi Theta Kappa Honors Luncheon
KACCT/COP Meeting – Capital Plaza Hotel – Topeka

Tuesday, February 20, 2007 – 4:00 p.m. – BOT Meeting

Wednesday, March 07, 2007 – 8:00 a.m. – Board Advance
Camp Aldrich Classroom

Tuesday, March 20, 2007 – 4:00 p.m. – BOT Meeting

Sunday, April 1 – Wednesday, April 4, 2007
North Central Association Annual Meeting (Chicago, Illinois)

Wednesday, April 11, 2007 – 12:00 p.m. – study session

Saturday, April 14 – Tuesday, April 17, 2007
AACC Annual Convention –Tampa, Florida

Tuesday, April 17, 2007 – 4:00 p.m. – BOT Meeting

Wednesday, May 2, 2007 – 12:00 p.m. – study session

Thursday, May 11, 2007 – 7:30 p.m. – COMMENCEMENT

Tuesday, May 15, 2007 – 4:00 p.m. – BOT Meeting

Wednesday, June 06, 2007 – 12:00 p.m. – study session

Friday, June 15, 2007 and Saturday, June 16, 2007
KACCT/COP Retreat – Barton County Community College

Tuesday, June 19, 2007 – 4:00 p.m. – BOT Meeting

7. INFORMATION

KACCT/KBOR REPORT

Mike Johnson will update the Board concerning Kansas Association of Community College Trustees.

Note: Barton County Community College is pleased to announce that it will host the KACCT/COP Retreat on June 15 and 16, 2007.

Dr. Maier will update the Board concerning Kansas Board of Regents activities.

JUNE BOARD MEETINGS/ACTIVITIES

**Tues., June 6 12:00 noon – Board Study Session – Room U-219
(moved from Wed., June 7 due to commencement at the Fort Riley campus)**

Tues., June 20 4:00 p.m. – Monthly Board Meeting – Room U-219

8. EXECUTIVE SESSION

The Board may need to recess to executive session, should it be deemed necessary, in compliance with the Kansas Open Meetings Act.

9. ADJOURNMENT

At the conclusion of the meeting, the Board will adjourn.