

**Board of Trustees**  
**Barton Community College**  
**February 27, 2018 Board Meeting**

**Policy Governance Manual Revisions**

With election changes, a shift in planning dates have been identified.

Recommendation: Approve changes to the Governance Manual changing election of officers to January and completing Annual Board Self-Evaluation in October.

## **POLICY TYPE: BOARD PROCESS**

### **POLICY TITLE: BOARD JOB DESCRIPTION**

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The job of the Board is to represent the owners in determining and demanding appropriate organizational performance. To distinguish the Board's own unique job from the role and functions of its staff, the Board will concentrate its efforts on the following job "products" or outputs.

1. Linkage with the public regarding ENDS. Input may be obtained in the following ways:
  - A. Meeting with individuals and organized or informal community groups (i.e., civic groups, churches, focus groups).
  - B. Observing and meeting with other public boards.
  - C. Hosting opportunities that afford owners the opportunity to learn about the College.
  - D. During open session of Board meetings.
2. Written governing policies which, at the broadest levels, address:
  - A. ENDS: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good for which people at what cost).
  - B. EXECUTIVE LIMITATIONS: Constraints on executive authority that establish the boundaries within which all executive activity and decisions must take place.
  - C. BOARD PROCESS: Specification of how the Board conceives, carries out, and monitors its own task.
  - D. BOARD-PRESIDENT RELATIONSHIP: The manner in which authority is passed to the President and assessment of the use of that authority.
3. Assure the President's performance by using the monitoring data as measured against Board Policies "ENDS" and on "Executive Limitations."

(continued on next page)

## **POLICY TYPE: BOARD PROCESS**

### **POLICY TITLE: BOARD JOB DESCRIPTION (continued)**

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4. Select and discipline Board officers
  - A. A chairperson shall be selected, by majority vote of the Board members present, based on abilities to carry out the responsibilities of that position. (A chairperson, and other officers deemed necessary or required by statute, shall be elected on an annual basis during the official Board meeting in **January** ~~July~~).
  - B. If, for any reason, Board members believe the chairperson fails to fulfill the role as stated in these policies, they may, by majority vote of the entire Board, remove the chairperson from office and select a replacement for the remainder of the unexpired term as chairperson.
5. Impact legislative affairs through personal advocacy and participation with Kansas Association of Community College Trustees.
6. Monitor activities and performance of the Cougar Booster Club and Barton County Community College Foundation to ensure they are legal and supportive of the College.

--This policy adopted on 10-16-97  
Reviewed on 11-01-00 (no changes)  
Reviewed on 04-02-03 (no changes)  
Reviewed on 09-01-04 (no changes)  
**Revised on 02-27-18**

**POLICY TYPE: BOARD PROCESS**  
**POLICY TITLE: ANNUAL BOARD PLANNING CYCLE**

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

1. Monitoring reports to evaluate progress toward the achievement of the Board's

ENDS:

<b>END</b>	<b>Title</b>
<b>1</b>	<b>Essential Skills</b>
<b>2</b>	<b>Work Preparedness</b>
<b>3</b>	<b>Academic Advancement</b>
<b>4</b>	<b>"Barton Experience"</b>
<b>5</b>	<b>Regional Workforce Needs</b>
<b>6</b>	<b>Barton Services and Regional Locations</b>
<b>7</b>	<b>Strategic Planning</b>
<b>8</b>	<b>Contingency Planning</b>

2. Linkage opportunities to compliment ENDS monitoring reports:

<b>Linkage</b>
<b>Public Education Administrators</b>
<b>Military Personnel</b>
<b>Lawmakers</b>
<b>Criminal Justice/Corrections Facilities Administrators</b>
<b>Emergency Services Providers</b>
<b>Allied Health Community Providers</b>
<b>Business/Industry Representatives</b>
<b>Workforce Training Advisory Council Representatives</b>

- ~~3. Complete Annual Board Self-Evaluation (which shall include both collective and individual evaluations.) – **March**~~

- ~~4.3. Complete evaluation of President's performance and salary review –~~

**April.**

5.4. Redefine and prioritize the ENDS to provide guidance for the development of the next year's budget – **September**.

5. Send annual report to owners – **October**.

6. **Complete Annual Board Self-Evaluation (which shall include both collective and individual evaluations.) – October**

~~6.~~

7. The Board will share the Report Card with its stakeholders, through a variety of mechanisms, including presentations to civic groups and linkage meetings with various segments of the community.

-- This policy adopted on 10-16-97

Revised on 12-11-01

Revised on 05-20-03

Revised on 09-21-04

Revised on 03-21-06

Revised on 02-20-07

Revised on 09-17-09

Revised on 01-21-10

Revised on 11-24-15

**Revised on 02-27-18**