

**MEETING OF TRUSTEES
OF
THE GARDEN CITY COMMUNITY COLLEGE**

April 8, 2008

Trustees Present: Della Brandenburger, William S. Clifford, Marilyn Douglass,
Ron Schwartz, Steve Sterling, Terri Worf

Others Present: Carol E. Ballantyne, President
Darla Daniels, Deputy Clerk
Dee Wigner, Dean of Administrative Services
Kevin Brungardt, Dean of Academics
Judy Crymble, Dean of Technical Education
Nancy Harness, Dean of Community Services/Continuing Education
Steve Quakenbush, Director of Information Services & Publications
Ryan Ruda, Director of Counseling/Advising Center
Cathy McKinley, Director of Human Resources
Deanna Mann, Director of Institutional Effectiveness
Lenora Cook, Director of Nursing
Brenda Barrett, IT Department
Barb Larson, Faculty Senate
Natasha Duncan, SGA President
Amanda Worthington, Jim McAllister, Sarah Wells, Cyd Stein, Laura York Guy, Faculty
Jeff Crist, Stewart Nelson, Local Citizens
Emily Behlmann, *Garden City Telegram*

5:30 p.m. Some of the group went through the cafeteria line for dinner

5:45 p.m. Toured the renovation of the Director of Residential Life Apartment

6:00 p.m. Regular meeting in the Endowment Room

COMMENTS FROM THE CHAIR. Chair Douglass called the regular session to order at 6 p.m. and made the following comments:

- Welcomed everyone to the meeting
- Congratulated the Endowment Association for another successful scholarship auction in which \$133,000+ was received for scholarships!
- Congratulated Phi Theta Kappa for a tremendous induction ceremony in which 32 students were inducted!
- Congratulated everyone involved with the grand opening of the Southwest Kansas Fire Training Center!

OPEN COMMENTS FROM PUBLIC. Chair Douglass stated that no one had registered to make comments.

REPORT FROM STUDENT GOVERNMENT ASSOCIATION. SGA President Natasha Duncan shared highlights, as follows:

- Recent past events included: Student Universal, in which several GCCC students gave a presentation entitled “College 101: What I wish I knew then and what I know now”; Casino Night, and annual budget allocations
- Upcoming events include: Graduation speaker tryouts, numerous Earth Week activities, including launching the new recycling project and landscaping around the Beth Tedrow Student Center, student awards assembly, and more

Trustees said they were very proud of everything SGA accomplished this year!

REPORT FROM FACULTY SENATE. Trustees had previously received an extensive report in their electronic Board packets, which Barb Larson, Faculty Senate President, encouraged them to read at their leisure. She noted that great things were happening within the departments, and faculty were pleased with the inservice sessions/trainings coming from the Teaching and Learning Center. She invited Trustees to attend the May 1 faculty appreciation luncheon where the Outstanding Faculty Member for 2007-08 would be announced and the three retiring faculty members (Lee Tiberghien, Gordon Gillock, and Cherie Perryman) would be honored.

CONSENT AGENDA

Chair Douglass asked if Trustees wished to pull any items on the Consent Agenda for the purpose of discussion; no one did, so she asked for a motion approving the Consent Agenda.

MOTION: Clifford moved, seconded by Worf, that the Consent Agenda items be approved as presented. Motion carried 6-0.

Approved actions follow:

APPROVED MINUTES of previous meeting, March 12, 2008, as written.

SUBMITTED FINANCIAL INFORMATION TO THE AUDITOR, as presented.

APPROVED PERSONNEL ACTIONS, as presented - see attached lists.

APPROVED REQUEST TO DISPOSE OF EQUIPMENT, as presented (detailed list included in the electronic Board packet)

APPROVED PURCHASE ORDER OVER \$20,000, as presented.

Brinkmann Instruments

\$22,468.05

Equipment will be used to support the Animal/Meat Science Scientific Laboratory; funded through the Technical Education Technology and Equipment Grant

OTHER**DISCUSSION OF TITLE V GRANT (Penka Building and Fouse Science-Math remodeling projects)**

Ballantyne distributed handouts detailing a proposed timeline and projections regarding the Title V construction project involving the Fouse, Academic, and Penka Building renovations (copy filed in the Board packet). She and architect Stewart Nelson “walked through” the material and fielded questions from the Trustees. A summary follows:

Phase I Estimated Cost: \$1,774,000

An addition of approximately 60'x115' on the south side of the Penka Building to include a lab, respiratory and physical therapy areas, a nursing skills site, and classroom – this piece of the project would be handled via Construction Management proposals to be presented to the Board at next month's meeting. Construction would begin late summer/early fall 2008. This phase would also involve removal of asbestos components in the Fouse Science-Math Building.

Phase II Estimated Cost: \$1,369,850

Work would be done on the west side and the lecture hall of the Fouse Science-Math Building and would involve classroom, lab, and restroom renovations; floor replacement; airlock installation for heating and cooling efficiency at all four entrances; ceiling and lighting replacement; and creation of an additional, unisex restroom designed to meet requirements of ADA. Also, remodeling of Finnup Lab in Academic Building. Construction would tentatively take place in summer 2009.

Phase III Estimated Cost: \$1,293,415

Work would be done on the east side of the Fouse Science-Math Building (similar to the work proposed for the west side), as well as a second ADA-compliant unisex restroom. In addition, renovations would be made in the Penka Building to provide improved and enlarged facilities for the Cosmetology program, as well as upgrading the Academic Building Lecture Hall. Construction would tentatively take place in summer 2010.

Architect Fees: \$319,358 for the firm of Gibson, Mancini, Carmichael and Nelson

Total: \$4,756,621

Ballantyne then “walked through” proposed funding for the project, as follows:

| | |
|-------------|---|
| \$1,350,000 | Title V grant |
| 500,000 | Erdene Corley Trust funds |
| 1,400,000 | Tax credits |
| (90,000) | Interest on COP for Title V funds |
| \$1,596,621 | To be paid from the General Fund in eight annual increments of \$199,578 per year (2009-2015) |
| \$4,756,621 | Total revenue |

Ballantyne emphasized that, tonight, she was asking for general approval of the entire project, as well as seeking permission to begin to receive proposals for construction management of the Penka Building addition (not to exceed \$1,500,000, with interviews with potential contractors scheduled for the May Board meeting), and permission to contact the financial advisor for certificates of participation financing regarding the Title V and nursing faculty offices remodel.

After discussion, the following motion was made:

Clifford moved, seconded by Schwartz, that the Board of Trustees give CEO Ballantyne the “go ahead” to proceed with this ambitious, but much needed, plan, with the understanding that final decisions regarding financing would be made at the May Board meeting. Motion carried 6-0.

POLICY REVIEW

MONITORING REPORTS and ENDS REPORT

Trustees indicated that they had received and reviewed the monitoring reports (monthly, quarterly, semi-annual, and annual). General comments were made surrounding several new administrative policies and handbooks that had been recently approved by President’s Cabinet, including:

- Student Nurse Drug Abuse/Prevention and Drug Testing Policy
- Student Background Check Policy
- Internal Governance Handbook
- Helping the Distressed Student (a faculty and staff guide)
- Accommodations Handbook

After discussion, Douglass stated that the monitoring reports were accepted as presented.

OWNERSHIP LINKAGE

The Board packet contained several pieces of correspondence, including thank you notes from University of Kansas, Alfred University, Southwest Plains Regional Service Center, John Deere, and St. Catherine Hospital regarding appreciation of GCCC for various things. Trustees noted that they appreciated hearing from the owners.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW CONTINUED DISCUSSION ON STRATEGIC PLANNING AND COMMUNITY FOCUS GROUP.

Douglass reported that she and Ballantyne had met with one elected official from the City, County, and USD #457 and USD #363 and the respective CEOs on April 2 and discussed the importance of these groups continuing to meet together and sharing strategic plans. Upcoming community-wide projects include: bond issue for new high school; ¼ cent sales tax which “sun downed” April 1; tri-city projects for Garden City, Dodge City, and Liberal; and more. Plans are being made to have another meeting on June 3 involving *all* of the elected officials, CEOs, and interested community members.

REPORTS

PRESIDENT CAROL E. BALLANTYNE noted that Trustees had received numerous informational reports. A complete report is filed in the electronic Board packet.

- Incidental Information – highlighted recent campus happenings.
- Instructional Program Review – Ballantyne noted that one-third of the programs were reviewed every year. This Board packet contained four extensive reports, and next month’s report would include four more. Ballantyne invited the appropriate program directors to share a few highlights from their programs, as follows:

Jim McAllister, Music: this year faculty spent a lot of time recruiting; he suggested that the scholarship budget be studied in the hope of providing scholarships for ensemble *members* not just music *majors*. He also suggested that GCCC partner with the community to bring in a Jazz Festival to increase the visibility of the music program.

Laura York Guy and Cyd Stein, Journalism: they, too, spent a lot of time recruiting this year; they are converting to a mass communications concept vs “just print” or “just broadcasting.” *Breakaway* recently won the All-Kansas Award and *Silhouette* won a Silver Award!

Sara Wells, Allied Health: this program doesn’t have to spend much time recruiting because there is a big demand for the CNA and CMA classes; one challenge they constantly face is having enough instructors to teach these classes.

Amanda Worthington, Ag Production: recruiting is done at career fairs as well as hosting Southwest Kansas District FFA events on campus; the ag industry is facing lots of changes, and her advisory board is monitoring the curriculum to keep abreast of the situation.

- The men’s cross country team was crowned national champions in team GPA for 2007 by the NJCAA with a GPA of 3.46! The women’s cross country team finished 8th nationally with a GPA of 3.22!

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORP.

Trustee Schwartz reported the following:

- Lots of politicking going on right now in Topeka regarding the proposed Sunflower Electric Power plants
- New inquiries regarding business ventures continued to be explored

UPCOMING CALENDAR DATES. Chair Douglass reviewed the following:

- May 1: Faculty Appreciation Lunch; 12 noon; Endowment Room
- May 10: Commencement
- May 14: Regular meeting of the Board and Retirement Reception (note this was changed to May 20 because of a scheduling conflict)
- June 11 Regular meeting of the Board of Trustees; 7 p.m. (summer hours)

EXECUTIVE SESSION

Sterling moved, seconded by Clifford, that the Board go into executive session at 8:05 p.m. for the purpose of discussing personnel matters of nonelected personnel and their contractual obligations because if these matters were discussed in open session it might invade the privacy of those discussed, and that the Board of Trustees reconvene into open session at 8:35 p.m. Motion carried 6-0.

Board recessed into executive session at 8:05 p.m.

Board reconvened into regular session at 8:35 p.m.

No official action was taken, and the meeting adjourned at 8:36 p.m.

Darla J. Daniels
Deputy Clerk

Carol E. Ballantyne, Ph
Secretary

Merilyn Douglass
Chair of the Board