

MEETING OF TRUSTEES OF THE GARDEN CITY COMMUNITY COLLEGE

July 18, 2009

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

Trustee Absent: Steve Sterling absent at beginning arrived at 9:00 AM

Others Present: Carol E. Ballantyne, President
Kevin Brungardt, Dean of Academics
Lenora Cook, Dean Technical Education
Deanna Mann, Dean Institutional Effectiveness & Enrollment Services
Cathy McKinley, Dean Continuing Education & Community Service
Steve Quakenbush, Director of Information Services & Publications
Ryan Ruda, Dean of Students
Scott Smythe, Director Computer Services
Monica Springer, *Garden City Telegram*
Cricket Turley, Director Human Resources
Dee Wigner, Executive Dean of Administrative Services
Debra Atkinson, Deputy Clerk

COMMENTS FROM THE CHAIR:

Chair Schwartz called the special retreat session to order at 8:10 AM, and made the following comments:

- Chair Schwartz welcomed all to the meeting.-
- Noted and appreciated the good article in the paper regarding the eight students that were named Academic All American, in addition to the articles regarding local softball and basketball team.
- Thanks to those that participated in the Fourth of July parade.
- Kids College last session begins July 20th ends July 24th.
- String Music Camp was July 14th – 16th.
- Fall enrollment continues.
- August 7th football and soccer students arrive.
- August 13th faculty return.
- August 14th In-service – campus closed.
- August 19th first day of class.

OPEN COMMENTS FROM PUBLIC:

There were no persons registered for comments.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

Page 2 Essential Skills

Concern was expressed regarding receiving information in a timely manner to monitor/measure results. President Ballantyne reported that we are getting information on a regular basis that is consistent with all other schools.

Page 3 Work Preparedness & Page 6 Workforce Development

Both areas are well defined.

Page 8 Treatment of People

The assessment tool will not be designated in the document.

Page 10 Financial Condition

#3 “Fail to develop additional revenue sources for capital improvement projects.”

Board members discussed what results they would like to see. After appropriate discussion the word “develop” will be changed to “obtain”.

Page 20 Annual Board Planning Cycle #4

Wording will be changed to reflect February rather than May.

Page 15 Governing Style

Board members discussed adding another point that would specifically address diversity. Steve Quakenbush will assist by doing some “word smithing” on this and will send the results to President Ballantyne and the board for their consideration.

Page 12 Asset Protection # 5 “Make any purchase: (a) over \$2,500 without having obtained comparative prices with consideration of quality; and (b) of over \$10,000 without competitive bids and due consideration regarding cost, quality, and service; and (c) of over \$20,000.

Board members feel that the wording still addresses what is needed.

After appropriate discussion the following motion was made.

Trustee Clifford moved, seconded by Brandenburger that the following changes are made to the Policy Governance Document, effective immediately:

Page 10, #3 – change the word develop to OBTAIN

Page 20, #4- change the month from May to FEBRUARY

Motion carried 5-0

DISCUSSION OF 2009-2010 BUDGET

President Ballantyne expressed her apology for Budget information not being on the web. Tiffany Heit, who normally takes care of this duty and her husband are the proud adoptive parents of a little boy and is on maternity leave. Congratulations were extended from the board to Tiffany and her family.

The electronic Board packet contained much budget information including cash carryover balances for both General and Capital Outlay Funds, year-end purchases, revenue projections, salary information for staff, working budget information, recommendations for the published budget, and more. President Ballantyne “walked through” the various documents and discussed the steps administration had taken to arrive at the proposed budget 2009-2010. Listed below are highlights; complete reports are included in the electronic Board packet.

Cash Carryover (Reserves), General Fund: \$3,873,425

Cash Carryover (Reserves), Capital Outlay Fund: \$747,676

Year-end Purchases: \$126,961 committed (two automobile lifts and replace lights in Auto lab, HVAC system controller, piping for 5th system Ammonia refrigeration, replace control wire DPAC irrigation, two washers & two dryers DPAC, tables for two classrooms, rodeo panels, portable welder rodeo, two smart classrooms, and parking lot light for DPAC.

Revenue Projections: Enrollment is projected to be up for 2009-2010. Calculated tax revenue is projected at \$496,774 per mil.

9:00 AM Trustee Sterling Arrived.

Raises for Staff: At the current time, President Ballantyne is recommending a 2 percent increase for staff. The premium for Blue Cross/Blue Shield is scheduled to decrease slightly in October. Board members discussed health insurance and the national issue it is becoming.

Discussion was held and Trustees asked appropriate questions. President Ballantyne recommended that the budget be raised .76 mills.

EXECUTIVE SESSION

Worf moved, seconded by Clifford, that the Board recess into executive session at 9:32 AM. The Board of Trustees will reconvene into open session at 10:00 AM. Motion carried 6-0

Board recessed into executive session at 9:32 AM.

Board reconvened into regular session at 10:10 AM.

The following motions were made:

Douglass moved, seconded by Sterling, that the Board of Trustees authorize for publication a budget for the Fiscal Year 2009-2010 with a General Fund tax in the amount of \$9,496,856 with an anticipated General Fund mill levy of 19.12 mills. Further, that the Board authorize the publication of a Capital Outlay tax equal to one mill. Motion carried 6-0

Clifford moved, seconded by Worf that the Board of Trustees approves the extension of contract for the President and CEO Carol E. Ballantyne and to maintain current salary (\$123,675.22) for the 2009-2010 year.

Board members expressed their appreciation to President Ballantyne for her excellent performance in carrying out the mission of the college. Board felt that current economic conditions necessitated holding level for this year and re-evaluating next year.

Motion carried 6-0.

President Ballantyne and her staff were commended by the board for the good job done in providing the budget information.

REORGANIZATION OF BOARD OF TRUSTEES FOR 2009-2010

ELECTION OF OFFICERS

Chair Schwartz opened the floor for nominations for Chair of the Board of Trustees for the 2009-2010 year.

Worf nominated Brandenburger; Clifford seconded that nomination; and the following motion was made:

Worf moved, seconded by Clifford, that nominations cease and Brandenburger be elected as Chair of the Board for the 2009-2010 year. Motion carried 5-0.

At this time the gavel was passed to the newly elected Chair Della Brandenburger.

Brandenburger then opened the floor for nominations for Vice Chair.

Brandenburger nominated, Clifford for Vice Chair, Sterling seconded that nomination; Clifford nominated

Douglas for Vice Chair seconded by Worf.

Brandenburger called the vote: Clifford as Vice Chair, Ayes 5 Nays 0

Clifford is elected as Vice Chair of the Board for the 2009-2010 year.

Board members expressed their appreciation to Ron Schwartz for his leadership and in turn Ron thanked everyone for the opportunity of serving as Chair of the Board.

Newly elected Chair Brandenburger then asked for nominations for Clerk.

Clifford nominated Worf; Douglas seconded that nomination; and the following motion was made:

Clifford moved, seconded by Douglas, that nominations cease and Worf be elected as Clerk of the Board for the 2009-2010 year. Motion carried 5-0.

Brandenburger then asked for nominations for KACCT Representative.

Clifford moved, second by Worf that hat Schwartz continue his service as KACCT Representative and Finney County Economic Development Corporation Representative for the 2008-09 year. Motion Carried 5-0

APPOINTMENTS

Brandenburger referred Trustees to the slate of appointments and asked for a motion approving same.

Schwartz moved, seconded by Clifford, that appointments for 2009-2010 be:

Secretary to the BoardCarol E. Ballantyne

Deputy ClerkDebra Atkinson

College AttorneyWard Loyd and Randy Grisell

College EngineerProfessional Engineering Consultants, P.A.

College TreasurerDee Wigner

Designated Agent for KPERSDallas Crist

Alternate Designated Agent for KPERSDee Wigner and Cricket Turley

Motion carried 6-0.

DEPOSITORIES

Clifford moved, seconded by Douglas, that the depositories for 2009-2010 be:

Primary Depository: Commerce Bank

Other Depositories: Western State Bank, First National Bank of Holcomb,

*First National Bank of Garden City, Landmark National Bank,
American State Bank, Garden City State Bank, Peoples State Bank,
State of Kansas Municipal Investment Fund,
Security State Bank (Scott City)*

Motion carried 6-0.

CONSENT AGENDA

Chair Brandenburger asked if Trustees wished to pull any items on the consent Agenda. Douglass asked to pull Item E (Approval of Vehicle Maintenance Agreement) for separate vote, and Item G (Banner Health Agreement) for discussion.

MOTION: Worf moved, seconded by Clifford to approve the remainder of the Consent Agenda items with the change in minutes of June 9, 2009, fourth bullet “outstand” to “outstanding”.

Motion carried 6-0

Approved actions follow:

APPROVED MINUTES of previous meetings, June 9, 2009 with change as noted above, and June 29, 2009.

SUBMITTED FINANCIAL INFORMATION TO THE AUDITOR, as presented.

APPROVED PERSONNEL ACTIONS, as presented, see attached list.

APPROVED PURCHASE ORDERS OVER \$20,000, as presented, handout filed with official minutes.

(D-1)

Vendor: Puritan Bennett 840
For: Ventilator
Amount: \$26,153.94

(D-2)

Vendor: CDW
For: Data Switches
Amount: \$43,946.91

APPROVAL OF CERTIFICATE PROGRAMS (F) handout filed with official minutes.

F-1 Animal & Food Biotechnology

F-2 Agribusiness Specialist Pathways in Agronomy and Animal Science

APPROVAL OF LIBRARY BOOK WEEDING PROJECT (H), as presented, memo filed with official minutes.

APPROVAL OF PULLED ITEMS (E) AND (G)

ITEM E – VEHICLE MAINTENANCE

The RFP was sent to approximately 15 local automobile repair shops regarding vehicle maintenance for the college fleet. After reviewing the proposals, and a visit to the repair shops, Burtis Motor is the recommended repair shop for the maintenance for college vehicles.

MOTION: Clifford moved, seconded by Sterling to accept the recommendation of Burtis Motor to provide

maintenance for the college fleet, with Schwartz recusing himself.

Motion carries 5-0

ITEM G – BANNER HEALTH AGREEMENT

This is an education affiliation agreement that will allow Northeast Colorado students to enroll in the GCCC Paramedic Program and complete clinical work near their home communities. After discussion and appropriate questions the following motion was made.

MOTION: *Douglas moved, seconded by Schwartz to approve the agreement as presented.*

Motion carries 6-0.

(supporting documents are filed with official minutes)

OTHER:

APPROVAL OF RESOLUTION 2009-2 AUTHORIZATION OF USERS/INVESTORS FOR INVESTMENT POOL

This resolution updates signature card,

MOTION: *Clifford moved, seconded by Worf to approve Resolution 2009-2 as presented.*

Motion carries 6-0.

(supporting documents are filed with official minutes)

POLICY REVIEW:

Trustees indicated that they had received and reviewed the monitoring reports (monthly, quarterly, semi-annual annual (mission), annual). Trustees acknowledge that the monitoring reports are accepted.

(supporting documents are filed with official minutes)

OWNERSHIP LINKAGE:

Several pieces of correspondence from owners expressing appreciation were received. An email was received from a concerned individual regarding the dorm parking lots (photos included). Trustee Clifford stated that the Southeast view of the campus, which includes the dorm parking lot, does lack character. Dr Ballantyne shared that future plans do include improving the ascetics along Spruce Street.

(supporting documents are filed with official minutes)

REPORTS:

Trustees have received numerous informational reports as part of the electronic Board packet.

- Incidental Information:
Campus happenings this summer, not all turned reports in due to busy schedules.
- Senate Bill 11
This bill allows schools to own land outside our taxing district.
- 2008-2009 Scholarship Report (Endowment)
Information attached.
- National League for Nursing Accrediting Commission. Inc.
Information attached.
- State Performance Agreement
Performance Agreement completed and turned in.

REPORT FROM KACCT/COP MEETING IN LIBERAL JUNE 19-20

Schwartz gave highlights from the KACCT/COP meeting.

- Liberal group from Students for Free Enterprise had a good presentation, very active group in the community of Liberal.

- Discussed legislative issues, and concern over the TEA, tiered funding formula, and how funding would be distributed among the institutions.
- Technical schools becoming accredited community colleges and issues this will raise.
- KACCT is working to get community college representative on the TEA board.
- Schwartz will send Capitol update to other members via email.
- Next meeting is in Topeka in August, working toward speaking as one voice at the legislative meeting in January.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION

Schwartz reported the following:

- Meeting of all partners and board August 6, 2009 at 1:30 PM.
- Sunflower- still waiting on permits before moving forward.
- BNSF/Union Pacific interested in the train traffic.

ADDITIONAL INFORMATION

- President Ballantyne distributed an example of the electronic brochure that will be available to students that are inquiring about GCCC.
- Endowment Association would like to meet with BAA and Board of Trustees August 17th or 18th. Will notify board when a date has been set.
- GCCC is scheduled for the January, 2010 Chamber breakfast – PowerPoint Presentation will be given at that time.
- September 13, 2009 GCCC Open House, food, bands, ribbon cutting on Penka/Corley building, activities for adults and kids.

Trustee Douglass asked if the message center at Williams Stadium had been revived. The message center was not fixable. There was discussion involving other options for a message center and locations that would benefit the most individuals.

Trustee Clifford expressed his appreciation for the birthday card and cake.

EXECUTIVE SESSION

Schwartz moved, seconded by Clifford, that the Board go into executive session at 11:20 AM for the purpose of discussing non-elected personnel.

No official action was taken, and the meeting adjourned at 11:50 AM.

Debra J. Atkinson
Deputy Clerk

Carol E. Ballantyne, Ph.D.
Secretary

Della Brandenburger
Chair of the Board