

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

May 20, 2008

- Trustees Present: Della Brandenburger, William S. Clifford, Marilyn Douglass,
Ron Schwartz, Terri Worf
- Trustee Absent: Steve Sterling
- 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
Mary Pendergraft, Faculty Senate
Dallas Babcock, Martin Neff, Marvin Wipperling, Thomas Brungardt,
College Instructors
Stewart Nelson, Local Citizen
Emily Behlmann, *Garden City Telegram*
- 5:15 p.m. Some of the group had a light meal in the Broncbuster Room
- 5:30 p.m. Retirement Reception was held in the Portico honoring:
--Gordon Gillock, Business & Information Systems Instructor, 1985-2008
--Virginia Padilla, Penka Building Secretary, 2004-2007
--Cherilyn Perryman, Math Instructor, 1989-2008
--Leroy Tiberghien, Humanities Instructor, 1970-2008
- 6:15 p.m. Regular meeting in the Endowment Room

COMMENTS FROM THE CHAIR. Chair Douglass called the regular session to order at 6:20 p.m. She thanked everyone for coming and congratulated everyone on another successful academic year. She stated that if there were no objections, an item would be added to the agenda as follows:

OTHER

- D. Approval of purchase order over \$20,000: Clean Air America, Inc.; \$62,100;
re: welding program

Chair Douglass noted that Trustee Steve Sterling was absent because of a death in the family and Della Brandenburger would be a few minutes late. To make the best use of time, she asked that agenda items involving “informational reports” be given at this time.

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. Ballantyne invited the appropriate program directors to share a few highlights from their programs, as follows:

Dallas Babcock, Ammonia Refrigeration: the 5,000th student recently finished the program!

Martin Neff and Marvin Wipperling, Automation and Electrical Dept.: They have been promoting this program in the ammonia classes, which has helped with recruitment

Lenora Cook, Nursing: The requirements for a College Math class and an 11th or 12th grade reading score on the Nelson-Denny test have helped prepare the students to be successful in the program; the new simulation lab at St. Catherine Hospital has been very beneficial

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

Note: Trustee Brandenburger arrived at 6:30 p.m. and participated in the remainder of the meeting.

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: *Worf moved, seconded by Schwartz, that the Consent Agenda items be approved as presented. Motion carried 5-0.*

Approved actions follow:

APPROVED MINUTES of previous meeting, April 8, 2008, as written.

SUBMITTED FINANCIAL INFORMATION TO THE AUDITOR, as presented.

APPROVED PERSONNEL ACTIONS, as presented - see attached lists.

APPROVED CURRICULUM REVISIONS, as presented (detailed list included in the electronic Board packet)

- Welding Technology
- Industrial Maintenance Technology
- Paramedic

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

- Fisher Scientific Company; \$34,399.54; Animal/Meat Science Laboratory
- Ramona Munsell & Associates Consultants; \$31,944; services related to Community-Based Job Training Grant project

APPROVED FOOD SERVICE CONTRACT, as follows:

- Great Western Dining Services, Inc., for a five-year contract beginning July 1, 2008 (contract details listed in electronic packet)

APPROVED KANSAS JOINT UTILITIES MANAGEMENT PROGRAM (K-JUMP) AGREEMENT, as presented.

(copy of agreement is in the electronic Board packet)

APPROVED ASBESTOS REMOVAL CONTRACT, as presented.

- ACM Removal, LLC; \$44,640 (copy of contract is in the electronic Board packet)

OTHER

RESOLUTION 2008-03 WITH RANSON FINANCIAL – permission to seek COP, including COP debt schedule

Trustees had previously received a copy of Resolution No. 2008-03 (copy attached as a part of these minutes). Ballantyne “walked through” the resolution and supporting debt schedule. In short, the resolution determined advisability of financing the acquisition, construction, and equipping of improvements to the Penka Building and Fouse Science-Math Building by lease purchase agreement and issuance of certificates of participation to provide financing in the amount of \$1,084,000. Ballantyne emphasized that the project would NOT raise local taxes, that the funding was coming from the Title V grant and the Corley gift.

Trustees asked appropriate questions and then made the following motion:

Schwartz moved, seconded by Clifford, that the Board approve Resolution No. 2008-03, as presented. Motion carried 5-0. (copy attached as a part of these minutes)

A resolution of the governing body of Garden City Community College determining the advisability of financing the acquisition, construction, installation and equipping of improvements to the Penka Building and Fouse Science and Math Building by the execution and delivery of a lease purchase agreement

FUNDING FORMULA RECOMMENDATION

Trustees had received the fifth draft of the proposed funding formula in the electronic Board packet. Ballantyne “walked through” the information and noted that it was probably the best proposal for GCCC as well as the other schools. Consensus was that GCCC approve this plan, which would be discussed further at the June 20-21 KACCT/COP Retreat in Hutchinson; Schwartz and Ballantyne would be participating in that meeting.

CONSTRUCTION MANAGEMENT PROPOSALS

Ballantyne stated that the college had requested proposals for Construction Management of the addition to the Penka Building, which would house a Nursing/Allied Health lab and a computer lab. Three companies had expressed interest in making a presentation and were prepared to give a 10-15 minute overview of their proposal covering information such as:

- Description of similar work completed, as well as in progress
- Backlog and capacity
- Examples of performance, cost control, quality, schedule and safety
- Approach to the project in terms of organization, process, tools and techniques, quality assurance, etc.
- Examples of projects where value engineering had resulted in cost savings for the owners
- List of subs that would be considered for the project
- Method of compensation—cost plus fixed fee or fee as a percentage of construction costs

Trustees listened to the presentations, took notes on a spreadsheet (summary attached as part of these minutes), and asked appropriate questions.

6:45 p.m.: Lee Construction (Garden City, KS)

7:00 p.m.: Hutton Construction (Wichita, KS)

Note: A short break was taken

Bill Young gave his Emergency Medical Services Technology Program Review: five students were in the program last year; seven are enrolled for the coming year; their goal is to not be the BIGGEST program in the state, but to be the BEST program in the state; the GCCC program is the only school in Kansas allowed to have clinical/field internships with Kansas Heart Hospital in Wichita!

7:15 p.m.: Dick Construction (Garden City, KS)

After the construction management presentations, Trustees asked appropriate questions and Stewart Nelson fielded same. Stewart noted that the proposed project was not a large, complicated one and not much value engineering would need to be done; further, the project should be able to be accomplished within the set budget. Nelson said that he had worked on numerous projects with all three companies, and he felt comfortable in working with any of them.

After discussion, the following motion was made:

Clifford moved, seconded by Worf, that the Board of Trustees approve Dick Construction to serve as Construction Manager for the Penka Building addition, and that the college CEO be authorized to negotiate a contract. Motion carried 5-0.

APPROVAL OF PURCHASE ORDER OVER \$20,000

Ballantyne reported that the Kansas Department of Commerce Workforce Solutions Grant was still pending; however, it took eight weeks to get proper equipment purchased, installed, and ready to go for the fall semester. To that end, she recommended that the Board approve a dual weld station booth system in the amount of \$62,100 from Clean Air America, Inc. (Rome, Georgia; a single source vendor), to be paid for from the grant *or* one-time, end-of-the year money. The college had been advised that it should hear in the very near future about the grant award; funds would be used to support a state-of-the-art welding program to train industrial and construction welders for the Southwest Kansas workforce.

Worf moved, seconded by Brandenburger, that the Board approve the purchase from Clean Air America, Inc., in the amount of \$62,100 for the dual weld station, as presented; further, that this expenditure be paid from the pending Workforce Solutions Grant or from one-time, end-of-the year money, if the grant did not come through. Motion carried 5-0. [Note: The grant was awarded on May 23, 2008]

POLICY REVIEW

MONITORING REPORTS and ENDS REPORT

Trustees indicated that they had received and reviewed the monitoring report (monthly), Chair Douglass noted that it was accepted as presented.

OWNERSHIP LINKAGE

The electronic Board packet contained several pieces of correspondence, including thank you notes from Student Univeral, Cassie Rupp (former student), Regional Music Festival, Julie Christner (orchestra program), Commerce Bank, Dick Hedges (Kansas Board of Regents), and the Garden City Police Department.

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

Douglass reported that the community-wide elected officials' meeting was tentatively scheduled for June 3rd; this meeting would be a time to discuss long-range plans from the college, USD 457 and 363, City of Garden City, and Finney County. A copy of GCCC's long range plan for 2008-2013 was included in the electronic Board packet for Trustees' review.

REPORTS (continued from earlier in the meeting)

- Update on One Stop Program (Workforce Investment Act): The One Stop program will be "pulled" because of funding cuts; the program will be managed from some other entity.
- Information Technology Report: Brenda Barrett reported that the IT department was always striving to keep up with the campus technology needs, which always seemed to "outgrow us." The Endowment Association had just completed a major conversion a few weeks ago--they were still fine tuning various bugs, but were operational at this time. The IT department had been short staffed most of this semester, but interviews were being held to fill those vacancies, and they were in the process of preparing for next year.
- Carl Perkins Audit: one minor requisition error had been corrected
- 2008 Economic Symposium Summary: determined to be very successful!
- 2008-09 College Plan and Projections: will be discussed at the retreat

Trustee Clifford left the meeting at 8:40 p.m.

WHO WANTS TO ATTEND THE 2008 ANNUAL COMMUNITY COLLEGE LEADERSHIP CONGRESS IN NEW YORK, OCTOBER 28-NOVEMBER 1?

Yes: Douglass, Worf, Schwartz, Brandenburger, Ballantyne
Not sure: Clifford, Sterling

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORP.

Trustee Schwartz reported the following:

- Tyson had asked FCEDC for a \$50,000 one-time forgivable loan to purchase additional vans to help transport new refugee employees back and forth to the plant. Schwartz said that a special ecodevo meeting would be held Friday to discuss the matter, but he would like to have the Trustees' input before that meeting

Discussion was held, although no final consensus was reached. Trustees realized that Tyson gave a lot to the community; that transporting employees was a "green thing to do"; that work force development not only involved creating jobs, but also helping existing businesses with retention of employees; that this kind of support may set a dangerous precedent for a "for profit" organization; that depleting FCEDC's reserves by 50 percent was a concern; and more. Ron expressed appreciation to Trustees for their input and said he would keep them informed regarding the final decision.

UPCOMING CALENDAR DATES. Chair Douglass reviewed the following:

- June 11 Regular meeting of the Board of Trustees; 7 p.m. (summer hours)
- June 20-21 KACCT/COP Retreat in Hutchinson (Ballantyne and Schwartz)
- July 1 Community officials meeting
- July 8 Regular meeting of the Board; 7 p.m. (summer hours)

--June 3: Tentative date for community officials meeting to discuss strategic plans and see what commonalities the public entities have in common that they could work on together [Note: this date was changed to July 1]

--Discussion was held regarding a retreat to discuss budget, policy governance, etc. After reviewing calendars, Saturday morning, July 19, was determined to be the best date. [Note: this may be changed to July 12]

There being no further business to come before the Board, meeting adjourned at 9 p.m.

Darla J. Daniels
Deputy Clerk

Carol E. Ballantyne, Ph.D.
Secretary

Merilyn Douglass
Chair of the Board