

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

July 11, 2012

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

Others Present: Debra Atkinson, Deputy Clerk
Kevin Brungardt, Dean of Academics
Dr. Lenora Cook, Dean of Technical Education
Lona DuVall, Finney County Economic Development Corporation President
Rachel Gray, *Garden City Telegram*
Deanna Mann, Assistant to President, Grants & Accreditation
Cathy McKinley, Dean, Continuing Education, Community Service
Lance Miller, Information Technology
Linda Morgan, Faculty Senate President/Criminal Justice Instructor
Steve Quakenbush, Director of Information Services and Publications
Ryan Ruda, Dean of Student Services
Janie Schwartz, Citizen
Trent Smith, Director GCCC Library/Comprehensive Learning Center
Dr. Herbert Swender, President
Tom Walker, Finney County Economic Development Corporation Board Chairman
Dee Wigner, Vice President

CALL TO ORDER:

Chair Worf called the meeting to order at 6:00 p.m.

COMMENTS FROM THE CHAIR:

Chair Worf made the following comments:

- Congratulated GCCC Trustee Ron Schwartz on his recent retirement from Burtis Motors, and recognized and welcomed Schwartz's wife Janie to the meeting.

On behalf of staff and faculty of GCCC, Swender congratulated Schwartz and presented him with token of appreciation on his retirement, as well as a congratulatory card signed by faculty and staff.

OPEN COMMENTS FROM PUBLIC:

Chair Worf noted that no one from the public had registered to make comments.

REPORT FROM FACULTY SENATE:

Linda Morgan, Department of Public Safety Instructor/Director and Faculty Senate President, reminded trustees that Faculty Senate information was part of the electronic board packet. Morgan added that an informational sheet had been given to them reflecting the preliminary results of the Ride for the Future 2012 scholarship total. Ride for the Future 2012 raised approximately \$8,000 that will be used to scholarship students enrolled in Department of Public Safety courses.

Program Report:

Trent Smith,
Director Thomas F. Saffell Library and the Mary Jo Williams Comprehensive Learning Center

Smith outlined services of the library and the CLC. Smith noted that circulation of printed items had grown from

1,622 in 2004-2005 to 3,964 in 2011-2012. The annual gate count registering library usage also grew from 115,082 in 2010-2011 to 124,055 in 2011-2012. Smith noted that tutoring that the CLC provides is largely devoted to math, at 71 percent, followed by writing and science, at 13 percent each. Business and other topics make up the remainder of the tutoring demand.

Smith also provided information to trustees on how to obtain a Kansas Library Card and access electronic databases. Smith expressed his appreciation to trustees for allowing him to address and share what the library does.

Trustees thanked Smith for his report.

FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION 2013 BUDGET:

Lona DuVall, Finney County Economic Development Corporation president, and Chairman of board of the directors Tom Walker were in attendance to present the FCEDC annual budget. Walker requested that GCCC provide \$11,750 to the corporation for the new budget year, the same level of support as in the past. Swender thanked DuVall and Walker for the work that FCEDC is doing to benefit Finney County and Garden City.

MODIFICATION TO AGENDA:

Trustee Douglass requested that item II B-1 Human Resources Report, a duplicate of the June report, be stricken from the agenda.

CONSENT AGENDA

Chair Worf asked if Trustees wished remove any items from the consent agenda. Trustee Schwartz asked that item II, vehicle maintenance annual agreement, be withdrawn for separate vote. Trustee Schwartz will recuse himself from the vote due to personal involvement.

Chair Worf then asked for a motion approving consent agenda items II A, B-2, C, and E.

Motion:

Clifford moved, seconded by Sterling, to approve consent agenda items II A, B-2, C, and E. as presented

Motion carried 5-0

Approved actions follow:

- (A) **APPROVED MINUTES** of previous meeting (June 13, 2012, June 26, 2012)
(Supporting documents filed with official minutes.)
- (B) **APPROVED PERSONNEL ADJUNCT/OUTREACH CONTRACTS**, as presented
(Supporting documents filed with official minutes.)
- (C) **APPROVED SUBMITTED FINANCIAL INFORMATION**, as presented
(Supporting documents filed with official minutes.)
- (E) **APPROVED GREAT WESTERN DINNING ANNUAL CONTRACT**
(Supporting documents filed with official minutes)

PULLED CONSENT AGENDA ITEM II-D VEHICLE MAINTENANCE ANNUAL AGREEMENT:

Motion:

Clifford moved, seconded by Douglass, to approve consent agenda item II D vehicle maintenance annual agreement.

Motion carried 5-0

OTHER:

DISCUSSION OF 2012-2013 BUDGET:

President Herbert Swender reviewed highlights of the proposed year 2013 budget, including three options:

- A one mill increase, putting the levy for the college at 20.14 mills, with a general fund tax total of \$10,021,213.
- A one-half mill increase, placing the levy at 19.602 mills, with a general fund tax total of \$9,753,356.
- A zero increase, maintaining the levy at 19.141 mills, with a general fund tax total of \$9,523,765.

The total would be coupled with GCCC's existing capital outlay levy of 1.039 mills, providing an estimated \$517,082 for major campus projects and improvements. Total levy under each option, including capital outlay, would be 21.18 mills (one mill increase), 20.64 mills (half mill increase) or 20.18 (no mill increase).

Trustees had asked Swender during the June 26 budget retreat to bring detailed options for the July 11 session, including a budget plan involving no mill levy increase, as well as one or more options involving a slight increase. While initial planning took place with the assumption that revenue would be down for the 2012-2013 fiscal year, local figures for assessed valuation have since been completed, placing Finney County's overall property tax valuation at \$497,565,320, up approximately \$10 million from 2011-2012.

Swender explained that because of the valuation increase, the college should be able to proceed with a planned program in oil exploration, fund a full-time assistant softball coaching position, fund the cheer-dance team, handle anticipated cost increases in insurance and vehicle fuel, consider faculty and staff salary increases, and possibly increase funding for employee health insurance.

He noted that a levy increase would allow GCCC to address deferred maintenance, including a replacement fire alarm system in the Pauline Joyce Fine Arts Building, adaptations in the John Collins Vocational Building to accommodate Food Science Program expansion, provide campus street and parking lot repairs, and improvements to the former Center for Independent Living at 1802 E. Spruce. The levy increase would also allow the college to take care of additional road, street, parking lot, roof, fire alarm and lighting upgrades in future years, running through 2017-2018.

Public Budget hearing is scheduled at the beginning of the regular meeting August 8.

Motion:

Sterling moved, seconded by Douglass, that the Board of Trustees authorize for publication, a budget for the Fiscal Year 2012-2013 with a General Fund tax in the amount of \$10,021,213 with an anticipated General Fund mill levy of 20.14 mills. Further, that the Board authorize the publication of a Capital Outlay tax equal to 1.039 mills, with an anticipated Capital Fund Outlay tax in the amount of \$517,082.

Chair Worf called for the vote.

Yea: Douglass, Schwartz, Sterling, Worf

Nay: Clifford, Crist

Motion carried 4-2

REORGANIZATION OF BOARD OF TRUSTEES FOR 2012-2013

Chair Worf opened the floor for nomination for Chair of the Board of Trustees for the 2012-2013 year.

Clifford nominated Douglass, Schwartz seconded the nomination, and the following motion was made;

Motion:

Clifford moved, seconded by Schwartz that nominations cease and Douglass be elected as Chair of the Board for the 2012-2013 year.

Motion carried 5-0.

Worf then opened the floor for nominations for Vice Chair.

Douglass nominated Crist for Vice Chair, Worf seconded that nomination, and the following motion was made.

Motion:

Douglass moved, seconded by Worf that nominations cease and Crist be elected as Vice Chair of the Board for the 2012-2013 year.

Motion carried 5-0.

Gavel was passed at this time to newly elected Chair Marilyn Douglass.

Chair Douglass then asked for nominations for Clerk.

Worf nominated Schwartz for Clerk, Sterling seconded that nomination, and the following motion was made.

Motion:

Worf moved, seconded by Sterling, that Schwartz be elected as clerk of the Board for the 2012-2013 year.

Motion carried 5-0.

APPOINTMENTS

Douglass then asked for a motion approving the listed annual appointments as a group.

Secretary to the Board	Herbert Swender
Deputy Clerk	Debra Atkinson
College Treasurer	Dee Wigner
Designated Agent for KPERS	Dallas Crist
Alternate Designated Agents for KPERS	Dee Wigner and Cricket Turley

Clifford moved, seconded by Crist, to approve the listed appointments as a group.

Motion carried 5-0.

Douglass then asked for nominations for KACCT Representative.

Crist nominated Schwartz for KACCT Representative, Worf seconded that nomination and the following motion was made.

Motion:

Crist moved, seconded by Worf that Schwartz be elected as KACCT Representative for the 2012-2013 year.

Motion carried 5-0

Douglass then asked for nominations for Finney County Economic Development Corporation Representative.

Clifford nominated Schwartz for Economic Development Corporation Representative, Crist seconded that nomination and the following motion was made.

Motion:

Clifford moved, seconded by Crist that Schwartz be elected as Economic Development Corporation Representative for the 2012-2013 year.

Motion carried 5-0

Depositor Designations and Professional Services Providers for Academic Year 2012-2013:

Primary Depository for 2012-2013:

Commerce Bank

• Other Depositories for 2012-2013:

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

Professional Service Providers:

• College Attorney

Randy Grisell

• College Engineer

Prof. Engineering Services, P.A.

• College Architect

Gibson Mancini Carmichael & Nelson P.A.

Motion:

Worf moved, seconded by Sterling, to accept as presented Depositor Designations and Professional Services Providers for Academic Year 2012-2013:

Motion carried 5-0.

(Supporting documents of above actions are filed with official minutes)

MONITORING REPORTS and ENDS REPORTS:

Trustees indicated they had received and reviewed monitoring reports on Annual, Mission; Annual, Essential Skills #1, #2, #3, #4; Annual, General Executive Constraints #8; Annual, Budgeting/Financial Planning/Forecasting #1-#5; Annual, Financial Condition #1, #2, #3; Quarterly, Information and Advice, #2, #3, #5; Quarterly, Executive Limitations #9, #10.

(Supporting documents filed with official minutes.)

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

No changes were recommended at this time. Trustees will address and review monitoring reports at the Policy Governance retreat after the August 8 Board of Trustees meeting. Trustees extended their appreciation to Swender for his efforts in developing additional revenue sources.

OWNERSHIP LINKAGE:

Trustee Clifford shared with trustees that a community member had brought to his attention that there is an advertisement on the GCCC website promoting another college. Swender explained that as articulation agreements are reached with other institutions, GCCC posts information so that students are aware of the opportunities available to them.

REPORTS:

Trustees received numerous information reports as part of the electronic Board packet. A complete report is filed in the electronic Board packet.

President's Report:

Incidental Information:

Recent campus events and developments, challenges and possible solutions are attached as part of these minutes.

Presidential Comments:

AUTO-PAYMENT:

Swender reported that GCCC has launched a new automatic payment option to make the process of paying tuition and fees easier for students. Offered in partnership with a national provider, Nelnet Business Solutions, the program is open to anyone who wants to participate and allows students to set up their own individual, automatic payment plans at the time they enroll. The interest-free service is available with a fee of \$25 per semester, and lets students arrange monthly payments through a credit card, a debit card or bank. The service is available whether or not a student is receiving scholarships, grants, loans or other college financial assistance. Swender extended his appreciation and complements to the business office and Vice President Dee Wigner for efforts in this endeavor.

DIVIDEND FROM EDUKAN:

Swender relayed to trustees that GCCC has received a dividend check from EduKan for \$60,000. EduKan pays dividends as funds are accumulated over a 90 day operating expense reserve. Swender commended Dean of Academics Kevin Brungardt for work with distance learning.

FACULTY DEVELOPMENT FUND:

Recently the board inquired about a faculty development fund that was established in 2001 through the Title III grant. Swender noted that donations to the fund were made from Endowment Association proceeds, grant money and interest. The first year, a few local businesses also donated to the fund. As of June 2012, the balance in the account is \$139,360.39. The grant stipulates that the money accumulate for 20 years before usage.

PROPERTY AT 1802 E. SPRUCE:

GCCC recently acquired property at 1802 E. Spruce. A recent tour of the property revealed that there are components that will require immediate attention. There are also surplus contents that will either be sold or auctioned off.

ACADEMIC BUILDING:

Swender reported that Academic Building remodeling is two weeks ahead of schedule. New doorways have been installed and the new offices and classrooms have been sheet rocked. Electrical and masonry work continue. The acoustical ceiling grid is being installed, which will allow the air supply registers and lights to be installed too. Swender expressed his pleasure at the emerging results and said that excellence in education was truly reflected in the Academic Building.

RESIDENCE HALLS:

Swender reported that interior and exterior painting in the Residence Halls is almost finished. New floor tile has been laid in the units and apartments. There will soon be landscaping to the front of the complex.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

Trustee Schwartz stated that he had nothing to add to the report already presented by DuVall and Walker.

OTHER:

Policy Governance retreat will take place immediately after the August 8 Board of Trustees meeting.

EXECUTIVE SESSION:

Chair Douglass recessed the board at 7:45 for a short five minute break.

Motion:

Clifford moved, seconded by Worf to recess the board at 7:45 for a five minute break, and to reconvene into a

***30-minute executive session at 7:50 for the purpose of discussion of non-elected personnel.
No action will be taken.***

Motion carried 5-0

Persons included in executive session:

GCCC Board of Trustees

Herbert J. Swender, President

Meeting adjourned at 8:20 p.m.

UPCOMING CALENDAR EVENTS:

<u>Aug. 8</u>	Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 5:45p.m. Endowment Room in the Beth Tedrow Student Center
<u>Aug. 15</u>	Faculty report, division/department day
<u>Aug. 17</u>	Full-time faculty/staff in-service
<u>Aug. 22</u>	Classes begin
<u>Sept. 1</u>	First home football game, GCCC vs. Cisco Junior College
<u>Sept. 3</u>	Labor Day, NO CLASSES-OFFICES CLOSED

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender, Ed.D.
Secretary

Dr. Marilyn Douglass
Chair of the Board