

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

**August 8, 2012**

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

Trustees Absent: Ron Schwartz

Others Present: Debra Atkinson, Deputy Clerk  
Jan Bitikofer, Reading Instructor  
Lyle Bitikofer, Assistant Director, Physical Plant  
Michelle Branton, Reading Instructor  
Dr. Lenora Cook, Dean of Health Sciences  
Scott Good, Network Manager  
Rachel Gray, *Garden City Telegram*  
Linda Morgan, Faculty Senate President/Criminal Justice Instructor  
Steve Quakenbush, Executive Director of Public Relations  
Ryan Ruda, Vice President of Student Services  
Dr. Herbert Swender, President  
Larry Walker, English Instructor/Division Director, Fine Arts  
Dee Wigner, Executive Vice President

**CALL TO ORDER:**

Chair Douglass called the budget hearing to order at 5:48 p.m.

**COMMENTS FROM PUBLIC REGARDING BUDGET:**

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

Chair Douglass then asked for comments or questions regarding the 2012-2013 budget, which had been reviewed in depth at the July 11 board of trustees meeting and published in the Garden City Telegram July 25. Trustee Clifford stated that he had opposed a full one-mill increase during the July meeting, instead favoring the half mill option, but also noted that he wanted to support the board decision of a one-mill increase.

***Motion:***

***Worf moved, seconded by Crist, that the Board of Trustees certify that the budget hearing was held, that the budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2012-2013, and that the amount of 2012 taxes to be levied is within statutory limitations (General Fund - \$10,021,213 with an estimated mill levy of 20.14 mills; and Capital Outlay Fund - \$517,082, with a mill levy of 1.039).***

***Further, that the General Fund Operating Budget be set at \$16,834,134.***

***Motion carried 4-0***

**CALL TO ORDER:**

Chair Douglass called the regular board meeting to order at 5:50.

**COMMENTS FROM THE CHAIR:**

Chair Douglass made the following comments:

- Noted that Trustee Ron Schwartz was absent due to illness and wished him a speedy recovery.
- Broncbuster Buddy Day is August 19 at 6:15 p.m. at the Beth Tedrow Student Center.
- GCCC is serving as a scoreboard sponsor for the August 25 United Way Charity Golf Tournament.

- GCCC will be represented with a booth at the Southwest Kansas Pro-Am Ladies Luncheon and Style Show, staffed by Business and Community Education Director Jean Warta.
- Fall 2012 classes will begin August 22.
- Please let Debbie Atkinson know if you will attend the August 16 Chamber of Commerce Annual Banquet.
- Garden City High School dedication is August 31 at 5:30 p.m. in the commons area, with the football game to follow at 7 p.m. in the new Garden City High School stadium.

### **OPEN COMMENTS FROM PUBLIC:**

Chair Douglass 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 expressed appreciation for the continuation of summer meetings with President Swender and Vice-President of Faculty Senate Terry Lee. Information from these meetings has been shared with GCCC faculty.

#### **Program Report:**

Michelle Branton and Jan Bitikofer  
Reading Instructors

Michelle Branton and Jan Bitikofer shared handouts and a PowerPoint presentation detailing history and future endeavors of GCCC Developmental Reading program. Branton and Bitikofer told trustees the program aims at helping students acquire the skills they need to succeed in college courses. Additional goals include streamlining the program for effectiveness and efficiency, and boosting the rate that students advance to collegiate-level reading skills. They noted that GCCC is an open admission institution, and that approximately 60 percent of incoming freshmen require assistance in one or more subject areas, including 51 percent who need a developmental reading course. Reading enrollment has grown from 161 students in 2008-09 to 242 in 2011-12. To serve those students, the college offers the courses READ 092, for those attaining a score of 0-45 on incoming COMPASS reading placement tests, and READ 101 for those scoring 46-80.

While the basic level course provides no transfer credit, and uses a grade 9-12 textbook, the READ 101 class uses a grade 10-14 textbook and does include transfer credit. The instructors noted that GCCC served last year as the organizational site for the new Kansas Association of Developmental Reading Instructors. The group, which includes instructors from all Kansas community colleges, will conduct a fall conference in October, and is already developing a report entitled "Aligning Developmental Reading in Kansas Community Colleges."

Trustees asked Branton and Bitikofer about the growing number of students arriving without sufficient reading skills. Both instructors said that a gap exists between high school and college reading needs. Bitikofer said the gap may begin to close as states acquire the ability to opt out of No Child Left Behind requirements.

Trustees thanked Branton and Bitikofer for their report.

Chair Douglass recognized Kate Covington, Director of Residential Life, who presented the 2012-2013 Resident Assistants to the Board of Trustees.

A welcome was extended from the Board to the 2012-2013 Resident Assistants.

### **CONSENT AGENDA**

Chair Douglass requested that the following corrections be made to the July 13, 2012 Board minutes.

Page 15, motion to elect Vice Chair to read **"Douglass moved, seconded by Worf that nominations cease and Crist be elected as Vice Chair of the Board for the 2012-2013 year."**

Page 15, motion to elect clerk of the Board read **"Worf moved, seconded by Sterling, that Schwartz be elected**

**as clerk of the Board for the 2012-2013 year.”**

**Motion:**

*Clifford moved, seconded by Worf, to approve consent agenda items as presented with corrected July 13, 2012 Board minutes.*

*Motion carried 4-0*

Approved actions follow:

- (A) **APPROVED MINUTES** of previous meeting (Corrected July 13, 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.)

**MONITORING REPORTS and ENDS REPORTS:**

Trustees indicated they had received and reviewed the annual monitoring report on Treatment of People # 1 and #6.

(Supporting documents filed with official minutes.)

**BOARD PROCESS AND POLICY GOVERNANCE REVIEW:**

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 monitoring reports were reviewed and discussed. Trustees stated that they would review these items fully at the Policy Governance retreat immediately after the regular board meeting.

**OWNERSHIP LINKAGE:**

Trustee Clifford shared with trustees that a community member had brought to his attention their concern regarding the sponsorship that had been purchased on the high school football scoreboard. Accurate information is needed regarding where sponsor ads will be displayed now that the old high school has become a middle school. Swender stated that it was his understanding that sponsor ads would run on both the old scoreboard at the middle school, where GCCC will play football in 2012, and the new scoreboard at the new high school until contracts had been fulfilled. Swender will verify that information and share with trustees.

Several Trustees said they have been asked by community members multiple times when GCCC will become a four year university. Swender stated becoming a four year institution would require different resources, accreditation and infrastructure. GCCC is working in partnership with several four year institutions to provide opportunities for students to attain bachelor and master degrees. In addition, Swender shared with trustees that inquiries had been received from the University of Phoenix and American University regarding agreements that would give GCCC students the opportunity to earn bachelor and master degrees and stay on the GCCC campus.

**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:**

### **ACCT-Boston:**

Travel arrangements have been made for the October 10-13 Association Community College Trustees conference. Traveling to Boston are Trustee Schwartz and wife Janie, Trustee Worf and husband Mark, the president and wife Diana and Debbie Atkinson.

### **K-State Reverse Transfer Agreement:**

Swender shared with trustees that on Wednesday, July 18, he and others from GCCC had traveled to Manhattan for the signing of a reverse transfer agreement with Kansas State University. The signing took place on Thursday, July 19 in the office of K-State President Kirk Schultz, going very well. The agreement will be especially helpful for students who have completed 45 hours from GCCC and then transfer to K-State. Students will earn their associate degrees from GCCC by transferring back remaining hours.

### **Search for Athletic Director:**

Swender stated that over 50 applications have been received for the Athletic Director's position at GCCC and that the search continues.

### **Softball Coach:**

Rebecca Holland, recently from Pratt Community College, has been hired as GCCC head softball coach and began her duties on Tuesday, August 7. GCCC does notify sister community colleges if and when one of their employees expresses interest in vacancies at GCCC. Swender extended congratulations to Ryan Ruda for his work in the search and hiring process.

## **ACADEMIC BUILDING:**

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

### **Other Vacancies:**

The search continues for Director of Workforce Development, a new position, and Vice President of Instructional Services. Human resources is receiving applications on both positions and interviews will begin soon.

### **Day Care:**

GCCC has reached an agreement with Community Day Care that will expand child care offerings for GCCC students. Beginning this fall students will be able to count on increased service hours, days and months for child care. Swender acknowledged the efforts of Dee Wigner in completion of the agreement.

### **CNN News Article:**

A leading online publication of CNN, the Cable News Network, has issued a ranking of U.S. community colleges, placing Garden City Community College among the top two in Kansas, as well as the top 24 in the nation, in terms of student success. Swender credited GCCC faculty and staff and their positive effort on this result. In addition, Swender extended his appreciation to the Garden City Telegram for coverage of this attainment.

### **Newman Signing:**

Garden City Community College and Newman University, a private university based in Wichita, have signed a new general articulation agreement guaranteeing acceptance of GCCC graduates as Newman juniors. Newman and GCCC representatives marked the occasion Monday in a gathering on the Garden City campus, with Newman alumnus Janie Perkins, a member of the Kansas Board of Regents, on hand.

## **REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:**

No report at this meeting.

**EXECUTIVE SESSION:**

Chair Douglass recessed the board at 7:05 p.m. for a five minute break.

Board will reconvene into a 35-minute executive session at 7:10 p.m. for the purpose of discussing non-elected personnel. Board will reconvene into open session at 7:40 p.m., for the purpose of taking action. Executive session was then extended an additional 15 minutes.

Persons included in executive session:

GCCC Board of Trustees

Herbert J. Swender, President, for first 15 minutes

Dee Wigner, Executive Vice President, for last 30 minutes

Board reconvened into open session at 7:55 p.m.

**Motion:**

*Worf moved, seconded by Clifford, to approve a 2012-2013 contract for Herbert J. Swender as president, including a 2percent salary increase, revision in contract language, and a \$2,000 discretionary spending allowance.*

Trustee Clifford stated that the president’s performance is equated with the performance of the institution. Chair Douglass told Swender that he had been hired with the idea of bringing a new and bigger vision and that he has brought that to GCCC. Douglass referred to Swender’s “infectious passion” and said he has the support of the GCCC board.

*Motion carried 4-0*

Meeting adjourned at 8:20 p.m.

**UPCOMING CALENDAR EVENTS:**

- Sept. 17 Constitution Day
- Sept.27 5:00-6:30 p.m. Endowment Association 3<sup>rd</sup> Annual Scholarship Celebration Cafeteria
- Oct. 1-11 Endowment Association 33<sup>rd</sup> Annual Phonathon
- Oct. 9-13 ACCT 43<sup>rd</sup> Annual Leadership Congress-Boston, MA
- Nov. 14 Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 6:00 Endowment Room
- Nov. 19-23 Thanksgiving Break –NO CLASSES-OFFICES CLOSED
- Dec. 17-19 Final Exams
- Dec. 12 Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 6:00 Endowment Room
- Dec. 24-Jan 4 Christmas Holiday –NO CLASSES-OFFICES CLOSED
- Jan. 9 Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 6:00 Endowment Room
- Jan.14 Faculty report – in-service
- Jan. 16 Classes begin

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Debra J. Atkinson  
Deputy Clerk

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Herbert J. Swender, Ed.D.  
Secretary

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Dr. Merilyn Douglass  
Chair of the Board