

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

**July 8, 2014**

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

Others Present: Debra Atkinson, Deputy Clerk  
Dr. Bruce Exstrom, Vice President of Instructional Services  
John Haas, President, Ranson Financial Consultants LLC  
Angie Haflich, *Garden City Telegram*  
Kolbie Hatcher, Facilities Office Manager  
Luis Luna, Computer Science Instructor  
Stewart Nelson, Gibson, Mancini, Carmichael and Nelson Architects  
Larry Pander, Fire Science Instructor/Faculty Senate Representative  
Jared Powers, Assistant Football Coach  
Ryan Ruda, Vice President of Student Services/Athletic Director  
Jordan Sanders, Part-Time Football Coach  
Elaine Serafin, Public Relations Assistant  
Jeff Southern, Director Information Technology  
Dr. Herbert Swender, President  
Bob Sperling, Community Member  
Ryan Ruda, Vice President Student Services/Athletic Director  
Dee Wigner, Executive Vice President  
Rose Wilson, Assistant Director of Physical Plant

**CALL TO ORDER:**

Chair Merilyn Douglass, called the meeting to order at 6:04 p.m.

**COMMENTS FROM THE VICE CHAIR:**

Chair Douglass, introduced herself, and thanked everyone for attending the GCCC Board of Trustee meeting. Douglass reminded attendees that all were welcome to remain for the entire meeting or that participants could leave as their business was completed.

- Chair Douglass noted that Garden City Community College was recently named Outstanding College of the Year for 2014 by the Rural Community College Alliance. The award was presented to Dr. Herbert J. Swender, GCCC President, June 13, in Garden City during a statewide meeting of the Kansas Association of Community College Trustees (KACCT). Chair Douglass went on to say GCCC was honored for its initiative in launching the studies that the Education Policy Center (EPC) of the University of Alabama-Tuscaloosa has been conducting on Pell Grant enrollment in rural community colleges.
- Chair Douglass stated that summer classes were underway and that fall classes begin August 18.
- Reminded Trustees that plans are being made for the dedication of the Multi-Sports Complex. August 30 is the first home game for GCCC Buster football and has been selected as the date for the dedication. More information will be forthcoming.

**OPEN COMMENTS FROM PUBLIC:**

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

### **INTRODUCTION OF NEW EMPLOYEES:**

Dee Wigner, Executive Vice President introduced new GCCC employee, Kolbie Hatcher, Facilities Office Manager. Bruce Exstrom, Vice President of Instructional Services, introduced new GCCC employee Luis Luna, Computer Science Instructor and Vice President of Student Services/Athletic Director, introduced new GCCC employees Jordan Sanders, Part-Time Football Coach and Jared Powers, Assistant Football Coach.

President Herbert Swender, welcomed all new GCCC employees and presented each with a GCCC Broncbuster lapel pin

### **REPORT FROM FACULTY SENATE:**

Larry Pander, Fire Science Instructor/Faculty Senate Representative, shared that Faculty Senate leadership continues to meet this summer with President, Dr. Herbert Swender and Vice President of Instructional Services, Dr. Bruce Exstrom.

Dr. Swender shared with Trustees at this time that Larry Pander had been nominated for reappointment to the Kansas Fire and Rescue Training Commission. Larry has been on the Commission for six years and is currently serving as the Commission Chair.

Trustees thanked Pander for his report.

### **CONSENT AGENDA:**

Chair Douglass asked if Trustees wished to remove any items from the consent agenda. Item D-1 Modular Student Housing was removed for separate discussion and vote.

Chair Douglass then asked for a motion approving consent agenda items II-A-D with exception of D-1 as presented.

#### ***Motion:***

***Worf, moved, seconded by Schwartz, to approve consent agenda items, II-A-D with exception of D-1 as presented.***

***Ayes: Clifford, Crist, Douglass, Worf, Schwartz***

***Nays: None***

***Motion carried: 5-0***

#### **Approved actions follow:**

**(A) APPROVED MINUTES** of previous meeting (June 10, 2014)

(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.)

**(D) APPROVED PURCHASES OVER \$20,000**

D-2 Field Connectivity/Fiber Optic Cable

For: Permission to review all proposals and proceed with the Purchase and installation or lease of fiber connectivity with the best vender.

Amount: Not to exceed \$65,000

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

**PULLED CONSENT AGENDA ITEM II-D-1, MODULAR STUDENT HOUSING:**

GCCC Board of Trustees recently granted GCCC Administration permission to proceed with the design and funding for nine modular student housing units to be located at 1706 E. Spruce. The specifications were developed and released by Stewart Nelson, GMCN Architects. Several contractors attended a mandatory pre-bid meeting. Only one bid was received on July 3, 2014. Harbin Construction, Salina, Kansas bid \$2,890,000 for the project with a completion date of December 31, 2014. The door and hardware proposal was separate from the base bid. Royal Architecture provided a bid of \$114,955. Funding for the project will be obtained through revenue bonds which will be repaid through student fees, dormitory fees, and bookstore profits.

**Recommended action to the board is as follows:**

Authorize GCCC Administration to enter into negotiations with Harbin Construction to construct student housing with a cost not to exceed \$2,890,000. Upon successful completion of negotiations, enter into a contract with Harbin Construction and accept the bid from Royal Architecture for \$114,955.

Stewart Nelson, Gibson, Mancini, Carmichael and Nelson Architects, was present to address questions. After discussion among Trustees and clarification of the recommendation the following motion was made.

***Motion:***

***Schwartz, moved, seconded by Crist, to approve recommended action as presented.***

***Ayes: Crist, Douglass, Worf, Schwartz***

***Nays: Clifford***

***Motion carried: 4-1***

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

**OTHER:**

**APPROVE RESOLUTION 2014-06 –SERIES 2014 MODULAR STUDENT HOUSING:**

**Selecting a Purchaser and Authorizing the Sale of Revenue Bonds**

GCCC Trustees were presented with Resolution 2014-06 for issuing revenue bonds at a principal amount not to exceed \$4,150,000 which will be used to finance both the construction of nine modular housing units and to renovate the Beth Tedrow Student Services Center. Stifel Nicolaus & Company, Inc. of Wichita has been selected to underwrite the bonds. Resolution 2014-06 authorizes the sale of student center, bookstore and dormitory system revenue bonds, meeting the following requirements.

- Principal amount shall not exceed \$4,150,000
- Net interest cost of bonds shall not exceed 3.55 percent

The cost of the housing units was higher than anticipated and some renovations at the student center may need to be revised. Dr. Swender stated that costs associated with the student housing project will be reviewed and additional value engineering will be considered. The Student Center project scope of work will be determined with funds available.

John Haas, President, Ranson Financial Consultants LLC, was present to address questions. After discussion among Trustees the following motion was made.

***Motion:***

***Clifford, moved, seconded by Worf, to approve Resolution 2014-06 Series 2014 Modular Student Housing.***

***Ayes: Clifford, Crist, Douglass, Worf, Schwartz***

***Nays: None***

**Motion carried: 5-0**

**DISCUSSION OF 2014-2015 BUDGET:**

Trustees received information regarding projected revenues and expenses in addition to historical financial information from the past five years. The recommendation is to publish a budget that sets the general fund mill levy and the capital outlay fund mill levy at the same level as last year with no mil levy increase.

The flat mill levy for the college at the approved 20.091 mills results in a general fund tax total of \$10,631,465. The total will be coupled with GCCC's existing capital outlay levy of 1.018 mills, providing an estimated \$538,585 for major campus projects and improvements, thus making the levy 21.109 mills overall.

Public Budget hearing is scheduled at the beginning of the regular meeting August 12, 2014.

**Motion:**

*Clifford, moved, seconded by Schwartz that the , Board of Trustees authorize for publication, a budget for the Fiscal Year 2014-2015 with a General Fund tax in the amount of \$10,631,465 with an anticipated General Fund mill levy of 20.09.*

*Further, that the Board authorize the publication of a Capital Outlay tax equal to 1.018 mills with an anticipated Capital Fund Outlay tax in the amount of \$538,585.*

*Ayes: Clifford, Crist, Douglass, Worf, Schwartz*

*Nays: None*

**Motion carried: 5-0**

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

**ELECTION OF OFFICERS – BOARD OF TRUSTEES 2014-2015:**

Chair Douglass opened the floor for nominations for Chair of the Board of Trustees for the 2014-2015 year.

Clifford nominated Douglass, Worf seconded the nomination, and the following motion was made:

**Motion:**

*Clifford moved, seconded by Worf that nominations cease and Douglass be elected as Chair of the Board for the 2014-2015 year.*

*Ayes: Clifford, Crist, Schwartz, Worf*

*Abstaining: Douglass*

*Nays: None*

**Motion carried 4-0.**

Chair Douglass then opened the floor for nominations for Vice Chair.

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

**Motion:**

*Worf moved, seconded by Crist that officers remain as follows:*

- |  |                     |
|--|---------------------|
| • <i>Vice Chair</i>                                      | <i>Jeff Crist</i>   |
| • <i>Clerk</i>   | <i>Ron Schwartz</i> |
| • <i>KACCT Representative</i>                            | <i>Ron Schwartz</i> |
| • <i>Economic Development Corporation Representative</i> | <i>Ron Schwartz</i> |

*Ayes: Clifford, Crist, Douglass, Schwartz, Worf*

*Nays: None*

**Motion carried 5-0.**

**ANNUAL APPOINTMENTS:**

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

Annual Appointments

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

Jeff Crist recused himself as his wife is a full-time employee of the college and serves as the designated agent for KPERS

***Motion:***

***Douglass moved, seconded by Worf to accept as presented Annual Appointments Academic Year 2014-2015.***

***Ayes: Clifford, Crist, Douglass, Schwartz, Worf***

***Nays: None***

***Motion carried 5-0.***

**Depositor Designations and Professional Services Providers for Academic Year 2013-2014:**

Chair Douglass then asked for a motion approving the listed depositor designations and professional services providers.

Primary Depository for 2014-2015

Commerce Bank

• Other Depositories for 2014-2015

Western State Bank

First National Bank of Holcomb

First National Bank of Garden City

Landmark National Bank

American State Bank

Garden City 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:***

***Clifford moved, seconded by Worf to accept as presented, Depositor Designations and Professional Services Providers for Academic Year 2014-2015.***

***Ayes: Clifford, Crist, Douglass, Schwartz, Worf***

***Nays: None***

***Motion carried 5-0.***

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

Chair Douglass called a five minute recess at 7:15 p.m.

Board reconvened at 7:20 p.m.

### **MONITORING REPORTS and ENDS REPORTS:**

Trustees indicated they had received and reviewed the following monitoring report:

- Annual, Mission
- Annual, Essential Skills #1, #2, #3, #4
- Annual, Budgeting/Financial Planning/Forecasting #1, #2, #3, #4, #5
- Annual, Financial Condition #1, #2, #3
- Quarterly, Executive Limitation #7, #8, #5

Trustees accepted monitoring reports as presented

### **BOARD PROCESS AND POLICY GOVERNANCE REVIEW:**

- Executive Limitations, Annual Compensation/Benefits #1, #2, #3
- Executive Limitation, Executive Constraints # 1, #2, #3, #4, #5
- Executive Limitation, Treatment of People #1, #2, #3, #4, #5, #6

Review of the above reports resulted in the following changes.

- Annual Compensation/Benefits #1- remove emphasis on “or”
- Treatment of People #1, #2, #3, #4, #5, #6- combine language of #5 with #3  
“Withhold a due process procedure from faculty or prevent from grieving to the board when internal grievance procedures have been exhausted”.

### **OWNERSHIP LINKAGE:**

Trustees expressed their appreciation of the upcoming parking lot re-engineering and repaving.

### **REPORTS:**

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

### **Residence Halls:**

There are currently 313 student applications for the residence halls this fall. This puts us at capacity and at a waiting list for fall 2014. Applications will continue to be accepted and processed.

### **Enrollment:**

Fall enrollment is currently at 50% of the goal established for the institution for fall 2014. Accordingly, in a comparison from this date last year, fall enrollment is currently up 5.8% in credit hours. Similarly, in a comparative for summer enrollment, there is currently an increase of 16.5% in credit hours for summer 2014.

### **Congratulations:**

Twelve student athletes received recognition from the National Junior College Athletic Association as Academic All Americans with an overall GPA of 3.6 or higher for the past academic year. The student athletes represented Baseball, Football, Softball and Cross Country/Track.

### **National American University:**

Dr. Exstrom has had several conversations with National American University (NAU) Provost Lynn Priddy. The 2+2 curriculum alignments with Criminal Justice and Business Administration are nearly complete. NAU is considering offering credit for several of our sophomore level classes as their junior level classes, which would enable students to enroll in some additional classes at GCCC and transfer all course work in which results in a lower cost to students and accelerats progress towards a bachelor’s degree. The faculty of Criminal Justice and Business Administration has put in long hours to work these alignments out in the best interests of learning and the best interests of our students obtaining 4-year credentials. The partnership is working well and NAU may offer some face-to-face classes as early as fall 2014 if the logistics can be finalized.

## **Institutional Research & Grants:**

Several grants have been written and submitted for review:

### Title V: Developing Hispanic Serving Institutions

On May 8<sup>th</sup>, GCCC submitted a grant application for a new Title V grant. The proposed project is designed to significantly develop GCCC's capacity to retain and graduate Hispanic students (including English Learners) by redesigning the developmental education pathway, analyzing and improving developmental-to-Gateway course sequencing, expanding our ability to track and evaluate student data and creating a Student Success Center (SSC) in the library. The grant will begin October 1, 2014, if funded, and is a five-year grant for just over \$2.6 million.

### First in the World

On June 30<sup>th</sup>, GCCC submitted a grant application for the inaugural First in the World (FITW) Grant Competition. The Department of Education set aside \$75 million for these grants, which have a maximum individual grant award of \$4 million. The FITW grants are designed to fund the development and testing of innovative approaches and strategies at colleges and universities that improve college attainment and make higher education more affordable for students and families, thus increasing postsecondary access, affordability and completion for underrepresented, underprepared or low-income students at institutions across the country.

The Garden City First! project is designed to implement system-wide reforms and strategies that demonstrate measureable impact upon post-secondary access, persistence, and completion of postsecondary programs of study (degree, credential, or certificate) on all students, particularly underrepresented, underprepared, or low-income students. Specific strategies will be designed to assist underprepared high school students meet college-level proficiencies through dual/concurrent course offerings including fast-track remediation. Additionally, high school students will be able to obtain credit hour courses and industry-recognized credentials while still in high school at reduced costs in multiple learning environments from traditional classroom, to mobile classrooms and labs to online learning including a unique 3+1 program from the associate degree to baccalaureate degree. Place bound rural students without access to traditional learning environments will have education opportunities literally brought to them via mobile classrooms. Anticipated outcomes included expanded opportunities for access to postsecondary education and increased persistence, retention, and completion outcomes. The grant will begin October 1, 2014, if funded, and is a four-year grant.

Dr. Swender expressed his appreciation to GCCC staff for the time and effort that has gone into the grant process.

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

- Board approved wording for the new Business Compliance Certificate and is now ready to go before Commission for final approval.
- Moving forward with Senior Living Center just off Campus Dr., zoning has been approved and now in the process of site plan approval. Once the site plan is approved, plans are to break ground immediately this fall with completion within a year. Initially the plans were to build in phases but have now changed to completing all in one phase, consisting of 71 independent living units including apartments and patio homes, 70 assisted living beds with 21 beds dedicated strictly for memory care. There will also be 80 beds for skilled nursing care.
- An enormous thanks goes out to the partnership of Mid West Work force One and Jean Warta of GCCC for their workforce development.

- Tanks are up west of Main in Holcomb on the Agri-Dyne project and should be up and running very soon.
- FCEDC is in the middle of the budget process and will be working with a reduced budget. An economic impact study on everything that FCEDC has been directly responsible for in raising the appraised value of Finney County could be in the future.
- The old Legion project may finally get to go forward after getting Architect drawings done in California approved and inspected in Kansas. The inside has been gutted and now work can begin on the interior.

### **REPORT FROM KACCT QUARTERLY MEETING:**

- KACCT held its quarterly meeting in Garden City on June 13-14, 2014. Those interested were treated to a round of golf at Buffalo Dunes on Friday morning hosted by Dr. Swender and Diana.
- Trustees and Presidents came together for an afternoon session at 2:00 p.m. in the Endowment Room of the Beth Tedrow Student Center. Dr. Swender welcomed everyone to Garden City. Dr. Frank Mensel, co-author of the Pell Grant was present to show a video on history and birth of the Pell Grant and for a question and answer session.
- Individual committees, consisting of Advocacy & Leadership Development, Public Policy, and Funding met. The session ended at 5 p.m., reconvening at 6 p.m. for an evening of socializing and dinner at the Finnup Center located at Lee Richardson Zoo.
- Saturday, June 14, the Executive Committee of the Trustees, Larry Manes, Jerry Cook, Don Ash, David Marshall, and Ron Schwartz, met at 8:00 a.m., joined by Linda Fund via telephone for discussion of the budget for 2014/2015. With negotiation continuing with Devine & Donely, it was decided to request the Board to approve a continuation of the 2013/2014 budget until we meet again in September on the campus of Pratt Community College.
- Executive Committee has met via conference call since the June 14 meeting and agreed on a budget for 2014/2015, which includes retaining the contract of Devine & Donely. Via electronic email, we have a motion and a second and a vote from representatives of the schools to approve the budget so we can continue having Allie Devine represent us during the summer when a lot of committees in Topeka are meeting. The \$500 fee assessed to each school for marketing will be waved this year so that the dollars may be applied toward the \$500 assessment for the Leadership Development Academy.
- Michele Hamm gave a presentation and video of Pratt Community College featuring their Pass Program which assists their athletes with studies and showed positive results of raising their GPAs just by having mandatory study halls. The video also featured their Shooting Club and their Wildlife Study program. A video provided by ACCT on Accreditation was viewed followed by a Legislative update from this past session.
- Ron Engelbrecht of the Nomination Committee presented this list of nominees for our 2014-2015 officers; Jerry Cook, Johnson Co., President; Ron Schwartz, Garden City, Vice President; David Marshall, Hutch, Treasure; Michele Hamm, Pratt, Secretary.
- Floris Jean Hampton, Trustee, Dodge City Community College gave a report and update on the Fort Hays State/DCCC merger. She reported there is definitely a split board at this time. She read a list of concerns and stated that part of the DCCC board believe a vote has been made to approve the merger while the remaining board believe the vote taken was to agree to further exploration of the proposal.
- Jim Ramirez, Trustee, Cowley County Community College, spoke to the group about the incident that transpired there.
- Jay Jones, Trustee Coffeyville Community College also reported to the group on the discussion in Montgomery County where a school district is currently in Coffeyville's taxing district and is requesting to be moved into the Independence taxing district.
- Leadership Development & Trustee Training Committee - Clayton Tatro, President, Fort Scott Community College - Discussed the proposal by Jackie Vietti with a \$500 assessment to each school that participates and a \$750 fee per participant with a limit to a maximum number of 20 per session. Majority of colleges have agreed to participate. Since the meeting in Garden City, all schools, with the



exception of Labette Community College, have agreed to this proposal and are all on board. The \$500 waiver of the marketing fee was done to cover the \$500 assessment for the Leadership Development.

**EXECUTIVE SESSION:**

***Motion:***

***Schwartz moved, seconded by Clifford that the board recess briefly at 8:30 p.m. for a five minute break and reconvene into a twenty five minute executive session at 8:35 p.m. for the purpose of discussion personnel matters of non-elected personnel.***

***Ayes: Clifford, Crist, Douglass, Worf, Schwartz,  
Nays: None***

***Motion carried: 5-0***

Persons included in executive session:  
GCCC Board of Trustees  
Herbert Swender, President

Board reconvened into open session at 9:05 p.m.

**ACTION:**

***Motion:***

***Worf moved, seconded by Schwartz to approve a contract through 2017 for Herbert J. Swender as president, including a 2.5 percent salary increase, increase in monthly cell phone allowance, \$1,000 increase in discretionary spending, one percent increase in retirement contribution and purchase of a one year service credit from KPERS.***

***Ayes: Clifford, Crist, Douglass, Schwartz, Worf  
Nays: None  
Motion carried: 5-0***

Chair Douglass took this opportunity to express thanks and appreciation to Dr. Swender for his dedication, passion and commitment to Garden City Community College. President Swender also thanked the Board for their continued support and on behalf of his family and himself expressed his grateful appreciation. President Swender shared that it was his honor to serve as the 6<sup>th</sup> president of GCCC.

***Motion:***

***Worf moved, seconded by Crist to adjourn the meeting.***

***Ayes: Clifford, Crist, Douglass, Schwartz, Worf  
Nays: None***

***Motion carried 5-0.***

Meeting adjourned at 9:18 p.m.

**UPCOMING CALENDAR EVENTS:**

August 8	Faculty Report – Division/Department Day/Faculty Staff in-service
August 12	Regular monthly meeting, Endowment Room, Dinner 5:00 p.m., call to order at 6:00 p.m.

August 18      Classes begin  
August 30      Buster Football at home VS Highland Community College  
September 1    Labor Day – NO CLASSES – OFFICES CLOSED

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Debra J. Atkinson  
Deputy Clerk

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Herbert J. Swender .  
President

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Dr. Marilyn Douglass  
Chair of the Board