

Agenda No: Budget Hearing

Date: August 12, 2014

Topic: Board Action Regarding Approval of the 2014-2015 Budget

Presenter: Dr. Herbert J. Swender

Background Information:

The Board previously approved publication of the 2014-2015 budget. The Notice of the Public Hearing was published in the Garden City Telegram on July 25, 2014, which met the legal requirements for publication. The Board has now met the ten day waiting period before the public hearing.

Budget Information:

The proposed budget amount for the Fiscal Year 2014-2015 in General Fund tax is \$10,631,465 with an anticipated General Fund mill levy of 20.091 mills.

The proposed tax mill rate in Capital Outlay will equate to 1.018 mills.

The proposed working budget for the combined General Fund and Post-Secondary Technical Education Fund for Fiscal Year 2014-2015 is \$18,314,307

Recommended Board Action:

Approve and adopt the 2014-2015 budget. Certify the 2014 Tax to be Levied at \$10,631,465 (20.091mills) General Fund and \$538,585 for Capital Outlay totaling 1.018 Capital Outlay.

**Board Action Taken: Approved Disapproved
 Ayes Nays No Action**

Board Member Notes:

August 8, 2014

Board of Trustees
Garden City Community College
801 Campus Drive
Garden City, KS 67846

Dear Trustees:

The Board of Trustees will meet in regular session on **Tuesday, August 12, 2014**. The meeting will be held in **Endowment Room of the Beth Tedrow Student Center**, Garden City Community College Campus.

5:00 PM	Dinner in the Broncbuster Room	
5:45 PM	Budget Hearing for 2014-2015 Budget	
	Budget Approval	Action

Immediately Following: Regular Board Meeting called to order in the Endowment Room.

AGENDA

I. CALL TO ORDER:

- A. Comments from the Chair
- B. Open comments from the public (5 minutes per spokesperson)
- C. Introduction of new employees
- D. Report from Student Government
- E. Report from Faculty Senate
- F. Presentation: Dr. John Roueche,
President, Roueche Graduate Center
National American University
“Kansas Community Colleges 2014 and Beyond”

II. CONSENT AGENDA Action

- A. Approval of minutes of previous meetings (July 8, 2014).....pg. 4
- B. Approval of personnel actions-Human Resources.....pg. 14
 - B-1 Human Resources Report.....pg. 15
 - B-2 Adjunct/Outreach Contracts.....pg. 16
- C. Financial information.....pg. 18
 - C-1 Checks processed in excess of \$20,000.....pg. 19
 - C-2 Cash in Bank.....pg. 20
- D. Approval of purchases over \$20,000
 - D-1 Computer and Monitor Purchasepg. 21
 - D-2 Garden City Telegram.....pg. 23
 - D-3 Purchase beds for residence life.....pg.25
- E. Professional agreements with GCCC/Buffalo Dunes Golf Course/The Golf Club at Southwind....pg.26

III. OTHER: Action

- A. Approval of Revenue Bonds.....pg. 33
- B. Pauline Joyce Fine Arts Parking Lot Re-Engineering and Replacement.....pg. 34

- C. Approval of possession and consumption of cereal malt beverages and alcoholic liquors in designated areas for special events.....pg. 36

IV. CONFIRMATION OF MONITORING REPORTS:

- A. Monitoring Reports and ENDS
 - A-1 Monitoring Report..... **Action**
 - A-1a-Annual, Treatment of People # 1 and #6.....pg. 37
 - A-2 Review Monitoring Reports
 - A-2a Annual, Mission
 - A-2b Annual, Budgeting/Financial Planning/Forecasting #1, #2, #3, #4, #5
 - A-2c Annual, Financial Condition #1, #2, #3
- B. Board Process and Policy Governance Review

V. OWNERSHIP LINKAGE:

VI. REPORTS:

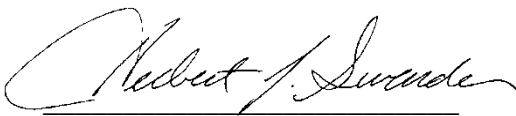
- A. Incidental Information.....pg. 39
- B. Report from Finney County Economic Development Corporation

Upcoming Calendar Dates:

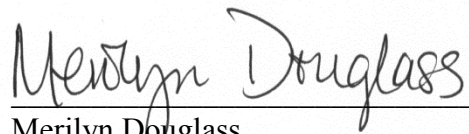
<u>Aug. 8</u>	Faculty Report
<u>Aug. 16</u>	BAA Golf Tournament, Buffalo Dunes
<u>Aug. 18</u>	Classes Begin
<u>Aug. 22</u>	7:30 p.m. Buster Football Scrimmage, new field
<u>Aug. 30</u>	7:00 p.m. Buster Football VS Highland Community College
<u>Sept. 1</u>	Labor Day- NO CLASSES – OFFICES CLOSED
<u>Sept. 12-13</u>	KACCT/COP Pratt Community College
<u>Sept. 9</u>	Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 6:00 p.m. Endowment Room of the Beth Tedrow Student Center
<u>Oct. 14</u>	Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 6:00 p.m. Endowment Room of the Beth Tedrow Student Center

VII. Executive Session

IX. Adjournment



Dr. Herbert J. Swender, Sr.
President



Marilyn Douglass
Chairman

Mission: *Garden City Community College exists to produce positive contributors to the economic and social well-being of society.*

Five Ends: *Essential Skills, Work Preparedness, Academic Advancement, Personal Enrichment, Workforce Development.*

Purposes for Executive Sessions

- a. Personnel matters of non-elected personnel
- b. Consultation with the body's attorney
- c. Employer-employee negotiation
- d. Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorship
- e. Matters affecting a student, patient, or resident of public institutions
- f. Preliminary discussions relating to acquisition of real property
- g. Security, if open discussion would jeopardize security

**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 8th, 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 30th, 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 6th 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

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender
President

Dr. Marilyn Douglass
Chair of the Board

Agenda No: II-B

Date: August 12, 2014

**Topic: Approval of Personnel Actions-Human Resources
Adjunct/Outreach Contracts**

Presenter: Dr. Herbert J. Swender

Background Information:

All full-time employees hired by the college's administration are presented monthly to the board. The following document represents new employees, separations, transfers/promotions, vacancies and retiring employees serving Garden City Community College and are presented for board approval.

Budget Information:

Salaries are commensurate with duties and responsibilities and are included in the annual budget.

Recommended Board Action:

Approve the personnel for employment, retirement, separation, and transfer/promotion as reported by the office of Human Relations.

Board Action Taken: _____Approved _____Disapproved

_____Ayes _____Nays _____No Action

Board Member Notes:



August 4, 2014

To: Board of Trustees
From: Cricket Turley, Director of Human Resources

New Hire

Matt Zedrick, Head Golf Coach, effective July 21, 2014
Takesha Watson, Assistant Women's Basketball Coach, effective August 4, 2014
Matt High, Head Cross Country/Track & Field Coach, effective August 11, 2014
Michael Boateng, Math Instructor, effective August 8, 2014
Joan Scherman, Workforce Training Office Manager, effective July 9, 2014

Separations

Gina Gallardo-Cavazos, Technical Building Secretary, effective August 15, 2014
John Fairbanks, Science Lab Coordinator, effective July 2, 2014
Joan Scherman, Workforce Training Office Manager, effective July 11, 2014

Retirement

Transfers/Promotions

Lisa Gleason, transfer from part-time Library Clerk to Library Secretary, effective August 6, 2014

Vacancies

Director of Workforce Development
Webmaster
Workforce Training Office Manager
ETS Advisor
Campus Safety Officer

Diversity Recruitment Opportunity

In researching effective ways of advertising GCCC faculty and other professional position vacancies, a more affordable alternative emerged recently. We place our national position advertising with a leading website called HigherEdJobs.com, and now the HEJ site has added an additional service. When we place a 60-day vacancy posting we are now having the same advertisement e-mailed to approximately 142,000 professionals who have identified themselves as minority educators seeking employment. The e-mail message allows interested professionals to contact us directly, and it also includes a link to the HEJ site, which allows an interested applicant to navigate to the GCCC website and apply online.

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 08/12/2014)

INSTRUCTOR	CLASS	AMOUNT
Hutcheson, Tammy	Introduction to Sociology SOCI-102-91 - 3.00 credit hour(s) 3.00 credit hour(s) X \$750.00 = \$2250.00 6/27/2014 - 7/13/2014 11-00-0000-11060-5230	\$2,250.00
Juarez, Christopher	Fundamentals of Statistics MATH-110-90 - 3.00 credit hour(s) 3.00 credit hour(s) X \$675.00 = \$2025.00 7/7/2014 - 8/8/2014 11-00-0000-11050-5230	\$2,025.00
Juarez, Christopher	College Algebra MATH-108-02 - 3.00 credit hour(s) 3.00 credit hour(s) X \$675.00 = \$2025.00 7/7/2014 - 8/8/2014 11-00-0000-11050-5230	\$2,025.00
Lamb, Winsom	Social Problems SOCI-204-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$570.00 = \$1710.00 7/7/2014 - 7/25/2014 11-00-0000-11060-5230	\$1,710.00
McCallum, Brian	Art Appreciation ARTS-120-02 - 3.00 credit hour(s) 3.00 credit hour(s) X \$950.00 = \$2850.00 7/7/2014 - 7/24/2014 11-00-0000-11030-5230	\$2,850.00
Ripple, Jacob	Psychology of Coaching HPER-290-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 7/7/2014 - 7/25/2014 11-00-0000-11070-5230	\$1,500.00
Wenzel, Leslie	Beginning Algebra MATH-006-02 - 3.00 credit hour(s) 3.00 credit hour(s) X \$750.00 = \$2250.00 7/7/2014 - 8/8/2014 11-00-0000-11050-5230	\$2,250.00

Wenzel, Leslie	Intermediate Algebra	\$2,250.00
	MATH-107-02 - 3.00 credit hour(s)	
	3.00 credit hour(s) X \$750.00 = \$2250.00	
	7/7/2014 - 8/8/2014	
	11-00-0000-11050-5230	

Adjunct/Outreach Contracts Non-Credit

Cole, Christina	Italian Night At Home (CULA130-01) 12 contact hour(s) @ \$30.00/hour (students) 07/29/14 - 07/31/14, T-TH, 2:30-8:30 pm 14-00-8004-31000-5270	\$ 360.00
Cole, Christina	Indian Cuisine (CULA131-01) 12 contact hour(s) @ \$30.00/hour (students) 08/05/14 - 08/07/14, T-TH, 2:30-8:30 pm 14-00-8004-31000-5270	\$ 360.00
Hornbeck, Debra	Challenge Course Endowment (CONT304-01) 4 contact hour(s) @ \$30.00/hour (students) 07/21/14, M, 6:00-9:00 pm 14-00-8004-31000-5270	\$ 120.00
Hornbeck, Debra	Challenge Course ETS (CONT304-02) 11 contact hour(s) @ \$30.00/hour (students) 07/28/14 - 08/04/14, M, 7:30 am-1:00 pm 14-00-8004-31000-5270	\$ 330.00
Hornbeck, Debra	Challenge Course ETS (CONT304-02) 11 contact hour(s) @ \$30.00/hour (students) 08/05/14 - 08/06/14, T-W, 7:30 am-1:00 pm 14-00-8004-31000-5270	\$ 330.00
Lee, Terry	Challenge Course ETS (CONT304-03) 11 contact hour(s) @ \$30.00/hour (students) 07/28/14 - 08/04/14, M, 7:30 am - 1:00 pm 14-00-8004-31000-5270	\$ 330.00
Lee, Terry	Challenge Course ETS (CONT304-03) 11 contact hour(s) @ \$30.00/hour (students) 08/05/14 - 08/06/14, T-W, 7:30 am - 1:00 pm 14-00-8004-31000-5270	\$ 330.00
Wilson, Mary	Excel Dist Courst (CONT963-03) 3.5 contact hour(s) @ \$30.00/hour (students) 07/14/14, M, 1:00 - 4:30 pm 14-00-8004-31000-5270	\$ 105.00
Baker, Paula	Mosaic College For Life - July (CONT951-01) 4 contact hour(s) @ \$30.00/hour (students) 07/11/14 - 07/18/14, F, 9:30 - 11:30 am 14-00-8004-31000-5270	\$ 120.00
Baker, Paula	Mosaic College For Life - August (CONT951-02) 4 contact hour(s) @ \$30.00/hour (students) 08/04/14 - 08/06/14, M-W, 9:30 - 11:30 am 14-00-8004-31000-5270	\$ 120.00

GRAND TOTAL	\$19,365.00
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Agenda No: II-C

Date: August 12, 2014

Topic: Financial Information

Presenter: Dr. Herbert J. Swender

Background Information:

Presentation of monthly financial documents:

- Checks over \$20,000
- Cash in Bank

Budget Information:

Financial information represents 1) monthly expenditures over \$20,000 2) cash deposits.

Recommended Board Action:

Accept and approve financial information as presented.

Board Action Taken: **Approved** **Disapproved**
 Ayes **Nays** **No Action**

Board Member Notes:

CHECKS PROCESSED IN EXCESS OF \$20,000

August 2014

Purchases over \$20,000 requiring bid sheets

- Check #233899 to Keller Leopold Ins. \$118,939.00 for athletic insurance. The Board approved this purchase at the June 10, 2014 board meeting.
- Check #234351 to J&M Paint for \$49,607.58 for monthly invoices and carpet and tile replacement for the dorms. The Board approved this purchase May 9, 2014 board meeting.

Payments over \$20,000 not requiring bid sheets

- Check #233896 to Ellucian, Inc. for \$229,808.00 for annual Datatel software maintenance agreement. The Board approved this purchase at the June 10, 2014 board meeting.
- Check #233898 to Kansas Association of School Board for \$64,752.00 for worker's compensation insurance. The Board approved this purchase at the June 10, 2014 board meeting.
- Check #233980 to Great Western Dining for \$72,062.10 for the August advanced board bill required by contract. Credit for same amount will be applied to the May 2015 billing.
- Check #233997 to City of Garden City for \$62,743.13 for utilities.
- Check #234158 to Harbin Construction, LLC for \$23,433.84 for partial payment for the student housing complex project. The Board approved this project at the July 8, 2014 board meeting.
- Check #234167 to MBS Service Co., Inc. for \$29,635.08 for various textbooks, access codes and classroom materials. The Board previously approved textbook purchases over \$20,000 at the January 2013 board meeting.
- Check #234257 to Blue Cross and Blue Shield of Kansas for \$97,607.84 for August health insurance premiums.
- Check #234306 to Harbin Construction, LLC for \$83,905.79 for partial payment for the student housing complex project.
- Check #234308 to IMA of Kansas, Inc. for \$113,954.00 for property and liability insurance. The Board approved this purchase at the June 10, 2014 board meeting.

Garden City Community College
7/31/2014

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 269,888.87	0.0000%
State Municipal Invest. Pool	\$ 70,520.47	0.0100%
FNB of Garden City - Money Market	\$ 25,400.00	0.2500%
FNB of Garden City - Insured Cash Sweep	\$ 5,817,575.55	0.2500%
Commerce Bank - Money Market	\$ 155,492.80	0.0800%
Landmark National Bank	\$ 1,463,644.75	0.1000%
	<u>\$ 7,802,522.44</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
First National Bank of Garden City	CDARS	\$ 2,000,000.00	0.3200%	1/30/2014	1/29/2015
First National Bank of Garden City	CDARS	\$ 1,000,000.00	0.3000%	3/13/2014	3/12/2015
First National Bank of Garden City	CDARS	\$ 1,000,000.00	0.3200%	3/13/2014	9/12/2015
		<u>\$ 4,000,000.00</u>			
Total		<u><u>\$ 11,802,522.44</u></u>			

ICS is an Insured cash sweep account. It works similar to a money market account.

Agenda No: II D-1

Date: August 12, 2014

Topic: Computer and Monitor Purchase

Presenter: Dr. Herbert J. Swender

Background Information:

The annual technology rotation includes new computers and monitors for the nursing computer lab. An advertisement was placed in The Garden City Telegram and specifications were sent to various vendors. Five bids were received, none from local vendors.

CDW-Government provided the best bid and is the recommended vendor of choice. The college has previous experience with CDW-G who has proven to provide reliable delivery and service.

Budget Information:

General Fund
\$30,800.00

Recommended Board Action:

Board authorizes administration to purchase 40 computers and monitors from CDW-Government at a total cost of \$30,800

Board Action Taken: **Approved** **Disapproved**
 Ayes **Nays** **No Action**

Board Member Notes:

Garden City Community College
801 Campus Drive
Garden City, Kansas 67846

BID TABULATION FORM
40- Computers & Monitors
August 4, 2014

VENDOR	PROPOSAL MEETS SPECIFICATIONS	BID AMOUNT
CDW-G Vernon Hills, IL	YES	30,800.00
Genisys Redmond, WA	YES	57,040.00
MTC Kansas City, MO	YES	51,666.80
Softchoice Chicago, IL	YES	53,883.50
Zones, Inc. Auburn, WA	YES	50,568.80

Agenda No: II-D-2

Date: August 12, 2014

Topic: Advertising Contract, Garden City Telegram

Presenter: Dr. Herbert J. Swender

Background Information:

The annual base advertising contact with The Garden City Telegram is up for renewal. The annual rate of \$30,000 and the display rates will remain the same as last year. During the 2013-14 year, the college expended \$40,819 for publication services.

Budget Information:

General Fund
\$30,000

Recommended Board Action:

Board authorizes administration to enter into annual base advertising contract with The Garden City Telegram at a cost of \$30,000.

Board Action Taken: ___ **Approved** ___ **Disapproved**
 ___ **Ayes** ___ **Nays** ___ **No Action**

Board Member Notes:

The Garden City Telegram

310 N. 7th Street
 PO Box 958
 Garden City, KS 67846
 PH 620-275-8500
 FX 866-757-6842

DOLLAR VOLUME: Advertiser agrees on the placement of a total advertising dollar volume of \$ \$30,000 for local retail display rate of \$9.32 and \$7.30 for classified retail rate during the period of July 1, 2014 to June 30, 2015. This dollar volume is discounted by *The Garden City Telegram* in consideration of the advertiser placing the minim amount of advertising dollar specified above during the designated time period. If the full dollar commitment for the period is not met, the advertise agrees to reimburse *The Garden City Telegram* for the difference between the committed amount and the actual dollar volume. Dollar volume commitment would include all advertising revenue – ROP, pre-print, color, classified, online advertising, all job printing, inserts and related business included. Discount applies to ROP lineage only.

COLOR: Advertiser agrees to purchase color for a minimum of 0 times per year. Discount applies to color charge only. Color may be purchased in any of the following combinations during the length of the contract to qualify for discount.

	13 times – 10% discount	26 times – 25% discount
4.	39 times – 40% discount	5. 52 times – 50% discount

BANNERS: Premium Advertising Space is available on a limited basis on the following sections of The Garden City Telegram: Front Page A1 & Sports (Monday – Saturday), Southwest Life B1, Business Page D8 (Saturday).

Front Page A1 Banner		Sports Banner, Southwest Life Banner, Business Page Banner	
6x1"	\$150.00 per day* includes full color	6x1"	\$90.00 per day* includes full color
6x2"	\$250.00 per day* includes full color	6x2"	\$225.00 per day* includes full color
2.5" x 2.5"	\$200* includes full color Top right of front page	2.5" x 2.5"	\$175.00 per day* includes full color Top right of on front of section.

**5% discount given to advertisers who agree to run multiple days.*

ONLINE BANNERS ON GCTELEGRAM.COM:

Advertiser agrees to place an 300x250 banner on the home page of GCTelegram.com for \$175 per month. Advertiser agrees to place an 300x250 banner on the inside pages of GCTelegram.com for \$175 per month. Both banners will be contracted until June 30, 2014. Facebook ads will be charged at \$175 per month until June 30, 2014.

PRE-PRINT INSERTS: Advertiser agrees to place 0 inserts on one of the following programs.

Single publication:	0% discount	<i>Telegram – 7400 or Bargains Plus – 10,000 or La Semana – 3000.</i>
Two publications:	5% discount	<i>Telegram & Bargains Plus – 17,400 or Telegram & La Semana – 10,400.</i>
Total Market Coverage:	10% discount	<i>Telegram, Bargains Plus & La Semana – 20,400</i>

If advertiser does not fulfill the contract as agreed upon, The Garden City Telegram will charge the advertiser the applicable frequency rate. For all other terms and conditions governing this contract, see the current retail and classified advertising rate card.

Garden City Community College

Print Advertiser Name _____ The Garden City Telegram Advertising Representative

Corporate Officer _____ Date _____ The Garden City Telegram Publisher _____ Date _____

Address 801 Campus Drive, Garden City, KS 67846 _____ Account # _____

New Contract Renewal Contract Contract Change

This contract incorporates the attached State of Kansas Contractual Provisions Attachment. DA-169

Agenda No: II-D-3

Date: August 12, 2014

Topic: Beds for Residential Life

Presenter: Dr. Herbert J. Swender

Background Information:

Each year residential life replaces approximately one-quarter of the dormitory beds. The annual replacement of 72 beds was ordered July 24, 2014. A few weeks later, it became necessary to order additional beds for the overflow of students who have enrolled this fall. In order to have the beds arrive prior to the beginning of the fall semester, the order had to be placed prior to the August 12, 2014, Board Meeting. This was considered an emergency purchase authorized by administration.

Price quotes were received on the first order and the best bid was accepted. The second order of 62 beds was placed with the same vendor at the same per unit price. The total of both orders exceeded \$20,000.

Budget Information:

Residential Life Budget
\$29,604.00

Recommended Board Action:

Board approves purchase of dormitory beds from Leeder Furniture, LLC at a total cost of \$29,604.00.

Board Action Taken: **Approved** **Disapproved**
 Ayes **Nays** **No Action**

Board Member Notes:

Agenda No: II-E

Date: August 12, 2014

Topic: Professional Agreement with GCCC/Buffalo Dunes golf Course (City) and GCCC/The Golf Club at Southwind

Presenter: Dr. Herbert J. Swender

Background Information:

It is time to update the agreements with the two local golf courses. The original agreements were approved July 2011 and the terms of the agreements in relationship to the respective golf professionals have changed. The NJCAA requires evidence of a contractual agreement for any off campus facility usage. This agreement has been mutually agreed upon by all entities.

Budget Information:

General Fund
\$5,000

Recommended Board Action:

Approve professional agreements with Buffalo Dunes Golf Course (city) and The Golf Club at Southwind.

Board Action Taken: **Approved** **Disapproved**
 Ayes **Nays** **No Action**

Board Member Notes:

BUFFALO DUNES GOLF COURSE/PROFESSIONAL AGREEMENT

THIS BUFFALO DUNES GOLF COURSE/PROFESSIONAL AGREEMENT (Agreement) made and entered into this ____ day of August, 2014, by and between **THE CITY OF GARDEN CITY, KANSAS** (CITY), and **THE BOARD OF TRUSTEES OF GARDEN CITY COMMUNITY COLLEGE** (GCCC).

WHEREAS, CITY owns and operates Buffalo Dunes Golf Course (Buffalo Dunes Golf Course), a municipal golf course; and

WHEREAS, GCCC Golf Team desires to use Buffalo Dunes Golf Course for practice and tournaments, and

WHEREAS, CITY agrees to allow the GCCC Golf Team to use Buffalo Dunes Golf Course.

NOW THEREFORE, in consideration of the terms and conditions set forth in this Agreement, the parties agree as follows:

1. **USE OF BUFFALO DUNES GOLF COURSE.** CITY grants to GCCC and the GCCC Golf Team, the use of Buffalo Dunes Golf Course for the 2014-15 school year for practice, both on the course and the range. Use of Buffalo Dunes Golf Course by the GCCC Golf Team shall be coordinated by course manager when such use will not materially interfere with use of Buffalo Dunes Golf Course by members and others using Buffalo Dunes Golf Course. The GCCC Golf Team shall be expected to practice proper golf course etiquette, golf course care, show courtesy and respect to members of the public playing and using Buffalo Dunes Golf Course, and wear proper golf course attire, at all times. Should a member of the GCCC Golf Team violate any golf course use regulation, he may be by suspended by WASINGER or the GCCC Athletic Director from future use of Buffalo Dunes Golf Course.

2. **PAYMENT TO CITY.** GCCC shall pay to CITY for use of Buffalo Dunes Golf Course, the sum of One Thousand Dollars (\$1,000), on or before September 1, 2014, and for each subsequent term of this Agreement on September 1st. The GCCC Golf Team shall also be entitled to use Buffalo Dunes Golf Course for one (1) tournament per year for the fee paid by GCCC to CITY. The expense for use of Buffalo Dunes Golf Course by the GCCC Golf Team for additional tournaments shall be negotiated between GCCC and CITY.

3. **TERM.** The term of this Agreement shall be for a period of one (1) year, from July 1, 2014 to June 30, 2015. This Agreement shall automatically be renewed for additional one (1) year terms, unless either party gives notice of termination not less than one hundred twenty (120) days prior to the end of the initial or any renewal term.

4. **LIABILITY.** GCCC shall be liable to CITY for any damage to Buffalo Dunes Golf Course, carts, equipment, or buildings, caused by the GCCC Golf Team.

5. **GENERAL COVENANTS.**

(a) All notices which are required or which may be given hereunder shall be considered as properly given if delivered in writing, personally or sent by first class mail, postage prepaid, and addressed as follows:

(1) If to CITY: City Manager
 301 North Eighth
 P. O. Box 998
 Garden City, Kansas 67846

(2) If to GCCC: Athletic Director
 Garden City Community College
 801 Campus Drive
 Garden City, Kansas 67846

Notices served by mail shall be deemed to be given on the date on which such notice is deposited in the United States mail.

(b) This document incorporates all the obligations, agreements and understandings of the parties hereto and there are no oral agreements or understandings between the parties hereto concerning the purpose covered by this Agreement.

- (c) This Agreement may be amended, changed or modified, only upon the written consent of both parties.
- (d) This Agreement shall be binding upon and inure to the benefit of the parties hereto, their respective heirs and personal representatives and permitted assigns.
- (e) This Agreement shall be construed in accordance with the laws of the state of Kansas.

IN WITNESS WHEREOF, the parties hereto have adopted and signed this Agreement as noted herein.

THE CITY OF GARDEN CITY, KANSAS

Date

ATTEST:

Stacey L. Frizzell, City Clerk

By _____

John Doll, Mayor

THE BOARD OF TRUSTEES OF
GARDEN CITY COMMUNITY COLLEGE

Date

ATTEST:

Debra Atkinson, Board Clerk

By _____

Merilyn Douglass, GCCC Chairperson

THE GOLF CLUB AT SOUTHWIND/PROFESSIONAL AGREEMENT

THIS THE GOLF CLUB AT SOUTHWIND/PROFESSIONAL AGREEMENT (Agreement) made and entered into this ____ day of August 2014, by and between **GARDEN CITY COMMUNITY COLLEGE (GCCC)** and **THE GOLF CLUB AT SOUTHWIND, LLC (SOUTHWIND)**.

WHEREAS, SOUTHWIND owns and operates a golf course and facility (Southwind Golf Course); and

WHEREAS, GCCC desires to use Southwind Golf Course for practice and tournaments for the GCCC golf program (GCCC Golf Team), and

WHEREAS, SOUTHWIND agrees to allow the GCCC Golf Team to use Southwind Golf Course.

NOW THEREFORE, in consideration of the terms and conditions set forth in this Agreement, the parties agree as follows:

1. **USE OF SOUTHWIND GOLF COURSE.** SOUTHWIND grants to GCCC and the GCCC Golf Team, the use of Southwind Golf Course for the 2014-15 school year for practice, both on the course and the range. Use of Southwind Golf Course shall be coordinated SOUTHWIND and the GCCC Golf Team shall be scheduled at times when such use will not materially interfere with use of Southwind Golf Course by members and others using Southwind Golf Course. The GCCC Golf Team shall be expected to practice proper golf course etiquette, golf course care, show courtesy and respect to members of the public playing and using Southwind Golf Course, and wear proper golf course attire, at all times. Should a member of the GCCC Golf Team violate any golf course use regulation, he may be suspended by SOUTHWIND or the GCCC Athletic Director from future use of Southwind Golf Course.

2. **PAYMENT TO SOUTHWIND.** GCCC shall pay to SOUTHWIND for use of Southwind Golf Course, the sum of Four Thousand Dollars (\$4,000), on or before September 1, 2014 and for each subsequent term of this Agreement on September 1st. The GCCC Golf Team shall also be entitled to use Southwind Golf Course for one (1) tournament per year for the fee paid by GCCC to SOUTHWIND. The expense for use of Southwind Golf Course by the GCCC Golf Team for additional tournaments shall be negotiated between GCCC and SOUTHWIND.

- (c) This Agreement may be amended, changed or modified, only upon the written consent of both parties.

- (d) This Agreement shall be binding upon and inure to the benefit of the parties hereto, their respective heirs and personal representatives and permitted assigns.

- (e) This Agreement shall be construed in accordance with the laws of the state of Kansas.

IN WITNESS WHEREOF, the parties hereto have adopted and signed this Agreement as noted herein.

GARDEN CITY COMMUNITY COLLEGE

Date

By _____
Merilyn Douglass, GCCC Chairperson

ATTEST:

Debra Atkinson, Board Clerk

THE GOLF CLUB AT SOUTHWIND, LLC

Date

By _____
Craig Boomhower

ATTEST:

Agenda No: III-A **Date:** August 12, 2014

Topic: Resolution 2014 – 07
Authorizing the Issuance, Sale and Delivery of Revenue Bonds for Student Housing Complex and Student Center Remodel

Presenter: Dr. Herbert J. Swender

Background Information:

The Board previously selected Stifel Nicolaus & Co., Inc., Wichita, as underwriter for the sale of Student Union, Bookstore and Dormitory System Revenue Bonds. Resolution 2014-07 authorizes the issuance, sale and delivery of revenue bonds not to exceed \$4,100,000 for the purpose of constructing new student housing adjacent to the college located at 1706 E. Spruce Street and remodeling the Beth Tedrow Student Center. Revenues from the student union, bookstore and dormitory system will provide payment of principal and interest.

The bonds will be marketed by Stifel Nicolaus & Co., Inc. on Monday, August 11. Upon review and acceptance of the rates a final Resolution 2014-07 will be drafted and presented to the Board at Tuesday night’s meeting.

Budget Information:

Revenue Bonds in the amount of \$4,100,000

Recommended Board Action:

Approve Resolution 2014-07 as presented.

Board Action Taken: _____ **Approved** _____ **Disapproved**
 _____ **Ayes** _____ **Nays** _____ **No Action**

Board Member Notes:

Agenda No: III-B

Date: August 12, 2014

Topic: Pauline Joyce Fine Arts Parking Lot Re-Engineering and Replacement

Presenter: Dr. Herbert J. Swender

Background Information:

The college's architect designed and released specifications for the complete replacement and re-engineering of the parking lot north of the Fine Arts building. The asphalt parking lot will be replaced with concrete with sufficient slope (7 inch fall) for proper drainage. The design includes new lighting.

Bids were received from four contractors, including three local contractors. Recommendation is to accept the best proposal from JAG Construction, Garden City with a projected completion date of 120 days from date of notice.

Budget Information:

General Fund - Board approved the carryover of funds from the FY14 general fund budget to cover the cost of the Fine Arts parking lot replacement.

\$ 325,600

Recommended Board Action:

Authorize Administration to accept the proposal from JAG Construction for \$325,600 and to enter into an agreement with JAG Construction to replace the Fine Arts parking lot.

Board Action Taken:

_____ **Approved** _____ **Disapproved**

_____ **Ayes** _____ **Nays** _____ **No Action**

Board Member Notes:

BID TABULATION FORM

A New Fine Arts Parking Lot for GARDEN CITY COMMUNITY COLLEGE East Willow Lane

Garden City, Kansas
Architect Project No. 201410
August 5, 2014

CONTRACTOR	ADDENDUMS REC.	BID BOND 5%	BASE BID PROPOSAL	Calendar Days	Electrical Sub-Contractor
Builders Plus, LLC. Wichita, Kansas	1. <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$424,000.00	90 calendar days	3G Electric
Dick Construction, Inc. Garden City, Kansas	1. <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$344,900.00	90 calendar days	3G Electric
JAG Construction Co. Garden City, Kansas	1. <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$325,600.00	120 calendar days	3G Electric
Lee Construction, Inc. Garden City, Kansas	1. <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$378,800.00	140 calendar days	3G Electric

Agenda No: III-C

Date: August 12, 2014

Topic: Approval of possession and consumption of cereal malt beverages and alcoholic liquors in designated areas for special events

Presenter: Dr. Herbert J. Swender

Background Information:

There are special occasions during the year, such as VIP holiday receptions, and philanthropic events in which adult beverages could be served. Areas to be designated are:

1. Endowment Room, Atrium, and Portico area of the Beth Tedrow Student Center,
2. DPAC: Hall of Fame Room with office suite, meeting room #1006, and main gym,
3. Broncbuster Multi-Sports Complex Tailgate area (fenced area northwest section of complex) and two designated field viewing boxes,
4. President's Lobby and Conference Room in Student and Community Services Center (SCSC).

Upon Board action and approval an ordinance must then be approved by the City of Garden City before serving and consumption will be allowed. The next date for City action will be August 19th.

Budget Information:

No cost

Recommended Board Action:

Approve recommendation and authorize administration to request Ordinance be presented to City Commissioners on August 19, 2014.

Board Action Taken: **Approved** **Disapproved**
 Ayes **Nays** **No Action**

Board Member Notes:

AUGUST 2014 MONITORING REPORT ANNUAL REPORT

EXECUTIVE LIMITATIONS Treatment of People #Preamble With respect to treatment of students, staff, volunteers, and the community, dealings shall not be inhumane, unfair, or undignified.	ANNUAL Page 8
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CEO's Interpretation: I believe it is the responsibility of the president to establish a tone and culture regarding personnel and the treatment of one another. This includes internal and external relationships.

Data directly addressing CEO's interpretation: Employee concerns about fair treatment can be addressed to the office of Human Resources pursuant to the policies and procedures outlined by the college. Student, staff, volunteer and community concerns regarding inhumane, unfair, or undignified treatment are handled by the appropriate administrative office under the respective administrator.

EXECUTIVE LIMITATIONS Treatment of People #1 The President shall not operate without procedures which clarify student and staff rules, provide for effective handling of grievances and complaints, and protect against wrongful conditions.	ANNUAL Page 8
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CEO's Interpretation: The President is responsible for ensuring that policies and procedures are established to handle staff and student grievances and protect both from wrongful conditions.

Data directly addressing CEO's interpretation: Administrative policies and procedures have been developed to ensure that students and staff members are aware of rules and procedures for grievances and wrongful conditions on campus. Policies and procedures are available electronically or as a hard copy in each of the vice president's office. Student handbooks and information relating to Student College policies are distributed by the office of student services.

Policies and procedures are routinely examined by College personnel. Any revisions or warranted changes are discussed at the administrative cabinet level and written modifications are then presented to College Council for input. Any employee may initiate a review of an institutional policy or recommend a change to current policy. Final determination will be made at the administrative cabinet level.

A record detailing student, employee and other stakeholder complaints is maintained by administration in the three respective areas, Student Services, Administrative Services, and Instructional Services. These logs also document action(s) taken to resolve the complaints. As concerns are received they are addressed.

The President shall not fail to acquaint students and staff with their rights and responsibilities.

CEO's Interpretation: The president is responsible to communicate to administrative staff the importance of providing to students and staff their rights and responsibilities. There are several vehicles to communicate this information. Hard copy documents and electronic access include: course syllabi, student handbook, college catalog, employee policy and procedures.

Data directly addressing CEO's interpretation: The rights and responsibilities of students and staff are outlined in the GCCC catalog, student handbook, college web site, student activity handbook and athletic handbook. Staff has access to the employee manual, faculty manual, adjunct faculty manual and the negotiated agreement. Students, staff and faculty are made aware of these resources at new student and new employee orientations.

Incidental Information

August 2014

Public Relations and Marketing, Elaine Serafin:

The Buster Meats Team returned from the 2014 Australian Intercollegiate Meat Judging Association Contest hailing the title of World Champions! The All-American Team was represented by GCCC students Alan Caro, of Satanta, and Skyler Glenn from Holcomb and Scott City HS, as well as, three members from Clarendon College in Texas. The team placed 1st overall, 1st in Beef Judging, 1st in Questions/Reasons and 1st in Primal/Retail ID. Additionally, they placed 2nd in Lamb Judging and Pork Judging, 4th in Placings and 5th in Eating Quality. GCCC will host the Australian National Team in January as they come to the USA to practice and prepare for the National Western and Southwestern contests.

GCCC's Director of Nursing, Patsy Zeller, was recently appointed to the Kansas State Board of Nursing. She will serve a term of four years. Zeller previously served on the board's Education Committee.

GCCC was named to Aspen Institute's top 10% of community colleges in America for 2015. This marks the third consecutive honor for GCCC, making this list in 2011 and 2013 (list is published every 2 years).

Dr. Bruce Exstrom, Vice President of Instructional Services:

The fall semester 2014 will begin with the first day of class on Monday, August 18. GCCC faculty reported on Friday, August 8 to begin preparations for the new year. Department meetings, instructional services meetings and important student advising will take place prior to semester start. The all-college in-service is scheduled for Wednesday, August 13. The information at the in-service is valuable and with such a prominent speaker as Dr. Roueche, it will be a great way to start the academic year. The adjunct faculty in-service was Monday, August 11. Our pool of adjunct faculty provides a critical role in teaching and learning, their contributions are valued by the College. With a constantly changing learning environment we provide updates on procedures, technology, and pedagogy.

The searches for full-time faculty conducted over the past several months have been concluded. The College was successful in placing all open positions for full-time faculty with highly credentialed and experienced faculty members. The College is fortunate to have attracted new faculty that all have earned master's or doctorate degrees from accredited institutions of higher learning. New faculty members have been added in Sociology, Computer Science, Developmental Reading, Mathematics, and Science. The teamwork with Human Resources working along with Instructional Services has provided a good first step in our new faculty becoming part of the GCCC family. The selection of faculty is critical for continued excellent teaching and learning.

The 2013-2014 Final Report for the federally funded Perkins Grant has been submitted. The Kansas Board of Regents administers the grant and the final report is a culmination of quarterly reports throughout the year. The Perkins funding provides equipment, professional development, instructional supplies, and curriculum development for our Career and Technical Education programs. With the increased need for welders in the area, \$41,700 of welding equipment budgeted through Perkins provided new station welders, and GCCC was awarded an additional Perkins Reserve Fund during the summer to provide an additional \$19,950 of welding equipment. The welding training program at Worthington has continued without interruption during the summer months. This "non-credit" training program has enabled the company to increase their capacity and GCCC is part of this important economic development initiative.

The fall semester will include enrollment increases in our Nursing Program and John Deere Program, doubling first time enrollments compared to Fall 2013. Both programs will increase their first time students from last fall's 20 students to 40 students. The increased capacity has resulted in some innovative facility usage, lab utilization, and faculty schedules and program assignment modification. GCCC will have full enrollment in the Welding program, and the Cosmetology program has re-designed curriculum to allow for a 12-month program and increased access to salon services and products for customers, which will provide additional hours for student learning and student experiences with customers. Repackaging of curriculum, course re-design, and new technologies have provided methods to enhance the learning experience for all of our students.

Fall semester 2014 will provide a launch of our mobile technology in the classroom. Working closely with our IT Department, faculty will be provided with mobile technology beginning fall semester. Approximately one-half of full-time faculty have secured their devices this summer and will be ready for the first day of class. The Technology Committee chairs Winsom Lamb and Nicole Dick have led this new initiative to enable full-time faculty to utilize their mobile technology in their office, classroom, and home. The traditional desktop computers in the offices will be removed and faculty will utilize their mobile technology for all of their teaching and learning needs at GCCC. The College Bookstore has begun offering laptops to our students as well. We are experiencing more students each semester with their own mobile technology in the classrooms and all around campus. The remainder of full-time faculty will choose their devices this fall and be ready for implementation Spring semester 2015.

The Instructional Leadership Team continued to meet throughout the summer and will discuss the updated Instructional Services Vision and Goals for 2014-2015 and beyond during department meetings as the new year begins. It is important to keep everyone on the same page with our goals and vision; communication is important to updating accomplishments in technology, pedagogy, facilities, and the changes to higher education in the state of Kansas as we launch into 2014-2015. Many of the goals and accomplishments in our facilities and technology are due to the teamwork of all areas of the College; the nursing computer lab is expanding with new furniture and computers, two classrooms in the John Collins Vocational Tech Building have been remodeled and will be equipped with new furniture, ceiling mounted projectors, and whiteboards; updates to some teaching stations and student chairs and tables will also be implemented in other areas of campus to improve the learning environment for our students.

New faces, new equipment, improved technology, and innovations make for an exciting launch to 2014-2015 with Instructional Services. Working in tandem with other areas of the College and the close teamwork has enabled the new initiatives and innovations to occur.

Dee Wigner, Executive Vice President:

Payroll

During the month of June, eight payrolls were processed including four encumbered payrolls at year end. July payroll activities included making annual funding changes for grants and adding new employees to the payroll system. August will be busy adding work study students to payroll and entering new salaries for full-time employees and faculty. New employees meet monthly with our American Fidelity agent(s) for the explanation of, and opportunity to sign up for, our cafeteria plan (Section 125).

Dallas Crist, payroll coordinator, attended a Health Care Reform workshop in Dodge City on July 17th, presented by American Fidelity Assurance Co. It is important to stay compliant with new regulations and upgrade reporting as additional guidelines and requirements are released by the federal government.

Business Office

The business office is currently in the middle of the fieldwork for the FY14 Financial Audit. Everything is going smoothly and the auditors hope to complete the fieldwork on August 12th. They are also working on fieldwork for BAA and Endowment at this time. A considerable amount of time was spent by GCCC staff completing year end processes, preparing for the audit and at the same time preparing for the new fiscal year. Fall term is just around the corner and students are enrolling now.

Campus Police

The Campus Police Chief attended a seminar which focused on preventing and responding to sexual assaults on college campuses. This training was sponsored by the International Association of Chiefs of Police and was held at Butler Community College. The seminar was informative and many ideas were discussed. Currently, campus police are partnering with GCCC Title IX administrators and SGA in an effort to initiate a campaign to prevent sexual violence on our campus. The title of the campaign is “Blow the Whistle on Sexual Violence.” It is scheduled to begin in August 2014.

Kansas Small Business Development Center

GCCC hosted an additional tax workshop in July specific to the irrigation industry per request from those who attended a similar workshop we held in April. Those in attendance were very pleased with the information provided and stated that it clarified many of their questions which will make their reporting more accurate and efficient. There was also interest in providing a tax workshop specific to the hotel industry, therefore, one will be scheduled in the near future.

Mike O’Kane and Cheryl Schmale attended the City of Liberal Commission meeting in July to present the annual renewal request for continued funding from the Economic Development Funds allocated by the City each year. Dr. Dunn from SCCC also attended in support of the KSBDC outreach center at SCCC.

Megan Grapengater is putting the finishing touches and updates to the website for better accessibility and awareness of the services provided by the center. This will afford more access and control of the website and allow the site to be more current. SBDC staff are also working on new and additional workshops to provide.

Staff are working with various Economic Development Directors to schedule regular quarterly visits to their communities to provide more convenient consulting services for small businesses. Visits have been scheduled in Leoti (Wichita County) starting this fall as well as workshops in these areas. The ED Directors will promote this and schedule the appointments.

As summer winds down, there has been an increase in new clients and are excited about the types of small businesses they are looking at starting. Late summer and early fall tend to spur “new life and ideas” among entrepreneurs. SBDC staff continues to keep very involved in many community events and organizations (KECI, Biz Viz, Downtown Vision, Rotary, Advisory Boards).

Broncbuster Bookstore

The bookstore is in full swing preparing for fall classes. Scholarship books are all pre-sacked ready to be picked up by scholarship students. Virga, West, bookstore manager, will continue to monitor enrollment numbers to ensure there are enough books for everyone.

Financial aid vouchers will be released Monday, August 11, which will start a very busy week. Class supplies and spirit wear is stocked and ready for the fall rush.

The last few orders of football merchandise have been received. Bookstore staff is looking forward to seeing everyone at the home football games and having merchandise available for sale.

Printing Services

Design and printing requests are increasing as summer comes to an end. Current projects include the football media guide and program, parking passes, athletic season passes, event passes, Law Enforcement/Coach contact cards, BAA Golf invitations, Buster Backer membership cards, student organization guides, enrollment ads, freshman orientation mailers, schedules, in-service brochure, re-stocking of campus 2-part and 3-part forms, athlete student handbook, residential life handbook and various other copy work.

Human Resources

During July, the following positions have been filled: Golf Coach, Facilities Office Manager, Computer Science Instructor, Math Instructor, Library Secretary, Assistant Women's Basketball Coach, Head Cross Country/Track & Field Coach, and College Health Nurse.

Open positions include: Director of Workforce Development, Webmaster, Workforce Training Office Manager, ETS Advisor, Campus Safety Officer, Technical Building Secretary, Science Lab Coordinator and various part-time positions.

In-service has been scheduled for August 13, 2014. New Employee Orientation for 11 new employees has been scheduled for August 12th from 8:00 a.m. to 10:30 a.m.

Facilities

Construction on the new student housing complex is off to a fast start with dirt work complete and footings being poured. There is quite a bit of activity happening at the site with visible weekly progress.

Improvements continue at the multi-sports complex including the installation of the irrigation system and sod. The ticket booths will soon be in place as well as lighting and fencing for the tailgating area. Sidewalk has been installed from the Tangeman Fields parking lot to the new sports complex. Signage will be installed before the first home football game on Saturday, August 30.

Maintenance staff have been completing remodeling projects in anticipation of the start of the semester. Summer projects include converting the old Finnup Lab computer lab in the vocational building to a classroom and renovation of the agriculture department classroom. Tables and chairs will be delivered and distributed to various classrooms next week. Projects completed in the Dennis Perryman Athletic Complex include remodeling the baseball offices. The baseball locker rooms were updated and the single stall showers were installed. New storage rooms were installed in both the men's basketball and baseball locker rooms.

In addition to working the ground around the multi-sports complex, crews have been busy with weed control and over-seeding at the student center. Regular maintenance include trimming, mowing, watering and irrigation repair as necessary.

The custodial staff has been working hard to prepare the campus for students. Projects include scrubbing and waxing floors, shampooing carpets and stripping and waxing the cafeteria floor. Future special events requiring set up and clean up include; all employee in-service and luncheon, freshman orientation, law enforcement BBQ, and the Chamber of Commerce Student Job Fair.

Ryan Ruda, Vice President of Student Services:

On July 15th, Ryan traveled to Cimarron to present to the Cimarron Rotary club. Presentation was focused on college programs, enrollment and specific questions that club members had. It was a very engaged and interactive group of community leaders which will help to raise awareness of GCCC in this community.

July 9-10th, Colin, Dan and Ryan attended the National Junior College Athletic Association eligibility workshop in Colorado Springs. This workshop focused on eligibility and entrance changes to the national by-law for 2014-15. This information was then brought back to campus and disseminated at an all coaches meeting this August.

On July 23-25, Tammy Tabor, Jayre Zimmerman and Ryan Ruda attended an ACT Recruitment and Retention workshop in Chicago. The focus of this workshop was learning new strategies for effective marketing, recruitment and retention efforts. New ideas were learned to strengthen the efforts at GCCC and will be looking at new strategies for retention throughout this coming year.

Records

Enrollment as of August 12th is currently up about 8% from the same date point last fall. Enrollment is continuing for classes commencing August 18th.

Compliance

Tammy Tabor in conjunction with IT staff assistance have been coordinating compliance efforts for GCCC with the Federal Sexual Assault Violence Education (SAVE) Act. This legislation takes effect this fall for all incoming students and requires that the institution provide programming and have a means for tracking completion of programming on sexual assault, misconduct, harassment, alcohol/drug use. GCCC will be working with Campus Clarity to provide online training to all incoming students to inform them of resources on campus, policies and awareness on these topics. All students will be required to complete this through College Skills classes. This compliance is tied to Title IV funding and is mandated for all higher education institutions administering federal aid.

Athletics

Matthew High has been hired as the Head Men's and Women's Cross Country and Track coach. Additionally, Matt Zedrick has been hired as the Head Men's Golf coach. These positions complete the hiring of staff for this upcoming year. Preparations now turn to teams arriving. Soccer and Volleyball each checked in August 2nd and 3rd. Football arrives August 7th, with practices starting for each of the fall teams during the first full week of August.

The BAA Golf tournament will be held August 16th with the Broncbuster Bash being held on August 15th at the Knights of Columbus.

Friday, August 22nd at 7:30 p.m. the football team will be holding their scrimmage at the field with Buddy Day being held on August 23rd.