

**MEETING OF TRUSTEES
GARDEN CITY COMMUNITY COLLEGE**

July 14, 2015

Trustees Present: Merylyn Douglass, Jeff Crist, Steve Martinez, Melvin Neufeld, Terri Worf, Ron Schwartz

Others Present: Debra Atkinson, Deputy Clerk
Joel Erskin, NAU Campus Dean
Austin, Fisher, *Garden City Telegram*
Larry Pander, Fire Science Instructor/Faculty Senate Representative
Ryan Ruda, Vice President of Student Services/Athletic Director
Jeff Southern, IT Director
Kristi Tempel, Public Relations
Herbert Swender, President

CALL TO ORDER:

Chair Douglass called the regular board meeting to order at 6:05 p.m.

OATH OF OFFICE:

Newly elected Trustee Steve Martinez took the oath of office administered by Clerk of the Board, Debra Atkinson. Trustee Martinez then took his seat on the Board.

HAPPENING AT GCCC:

Dr. Swender directed Trustee's attention to a PowerPoint presentation that represented the many activities and happenings at GCCC since the last GCCC Board of Trustee meeting. Student accomplishments, activities, campus visitors, and special events are provided monthly prior to each board meeting to give a visual update about what is happening in the GCCC campus community.

COMMENTS FROM THE 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 made the following comments:

- Chair Douglass welcomed Trustee Steve Martinez to the Garden City Community College Board of Trustees.
- Fall classes are scheduled to begin August 17 with student orientation scheduled for August 14
- Chair Douglass stated that September 7 offices would be closed in observance of the Labor Day holiday.

OPEN COMMENTS FROM PUBLIC:

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

INTRODUCTION OF NEW EMPLOYEES:

Vice President of Student Services/Athletic Director, Ryan Ruda, introduced new GCCC employees, Ta'Shia Phillips, Super Circuit/Women's Basketball, Taylor Jones, Super Circuit/Men's Basketball, and Jordan Altman, Assistant Men's Basketball.

Dr. Swender welcomed all new GCCC employees and presented each with a GCCC Broncbuster lapel pin.

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

No report was given.

REPORT FROM FACULTY SENATE:

No report was given.

PRESIDENT'S REPORT:

Records/Enrollment

As of July 7, 2015, fall enrollment stands at a 5% increase over the fall 2014. Summer enrollment is currently standing at a 35% increase over summer 2014.

Residential Life

Currently, there are 440 signed applications for students to live on campus at GCCC this next fall. GCCC is fast approaching capacity and are making contingency plans for student overflow. The challenge at GCCC has become housing for the increasing number of students. Administration is exploring additional affordable housing opportunities.

Instruction:

In addition to the full curricula offering of EduKan GCCC is developing five additional on-line courses utilizing D2L, Desire to Learn learning management platform.

New Bus:

GCCC now has a new (used) 2011 MCI 50+ passenger bus. Dr. Swender extended thanks to Craig Lurtz, transportation coordinator for all the work and investigation that he did to find just the right vehicle for GCCC.

GCCC Projects:

Preparations are under way for the installation of irrigation and seeding at Broncbuster Student housing complex. Soon the grass will be full and green.

Saffell Library parking lot is moving along and will be getting parking light poles and stripes soon. Both the Fine Arts and the Saffell Library lots are concrete construction which extends the life span, durability while providing a nice appearance.

Facilities

Maintenance started and finished remodels of the John Deere office areas by replacing carpet, ceiling tiles, lighting, and the lay-in air diffusers. Maintenance has also completed renovations to the Tangeman locker room and concession stand area as well as the mail room for the dorms.

GCCC Selected by Kansas Works:

Director of Workforce, Jerrad Webb, will oversee a workforce training program the GCCC is offering for certain individuals that were selected by our local KansasWorks center for specialized training in the area of Industrial Maintenance. This training is being funded with a grant from the Department of Commerce in relation with Tatro Plumbing and Naab Electric. The intent of the training is to develop skills in individuals to allow them to enter the workforce and be a viable employee. The Workforce Training is an 8 week program that started June 15th and will run through the first week of August. Students will be trained in OSHA, welding, electricity, business management, and other NCCER standards as well. Our own instructors are delivering most of the training

GCCC Police Department

In an effort to enhance campus safety and to reduce the overall effects of disasters/campus attacks, Garden City Community College (GCCC) is establishing a Campus Emergency Communication System. This system will provide immediate communication capabilities for our campus team members as we work through impending

emergencies. There are two major components for this system. The first involves creating a Building Emergency Leader (BEL) Program which incorporates planning, education and campus-wide emergency notification capabilities. The second component involves the use of a portable radio system. Campus Police will be meeting with Division Directors and those recommended for the BEL positions in the next few weeks. The system will be activated in August 2015. GCCC Police Chief, Rodney Dozier, has done a great job.

All Veterans in State Tuition:

Kansas Governor Sam Brownback signed into law HB 2154, which includes authorization for all veterans eligible for federal education benefits, along with all current members of the armed forces, to be eligible for in-state tuition rates at all 32 public postsecondary colleges and universities in Kansas, effective July 1, 2015, regardless of time spent in the state. In addition to extending this benefit to veterans, Kansas has declared all current members of the armed forces to be residents of the state for tuition and fee purposes (including army, navy, marine corps, air force, coast guard, Kansas army or air national guard, or any branch of the military reserves of the United States), along with current members' spouses and dependent children, who are enrolled or have been accepted for admission at a Kansas postsecondary educational institution. Dr. Swender expressed his appreciation to Kansas legislators and Governor Brownback for this infinitive.

CONSENT AGENDA:

Chair Douglass asked if Trustees wished to remove any items from the consent agenda. No items were removed.

Chair Douglass then asked for a motion approving consent agenda items III-A-G.

Motion:

Worf moved, seconded by Crist to approve consent agenda items, III-A-G as presented.

Ayes: Crist, Douglass, Martinez, Neufeld, Worf, Schwartz

Nays: None

Motion carried: 6-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (June 9, 2015, June 26, 2015)
(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-1 Ellucian Software-Student Portal

Vendor: Ellucian

For: Student Portal

Amount: \$99,149.72

D-2 HP Process Server

Vendor: CDW-G, Vernon Hills, IL

For: Three servers

Amount: \$59,830

(Supporting documents filed with official minutes.)

(E) APPROVED COMMUNITY DAY CARE AGREEMENT

(Supporting documents filed with official minutes.)

**(F) APPROVED ADOPTION OF RESOLUTION 2015-03, SOUTHWEST KANSAS (REGION D)
MULTI HAZARD, MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN**

(Supporting documents filed with official minutes.)

OTHER ACTION:

DISCUSSION OF 2015-2016 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 with a mill levy at 19.96 mills which results in a general fund tax total of \$9,327,756. The total will be coupled with GCCC's existing capital outlay levy of 1.011 mills, providing an estimated \$472,495, thus making the levy 20.97 mills overall.

Public Budget hearing is scheduled for 5:45 p.m. at the regularly scheduled GCCC Board of Trustee meeting August 11, 2015.

Motion:

Schwartz, moved, seconded by Martinez that the , Board of Trustees authorize for publication, a budget for the Fiscal Year 2015-2016 with a General Fund tax in the amount of \$9,327,756 with an anticipated General Fund mill levy of 20.97.

Further, that the Board authorize the publication of a Capital Outlay tax equal to 1.011 mills with an anticipated Capital Fund Outlay tax in the amount of \$472,495.

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

Nays: *None*

Motion carried: 6-0

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

ELECTION OF OFFICERS – BOARD OF TRUSTEES 2015-2016:

Chair Douglass opened the floor for nominations for Chair of the Board of Trustees for the 2015-2016 year.

Schwartz nominated Crist, Worf seconded the nomination, and the following motion was made:

Motion:

Schwartz, moved, seconded by Worf that nominations cease and Crist be elected as Chair of the Board for the 2015-2016 year.

Ayes: *Douglass, Martinez, Neufeld, Worf, Schwartz*

Abstaining: *Crist*

Nays: *None*

Motion carried: 5-0

Gavel was passed to newly elected Chair, Mr. Jeff Crist.

Dr. Swender took this opportunity to recognize and thank Dr. Marilyn Douglass for her service as a Chair of the Board on the Garden City Community College board from 2012-2015. Dr. Swender expressed appreciation for Chair Douglass's leadership, candor, wit, wisdom, and college involvement. Remaining Trustees added their thanks and appreciation.

Dr. Swender presented Dr. Douglass with a Gavel Plaque recognizing her distinguished service to the college.

Chair Douglass took a few moments to convey her appreciation for the honor of serving on the GCCC Board of Trustees and particularly as Chair for the past few years. Douglass stated that serving on the GCCC Board of Trustees is the best board anyone could serve on. Pictures were taken to memorialize the moment.

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

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

Motion:

Schwartz, moved, seconded by Worf that nominations cease and Worf be elected as Vice Chair of the Board for the 2015-2016 year.

Ayes: Crist, Douglass, Martinez, Neufeld, Schwartz

Abstaining: Worf

Nays: None

Motion carried: 5-0

Crist then asked for nominations for the positions of Clerk, KACCT Co-Representatives, and Economic Development Corporation Representative.

Motion:

Worf moved, seconded by Martinez that officers be as follows:

- | | |
|---|---|
| • <i>Clerk</i> | <i>Melvin Neufled</i> |
| • <i>KACCT Co Representatives</i> | <i>Ron Schwartz and Melvin Neufled</i> |
| • <i>Economic Development Corporation Representative</i> | <i>Ron Schwartz</i> |

Ayes: Crist, Douglass, Martinez, Neufeld, Schwartz, Worf

Nays: None

Motion carried: 6-0.

ANNUAL APPOINTMENTS:

Chair Crist 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

Motion:

Worf moved, seconded by Martinez to accept as presented Annual Appointments for Academic Year 2015-2016.

Ayes: Crist, Douglass, Martinez, Neufeld, Schwartz, Worf
Nays: None

Motion carried: 6-0.

Depositor Designations and Professional Services Providers for Academic Year 2015-2016:

Chair Crist hen asked for a motion approving the listed depositor designations and professional services providers.

Primary Depository for 2015-2016

Commerce Bank

• Other Depositories for 2015-2016

Western State Bank

Valley State Bank

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 Architect Gibson Mancini Carmichael & Nelson P.A.

Motion:

Worf moved, seconded by Schwartz to accept as presented, Depositor Designations and Professional Services Providers for Academic Year 2015-2016.

Ayes: Crist, Douglass, Martinez, Neufeld, Schwartz, Worf
Nays: None

Motion carried: 6-0

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

MONITORING REPORTS and ENDS REPORTS:

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

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

Trustees expressed their appreciation to Dr. Swender for his efforts concerning progress with outside revenue sources, submissions for both state and federal grants, and the energy directed toward development of philanthropic gifts. Trustees are appreciative of campus improvements and renovations of the Beth Tedrow Student Center, Athletic Complex, Academic Building, Fouse Science and Math Building, re-surfacing and

engineering of the Saffell parking lot and the Fine Arts parking lot, welding facility, culinary and the foresight in development and construction of the Broncbuster Multi-Sports Complex.

Trustees agreed to accept monitoring reports as presented.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

- Annual. Executive Limitations, Compensations/Benefits

No change indicated.

Executive Limitations, Financial Condition #2.

Administration proposed change:

Board Policy Governance originally adopted in 1995 and updated most recently January 2015. Change dollar amount to read:

FINANCIAL CONDITIONS

Accordingly, the president shall not:

1. Exceed the working budget for the fiscal year (July 1- June 30)
 - a. Fail to maintain a reserve of at least 20 percent
 - b. Fail to maintain the capital improvement fund at \$250,000 (a change from \$500,000)

Motion:

Neufeld moved, seconded by Schwartz to accept the change to Financial Conditions, Capital Outlay Reserves as presented.

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

Nays: *None*

Motion carried: 6-0

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

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

- Allie Medna has accepted a position with the City as human resources director. Until budget numbers are finalized the position will not be filled.
- No new businesses to report on.
- A client of Economic Development Corporation complimented the forefathers of Garden City for foresight in planning the city.

REPORT FROM KACCT/COP:

- KACCT is passing on information regarding requirements of transgender restroom requirements.
- Legislative session is over.
- Waiting for final dollar amounts
- Discussion of tenure may be carried to legislation next year.

OWNERSHIP LINKAGE:

Trustees have learned that several students on the GCCC Cheer Squad are coming to GCCC from Florida due to the efforts of a member of the squad from Florida who went home and recruited for GCCC. Thus, demonstrating the results of the “power of one individual.”

Meeting adjourned 7:55 p.m.

UPCOMING CALENDAR EVENTS:

- August 11 Regular monthly meeting-Dinner 5:00 p.m., President's Conference Room, call to order 6:00 p.m., SCSC room 2020-2025, facilities tour after the meeting
- August 14 New Student Orientation
- August 17 Fall Classes Begin
- September 5 First GCCC Broncbuster Football home game, VS Dodge City Community College
- September 7 No Classes/Offices Closed in Observance of Labor Day
- September 8 Regular monthly meeting-Dinner 5:00 p.m., President's Conference Room, call to order 6:00 p.m., SCSC room 2020-2025 (tentative location)

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender
President

Jeff Crist
Chair of the Board