

**Agenda No: 2015-2016 Budget Approval**

**Date: August 11, 2015**

**Topic: Board Action Regarding Approval of the 2015-2016 Budget**

**Presenter: Dr. Herbert J. Swender**

**Background Information:**

The Board previously approved publication of the 2015-2016 budget. The Notice of the Public Hearing was published in the Garden City Telegram on July 27, 2015, 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 2015-2016 in General Fund tax is \$9,327,756 with an anticipated General Fund mill levy of 19.963 mills.

The proposed tax mill rate in Capital Outlay will equate to 1.011 mills.

The proposed working budget for the combined General Fund and Post-Secondary Technical Education Fund for Fiscal Year 2015-2016 is \$18,233,669.

**Recommended Board Action:**

Approve and adopt the 2015-2016 budget. Certify the 2015 Tax to be Levied at \$9,327,756 (19.963 mills) General Fund and \$472,495 for Capital Outlay (1.011 mills).

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

**Board Member Notes:**

August 7, 2015

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 11, 2015**. The meeting will be held in **Room 2024-2025 of the Student and Community Service Center**, Garden City Community College Campus.

5:00 PM	Dinner in the President’s Conference Room, Student and Community Service Center	
5:45 PM	Budget Hearing for 2015-2016 Budget	
	Budget Approval .....	<b>Action</b>

Immediately Following: Regular Board Meeting called to order in Room 2024-2025 of the Student and Community Service Center

**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 Association
- E. Report from Faculty Senate

**II. REPORTS:**

- A. President’s Report

**III. CONSENT AGENDA ..... Action**

- A. Approval of minutes of previous meetings (July 9, 2015, July 14, 2015).....pg 4
- B. Approval of personnel actions-Human Resources.....pg 13
  - B-1 Human Resources Report.....pg 14
  - B-2 Adjunct/Outreach Contracts.....pg 15
- C. Financial information.....pg 19
  - C-1 Checks processed in excess of \$20,000.....pg 20

**IV. CONFIRMATION OF MONITORING REPORTS:**

- A. Monitoring Reports and ENDS.....pg 21
  - Monitoring Report..... **Action**
  - A-1a- Annual, Executive Limitations, Treatment of People #1, #6
- B. Review Monitoring Report
  - B-1 Monitoring Report – Annual, Mission
  - B-2 Annual, Budgeting/Financial Planning/Forecasting
  - B-3 Annual, Financial Condition
- C. Board Process and Policy Governance Review

**V. OTHER**

- A. Incidental Information.....pg 23
- B. Report from Finney County Economic Development Corporation
- C. Report from KACCT

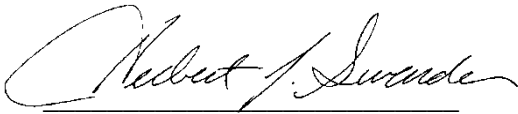
**VI. OWNERSHIP LINKAGE:**

**Upcoming Calendar Dates:**

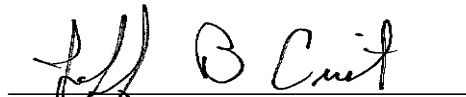
- August 15 BAA Scholarship Golf Tournament, Buffalo Dunes
- August 17 Classes Begin
- August 29 Broncbuster Football 1:00 p.m. at Highland Community College
- September 5 Broncbuster Football 7:00 p.m. at GCCC Multi-Sports Complex VS Dodge City Community College
- September 7 No Classes/Offices Closed in Observance of Labor Day
- September 8 GCCC Board of Trustee Meeting, 6:00 p.m.
- September 10 GCCC Endowment Association Scholarship Celebration 5:30-7:00 p.m., Practice Gym
- September 11-12 KACCT Quarterly meeting at Cloud County Community College
- September 12 Broncbuster Football 1:00 p.m.at home VS Ellsworth Community College

**IX. EXECUTIVE SESSION**

**X. ADJOURNMENT**



Dr. Herbert J. Swender, Sr.  
President



Jeff Crist  
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

**SPECIAL MEETING BOARD OF TRUSTEES**

**GARDEN CITY COMMUNITY COLLEGE**

**ANNUAL RETREAT**

Thursday, July 9, 2015

Trustees Present: Jeff Crist, Marilyn Douglass, Steven Martinez, Melvin Neufeld, Ron Schwartz,

Trustees Absent: Terri Worf

Others Present: Debra Atkinson, Deputy Clerk  
Austin Fisher, *Telegram*  
Dr. Herbert Swender, President  
Dee Wigner, Executive Vice President

The Board of Trustees met in special session at 5:00 p.m. on July 9, 2015, in room 2024-2025 of the Student and Community Service Center.

**CALL TO ORDER:**

Chair Douglass called the meeting to order at 5:10 p.m.

**REVIEW/DISCUSSION:**

Trustees reviewed and discussed annual budget items for 2015-2016.  
No action was taken.

**ADJOURNMENT:**

Meeting adjourned at 6:57 p.m.

---

Debra J. Atkinson  
Deputy Clerk

---

Herbert J. Swender  
Secretary

---

Dr. Marilyn Douglas  
Chair of the Board

**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 15<sup>th</sup> 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:***

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

***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 Bronbuster 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

**Agenda No: III-B**

**Date: August 11, 2015**

**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 3, 2015

**To:** Board of Trustees  
**From:** Dee Wigner, Executive Vice President

New Hire

Stephan Anthamedes, Assistant Volleyball Coach, effective August 3, 2015  
Chris Turpin, English Instructor, effective August 7, 2015

Separations

Harvey Sanders, Head Volleyball Coach, effective August 3, 2015  
Louis Blake Freeland, MFLP Coordinator, effective, July 10, 2015  
Nathaniel Haremza, Assistant Football Coach, effective July 25, 2015  
Lance Miller, IT Network Manager, effective, July 29, 2015

Retirements

Transfers/Promotions

Martha Hernandez, transfer from President's Receptionist to Financial Aid Advisor effective August 10, 2015.  
Velia Mendoza, transfer from ETS Advisor to SSS Advisor, effective August 14, 2015

Vacancies

Vice President of Instructional Services  
Webmaster  
Computer Technician  
Math Instructor  
Nursing Instructor  
Director of Human Resources  
Maintenance Technician  
Curriculum Design Coordinator  
Developmental Education Coordinator  
Human Resources Secretary  
President's Receptionist  
Volleyball Head Coach  
Welding Instructor  
Assistant to the VP of Instructional Services

**GARDEN CITY COMMUNITY COLLEGE  
 PAYMENTS TO OUTREACH  
 COORDINATORS  
 SUMMER SEMESTER 2015  
 Presented to Payroll for Payment 08/25/15**

Location	Coordinator		
Jennifer L. Bachman	Outreach Coordinator Contract Summer 2015 semester	\$200.00 Base + 23 hrs @ \$6.15/hr =	\$341.45
<b>TOTAL OUTREACH COORDINATOR PAYMENTS</b>			<b>\$341.45</b>

**GARDEN CITY COMMUNITY COLLEGE  
 ADJUNCT/OUTREACH FACULTY  
 CONTRACTS  
 (Presented to Payroll for 08/25/15)**

INSTRUCTOR	CLASS		
Babcock, Dallas (Team Teaching w/ W. Blackburn)	Ind. NH3 Refrig Oper I (INPR-211-03) 07/06 - 07/10/15	1.5 credit hour(s) x \$750.00/hour =	\$1,125.00
Babcock, Dallas (Team Teaching w/ W. Blackburn)	Ind. NH3 Refrig Oper I (INPR-211-04) 07/20 - 07/24/15	1.5 credit hour(s) x \$750.00/hour =	\$1,125.00
Babcock, Dallas (Team Teaching w/ W. Blackburn)	Ind. NH3 Refrig Oper II (INPR-212-02) 07/13 - 07/17/15	1.5 credit hour(s) x \$750.00/hour =	\$1,125.00
Blackburn, Wayne (Team Teaching w/ D. Babcock)	Ind. NH3 Refrig Oper I (INPR-211-03) 07/06 - 07/10/15	1.5 credit hour(s) x \$750.00/hour =	\$1,125.00
Blackburn, Wayne (Team Teaching w/ D. Babcock)	Ind. NH3 Refrig Oper I (INPR-211-04) 07/20 - 07/24/15	1.5 credit hour(s) x \$750.00/hour =	\$1,125.00
Blackburn, Wayne (Team Teaching w/ D. Babcock)	Ind. NH3 Refrig Oper II (INPR-212-02) 07/13 - 07/17	1.5 credit hour(s) x \$750.00/hour =	\$1,125.00
Cervantes, Mary	Servey of Civilization II (HIST-102-03) 07/13 - 07/23/15	3.00 credit hour(s) x \$750.00/hour =	\$2,250.00
Delgado, Dan	Psychology of Coaching (HPER-290-51) 07/06 - 07/24/15	3.00 credit hour(s) x \$500.00/hour =	\$1,500.00

Greathouse, Lachele	Intro Computer Concepts & Appl (CSCI-110-03) 07/13 - 07/23/15	3.00 credit hour(s) x \$950.00/hour =	\$2,850.00
Green, John	Officiating (HPER-288-60) 06/15 - 07/10/15	Pro-Rated: 7/8 x \$500.00/hr x 2 credit hours =	\$875.00
Harbin, Renee	Introduction to Business (BSAD-101-01) 07/13 - 07/23/15	3.00 credit hour(s) x \$750.00/hour =	\$2,250.00
Kemper, Mary	Public Speaking (SPCH-111-33) 07/10 - 07/18/15	3.00 credit hour(s) x \$500.00/hour =	\$1,500.00
Lamb, Colin (Team teaching w/ R. Ruda)	Teamleading/Collab Leadership (PSYC-206-51) 07/06 - 07/24/15	1.5 credit hour(s) x \$500.00/hour =	\$750.00
Lamb, Colin (Team teaching w/ R. Ruda)	Teamleading/Collab Leadership (PSYC-206-52) 07/06 - 07/24/15	1.5 credit hour(s) x \$500.00/hour =	\$750.00
Lamb, Colin (Team teaching w/ R. Ruda)	Organizational Leadership (PSYC-106-50) 07/20 - 08/07/15	1.5 credit hour(s) x \$500.00/hour =	\$750.00
Lamb, Winsom	Social Problems (SOC1-204-01) 07/13 - 07/23/15	3.00 credit hour(s) x \$570.00/hour =	\$1,710.00
Long, Charles	Fund. Coaching of Soccer (HPER-190-01) 07/06 - 07/24/15	2.00 credit hour(s) x \$500.00/hour =	\$1,000.00
Long, Charles	Business Ethics (BSAD-220-02) 07/13 - 07/23/15	3.00 credit hour(s) x \$500.00/hour =	\$1,500.00
McCallum, Brian	Art Appreciation (ARTS-120-03) 07/13 - 07/23/15	3.00 credit hour(s) x \$950.00/hour =	\$2,850.00
Neale, Ashton	Lifetime Fitness (HPER-121-06) 07/20 - 07/31/15	2.00 credit hour(s) x \$500.00/hour =	\$1,000.00
Ruda, Ryan (Team teaching w/ C. Lamb)	Organizational Leadership (PSYC-106-50) 07/20 - 08/07/15	1.5 credit hour(s) x \$500.00/hour =	\$750.00
Ruda, Ryan (Team teaching w/ C. Lamb)	Teamleading/Collab Leadership (PSYC-206-51) 07/06 - 07/24/15	1.5 credit hour(s) x \$500.00/hour =	\$750.00
Ruda, Ryan (Team teaching w/ C. Lamb)	Teamleading/Collab Leadership (PSYC-206-52) 07/06 - 07/24/15	1.5 credit hour(s) x \$500.00/hour =	\$750.00
Ruda, Ryan	Substance Abuse (HPER-107-51)	3.0 credit hour(s) x \$500.00/hour =	\$1,500.00



07/20 - 08/07/15

Salazar, Nicholas	Intro to Community Recreation (HPER-201-51) 07/06 - 07/24/15	3.00 credit hour(s) x \$500.00/hour =	\$1,500.00
Sanders, Harvey	Fund. Weightlifting I (HPER-191-01) 07/06 - 07/24/15	Pro-Rated: $1/8 \times \$500.00/\text{hr} \times 1 \text{ credit hour} =$	\$62.50
Sanders, Harvey	Fund. Coaching of Volleyball (HPER-189-01) 07/06 - 07/24/15	Pro-Rated: $1/8 \times \$500.00/\text{hr} \times 2 \text{ credit hrs} =$	\$125.00
Sims, Jeffrey	Fund. Weightlifting I (HPER-191-03) 07/06 - 07/24/15	1.00 credit hour(s) x \$500.00/hour =	\$500.00
Sims, Jeffrey	Fund. Weightlifting II (HPER-192-03) 07/06 - 07/31/15	Pro-Rated: $4/8 \times 500.00/\text{hr} \times 1 \text{ credit hour} =$	\$250.00
Sims, Jeffrey	Fund. Of Coaching Football (HPER-181-01) 07/06 - 07/31/15	Pro-Rated: $6/8 \times 500.00/\text{hr} \times 2 \text{ credit hours} =$	\$750.00
Wenzel, Leslie	Beginning Algebra (MATH-006-31) 06/29 - 08/07/15	3.00 credit hour(s) x \$750.00/hour =	\$2,250.00
Wenzel, Leslie	Intermediate Algebra (MATH-107-31) 06/29 - 08/07/15	3.00 credit hour(s) x \$750.00/hour =	\$2,250.00
Wenzel, Leslie	College Algebra (MATH-108-31) 06/29 - 08/07/15	3.00 credit hour(s) x \$750.00/hour =	\$2,250.00
Wenzel, Leslie	College Success (PCDE-101-30) 07/01 - 08/05/15	1.00 credit hour(s) x \$750.00/hour =	\$750.00
Wenzel, Leslie	Academic Recovery & Success (PCDE-110-30) 07/01 - 08/05/15	Pro-Rated: $5/8 \times \$750.00/\text{hr} \times 1 \text{ credit hour} =$	\$468.75

**TOTAL ADJUNCT/OUTREACH FACULTY CONTRACTS \$43,191.25**

**GARDEN CITY COMMUNITY COLLEGE  
FACULTY CONTRACTS FOR NON-  
CREDIT CLASSES  
(Presented to Payroll for Payment 08/25/15)**

INSTRUCTOR	CLASS	
Luna Ramos, Luis	Excel Intermediate (COMP302-04) 07/06 - 07/07/15	\$240.00
<b>TOTAL NON-CREDIT FACULTY CONTRACTS</b>		<b>\$240.00</b>

**Agenda No: III-C**

**Date: August 11, 2015**

**Topic:** Financial Information

**Presenter:** Dr. Herbert J. Swender

**Background Information:**

Presentation of monthly financial documents:

- Checks over \$20,000

**Budget Information:**

Financial information represents 1) monthly expenditures over \$20,000

**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 2015

### Purchases over \$20,000 requiring bid sheets

- Check #242320 to Kansas Association of School Boards for \$54,498.00 for Worker Compensation Insurance renewal. This purchase was approved at the June 9, 2015 board meeting.
- Check #242322 to Keller-Leopold Insurance for \$128,047.00 for Athletic Insurance. This purchase was approved at the June 26, 2015 special board meeting.
- Check #242418 to IMA of Kansas Inc. for \$114,199.00 for property insurance. The Board approved this purchase at the June 9, 2015 board meeting.
- Check #242701 to Omaha Bedding for \$19,535.27 for additional mattresses for residential life. The Bid Record indicated this is a single source provider.

### Payments over \$20,000 not requiring bid sheets

- Check #242318 to Ellucian Inc. for \$244,057.00 for annual software maintenance renewal. This purchase was approved at the June 9, 2015 board meeting.
- Check #242446 to City of Garden City for \$63,460.74 for monthly utilities.
- Check #242521 to EduKan for \$22,725.00 for Summer 2015 Session 4 tuition and resource fees.
- Check #242532 to Great Western Dining for \$24,428.45 for multiple invoices.
- Check #242734 to Dick Construction for \$726,178.00 for partial payment on remodeling projects in the athletic complex, welding lab and Beth Tedrow Student Center. All projects were previously approved by the Board.
- Check #242735 to Lee Construction, Inc. for \$142,025.00 for partial payment on the Saffell parking lot replacement. The Board previously approved this project.
- Check #242785 to Blue Cross & Blue Shield for \$89,608.60 for August group health insurance premiums.

# AUGUST 2015 MONITORING REPORT ANNUAL REPORT

<b>EXECUTIVE LIMITATIONS</b> <b>Treatment of People #Preamble</b> <b>With respect to treatment of students, staff, volunteers, and the community, dealings shall not be inhumane, unfair, or undignified.</b>	<b>ANNUAL</b> <b>Page 8</b>
---	--------------------------------

**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.

<b>EXECUTIVE LIMITATIONS</b> <b>Treatment of People #1</b> <b>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.</b>	<b>ANNUAL</b> <b>Page 8</b>
---	--------------------------------

**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. 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 2015**

#### **Ryan Ruda, Vice President of Student Services/Athletics:**

On July 8-9, Colin, Dan, Tammy Tabor 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 2015-16, as well as certification and changes to international players status, in preparation for the upcoming athletic seasons.

On July 30-31, Melanie Hands and Ryan Ruda attended the Association of Title IX Administrators investigation training in Wichita, KS. This training specialized in the practice of conducting title ix harassment and misconduct investigations and the federal legislation which outlines the necessary processes for higher education institutions. From this training, Melanie and Ryan have developed a new protocol for GCCC and will begin by conducting a training for all employees at the upcoming fall in-service.

#### **Enrollment:**

Summer enrollment is complete and final numbers show a 40% increase over last summer. Several new online courses were piloted this summer through the Distance to Learn (D2L) platform, which assisted in enrollment opportunities. A highlight from summer enrollment was that the football team completed a total of 1,202 credit hours with an overall cumulative GPA of 3.77.

Fall enrollment continues along with a local marketing campaign to promote fall courses and opportunities. Enrollment is currently even with last fall, but there is still continuous enrollment and several programs yet to register.

Records office is working with the business office to update Datatel in preparation for changes which came into effect on July 1 from legislation approved in Kansas for veterans. As of July 1, all current serving active military and dependents will receive in-state tuition regardless of where they are stationed at.

#### **Residential Life:**

The remodel project continues in residential life lobby and Beth Tedrow Student Center. Residential Life staff will be able to start moving back into their offices the first week of August. Residential Life assistants returned to GCCC on August 1 to begin training and assist with check-in of fall program student athletes. Cross Country, volleyball, soccer and football all begin checking in starting August 3<sup>rd</sup> and will begin practices the first week of August.

#### **Financial Aid:**

Financial Aid staff have been busy working through and finalizing summer financial aid files as well as preparing and working through fall financial aid files. Kathy Blau retired on July 31. She has been a tremendous resource and advocate for students in her tenure and we wish her the best in her retirement. As of August 1, Melinda Harrington has assumed the duties as director of financial aid and Jill Lucas has stepped into the assistant director position. In the next two weeks, Martha Hernandez will be starting as the financial aid advisor to complete the staff for the office.

#### **Admissions:**

Admissions is feverishly working through incoming transcripts and applications and getting the information input for incoming students. This fall, there will be an updated virtual tour online with new pictures, enhanced features and accessibility providing students with added benefits.

### Technical Education and Workforce:

The month of July was extremely busy in technical education. John Deere students on campus this summer wrapped up their summer class in July before going home for a few weeks. Some of those students will be back when school starts for the fall and some will be completing internships at their local dealers until October before returning to GCCC to complete the remainder of their training.

GCCC New John Deere instructor, Mr. Greg Unger, was introduced at a board meeting a couple months ago. Unger has already made a huge impact to the program. He and Nate Steinle put students to work this summer cleaning up the shop and the area out back on top of completing their required work. The improvement has not gone unnoticed.

The Workforce Aid Training continued through the month of July and actually will be completed on August 5. Five students completed the program and all will be interviewing with Tatro Plumbing and Naab Electric for jobs. Throughout the program GCCC has worked with the local Workforce Office as well as the Department of Commerce. Students that have completed the training have gained skills that will assist them in securing and maintaining employment. Throughout the program students learned the basics of electricity, industrial maintenance, welding, shop operations and business management. In addition students also received their certification in OSHA-10, NCCER Core, and NCCER Millwright. Stephanie Whitesell served as point of contact for the program and has done a fantastic job. GCCC anticipates expanding to offer more short-term training programs in the future.

The eighteen week intensive welding program is officially underway. Students started classes this week and will complete 46 credit hours between now and December to complete the program. The new welding facility is underway and progress toward completion is being made.

Faculty report Friday, August 7 for the fall semester.

### Instruction

A partnership with Garden City Community College and Friends University has been formalized which will result in Bachelor in Business Administration/Accounting which will start this fall on ground at Garden City Community College. This agreement provides students with the ability to complete their Associate in science degree at Garden City Community College and transition into the bachelor program through Friends University while remaining at GCCC. The coursework necessary to complete the bachelor degree and meet requirements for the Kansas Board of Accountancy to sit for the CPA exam will be able to be completed at Garden City Community College. The first cohort for this fall has been identified and will be starting this August.

### Dee Wigner, Executive Vice President:

The library parking lot is almost complete. The last of the concrete is being poured. Next, the stripes will be painted and the lights and signs will be installed. The parking lot should be finished before the first day of class.

Beth Tedrow Student Center renovations are progressing as scheduled. Tile is being laid in the restrooms and casework is being installed in the bookstore. The wood beams have been stained and the area is much brighter with new ceiling and lighting. Residential Life Offices and the student TV room are finished. The rest of the project should be complete mid to late August. The bookstore will begin the fall semester at the downstairs location. Once the semester is underway, the bookstore will move upstairs and celebrate with a grand opening. Students will enjoy an updated lobby and walk past the bookstore storefront window on their way to the new entrance to the cafeteria.

The welding lab project is moving along with dust collection system and other equipment being installed this past week. The block fence has been built which will enclose the garage, welding equipment, and



storage. Several crews are on site with progress being made on painting, finishing, mechanical and electrical work.

The remodeling of the athletic lobby complex is progressing as well. Due to specialty tile work, the project will not be complete until late September. Students and staff will have access to the classroom and athletic offices prior to the start of school. During volleyball games, the lobby will be open with the some areas roped off with no access.

Grounds crews are installing irrigation at Broncbuster Housing. Soon grass and trees will be planted. Athletic fields are being prepared for fall sports. The turf field will be sanitized and reconditioned August 5 and 6.

### Campus Police

With the anticipated increase in enrollment, Campus Police have been authorized to hire two additional part-time officers. This move will allow for expanded coverage during peak hours and an increased presence in the residential life areas. Police personnel will interact with students in positive ways to promote crime prevention and our community policing philosophy. After the positions are filled, Campus Police personnel will consist of two full-time officers, six part-time officers and a part-time police clerk.

Campus Police Officer Travis Montgomery is scheduled to graduate from the Kansas Law Enforcement Training Center on August 21, 2015. The Basic Police Academy was 14 weeks in length. We are looking forward to Travis' return to GCCC as a commissioned law enforcement professional!

### Business Office

After being on campus for the past two weeks, the auditors have completed their fieldwork. They are waiting on information from KPERS to fulfill a new audit disclosure requirement. In addition, this is the year we are required to report benefits liability under GASB 45. The financial analyst is currently working on those calculations. The audit should be finalized later this fall.

Business Office staff and Dallas Crist, Payroll Coordinator, have been busy covering duties normally performed by Human Resources. The HR Director position and the HR secretary position are both vacant. Applications have been received for both positions. The director position will be filled first so that the director can assist with the hiring of the secretary.

### Printing Services

Print shop staff are busy compiling textbooks, manuals and handbooks for football players, coaches, nursing students, Residential Life, Agriculture and Meats classes, Economics etc. The new Viewbook is being finalized. With the start of school fast approaching, the number of copy work orders have increased. Design work is being done on several special projects. The new printers are working great.