

**MEETING OF TRUSTEES
GARDEN CITY COMMUNITY COLLEGE**

December 15, 2015

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

Trustees Absent: Ron Schwartz

Others Present: Debra Atkinson, Deputy Clerk
Nalleli Chanocua, Facilities Office Manager
Charles Claar, Jr., Lewis, Hooper & Dick
Theresa Dasenbrock, Lewis, Hooper & Dick
Isabel Enriquez, Residential Life Custodian
Austin Fisher, *Garden City Telegram*
Melanie Hands, Compliance Coordinator
Brad Nading, *Garden City Telegram*
Larry Pander, Fire Science Instructor/Faculty Senate Representative
Miguel Rivero, Maintenance Tech
Ryan Ruda, Vice President of Student Services/Athletic Director
Kristin Sekavec, Lewis, Hooper & Dick
Jeff Southern, IT Director
Herbert Swender, President
Kristi Tempel, Director of Public Relations/Marketing
Dee Wigner, Executive Vice President

CALL TO ORDER:

Chair Crist called the meeting to order at 6:09 p.m.

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. Dr. Swender thanked Kristi Tempel, Director of Public Relations/Marketing, for putting together the slide show of recent events.

COMMENTS FROM THE CHAIR:

Chair Crist made the following comments:

- Chair Crist extended congratulations to Phil Hoke and cast for the successful completion of a two week show of "Fiddler on the Roof". Crist noted that there was great community talent and support for this production.
- Congratulations were also extended to GCCC John Deere, for receiving the John Deere College of Tomorrow, Bronze Level Award. The award is given based on a checklist from John Deere that covers instructor training, professionalism, appearance of the facility, and quality of training. This is the first award of this type that the GCCC program has received. Greg Unger, and Nathan Steinle, John Deere Instructors, received the award at the John Deere Instructors training in Wichita held the last week in November.
- Chair Crist noted that the community has been treated to various other fine arts events, including Jazz Ensemble, College Band and Vespers concert, Rock Ensemble and Guitar concert and Tuba Christmas.

OPEN COMMENTS FROM PUBLIC:

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

INTRODUCTION OF NEW EMPLOYEES:

Dee Wigner, Executive Vice President, introduced new GCCC employees, Nalleli Chanocua, Facilities Office Manager, Isabel Enriquez, Residential Life Custodian, and Miguel Rivero, Maintenance Tech. Dr. Swender welcomed all new employees and presented each with a GCCC Broncbuster lapel pin.

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

No report was given.

REPORT FROM FACULTY SENATE:

Larry Pander, Fire Science Instructor/Faculty Senate Representative, stated that there wasn't much to report on. Pander took a few minutes to address questions that Trustees had regarding the purchase of fire science equipment. Pander shared with the board that the aging equipment needed to be replaced. Pander went on to explain that the compressor is more than 30 years old and was a donation from Sublette Fire Department.

Trustees thanked Pander for his report.

REPORT FROM CHARLES CLaar, LEWIS, HOOPER AND DICK, RE: 2014-2015 AUDIT:

Trustees had previously received copies of the 2014-2015 audit report. Claar highlighted key areas:

- Garden City Community College received an unmodified opinion. This is the highest opinion rating available for financial audits.
- No findings or questioned costs on federal funds and programs.
- No Kansas statutory violations noted.
- Total assets of all College funds equal \$43,667,853
- Total revenue in all college funds
 - Operating: \$6,959,408
 - Non-operating: \$19,632,502
- Debt Outstanding 6/30/2015

Dorm and Student Union Lease Purchase	\$1,020,160
Cooling Loop, Software and "Front Door" Project Refinancing Lease Purchase	\$2,405,930
Multi-Sports Facility Lease Purchase	\$2,382,818
Broncbuster Housing	\$4,055,000
Kansas Development Finance Authority Infrastructure Improvement Project	\$ 539,212

The audit included audits for the Garden City Endowment Association and the Broncbuster Athletic Association.

(Supporting documents filed with official minutes)

Chair Crist expressed appreciation to GCCC staff for the successful audit and to Mr. Claar for their professionalism during the audit process.

HIGHER LEARNING COMMISSION OVERVIEW:

Compliance Coordinator, Melanie Hands, presented an overview to Trustees of the Higher Learning Commission. Hands shared with Trustees the processes and documents that the Higher Learning Commission will need for the accreditation process. Documents are in the process of preparation for the October 2016 site visit. Hands went on to say that work is progressing on the Federal Compliance Packet, and the Assurance Articles that delineate details of how Garden City Community College operates including the Mission, Integrity of Processes, Quality of Teaching and Learning, Evaluation of Teaching and Learning, and Resource Planning and Effectiveness. Hands will continue to make reports to the board each month regarding the process of accreditation.

PRESIDENT'S REPORT:

Kris "Tanto" Paranto –

Former Army Ranger came to GCCC. In honor of the Marine Corps birthday, "Tanto" Paranto, former Army

Ranger from the 2nd Battalion 75th Ranger Regiment, and a private security contractor, spoke to GCCC students and community members about his experiences as part of the CIA annex security team that responded to the terrorist attack on the US Special Mission in Benghazi, Libya, September 11th 2012, helping to save over 20 lives.

GCCC Welding Center and Broncbuster Housing Dedication:

GCCC Welding Center and Broncbuster Housing dedication was held Tuesday, November 10. The highlight of the event was a visit from the Honorable Sam Brownback, Governor of Kansas. Over 100 people attended the celebration complete with a ribbon cutting and releasing of balloons to mark the occasion. Local officials, along with members of the Garden City Community College Board of Trustees, were on hand to greet the Governor and celebrate the dedication of the welding facility and housing complex located just north of the college on Spruce Street.

NJCAA Chairman Visits GCCC:

On Tuesday, December 8, Roark Montgomery, Chairman of NJCAA football committee and athletic director of Navarro College, came to GCCC. Purpose of the visit is to evaluate the potential for GCCC to host a bowl starting in 2017 and running through 2019. The review is part of the standard bidding process of hosting an NJCAA championship event in any sport. Conversations with him on Wednesday noon just prior to his departure were very encouraging.

On-line Training:

Canvas training was conducted at GCCC on December 3 and 4 with all EduKan institutions as well as GCCC faculty and staff. The training was in preparation of online offerings that GCCC will be launching in spring 2016 as well as to get familiar with the Learning Management System (LMS). Seven faculty will be instructing new courses in spring 2016 for GCCC and have been working with Lecia Sims, Coordinator of Distance Education, on instructional design and development of the courses.

Student Services

Fall enrollment has surpassed 23,000 credit hours which is the highest credit hour total at GCCC. This credit hour total represents a 2.2% increase over last fall. Spring enrollment is ongoing, with staff and advisors having completed an early enrollment day with GCHS seniors who are graduating in December.

Parking Lot:

Dr. Swender shared with Trustees that GCCC will be seeking bids to replace the asphalt parking lot in front of the Athletic Building with concrete. The re-engineered lot will eliminate the center islands that are currently in the lot and additional lighting will be added. The lot will be completed in two phases. The first phase of the project will begin on the east side of the lot after commencement in May 2016. The second phase will conclude on the west side of the lot in late fall 2016.

Campus Police:

November 16 the region surrounding Garden City was placed under a brief tornado warning. Campus Police, with the assistance of many GCCC Building Emergency Leaders, were able to provide guidance and assistance to our students, faculty and staff during the duration of the severe weather. After the event, Campus Police received many messages from faculty and staff commenting on the efficiency of our Building Emergency Leaders and the effective radio transmissions via our Emergency Communication System. Dr. Swender expressed his appreciation to Campus Police Chief, Rodney Dozier, for doing a great job in preparing GCCC for emergency situations.

CONSENT AGENDA:

Chair Crist asked if Trustees wished to remove any items from the consent agenda. Item III-D-2 Fire Science Equipment was removed for separate discussion and vote.

Chair Crist then asked for a motion approving Consent Agenda items III-A-F with exception of D-2, Fires Science Equipment, as presented.

Motion:

Worf moved, seconded by Douglass to approve consent agenda items, III- A-F with exception of D-2 Fire Science Equipment as presented.

Ayes: Crist, Douglass, Martinez, Neufeld, Worf

Nays: None

Motion carried: 5-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (November 9, 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, as presented

D-1 Culinary Science Equipment

Vendor: Sunflower Restaurant Supply Inc.

For: Gas Griddle \$1,845.00

Charbroiler \$1,295.00

Stands (2) \$ 650.00

Fryer \$ 795.00

Vendor: Boelter, LLC

For: Gas Ranges (2) \$5,050.00

Convection Oven \$5,858.00

(Supporting documents filed with official minutes)

D-3 Canvas Agreement

Vendor: Canvas by Instructure

For: On-line Learning Management System, 2.5 year contract

Amount: \$18,954 year one, January 1, 2016-June 30, 2016

Total Cost \$66,751

(Supporting documents filed with official minutes)

(E) APPROVED ACCEPTANCE OF THE GCCC 2014-2015-AUDIT

(Supporting documents filed with official minutes)

(F) APPROVED ACCEPTANCE OF THE EDUKAN 2014-2015 AUDIT

(Supporting documents filed with official minutes)

PULLED AGENDA ITEM III-D-2, FIRE SCIENCE EQUIPMENT:

The Fire Science Program must purchase/replace obsolete safety equipment. A Mary Jo Williams Grant was written requesting funds to purchase equipment. The grant award notifications are expected to be released within the week. Partial funding for the equipment will come through the Carl D. Perkins Grant (federal funds) which is required to be encumbered prior to December 31, 2015.

An advertisement was placed in the Garden City Telegram and an RFP was sent to four known vendors. Three proposals were received. The committee reviewed proposals and determined the bid from Emergency Fire Equipment is the best bid.

After board discussion/clarification regarding the purchase of equipment to replace obsolete safety equipment the following motion was made.

Motion:

Worf moved, seconded by Martinez to authorize administration to purchase equipment as presented.

Ayes: Crist, Douglass, Martinez, Neufeld, Worf

Nays: None

Motion carried: 5-0

MONITORING REPORTS and ENDS REPORTS:

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

- General Executive Constraints, #12 Safe and Healthy Environment

Trustees accepted the monitoring report as presented.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

- Quarterly-Asset Protection

No changes were recommended at this time.

FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

No report was given.

REPORT FROM KACCT:

- KACCT quarterly meeting was held at Allen Community College December 6-7.
- Trustee Melvin Neufeld attended the meeting.
- Jerry Cook has been elected to the Board of ACC as the western representative.
- Evaluations for Linda Fund were due December 15, 2015.
- Discussion continues on state problems.

OWNERSHIP LINKAGE:

Trustees indicated that they had not received any communications.

EXECUTIVE SESSION:

Motion:

Worf moved, seconded by Douglass that the board recess briefly at 7:45 p.m. for a five minute break and reconvene into a ten minute executive session at 7:50 p.m. for the purpose of having preliminary discussions about the acquisition of real property.

No action will be taken.

Ayes: Crist, Douglass, Martinez, Neufeld, Worf

Nays: none

Motion carried: 5-0

Present in Executive Session:

GCCC Board of Trustees

Herbert J. Swender, President

Dee Wigner, Executive Vice President

Meeting adjourned 8:00 p.m.

UPCOMING CALENDAR EVENTS:

February 9	Regular Board of Trustee meeting, 6:00 p.m., Endowment Room of Beth Tedrow Student Center
February 15	President's Day, Campus Closed, No Classes
March 14-18	Spring Break
March 25-28	Easter Break, No Classes, Campus Closed

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender
President

Jeff Crist
Chair of the Board