

**MEETING OF TRUSTEES
GARDEN CITY COMMUNITY COLLEGE**

June 14, 2016

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

Others Present: Debra Atkinson, Deputy Clerk
Jacob Bishop, Network Manager
Lona DuVall, Finney County Economic Development Corporation
John Green, Athletic Director
Angie Haflich *Garden City Telegram*
Melanie Hands, Compliance Coordinator
Carol Osgood, Assistant Athletic Trainer
Ryan Ruda, Vice President of Student Services/Instructional Services
Dr. Herbert Swender, President
Jeff Southern, IT Director
Sydney Strickert, Records Assistant
Kristi Tempel, Director of Public Relations/Marketing
Phil Terpstra, Dean of Academics
Jerrad Webb, Director of Workforce
Dee Wigner, Executive Vice President

CALL TO ORDER:

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

COMMENTS FROM THE CHAIR:

Chair Crist made the following comments:

- Noted that summer classes are well under way.
- Congratulations were extended to Brandi Hollenbeck and Cody Deavers on an excellent showing at the College National Finals Rodeo Championships in Casper Wyoming. Brandi's first run clocked in at 1.9 seconds in breakaway roping, tying the CNFR record. Cody is a steer wrestler and currently sits in 11th place.
- Chair Crist went on to applaud and congratulate all GED Graduates. Saturday, June 11 over twenty of the fifty graduates walked across the stage to receive their diploma. Chair Crist thanked all that attended.
- Chair Crist noted that there is a lot of activity taking place at the Dennis Perryman Athletic Complex parking lot. Re-engineering is well underway and progress can be seen daily.
- Reminded Trustees that GCCC campus will be closed Monday, September 5, in observance of Labor Day.
- Noted fall classes start August 16.

OPEN COMMENTS FROM PUBLIC:

Chair Crist noted that at this time, no one from the public had registered to make comments.

INTRODUCTION OF NEW EMPLOYEES:

Dee Wigner, Executive Vice President, introduced new employee Jacob Bishop, Network Manager. Ryan Ruda, Vice President of Instructional and Student Services, introduced new employee Sydney Strickert, Records Assistant. John Green, Athletic Director, introduced new employee Carol Osgood, Assistant Athletic Trainer.

President, Dr. Herbert Swender, welcomed each new employee, 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.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

Lona DuVall, president, updated Trustees on current undertakings of FCEDC. DuVall shared that the Dairy Farmers of America (DFA) plant was progressing, and that GCCC would be instrumental in helping with education and training of workers. DFA has proven to be a team player, interested in becoming part of the community. DuVall went on to share that ancillary services in transportation and support come as part of the DFA plant, the trans load project is progressing, and an agriculture based food processing company is in the early planning stages.

DuVall commended GCCC, the Workforce AID (Aligned with Industry Demand) program, and Workforce One for recently completing an industrial maintenance program at GCCC to train individuals for the workforce. Tatro Plumbing and Davis Electric worked with students throughout the project, providing an opportunity to get students into the workforce and employed in the community. More certificate based programs are being planned and funded by Workforce One, and work on a project to involve high school seniors who are looking to enter the workforce has begun.

Efforts to attract transitioning military personnel to Garden City are underway. Veteran's primary concern in relocation is access to health care. DuVall has met with St. Catherine Hospital in an effort to ensure that veterans have access to quality health care

Chair Crist indicated that the GCCC board wishes to continue the current relationship with FCEDC and should be providing a recommendation for a new representative by the July meeting or shortly thereafter.

Trustees thank DuVall for her report.

HIGHER LEARNING COMMISSION OVERVIEW:

Compliance Coordinator, Melanie Hands, reported that timelines have been put in place for administration to review and rewrite the Assurance Argument as necessary. Great care has been taken to ensure that each question has been answered adequately and is in an easy to read format. Work has begun on the federal compliance packet and completing credit hour worksheets.

Trustees thanked Hands for keeping them informed on the HLC process.

PRESIDENT REPORT:

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.

Dr. Swender noted that work continues on the DPAC parking lot. Entrance to the gym will be through the south doors only until construction is complete. New equipment is going into the Penka lab. Funds for equipment have been provided through a Mary Jo Williams grant.

GCCC hosted the class 1A regional track meet on May 20. Over 250 participants and many spectators were on hand at the multi-sports complex to watch the competitors compete for a chance to make it to the state track meet.

Dr. Swender shared with Trustees that four future Garden City Community College students shared their immigration stories in the GCCC Endowment Room Thursday, May 28, with members of the Leadership Kansas group which he facilitated.

Leadership Kansas is a training program of 40 statewide leaders that tours communities across Kansas to learn more about issues that affect each area of the state. The group made a stop at Garden City Community College, and learned first-hand from four Garden City students about their trials, tribulations, and incredible stories of perseverance their families encountered moving to Garden City from foreign countries.

Dr. Swender shared that GCCC Summer camps are underway! There are a variety of sports camps for all ages in football, basketball, soccer, track, and volleyball.

Dr. Swender stated that GCCC participated in the parade for Beef Empire Days on Saturday, June 11. GCCC mobile classroom was also on hand at the live beef show on Tuesday, June 7, GCCC marketing department and admissions staff, as well as, the Meats team, staffed a booth to visit with people at the show. Tours were given of the mobile classroom and food safety, and a video on meat judging was shown.

Trustees thanked Dr. Swender for his report.

CONSENT AGENDA:

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

Chair Crist then asked for a motion approving Consent Agenda items III-A-D.

Motion:

Douglass moved, seconded by Martinez to approve consent agenda items, III- A-D as presented.

Trustees discussed briefly the placement of the maintenance building, clarified the location for the Kansas National Guard training center, and commended the economical purchase of airline tickets for GCCC Meats Team's trip to Australia.

A vote was taken.

Ayes: Crist, Douglass, Martinez, Neufeld, Worf

Nays: None

Motion carried: 5-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (May 10, 2016)

(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 Furniture Purchase

Vendor: Leeder Furniture

30 Mattresses and bed frames

44 Dressers

28 Sofa and chairs

For: Additional furniture needs for apartments on Laurel Street

Amount: \$53,576.01

(Supporting documents filed with official minutes)

D-2 Computer and Monitor Purchase
Vendor: Dell
For: 80 Computers, monitors and mounting kits
Amount: \$52,402.40

(Supporting documents filed with official minutes)

D-3 Annual Renewal for Ellucian Software Maintenance
Vendor: Ellucian
For: Annual Maintenance Agreement
Amount: \$265,192.00

(Supporting documents filed with official minutes)

D-4 Maintenance Building/Locker Room
Vendor: Lee Construction, Inc.
For: Building Maintenance Building/Locker Room
Amount: \$159,600.00

(Supporting documents filed with official minutes)

D-5 Welding Equipment

Vendor/For:	<u>Airgas</u>	Air Compressor	\$ 5,142.63
		Engine Drive Welder SAE 300	\$11,550.00
	<u>Matheson</u>	Engine Drive Welder Classic 300 (2 welders)	\$22,980.00
		Engine Drive Welder Cross Country 300	\$11,800.00
	<u>Lift Truck</u>	Forklift	\$31,423.00
		(\$30,000 maximum allowed by grant)	

Amount: TAACCCT Grant
\$81,472.63
FY 16 PTE Fund
\$1,423.00

(Supporting documents filed with official minutes)

D-6 Athletic Insurance
Vendor: Keller Leopold Insurance/First Agency
For: 16-17 Athletic Insurance
Amount: \$157,096.00 Basic Coverage
\$ 35,159.00 Catastrophic coverage

(Supporting documents filed with official minutes)

D-7 Renewal of Property Insurance
Vendor: IMA, Inc.
For: Property and Casualty Insurance Coverage
Amount: \$122,299

(Supporting documents filed with official minutes)

D-8 Renewal of Workers' Compensation Insurance
Vendor: Kansas Association of School Boards (KASB)
For: Renewal Workers' Compensation Insurance
Amount: \$59,160.00

(Supporting documents filed with official minutes)

D-9 Phone Switch Upgrade
Vendor: Allegian Technology
For: Phone Switch Upgrade
Amount: 39,808.12
(Supporting documents filed with official minutes)

D-10 Meats Team Travel
For: Airline Tickets to Wagga Wagga, New South Wales
Amount: \$28,731.52
(Supporting documents filed with official minutes)

D-11 Kansas Army National Guard Recruiting Office
For: Two year lease for office space in the Beth Tedrow Student Center
(Supporting documents filed with official minutes)

D-12 Kansas Army National Guard Education and Training Center
For: Multi-year Lease with Kansas Army National Guard
Space in the Building Located at 1802 E. Spruce
(Supporting documents filed with official minutes)

OTHER ACTION:

Upon closure of the GCCC day care, an agreement was entered into with Community Day Care Center (CDCC) located at 505 College Street. The daycare allocated 10 spots for children of GCCC students. In exchange for the 10 guaranteed spots, the college paid a monthly fee to the daycare and provided limited maintenance and lawn care services. GCCC students then entered into an agreement to pay GCCC a significantly reduced fee for daycare services.

Over the past few years, the student need for child care has been slowly decreasing and in 2015, the agreement was reduced from 10 spots to 5 spots. This past semester (spring 2016) only 2 students utilized the services. Both students have indicated they will not need childcare this fall.

The CDCC board has agreed to terminate the current agreement. The monthly fee will end June 30, 2015 with maintenance and lawn care service ending September.

Dr. Swender commended GCCC staff members, Dee Wigner, Jill Lucas and Rose Wilson for their efforts in getting an at risk Day Care business back up and functioning.

Motion:

Douglass moved, seconded by Martinez to approve Child Care Agreement Amendment and Termination 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:

- Monitoring Report – Annual, General Executive Constraints, Compensation/Benefits

Trustees accepted the monitoring reports as presented.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

- Quarterly, General Executive Constraints
- Annual, General Executive Constraints, Treatment of People

Essential Skills:

Trustees were presented with an update to essential skills that reflected the student learning outcomes which will be assessed by the college annually. Trustees expressed appreciation for the outcomes based assessment, and thanked Vice President of Student Services/Instructional Services, Ryan Ruda and his staff for the work that went into the revision.

REPORT FROM KACCT:

Kansas Association of Community College Trustee quarterly meeting was held June 10, 11, on the Hutchinson Community College campus. Trustee Neufeld attended and reported that the continuing contract bill was discussed. Trustees of KACCT are split between local governance and going to a state system. Trustees took this opportunity to once again, express their appreciation to Dr. Swender for his efforts to remove the tenure/continuing contract language at the state level and let each of the 19 Kansas Community Colleges determine their own employee contracts with faculty.

Trustee Neufeld went on to state that according to the Department of Education standards, in his view, the Jayhawk Conference is currently in non-compliance. The Jayhawk Conference puts limits on athletic rosters rather than setting at a local level. Neufeld stated that GCCC has made every effort to be in compliance, but the vote of the conference colleges to a two-third majority prevents this from changing.

OWNERSHIP LINKAGE:

Trustees report that inquiries have been made of them regarding protection for fleet vehicles. Dr. Swender shared with Trustees that plans for a structure to protect GCCC fleet vehicle has been designed with the college's architect to be located on the north end of the current Ropes Course. Pending available funding the recommended project is temporarily on hold.

EXECUTIVE SESSION:

Motion:

Worf moved, seconded by Douglass to take a five minute break at 7:35 p.m. and go into executive session at 7:40 p.m. for thirty minutes for the purpose of discussing personnel matters of non-elected personnel in order to protect the privacy interests of the individual (s) to be discussed, and that we return to open session at 8:10 p.m.

Ayes: Crist, Douglass, Martinez, Neufeld, Worf

Nays: None

Motion carried: 5-0

Persons included in executive session:

GCCC Board of Trustees

Dr. Herbert Swender

At 8:10 Trustees requested an additional twenty minutes.

Board reconvened into open session at 8:30

Motion:

Worf moved, seconded by Douglass to approve a contract through 2019 for Herbert J. Swender as president, including a base salary increase commensurate with GCCC employees when that amount is determined.

Ayes: Crist, Douglass, Martinez, Neufeld, Worf

Nays: None

Motion carried: 5-0

Chair Crist thanked president Swender on behalf of the board for his successful and dedicated service to GCCC. All board members expressed their grateful appreciation to Dr. Swender and for his continued leadership.

Meeting adjourned 8:45 p.m.

UPCOMING CALENDAR EVENTS:

July 12	Monthly meeting of GCCC Board of Trustees, 6:00 p.m., Endowment Room, Beth Tedrow Student Center
August 8	Faculty Report
August 16	Classes Begin
September 5	No Classes/Offices Closed in observance of Labor Day

Debra J. Atkinson
Deputy Clerk

Dr. Herbert Swender
President

Jeff Crist
Chair of the Board