

**MEETING OF TRUSTEES
GARDEN CITY COMMUNITY COLLEGE**

July 11, 2017

Trustees Present: Meryllyn Douglass, Jeff Crist, Steve Martinez, Melvin Neufeld, Blake Wasinger, Terri Worf,

Others Present: Debra Atkinson, Deputy Clerk
John Green, Athletic Director
Josh Harbour, *Garden City Telegram*
Casie Lowden, Assistant Volleyball Coach
Jacquelynne Matula, Head Volleyball Coach
Chuck Pfeifer, Director of IT
Ryan Ruda, Vice President of Instruction/Student Services
David Rupp, Community Member
Kristi Tempel, Public Relations/Marketing
Dee Wigner, Executive Vice President
Herbert Swender, President

CALL TO ORDER:

Chair Crist called the regular board meeting to order at 6:08 p.m.

COMMENTS FROM THE CHAIR:

Chair Crist made the following comments:

- Fall classes are scheduled to begin August 14 with student orientation scheduled for August 10-11
- 2017 Buster Buddy day is August 19 beginning at 2:45 p. m.
- Broncbuster Athletic Association Kick Off Luncheon is August 22 at Noon, in the Beth Tedrow Student Center, Endowment Room.
- Chair Crist reminded Trustees that the college will be closed on Monday, September 4 in observance of Labor Day.

OPEN COMMENTS FROM PUBLIC:

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

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

No report was given.

REPORT FROM FACULTY SENATE:

No report was given.

INTRODUCTION OF NEW EMPLOYEES:

John Green, Athletic Director, introduced new employees Casie Lowden, Assistant Volleyball Coach, and Patrick Nee, Assistant Men's Basketball coach. Dr. Swender welcomed the new GCCC employees and presented each with a GCCC Broncbuster lapel pin.

PRESIDENT'S REPORT:

This portion of the meeting is related to student accomplishments, activities, campus visitors, and special events that have taken place in the GCCC campus community since the last Board of Trustee meeting.

Dr. Swender noted GCCC hosted Volleyball camp June 26 – June 29 and was very well attended by area youth and even a participant from Texas.

Dr. Swender shared that GCCC and Lifeteam partnered together for training on June 22-24. The Flight School was an academy to train critical care nurses and paramedics on aeromedicine. There was a selective application and review process, 22 students were selected for training in the summer session. The flightschool students resided in Bronbuster housing during the training. The flight school was an intense 24-hour hands-on session. Real life scenarios were presented and the Lifeteam chopper was available for practice. GCCC EMST instructor, Stacy Michelle was instrumental in setting up this special training. Once again evidence that the power of one is effective.

Dr. Swender shared that the much sought after Crosswalk on Campus Street opened June 1. Due to increased pedestrian traffic in the 700-800 blocks of Campus Drive GCCC Police Chief Rodney Dozier, started conversations with the City of Garden City to establish a crosswalk. Chief Dozier attended three meetings with the City of Garden City Traffic Advisory Board to discuss the crosswalk proposal. In April of 2015, the City conducted a pedestrian count on Campus Avenue. In September of 2016 the GCCC Board of Trustees officially supported the efforts for the crosswalk project and a request letter was drafted for the City Commission. The crosswalk was officially approved, and Facilities Director Derek Ramos and Chief Rodney Dozier collaborated with City Directors regarding the location and type of crosswalk to be utilized. The official crosswalk opened the first part of June and has enhanced the safety for our students, faculty and staff that cross the street to access GCCC facilities on the east side of Campus Drive. Dr. Swender expressed his thanks to Chief Dozier, Facilities Director Ramos, the City of Garden City Traffic Advisory Board and all involved in securing the crosswalk.

Dr. Swender noted that Department of Public Safety's Ride for the Future was held on Saturday, June 24. This scholarship ride began in 2008 by the Department of Public Safety as a way to assist students financially in gaining education in Criminal Justice, Fire Science, and Emergency Medical Technology. Over the past nine years the event has raised over an estimated \$37,000 for GCCC Endowment Scholarships. Normally the ride is in April, but was rescheduled for June due to inclement weather. This year they raised an estimated \$3,300.00.

Dr. Swender reported that GCCC Night at the Wind was Friday, June 30. Board Chairman, Jeff Crist, threw out the first pitch. GCCC Cheerleaders and Bronbuster Billy were on hand to throw t-shirts and baseballs to the crowd. Kids were able to visit with players in the dugout before the game. Kaylee Keller sang the National Anthem, and the GCCC cheer team played games with kids between innings. Over 70 people represented GCCC at the game. Dr. Swender thanked GCCC Cheer Coach, Brice Knapp, for inviting the cheer squad to be a part of the game time activities.

Dr. Swender shared that summer construction and renovation continues on the parking lot, band hall, roofs and that the materials for the replacement of Conestoga Arena floor, Ron Schwartz court has arrived. The wood will acclimate to building temperature for approximately two weeks before installation begins. Dr. Swender also noted that roof construction has started on the library.

Dr. Swender took a few minutes to credit Executive Vice President, Dee Wigner, and College Architect, Stewart Nelson for their continued leadership and undertaking of deferred maintenance areas of campus. Dr. Swender went on to credit GCCC Board of Trustees for their direction in the deferred maintenance schedule and expressed his thanks to Facilities Director, Derek Ramos and crew for the work completed on a deferred maintenance plan.

At this time Kristi Tempel, Director of Public Relations/Marketing, showed a brief video that was produced in cooperation with Graphic Designer, Tiffany Heit. This short video will be used on various social media to promote the college. Dr. Swender noted that a previous short video on Facebook had received over 6,000 views already. This is a great way to market the college.

Chair Crist 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 II A-C.

Motion:

Worf moved, seconded by Neufeld to approve consent agenda items, II A-C as presented.

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

Nays: None

Motion carried: 6-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (June 13, 2017, June 27, 2017)

(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.)

OTHER ACTION:

DISCUSSION OF 2017-2018 BUDGET:

Projected and historical financial information for revenues and expenses were reviewed. 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 recommended tax rate increase.

It should be noted that the estimated revenue generated from the ad valorem tax increased the General Fund ad valorem tax revenue by \$692,311 and the Capital Outlay Fund revenue by \$31,423. The revenue increase is due to an increase in assessed valuation for real estate and oil and gas. The credit given for Tax Incentive Fund (TIF) increased from \$13,838,103 to \$16,155,618. However, there was a loss in revenue of motor vehicle taxes by \$153,503. Public Budget hearing is scheduled for 5:45 p.m. at the regularly scheduled GCCC Board of Trustee meeting August 8, 2016.

Administration is asking for permission to publish the budget as required by Kansas State Statute. The proposal from administration is to request a zero increase to the mill levy.

Motion:

Douglass moved, seconded by Martinez that the, Board of Trustees authorize for publication, a budget for the Fiscal Year 2017-2018 with a General Fund tax in the amount of \$ 9,452,140 with an anticipated General Fund mill levy of 19.983. Further, that the Board authorize the publication of a Capital Outlay tax equal to 1.009 mills with an anticipated Capital Fund Outlay tax in the amount of \$447,343, representing no increase in the mill levy for the college.

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

Nays: None

Motion carried: 6-0

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

Board Vice Chair, Terri Worf, noted that the budget reflected a sacrifice on behalf of the college's staff and faculty dealing with cuts and other deferments. Worf went on to state that some employees are asked to take on

more duties in classes or assume responsibility for another role. Worf commended GCCC employees at all levels and stated that GCCC is very efficient and has gotten very good at accomplishing more with less.

ELECTION OF OFFICERS – BOARD OF TRUSTEES 2017-2018:

Chair Crist moved on to the election of Board of Trustee officers for the 2017-2018 year.

Motion:

Worf moved, seconded by Douglass to retain the current officers for the following positions:

- ***Clerk*** ***Melvin Neufeld***
- ***KACCT Representative*** ***Melvin Neufeld***
- ***Economic Development Corporation Representative*** ***Steve Martinez***

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

Nays: ***None***

Motion carried 6-0.

Chair Crist opened the floor for nominations for Chair of the Board of Trustees for the 2017-2018 year.

Douglass nominated Steve Martinez for 2017-2018 GCCC Chair of the Board of Trustees, Worf seconded the nomination.

Motion:

Crist moved, seconded by Worf that the nominations cease and Martinez be elected as Chair of the Board for the 2017-2018 year.

Ayes: ***Crist, Douglass, Neufeld, Wasinger, Worf***

Abstaining: ***Martinez***

Nays: ***None***

Motion carried 5-0.

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

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

Motion:

Crist moved, seconded by Neufeld that nominations cease and Worf be elected as Vice Chair of the Board for the 2017-2018 year.

Ayes: ***Crist, Douglass, Martinez, Neufeld, Wasinger***

Abstaining: ***Worf***

Nays: ***None***

Motion carried: 5-0

Gavel was passed at this time to newly elected Chair Steve Martinez.

APPOINTMENTS:

Chari Martinez then asked for a motion approving the listed annual appointments as a group.

Secretary to the Board

Herbert Swender

Deputy Clerk

Debra Atkinson

College Treasurer

Dee Wigner

Designated Agent for KPERs
Alternate Designated Agents for KPERs

Dallas Crist
Dee Wigner

Worf moved, seconded by Crist, to approve the listed appointments as a group.

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

Motion carried: 6-0

Depositor Designations and Professional Services Providers, Authorized Signatures for Academic Year 2017-2018

Chair Martinez then asked for a motion approving the listed depositor designations, signatures, and professional services providers.

Primary Depository for 2017-2018
Commerce Bank

Other Depositories for 2017-2018
Western State Bank
Valley State Bank
Frist National Bank of Garden City
Landmark National Bank
American State Bank
Garden City State Bank
State of Kansas Municipal Investment Fund

Authorized Signatures:

Dr. Herbert J. Swender	Garden City Community College, President
Dee A. Wigner	Garden City Community College, Executive Vice President
Debra J. Atkinson	Garden City Community College, Executive Assistance
Debra S. Nicholson	Garden City Community College, Comptroller

Motion:

Crist moved, seconded by Worf to accept as presented Depositor Designation, Professional Services Provider, and Authorized Signatures for academic year 2017-2018 as presented.

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

Motion carried: 6-0

MONITORING REPORTS and ENDS REPORTS:

Dr. Swender asked at this time to amend the agenda to include the addition of two essential skills as requested by Mr. Ryan Ruda.

Motion:

Neufeld moved, seconded by Crist to amend the current agenda to reflect formal action on the addition of two essential skills.

Aye: Crist, Douglass, Martinez, Neufeld, Wasinger, Worf
Nay: None

Motion carried: 6-0

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

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

Vice President of Instruction/Student Services, Ryan Ruda presented two new Essential Skills, Cultural Diversity and Social Responsibility, for addition to Policy Governance. Discussion followed and Trustee Worf shared that as matter of principle the additional two items were already being monitored by the board and not necessary to add.

Motion:

Crist moved, seconded by Neufeld to approve the addition of Cultural Diversity and Social Responsibility to Ends-Essential Skills of the Policy Governance Manuel.

Aye: Crist, Douglass, Martinez, Neufeld, Wasinger

Nay: Worf

Motion carried: 5-1

Trustees agreed to accept monitoring reports as presented with the addition of the two new Essential Skills.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

- Annual. Executive Limitations, Compensations/Benefits
No change indicated.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

Chair Martinez reported the following:

- FDEDC is focusing on housing and daycare shortages.
- There is a planning commission meeting on August 14, 2017.

REPORT FROM KACCT:

Trustee Neufeld reported the following:

- Legislators are currently on break and not much activity.

OWNERSHIP LINKAGE:

Chair Martinez praised GCCC grounds and maintenance crews for their consistent attention to GCCC Grounds and campus buildings.

Dr. Swender shared that Volleyball, Soccer, and Football will be beginning end of July.

Dr. Swender went on to say to watch for new signage going up at the Fire Tower, Band Building, and Broncbuster Suites.

EXECUTIVE SESSION:

No executive session held.

Meeting adjourned 7:15 p.m.

UPCOMING CALENDAR EVENTS:

- | | |
|-----------|--|
| August 14 | Classes Begin |
| August 24 | Broncbuster Football, 7:00 p.m. at GCCC vs Ellsworth |

September 4 No Classes/Offices Closed in Observance of Labor Day
September 8-9 KACCT Quarterly Meeting, Butler County Community College
September 12 Monthly meeting of GCCC Board of Trustees, 6:00 p.m., Endowment Room, Beth Tedrow Student Center

September 16 Bronbuster Football, 7:00 p.m., at GCCC vs Hutchinson
September 30 Bronbuster Football, 7:00 p.m., at GCCC vs Butler Community College

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender
President

Steve Martinez
Chair of the Board