

**Agenda No:**

**Date: August 13, 2019**

**Topic:** Board Action Regarding Approval of the 2019-2020 Budget

**Presenter:**

**Background Information:**

The Board previously approved publication of the 2019-2020 budget. The Notice of the Public Hearing was published in the Garden City Telegram on July 24, 2019, which met the legal requirements for publication. The Board has now met the 10-day waiting period before the public hearing.

**Budget Information:**

The proposed budget amount to be levied for the Fiscal Year 2019-2020 in General Fund tax is \$10,173,241 with an anticipated General Fund mill levy of 20.386 mills.

The proposed tax mill rate in Capital Outlay of 0.999 mills for \$498,607 in anticipated revenue.

The proposed working budget for the combined General Fund and Post-Secondary Technical Education Fund for Fiscal Year 2019-2020 is \$18,446.743

**Recommended Board Action:**

Approve and adopt the 2019-2020 budget. Certify the 2019 Tax to be levied at \$10,173,241(20.386 mills) General Fund and \$498,607 for Capital Outlay (0.999 mills).

**Board Action Taken:**

\_\_\_\_\_ **Approved**          \_\_\_\_\_ **Disapproved**

\_\_\_\_\_ **Ayes**          \_\_\_\_\_ **Nays**          \_\_\_\_\_ **No Action**

**Board Member Notes:**

August 13, 2019

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 13, 2019**. The meeting will be held in the **Endowment Room of the Beth Tedrow Student Center**, Garden City Community College Campus.

5:00 PM	Dinner in the <b>Bronbuster Room</b> next to the Endowment Room, Beth Tedrow Student Center	
5:45 PM	Budget Hearing for 2019-2020 Budget, Endowment Room of the Beth Tedrow Student Center	
	Budget Approval.....	<b>Action</b>

Immediately Following: Regular Board Meeting called to order in Endowment Room of the Beth Tedrow Student Center.

## AGENDA

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- I. CALL TO ORDER:**
    - A. Comments from the Chair
    - B. Introduction of new employees
  - II. EXECUTIVE SESSION**
  - III. CONSENT AGENDA ..... Action**
    - A. Approval of minutes of previous meetings (June 27, 2019 and July 16, 2019).pg. 4
    - B. Approval of personnel actions-Human Resources.....pg. 12
      - B-1 Human Resources Report.....pg. 13
      - B-2 Adjunct/Outreach Contracts.....pg. 14
    - C. Purchases over \$50,000.....pg. 18
      - C-1 Checks processed in excess of \$50,000.....pg. 19
      - C-2 Cash in Bank.....pg. 20
    - D. Approval of 2019-2020 Negotiated Agreement
  - IV. CONFIRMATION OF MONITORING REPORTS:**
    - A. Monitoring Reports and ENDS ..... **Consensus Approval**
      - A-1 – Annual, Executive Limitations - Asset Protection #5.....pg. 23
    - B. Review Monitoring Repor
      - B-1 Annual, Mission .
      - B-2 Annual, Budgeting/Financial Planning/Forecasting
      - B-3 Annual, Financial Condition
      - B-4 Bi-Annual, General Executive Constraints
    - C. Board Process and Policy Governance Review

**V. OTHER**

- A. Matt Allen/Melissa Dougherty-O'Hara - RHID Presentation
- B. President's Report
- C. Incidental Information
- D. Report from Faculty Senate
- E. Report from KACCT
- F. Report on HLC

**VI. OWNERSHIP LINKAGE**

**Upcoming Calendar Dates:**

August 13	Board of Trustee Meeting, 6:00 p.m. Beth Tedrow Student Center, Endowment Room
August 15-16	New Student Orientation
August 19	Classes Begin
August 19	BAA Coaches Open House 7:00 p.m. Dennis Perryman Athletic Complex, Hall of Fame Room
August 24	Broncbuster Football 1:00 p.m. Home vs. Snow
September 9	Broncbuster Athletic Association Luncheon kickoff
September 13-14	KACCT Quarterly Meeting Neosho County Community College

**VII. EXECUTIVE SESSION**

**VIII. ADJOURNMENT**

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Dr. Ryan J. Ruda  
President

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Dr. Blake Wasinger  
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, June 27, 2019

Trustees Present: Jeff Crist, Terri Worf, Dr. Blake Wasinger, Leonard Hitz, Dr. Marilyn Douglass

Trustees Absent: Steven Martinez

Others Present: Dr. Ryan Ruda, President  
Amy McVey, Deputy Clerk  
Karla Armstrong, Vice President  
Colin Lamb, Vice President  
Jacque Messinger, Vice President  
Marc Malone, Vice President

The Board of Trustees met in special session at 5:00 p.m. on June 27, 2019, in the Beth Tedrow Student Center Endowment Room.

**CALL TO ORDER:**

Chair Wasinger called the meeting to order at 5:20 p.m.

**REVIEW/DISCUSSION:**

Trustees reviewed and discussed annual budget items for 2019-2020.

No action was taken.

Matt Allen, City Manager reviewed and discussed the four property tax tools.

1. Neighborhood Revitalization Plan
2. T.I.F.
3. R.H.I.D.
4. Abatement

**ADJOURNMENT:**

Motion

*Crist moved, seconded by Worf.*

Meeting adjourned at 8:26 p.m.

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Amy R. McVey  
Deputy Clerk

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Dr. Ryan Ruda  
Secretary

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Dr. Blake Wasinger  
Chair of the Board

**MEETING OF TRUSTEES  
GARDEN CITY COMMUNITY COLLEGE  
July 16, 2019**

Trustees Present: Dr. Marilyn Douglass, Jeff Crist, Leonard Hitz, Steve Martinez, Dr. Blake Wasinger, Terri Worf,

Others Present: Karla Armstrong, Vice President for Administrative Services/CFO  
Dr. Ryan Ruda, President  
Amy McVey, Deputy Clerk  
Ashley Salazar, Director of Public Relations  
Omega Tandy, Head Women's Basketball Coach  
Nicole Dick, Math Instructor  
Greg McVey, Director of Athletics  
Mike Pilosof, Sports Information Director  
Brittany VanRoyen, Assistant Volleyball Coach  
Leslie Wenzel, Director of Student Success  
David Rupp, Community Member  
Andrew Knoll, Director of Information Technology  
Toni Douglass, Community Member  
Mark Douglass, Community Member  
Chief Rodney Dozier, GCCC Chief of Police  
Phil Hoke, Drama Instructor/Faculty Senate  
Aaron Kucharik, Community Member  
Colin Lamb, Vice President for Student Services/Assistant AD  
Jean Lamfers, Attorney  
Marc Malone, Vice President for Instructional Services  
Derek Ramos, Dean of Physical Planning & Facilities Management

**CALL TO ORDER:**

Chair Wasinger called the regular board meeting to order at 6:01 p.m.

**COMMENTS FROM THE CHAIR:**

Chair Wasinger made the following comments:

- Congratulations to Casey Hands for being named KBA Outstanding Young Bandmaster by the Kansas Bandmaster's Association (KBA). The award will be presented to Mr. Hands at the KBA Convention in Wichita on July 19. The Outstanding Young Bandmaster award is presented annually by the KBA and the International Bandmasters Fraternity, Phi Beta Mu.
- Thanks to all of our GCCC family that participated in the 1<sup>st</sup> Annual Vets for Veterans' 4<sup>th</sup> of July Parade.
- Dr. Wasinger mentioned that the Board has been discussing the possibility of adding "Public Comments" back to the agenda. The Board will continue their discussion in hopes of a resolution by the next Board meeting.
- Chair Wasinger extended his appreciation to the GC Wind Baseball team for hosting Garden City Community College at their game on July 13. GCCC gave out two \$250 scholarships, GCCC student Rheann Rodenbur sang the National Anthem and the first pitch was thrown by our very own Athletic Director, Greg McVey.
- Dr. Wasinger communicated that our administration and board will not be persuaded, threatened, intimidated, or bullied by anyone on matters regarding daily operations which include, but not limited to the hiring of faculty, staff, and/or other personal.

Our administration is following the policies in place. People are hired based largely on one simple principle, which is, “who is the most qualified for the position?” The selection of people is a process that is taken very seriously at GCCC and due diligence is paid to this process.

We as board members don’t have the authority nor should we promote, endorse, or recommend friends / acquaintances for any position.

The board is to hire and oversee one individual, that is the president and CEO.

We must all work collaboratively and support the decision making at the college in order to progress forward. We must remove the perception of impropriety and coercion and understand that administration cannot be threatened, intimidated, or bullied by individuals with personal agendas.

### **INTRODUCTION OF NEW EMPLOYEES:**

Colin Lamb, Vice President for Student Services, introduced new employee Greg McVey, Director of Athletics.

Derek Ramos, Director of Facilities introduced new employee Adriana Figueroa, College Applications Coordinator.

Greg McVey, Director of Athletics introduced new employees Brittany VanRoyan, Assistant Volleyball Coach, David Jantz James, Head Athletic Trainer, James “Jimmy” Peyton, Assistant Football Coach, Omega Tandy, Head Women’s Basketball Coach, and Mike Pilosof, Sports Information Director.

Dr. Ryan Ruda introduced new employee Amy McVey, Executive Assistant to the President.

President Ruda welcomed GCCC employees and presented each with a GCCC Broncbuster lapel pin.

### **REPORT FROM FACULTY SENATE:**

Phil Hoke, Drama Instructor/Faculty Senate, shared that Senate did not have a meeting in June. This was Hoke’s last meeting as Faculty Senate Representative. He thanked Dr. Messinger and the President’s office for all of their hard work with the HLC. He also thanked the Board and administration for their support with the presentation of Oliver!. Hoke introduced Nicole Dick, math instructor as the new Faculty Senate Representative.

Trustees thanked Hoke for his report and service as the Faculty Senate Representative.

### **REPORT FROM KACCT:**

Ms. Heather Morgan, KACCT Executive Director presented on GCCC Service Territory Workforce and Economic Trend Profiles and State Budget Trends. This included Regent’s Unified Appropriation Request; FY 2019 and FY 2020 Budget for Community and Technical Colleges; Tiered and Non-Tiered State Aid; HB2144-Community College Transparency Act; and Economic Development.

### **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.

## **Recent Events**

### **Para Educator Pathway MOU signed with Wichita State**



Garden City Community College hosted a signing event in collaboration with Wichita State University, United School District 457, and United School District 363, on Tuesday, May 21 in the Endowment Room at GCCC. The signing officially launches an innovative new partnership between the institutions that provide an educational pathway for Para Educators to become certified teachers while continuing their employment.

### **John Deere Agriculture Technology Program Signs Hayleigh Walsh**

The John Deere Agriculture Technology Program is excited to have signed another female student. Brandy Goddard and Jason Taylor from Carrico Implement in Hays welcomed Gabe Winger, Director of the JDAT program at GCCC and the PR staff to the Carrico campus for a signing event for Hayleigh Washa. Hayleigh will receive a full scholarship to the JDAT program.

### **Cosmetology Interviewed for Good Day Kansas and Films New Commercial**

KSN's Good Day Kansas News Team visited Garden City on June 26. The team interviewed several groups in Garden City, including GCCC Cosmetology Director, Guille Hinde, Dean of Technical Workforce, Chuck Pfeifer, and Cosmetology Instructor, Mia Horn. The Cosmetology School also filmed a new commercial on July 10 to highlight the program. The shoot took place at N Style Salon in Garden City, where salon owner, Savannah Brungardt and each of the stylists at the salon are GCCC Cosmetology alumni.

### **Casey Hands Named Outstanding Young Bandmaster by the Kansas Bands Association**



Garden City Community College Director of Bands, Casey Hands, has been named the 2019 Outstanding Young Bandmaster by the Kansas Bandmaster's Association (KBA). The award will be presented to Mr. Hands at the

KBA Convention in Wichita on July 19. The Outstanding Young Bandmaster award is presented annually by the KBA and the International Bandmasters Fraternity, Phi Beta Mu. The award is distinguished by its presentation to a bandmaster who has taught for fewer than seven years.

Admissions Hosts Enrollment Calls Night

Thirty-five faculty and staff spent two hours making calls to prospective students during the first Enrollment Calling Night on July 10. Over 600 calls were made and several appointments were scheduled for enrollment. Another event will take place on July 17.

GCCC Drum Line Campers Perform for “Kids Meals on Wheels”

The GCCC Drum Line Camp included a performance for the Meals on Wheels lunch participants at the Finney County Library on June 21.

GCCC Employees Participate in the First Annual Vets for Veterans 4<sup>th</sup> of July Parade

The Vets for Veterans organization in Garden City organized the first annual 4<sup>th</sup> of July parade this year. Several GCCC employees were able to gather in red, white, blue, and brown and gold to show GCCC’s pride in our nation.

GCCC and the GC Recreation Commission Partner to Present Oliver!

Another first for the community was the Garden City Recreation Commission and the GCCC Drama department partnered to present Oliver! the musical. The show featured local talent, including GCCC students and our own Reading and Education Instructor, Courtney Morris. The show saw as many as 360 spectators and received many accolades.

Poky Feeders Visit GCCC Meats Lab for Product and Packing Education

GCCC Meats welcomed Poky Feeders of Scott City on July 13. Poky welcomed their customers out to the labs for a quick fun and educational field trip. The guests were able to view the mobile lab and the meats lab, and learned about beef grading, fabrication and processing, and varying cuts for packaging. Poky will be donating between \$6000 and \$7000 to the Meat Science Program.

**OTHER ACTION**

President Ruda and Karla Armstrong, Vice President for Administrative Services/CFO presented on the FY 2019 and FY 2020 budget. Dr. Ruda and Ms. Armstrong proposed four budget scenarios for the Board’s consideration. Discussions ensued before the vote on whether to use Cash Reserves; raise Mill Levy; use both Cash Reserves and Mill Levy; or to keep both flat.

**Motion:**

*Hitz moved, Crist seconded to approve Scenario 1.*

*Ayes: Hitz, Crist, Martinez*

*Nays: Wasinger, Douglass, Worf*

*Motion defeated: 3-3*



**Motion:**

*Worf moved, Crist seconded to approve Scenario 4.*

*Ayes: Worf, Crist, Hitz*

*Nays: Douglass, Wasinger, Martinez*

*Motion Defeated: 3-3*

**Motion:**

*Douglass moved, Wasinger seconded to approve Scenario 2.*

*Ayes: Douglass, Wasinger, Worf*

*Nays: Crist, Hitz, Martinez*

*Motion defeated: 3-3*

**Motion:**

*Crist moved, Martinez seconded to approve Scenario 1.*

*Ayes: Crist, Martinez, Worf, Hitz*

*Nays: Wasinger, Douglass*

*Motion passed: 4-2*

**CONSENT AGENDA:**

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

**Motion:**

*Douglass moved, seconded by Martinez to approve consent agenda items III A-E.*

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

*Nays: None*

*Motion carried: 6-0*

Approved actions follow:

**(A) APPROVED MINUTES** of previous meeting (June 11, 2019)

(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 ADDITION ON BANK SIGNATURE CARD**, as presented

(Supporting documents filed with official minutes.)

**(E) PURCHASES OVER 50,000, as presented**

E-1           Property Insurance  
Vendor:       IMA, Inc.  
For:           Property and Liability Insurance  
Amount:       \$150,308.00

(Supporting documents filed with official minutes.)

E-2           Workers Compensation  
Vendor:       Keller Leopold  
For:           Workers Compensation  
Amount:       \$46,637.00

(Supporting documents filed with official minutes.)

E-3           Athletic Insurance  
Vendor:       STARR Indemnity & Liability  
                Mutual of Omaha  
For:           Athletic Insurance  
Amount:       \$165,700.00 first level of coverage  
                \$ 41,846 Catastrophic coverage

(Supporting documents filed with official minutes.)

**MONITORING REPORTS and ENDS REPORTS:**

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

- Mission
- Budgeting/Financial Planning/Forecasting
- Financial Condition
- Executive Limitation

Trustees indicated that they accept the monitoring reports as presented.

**REVIEW MONITORING REPORTS:**

The Board took time to review all monitoring reports.

President Ruda, Chair Wasinger and Dr. Douglass met to discuss revising the current Monitoring Report Calendar.

**BOARD PROCESS AND POLICY GOVERNANCE REVIEW:**

Chair Wasinger reported that the Board had a retreat on Policy Governance July 11 and will complete that retreat on July 31 or August 8.

**REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION (FCEDC):**

No report was given.

**REPORT FROM KANSAS ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (KACCT):**

Ms. Heather Morgan reported earlier in the evening.

**REPORT ON HIGHER LEARNING COMMISSION (HLC):**

President Ryan Ruda, reported that GCCC's probation status has been lifted with the HLC. After a successful Higher Learning Commission (HLC) Site Team Visit in November of 2018, a recommendation from the Institutional Actions Council, and a final action by the Higher Learning Commission's Board of Trustees in June

of 2019, Garden City Community College received the final Action Letter confirming that the status of “accredited on probation” has been changed as of June 27, 2019. The sanction of probation has been lifted. While Garden City Community College has been fully accredited by the Higher Learning Commission throughout its probationary sanction, the institution is no longer on probation.

Concurrent with the removal of the probationary sanction, Garden City Community College has been placed on the Standard Pathway. The next reaffirmation of accreditation cycle will be scheduled to occur no later than four (4) years after removal of sanction. This accreditation report is to contain an embedded monitoring report specific to the area covered under Core Component 5B. The institution will remain on the Standard Pathway until it completes the full ten (10)-year cycle. If at that time the accreditation is reaffirmed without further sanction, GCCC may be considered to be eligible for the Open Pathway.

Dr. Ryan J. Ruda, President of GCCC stated that “he would like to extend his appreciation to the Higher Learning Commission and the site team members. This process validates the importance and value of peer review evidenced in the recent site visit and feedback received by the college. Additionally, I want to thank each of the employees at GCCC for their work and commitment to the accreditation process and continuous improvement. GCCC has much to celebrate and is a high-quality institution that places student success at the core of the institution. There are so many people to thank for their work. The administrative team, faculty and staff led by the coordinated efforts of Dr. Messenger displayed a great deal of institutional pride and perseverance throughout this process. This determination from the Higher Learning commission validates the work performed by so many at GCCC and confirms to students that GCCC is fully committed to student success and continuous improvement. It is a great day to be a Broncbuster, today and into the future.”

#### **OWNERSHIP LINKAGE:**

No report was given.

#### **EXECUTIVE SESSION:**

No executive session was held

#### **CALENDAR DATES:**

Chair Wasinger reviewed calendar dates with Trustees.

Meeting adjourned at 8:37 p.m. by Chair Wasinger.

#### **UPCOMING CALENDAR EVENTS:**

August 2	Summer Hours End
August 8	Law Enforcement Dinner, 6:00 p.m., Endowment Room
August 12	Employee In-service, 8:00 a.m.-1:00 p.m. in the Pauline Joyce Fine Arts Auditorium
August 13	GCCC Board of Trustee Meeting, 6:00 p.m., Endowment Room
August 15-16	New Student Orientation
August 16	Employee Diversity Training, 9:00 a.m.-12:00 p.m. and 1:00 p.m. to 4:00 p.m.
August 17	Broncbuster Men’s Soccer Vs. Oklahoma Panhandle State, 7:00 p.m.
August 24	Broncbuster Football Vs. Snow 1:00 p.m.
August 30	Broncbuster Women’s Soccer Vs. Northeastern Jr. College, 7:00 p.m.

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Amy R McVey  
Deputy Clerk

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Dr. Ryan Ruda  
President

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Dr. Blake Wasinger  
Chairman of the Board

**Agenda No: III -B**

**Date: August 13, 2019**

**Topic: Approval of Personnel Actions-Human Resources  
Adjunct/Outreach Contracts**

**Presenter:** Dr. Ryan Ruda

**Background Information:**

All full-time employees hired by the college's administration are presented monthly to the board. The following document represents new employees and transfers/promotions 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 6, 2019

**To:** Board of Trustees

**From:** Alexis Saenz, Human Resources Assistant

**New Hires:**

Todd Perdas, Assistant Women's Basketball Coach, effective, July 18, 2019

Jordan Fiske, Head Strength and Conditioning Coach, effective, July 24, 2019

James Grinde, Assistant Football Coach, effective, July 18, 2019

Wesley "Mike" Harding Jr., 2<sup>nd</sup> Assistant Men's Basketball Coach, effective, July 29, 2019

Londaryl Perry, 2<sup>nd</sup> Assistant Women's Basketball Coach, effective, July 29, 2019

Veronica Goosey, English Instructor, effective, August 12, 2019

Jamie Durler, Director of Instructional Design/Canvas Administrator, effective, August 27, 2019

**Transfers:**

Kim Francis, Assistant Cross Country/Track and Field Coach to Interim Head Cross Country/Track and Field Coach, effective, July 18, 2019

Zac Miller, Assistant Football Coach to Residential Life Advisor, effective,

Skyler Glenn, part-time Meats Lab Assistant to Animal Science Operations Coordinator, effective, August 1, 2019

**Separations:**

Ryan Strohm, 2<sup>nd</sup> Assistant Men's Basketball Coach, effective, June 28, 2019

Brooke Garvey, Assistant Payroll Coordinator, effective, July 12, 2019

Ryan Wilkinson, 2<sup>nd</sup> Assistant Baseball Coach, effective, July 19, 2019

Liandro Rodriguez, Admissions Representative, effective, July 23, 2019

Andrea Gustafson, Assistant Softball Coach, effective, August 9, 2019

**Diversity Recruitment Opportunity**

In researching effective ways of advertising GCCC faculty and other professional position vacancies, a more affordable alternative emerged recently. We place our national position advertising with a leading website called HigherEdJobs.com, and now the HEJ site has added an additional service. When we place a 60-day vacancy posting we are now having the same advertisement e-mailed to approximately 142,000 professionals who have identified themselves as minority educators seeking employment. The e-mail message allows interested professionals to contact us directly, and it also includes a link to the HEJ site, which allows an interested applicant to navigate to the GCCC website and apply online.

**GARDEN CITY COMMUNITY COLLEGE**  
**ADJUNCT/OUTREACH FACULTY CONTRACTS**  
(Presented to Board of Trustees for Approval 08/13/2019)

INSTRUCTOR	CLASS	AMOUNT
<b>Adjunct Contracts</b>		
Adams, Karen	General Psychology PSYC-101-42 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/8/2019 - 8/2/2019	\$2,400.00
Carmichael, Renee	Music History and Appreciation MUSC-108-30 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 7/1/2019 - 8/2/2019	\$1,500.00
Dominguez, Gerardo	Lifetime Fitness HPER-121-42 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 = \$1000.00 7/8/2019 - 8/2/2019	\$1,000.00
Dominguez, Gerardo	Lifetime Fitness HPER-121-44 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 = \$1000.00 7/8/2019 - 8/2/2019	\$1,000.00
Greathouse, Lachele	Intro Computer Concepts & Appl CSCI-110-41 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/8/2019 - 8/2/2019	\$2,400.00
Hoke, Philip	Public Speaking SPCH-111-40 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/8/2019 - 8/2/2019	\$2,400.00
Hoke, Philip	Public Speaking SPCH-111-41 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/8/2019 - 8/2/2019	\$2,400.00

**GARDEN CITY COMMUNITY COLLEGE**  
**ADJUNCT/OUTREACH FACULTY CONTRACTS**  
(Presented to Board of Trustees for Approval 08/13/2019)

Kristalyn, Seth	English I ENGL-101-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/1/2019 - 8/2/2019	\$2,400.00
Kristalyn, Seth	English II ENGL-102-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/1/2019 - 8/2/2019	\$2,400.00
Lamb, Winsom	Introduction to Sociology SOC1-102-41 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/8/2019 - 8/2/2019	\$2,400.00
Nguyen, Thuy	College Algebra MATH-108-31 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/1/2019 - 8/2/2019	\$2,400.00
Rainman, Valerie	Spanish for Educators II LANG-129-01 - 2.00 credit hour(s) 3/8 of 2.00 credit hour(s) X \$500.00 = \$375.00 7/22/2019 - 8/1/2019	\$375.00
Weeks, Helen	Intermediate English *** ENGL-091-31 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/1/2019 - 8/2/2019	\$2,400.00
Wenzel, Leslie	College Success PCDE-101-40 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 7/8/2019 - 8/2/2019	\$500.00
Wenzel, Leslie	College Success PCDE-101-41 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 7/8/2019 - 8/2/2019	\$500.00

**GARDEN CITY COMMUNITY COLLEGE**  
**ADJUNCT/OUTREACH FACULTY CONTRACTS**  
(Presented to Board of Trustees for Approval 08/13/2019)

Wenzel, Leslie	College Success PCDE-101-42 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 7/8/2019 - 8/2/2019	\$500.00
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Wenzel, Leslie	College Success PCDE-101-43 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 7/8/2019 - 8/2/2019	\$500.00
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Whitacre, Jonathan	Intermediate Algebra MATH-107-31 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/1/2019 - 8/2/2019	\$2,400.00
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Whitacre, Jonathan	Plane Trigonometry MATH-109-31 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/1/2019 - 8/2/2019	\$2,400.00
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<b>Total Adjunct Contracts</b>	<b><u>\$32,275.00</u></b>
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<b>Online Adjunct Contracts</b>
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Acevedo, Naysha	Organizational Leadership PSYC-106-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 5/20/2019 - 7/12/2019	\$1,500.00
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Brewer, Joshua	Lifetime Fitness HPER-121-51 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 = \$1000.00 7/8/2019 - 8/2/2019	\$1,000.00
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Brewer, Joshua	Lifetime Fitness HPER-121-52 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 = \$1000.00 7/8/2019 - 8/2/2019	\$1,000.00
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**GARDEN CITY COMMUNITY COLLEGE**  
**ADJUNCT/OUTREACH FACULTY CONTRACTS**  
(Presented to Board of Trustees for Approval 08/13/2019)

Greathouse, Lachele	Intro Computer Concepts & Appl CSCI-110-52- 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/8/2019 - 8/2/2019	\$2,400.00
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Harbin, Renee	Marketing BSAD-123-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/8/2019 - 8/2/2019	\$2,400.00
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<b>TOTAL ONLINE ADJUNCT CONTRACTS:</b>	<b><u>\$8,300.00</u></b>
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<b>NON-CREDIT CONTRACTS:</b>
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Pauley, Paul	Women on Target-NRA Basic Pistol CRIM-315-01 - NON-CREDIT 10 contact hour(s) @ \$35.00 = \$350.00 8/3/2019	\$350.00
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Ronn, Mark	Women on Target-NRA Basic Pistol CRIM-315-01 - NON-CREDIT 5 contact hour(s) @ \$25.00 = \$125.00 8/3/2019	\$125.00
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<b>TOTAL NON-CREDIT CONTRACTS:</b>	<b><u>\$475.00</u></b>
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**Agenda No: III-C**

**Date: August 13, 2019**

**Topic:** Financial Information

**Presenter:** Dr. Ryan Ruda

**Background Information:**

Presentation of monthly financial documents:

- Checks over \$50,000
- Revenues
- Expenses
- Cash in Bank

**Budget Information:**

Financial information represents 1) monthly expenditures over \$20,000 2) cash deposits.

**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 \$50,000

July 2019

### Purchases over \$50,000 requiring bid sheets

### Payments over \$50,000 not requiring bid sheets

- Check #270428 to Great Western Dining for \$84,047.40 for advance board bill for FY20
- Check #270441 to City of Garden City for \$67,027.82 for utilities
- Check #270510 to Instructure Inc for annual Canvas subscription and Arc Cloud subscription for \$54,754.79
- Check #270532 to Blue Cross Blue Shield for \$98,207.26 for August 2019 employee health insurance

Garden City Community College  
7/31/2019

	Amount	% Rate
Cash in Bank:		
Commerce Bank	\$ 253,563.77	0.0000%
State Municipal Invest. Pool	\$ 11,716.13	2.0000%
First National Bank	\$ 268.15	2.3800%
Landmark National Bank	\$ 2,531,523.18	2.4200%
	<u>\$ 2,797,071.23</u>	

	Type	Amount	% Rate	Beg. Date	Maturity
Investments:					
Landmark Natl Bank	CD	\$ 1,000,000.00	2.4500%	2/9/2019	8/9/2019
Landmark Natl Bank	CD	\$ 1,000,000.00	2.5000%	2/9/2019	11/9/2019
First National Bank	CDARS	\$ 500,000.00	2.4500%	5/16/2019	11/14/2019
Western State Bank	CD	\$ 1,000,000.00	2.2600%	6/27/2019	12/27/2019
Landmark Natl Bank	CD	\$ 2,000,000.00	2.5500%	2/9/2019	2/9/2020
Western State Bank	CD	\$ 1,000,000.00	2.3100%	6/27/2019	3/27/2020
First National Bank	CDARS	\$ 1,000,000.00	2.4500%	5/16/2019	5/14/2020
		<u>\$ 7,500,000.00</u>			
Total		<u><u>\$ 10,297,071.23</u></u>			

**Agenda No: III-D**

**Date: August 13, 2019**

**Topic:** Negotiated Agreement of School Year 2019-2020

**Presenter:** Dr. Ryan Ruda

**Background Information:**

On August 13, 2019, GCCC Faculty approved the 2019-2020 Negotiated Agreement, and it has been signed by GC3 Educators. Changes to the Negotiated Agreement include:

- **Article II Section D. Association Rights.** This is a new section requested by GC3. It is a common statement of association rights found in Negotiated Agreements.
- **Article III Salary and Wages, Section A. (5) (a) & (c).** This sets out the compensation increase of 2%. Subsection (c) has been deleted.
- **Section C Supplemental Pay Schedule.** The Writing Center Coordinator will have the option of receiving a supplemental payment of \$3,300 or a reduction in credit load of three (3) credit hours per semester.

Compensation was increased for the positions of Division Leader, Head and Assistant Coaches for Meats and Criminal Justice, and Head Coach for Kansas Collegiate Bowl. New supplemental positions were added for Wellness Director and Chair and members of Student Learning Assessment Team.

- **Section D Overload Pay.** Overload pay will be pro-rated if class size is below a minimum amount.
- **Article IV Hours of Work Section D. Work Week/Flextime-New Section**  
With the approval of Administration, faculty members who are teaching outside the normal work week days or hours, may request flex-time. This is a new section for 2019-2020 and will be reviewed in next year's negotiations.
- **Article V Professional Load Section A. (3), (6) & (7).** Subsection (3) changes specifies the class sizes that have been used by administration when considering whether to make additional assignments of classes or other duties to faculty members that do not meet minimum load requirements.

Subsection (6) is new. It provides for a payment of one (1) credit hour of overload to faculty members who have more than four (4) academic preparations for a workload of fifteen (15) credit hours.

Subsection (7) is new. It provides an additional personal day to any faculty member who is assigned as a liaison to an adjunct instructor.

**Budget Information:**

Proposed changes to the Negotiated Agreement will be funded in the 2019-2020 General and PTE Funds.

**Recommended Board Action:**

Board ratifies the Negotiated Agreement as approved by Faculty.

**Board Action Taken:**              Approved       Disapproved

      Ayes       Nays       No Action

**Board Member Notes:**

**EXECUTIVE LIMITATIONS****AUGUST****Asset Protection****#5****Page 14**

**The President shall not make any purchase (a) of over \$20,000 without competitive bids and due consideration regarding cost, quality, and service; and (b) of over \$50,000.**

**CEO's Interpretation:** Unless purchases are made under contract or through exclusive providers such as City of Garden City, competitive bids are required on all purchases over \$20,000.

**Data directly addressing the CEO's interpretation:** Purchase orders for purchases over \$20,000 are not processed until proper documentation is submitted to the Accounts Payable Coordinator. Each month the Board receives a report indicating checks written for \$50,000 or more. Purchases over \$50,000, not covered under contract or exclusivity, require Board approval.

## **Incidental Information**

### **August 2019**

#### **Marc Malone, Vice President for Instruction:**

##### **Instructional Services**

###### Comprehensive Learning Center

The Comprehensive Learning Center tracks its tutoring services. During the Summer 2019 semester, 9 tutors—including 6 students—provided a total of 316 tutoring sessions to 44 unique students. The sessions totaled 19,721 minutes or 328.7 hours.

###### Industrial Maintenance

- First class with Tyson employees was a success. The class covered the finer details of Basic Electric Motor Controls and was taught in partnership with Tyson.
- Relocation of equipment from Annex Building to JCVT has begun.

###### Facilities

- The relocation of the John Deere program to the Annex Building is progressing very nicely. Big THANK YOU to Nate Steinle and Gabe Winger for all their hard work this summer to make this a reality.
- The John Collins Vocational Technical Building has received many updates and renovations:
  - All new ceiling tiles and grid work down the main hall and side halls. Looks amazing!
  - Roof work was completed in late July.
  - The south shop of John Deere was completely emptied, washed and re-painted. This shop will now be a part of our growing Automotive Technology program. A big thank you to the guys from Grounds for stepping in to paint this shop.
  - The large former John Deere shop was also cleaned, washed, and re-painted. This is a very large facility and took a significant amount of effort from a variety of folks to work on this. Thank you to all of you.
- The Penka Building saw a number of updates and renovations:
  - New ceiling tiles and grid work down the main hall and side halls and into the entire Cosmetology area.
  - The Cosmetology department received a new coat of paint and new flooring.

###### Faculty

- Several faculty members have attended professional development trainings and workshops this summer to enhance their knowledge in their respective fields. This is critical to the Technical Education division and is always a high priority for the faculty and their programs.



## Mobile Lab

- The GCCC Mobile Lab was parked at the Finney Co Fair in July. It was used for multiple purposes and was a nice “break” from the heat of the July days.
- The Mobile Lab will be an integral part of the Upward Academy project between GCCC and Tyson Foods (see below for more information)
- The Mobile Lab is being updated with a new satellite dish, internet service and laptop computers. The lab will be utilized for local and regional trainings with industry partners and corporations (among other uses).
- The Mobile Lab will be present at Buffalo Dunes on multiple occasions in the fall for a variety of purposes including communications, scoring, coaches’ meetings, and other events.

## Upward Academy (Tyson)

- GCCC is working closely with Tyson Foods in a project called “Upward Academy” in which employees of Tyson are supported to take classes in ESL, GED, and/or U.S. Citizenship. The Mobile Lab will be used by the College’s staff from the GCCCA (Hector Martinez, Linda Miller, Claudia Horney) to deliver the instruction.
- This project is supported by Kansas Board of Regents and was even featured during recent KBOR meetings in Topeka as a model of collaboration between community colleges and local industry partners.
- Hector Martinez and his staff have developed a schedule to deliver classes to a very large number of students in a variety of areas. Kudos to everyone at the GCCCA.

## **Colin Lamb, Vice President for Student Services:**

### **Student Support Services**

SSS is taking participants to visit Pittsburg State University and Wichita State University on August 5 & 6. Staff members are preparing for a new participant orientation that we have entitled “SSS Jump Start” scheduled for Tuesday, August 13, from 10:00 to 1:30. We are also piloting a new activity entitled “Get the Scoop” which is an ice cream social for new SSS participants and faculty to help them become acquainted with each other. There will be other events later in the semester including a financial literacy workshop and a Tutor.com webinar.

### **Residential Life**

Housing numbers as of August 5, 438 total students have applied for housing. Out of those 438 students 203 have reserved a spot and will arrive between August 13-17, 158 students are on campus now and 77 students need to complete the room selection of the portal.

## **Registrar's Office**

Diplomas for degree and certificate credentials for our Spring 2019 graduates have been finalized and prepared for mailing as of August 5. A total of 263 students received 280 awarded credentials for the Spring 2019 semester. Please see total breakdown shown below.

- **DEGREES:                      Total = 197**
  - Associate in Arts (AA): 12
  - Associate in Applied Science (AAS): 41
  - Associate in General Studies (AGS): 12
  - Associate in Science (AS): 132
  
- **CERTIFICATES:            Total = 83**
  - Agri-Business 4
  - Agri-Business-Specialist Livestock Management: 1
  - Food Science: 1
  - Food Science & Meat Production: 3
  - Automotive Technology: 2
  - Cosmetology: 12
  - Criminal Justice: 1
  - Management Marketing: 8
  - Practical Nursing: 30
  - Welding Technology: 21

## **Karla Armstrong, Vice President for Administrative Services/CFO:**

### **Print Shop and Creative Services:**

We completed 88 print/design requests Including:

- ☐ \*Business cards for coaches
- ☐ \*Printed and bound football Media Guides
- ☐ \*Set up and printed the quick books booklets for continuing education class
- ☐ \*Designed/Printed Broncbuster coffee shop coupons
- ☐ \*Printed football posters
- ☐ \*Updated/Printed athletic business cards for the president's office
- ☐ \*designed and printed save the date post cards for endowment gala
- ☐ \*designed and printed Orientation magazine
- ☐ \*Postcards and agenda for fall 2019 in-service
- ☐ \*designed and printed WBB Thank you cards
- ☐ \*designed and printed letters and postcards for centennial celebration
- ☐ \*printed 2019 band booklet
- ☐ \*printed admissions prospect cards
- ☐ \*designed and printed tickets for WBB
- ☐ \*Copy work for instructors and staff
- ☐ \*Assisted with the new GCCC Website

## **Marketing/Public Relations:**

- ☐ Completed headshots for DPAC staff
- ☐ Conducted Centennial Planning Meetings
- ☐ Assisted with planning for Inservice
- ☐ Assisted with new website launch
- ☐ Finalized Centennial Schedule
- ☐ Mailed and emailed invitations to local businesses for collaboration at Centennial Celebration
- ☐ Created and launched a Centennial Parade landing page and online registration
- ☐ Began utilizing Constant Contact for email marketing
- ☐ Announced the Centennial Celebration via social media and on Busermail
- ☐ Recorded radio advertisements for Centennial Celebration
- ☐ Continued work for Centennial Magazine and event planning

## **Business office:**

- ☐ Prepared adjusting entries for FY19
- ☐ Prepared reports for the FY19 audit
- ☐ Work with Lewis Hooper and Dick on the fieldwork for the FY19 audit
- ☐ Work with new administrators on approvals in Datatel
- ☐ Loaded budgets for auxiliary funds
- ☐ Work with director of student services on activity fee budget
- ☐ Applied for project exemption certificates for campus projects

## **Human Resources Board Report:**

### **New Employees:**

Todd Perdas, Assistant Women's Basketball Coach, effective, July 18, 2019

Jordan Fiske, Head Strength and Conditioning Coach, effective, July 24, 2019

James Grinde, Assistant Football Coach, effective, July 18, 2019

Wesley "Mike" Harding Jr., 2nd Assistant Men's Basketball Coach, effective, July 29, 2019

Londaryl Perry, 2nd Assistant Women's Basketball Coach, effective, July 29, 2019

### **Internal Transfers:**

Kim Francis, Assistant Cross Country/Track and Field Coach to Interim Head Cross Country/Track and Field Coach, effective, July 18, 2019

Zac Miller, Assistant Football Coach to Residential Life Advisor, effective, July 1, 2019

Skyler Glenn, part-time Meats Lab Assistant to Animal Science Operations Coordinator, effective, August 1, 2019

### **Positions Filled:**

Veronica Goosey, English Instructor, effective, August 12, 2019

Jamie Durler, Director of Instructional Design/Canvas Administrator, effective, August 27, 2019

### **Open Positions:**

Currently, there are six on-campus position postings:

Financial Aid Advisor

Technical Admissions Representative

Web/Systems Administrator

Math Adjunct Instructor

Automotive Adjunct Instructor

Industrial Maintenance Instructor- Interviews in process

Online Positions:

Early Childhood Education Online Adjunct Instructor  
English Online Adjunct Instructor  
Math Online Adjunct Instructor  
Music Online Adjunct  
Speech  
Med Term  
Business  
Chemistry

Projects for the Human Resources Department include

- ☐ In-Service Planning
- ☐ New Faculty Orientation
- ☐ Organizing Diversity Training
- ☐ Continuing with procedural review
- ☐ Working on the development of employee and faculty handbooks
- ☐ Working on obtaining bids for HRIS platforms
- ☐ Department Assessment Review Process

**Payroll Department:**

- ☐ Entered 9 new employees into Time Clock Plus and Datatel
- ☐ Filed and paid 7 States Unemployment tax and 3 states Withholding tax
- ☐ Prepared and gathered information for the Lewis, Hooper and Dick Audit
- ☐ Filed 2nd Quarter 941 report
- ☐ Met with RA's and assisted HR with new hire paperwork
- ☐ Trained new employees on Time Clock Plus