

**GARDEN CITY COMMUNITY COLLEGE**

**February 9, 2021**

Trustees Present: Leonard Hitz, Dr. Blake Wasinger, Dr. Marilyn Douglass, Beth Tedrow, Shanda Smith, David Rupp

Others Present: Dr. Ryan Ruda, President  
Karla Armstrong, Vice President  
Colin Lamb, Vice President  
Marc Malone, Vice President  
Lance Miller, IT Director  
Perla Salazar, Faculty Senate/Math Instructor  
Toni Douglass, Community Member  
Kristin Sekavec, CPA  
Theresa Dasenbrock, CPA, CFE  
Samantha Sanger, English Instructor  
Brian McCallum, Art Instructor  
Brandy Unruh, Criminal Justice Instructor  
Derek Ramos, Dean of Facilities  
Taryn Tabor, SGA President  
Jodie Tewell, Executive Assistant to the President

**CALL TO ORDER:**

Chair Douglass called the board meeting to order at 6:01 pm.

**COMMENTS FROM THE CHAIR:**

Chair Douglass thanked Dr. Wasinger for his years as Chair, his leadership through HLC and a pandemic then presented him with a plaque. GCCC awarded a \$5000 grant from Lewis Toyota for Campus closet. The FHSU Department of Social Work partnered with GCCC to develop a 2+3 outreach program for students in the Garden City, KS area who wish to complete their social work degree from FHSU.

**INTRODUCTION OF NEW EMPLOYEES:**

No new employees.

**AUDIT REPORT FROM LEWIS, HOOPER, AND DICK**

Representatives from Lewis, Hooper & Dick, LLC reviewed Garden City Community College's 2019-2020 audit. They found "no questioned costs on federal funds and programs," and "no material weaknesses or significant deficiencies noted". Ms. Dasenbrock also reported that the annual audit revealed no disagreements with management or other significant findings or issues.

**CONSENT AGENDA:**

Chair Douglass asked if Trustees wished to remove any items from the consent agenda then recommended removing item D for further discussion.

Trustee Tedrow made a motion to approve II-A, II- B, II-C, II-E and hold item II-D for further discussion.

**Motion:** Beth Tedrow

**Second:** David Rupp

**Ayes:** Wasinger, Smith, Douglass, Tedrow, Rupp, Hitz

**Nays:** None

**Motion carried:** 6-0

Item II-D: Dr. Ruda highlighted information regarding tuition and fee increases. Student fees will offset student scholarships, activities, and technology resources available to students. Additionally, Dr. Ruda presented a new tuition structure for Finney County residents that will hold flat the tuition costs for Finney County residents. Online student tuition and fees will be held flat for 2021-22. All other tuition structures will increase \$1.00 across the board along with \$2.00 increase for fees.

Motion to approve Item II-D as presented

**Motion:** Beth Tedrow

**Second:** Shanda Smith

**Ayes:** Tedrow, Rupp, Hitz, Wasinger, Smith, Douglass

**Nays:** None

**Motion carried:** 6 - 0.

Approved actions follow:

**(A) Approval of minute of previous meeting (January 12, 2021)**

(Supporting documents filed with official minutes)

**(B) Approval of personnel actions – Human Resources**

B-1 Human Resources Report

B-2 Adjunct/Outreach Contracts

(Supporting documents filed with official minutes)

**(C) Financial Information**

C-1 Monthly Summary Published Funds Operating Revenues and Expenses

C-2 Checks Processed in excess of \$50,000

C-3 Revenues

C-4 Expenses

C-5 Cash in Bank

(Supporting documents filed with official minutes.)

**(D) Approval of 2021-2022 Tuition, Fees, Room and Board**

(supporting documents filed with official minutes)

**(E) Audit 2019-2020 Approval**

(Supporting documents filed with official minutes)

#### **IV. MONITORING REPORTS AND ENDS REPORT**

A. Monitoring Reports and ENDS ..... **Consensus Approval**

A-1 Annual, Executive Limitations, Essential Skills, Policy Gov. pg. 4,  
Brian McCallum, Samantha Sanger, and Brandy Unruh gave an overview of the process of the Monitoring reports for Essential Skills. The committee is comprised of five faculty. Currently each program will assess two essential skills. This will maintain a rotation of essential skills so that every five years every skill will be assessed. Biggest achievement of Academic Assessment is that the processes have become embedded. They are becoming a part of the way we do business. The committee is looking into expanding the essential skills across campus. HLC is looking for a process that offers information regarding quality improvement. Our process with the Essential skills is doing just that.

The Board accepted this report as presented.

A-2 Annual, Executive Limitations, Personal Enrichment, Policy Gov. pg. 7,  
Dr. Ruda discussed the monitoring of Personal Enrichment. The college works to diversify how we offer this programming and we have brought in online tools. We had a decrease in face to face hours due to pandemic. We continue to work with third party providers and partnerships to ensure additions to our programs such as carpentry, certified machine mechanics and Empirical Food. Trustee Wasinger asked about cost regarding these programs. The courses are self-paced and instructor lead which affects costs. The health courses are significantly more, but they are preparing students for the industry. We provide these as a service to the community. Marc Malone will follow up on the pharmacy tech program and forward the information to Chair Douglass.

A-3 Bi-Annual, Executive Limitations, General Executive Constraints #7, Policy Gov pg 9  
Board accepted Dr. Ruda's written report as presented.

Motion to take a 5 (five) minute break at 7:25 and return at 7:30.

**Motion:** Blake Wasinger  
**Second:** Shanda Smith

**Ayes:** Tedrow, Rupp, Hitz, Wasinger, Smith, Douglass  
**Nays:** None

**Motion carried:** 6 – 0

Call to order at 7:32

B. Review Monitoring Report

B-1 Annual, Executive Limitations, Information and Advice, Policy Gov. pg. 13  
B-2 Annual, Executive Limitations, Asset Protection, Policy Gov. pg. 14

Board accepted reports as presented.

## IV. OTHER

### A. PUBLIC COMMENTS:

Chair Douglass reviewed the policy over public comments. Ms. Toni Douglass spoke during this time. She encouraged the Board, especially new members, to be aware of what is going on, read all documentations, and be aware of all documentation going forward as elected officials.

### B. PRESIDENT'S REPORT:

## **Athletics Recap**

- **Track and Field**
  - Currently, the **men's indoor track team is ranked 16th in the nation** by the U.S. Track and Field and Cross Country Coach's Association, while **the women are 18th**.
  - Diondra Wilborn is the lone Broncbuster who has qualified for nationals in the 60-meter hurdles. She set a new school record in the 55-meter hurdles when she ran an 8.53 at the Highland Challenge Invite.
  
- **Baseball**
  - **Garden City is 2-1** following a 5-4 loss to Clarendon on Monday.
  - They swept their opening series from Lamar, with Andrew Petrowski striking out nine.
  
- **Women's Basketball**
  - The Broncbuster women narrowly missed starting the season 3-0 for the first time since 2015. But **they're 3-1** for the second time in the last three years.
  
- **Men's Basketball**
  - The Broncbusters have rebounded by **winning two out of their last three**.
  - Denver Jones is currently second in the conference in scoring at 22.3 ppg.
  
- **Volleyball**
  - **The Broncbusters are 6-6**
  - Tori Gehret currently second in the nation in digs. She and freshman setter Remi Vargas are up for Conference Player of the week this week.
  - The Broncbusters snapped a 38-match losing streak to Hutchinson back on Jan. 25. It was their first win over the Blue Dragons since Sept. 14, 2001.

## **Athletic Spectators to be Allowed at Home Games**

- Beginning Feb. 11, athletic events will be allowed a 25% capacity for fans
- 385 spectators will be permitted at home basketball & volleyball games
  - 150 of those tickets reserved for students, 235 for spectators
  - No fans from the visiting team will be permitted at our DPAC gym
- All tickets are free and only accessible online at [go.broncbusters.com](http://go.broncbusters.com)

## **GCCC Selected to Participate in Tyson's new Upward Pathways**

- GCCC was selected as 1 of 10 community colleges nationwide to participate in the new Upward Pathways Pilot project at Tyson Foods, Inc.
- This project is a workforce development initiative that will provide Tyson employee students with hands-on, job-specific training program focused on industrial maintenance at GCCC
- Received \$10,000 initial grant from Tyson to support the project
- Additionally, a \$4,000 grant from Kansas Board of Regents was received to support this project.
- GCCC is proud to provide workforce training to meet the needs of the community in collaboration with local industry partner, Tyson Foods, Inc.

## **Excel CTE Funding**

- CTE funding is the additional funding that the state pays to institutions for dual credit technical education.
- Revenue has increased from \$99,874 in Fall 2018 to \$206,427 in Fall 2020.
- Last spring, the state came in and did a pro-ration for Excel CTE funding for Spring 2020 classes. We were short substantially in our funds received.
- Technical Education Authority (TEA) board approved the Excel CTE funding for all institutions. This pays GCCC for the Fall 2020 courses as well as recovering the funds which were not paid to GCCC from last spring. Altogether, we will receive \$310,177.
- We have added new welding, carpentry and manicuring to the list of classes now available for Excel CTE credit.
- Next year, we plan to add automotive and industrial maintenance, while also expanding welding and carpentry offerings.
- We have also opened up a 24-hour computer lab in ACAD for students

### **C. Report Sydnee Sassaman, Director of Admissions**

(Supporting documents filed with official minutes) The system went live on January 5, and we are no longer accepting paper applications. Sydnee demonstrated Ellucian software and the online admissions application process.

### **D. INCIDENTAL INFORMATION**

Chair Douglass questioned the comment on page 74 regarding FAFSA numbers. It states that numbers of students selected for verification are significantly higher and not so good for students. This means some data was left off when initially completing the FAFSA by students, which slows the awarding process down until all information has been completed.

### **E. REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION (FCEDC)**

Trustee Rupp commented on the video with Chuck Pfeifer. Shannon Dick has run the numbers and this video has been the most watched video since it aired.

## **F. REPORT FROM KACCT**

There should be more information next month. March 2022 will be able to meet in Topeka. PTK will have a watch party on March 3 at 12:00. Jodie is getting this scheduled. The next meeting will be held on March 6 at 8:00 am via zoom. Vice Chair Tedrow will forward any information she receives to Chair Douglass and the Board.

## **G. REPORT FROM SGA**

Taryn Tabor, SGA President, reported that today is National Chocolate Cake Day and SGA passed out cake to students. On February 4 -5<sup>th</sup> SGA made cards for soldiers; 54 cards will be mailed out. February 12<sup>th</sup>, will be a make it take Valentines activity. PTK will make cards for nursing homes. HALO is selling Valentine's Day candy arrangements. February 22 Dog run – plan on doing this semester. February 26<sup>th</sup> plan on playing the movie called The Thirteenth for Black History month. Chair Douglass asked about a plan for river clean up. SGA has talked about it but no solid plans yet.

## **H. REPORT FROM FACULTY SENATE:**

Perla Salazar, Math Instructor and Faculty Senate President: Faculty Senate meet this Friday. They will try to figure out how to rethink our learning communities. They try to use employees to help each other with professional development. Currently faculty presents to faculty and staff members during professional development meetings. Due to COVID-19 we have not been able to host these meetings in person. Before COVID-19 attendance was low due to difficulty with scheduling. Faculty Senate will rethink the training to revamp the learning communities to an online format. We will also house a recording on the YouTube page for GCCC. We are working with GC media to make recordings. Courtney Morris is presenting on the near pod application for online lecturers. Awards - outstanding rookie, faculty – last year no awards due to pandemic. They will put last year's recipients with this year, and they are asking for nominations.

## **I. ACCREDITATION UPDATE**

(Supporting documents filed with official minutes) Leading into HLC on site visit in November 2022, we will be providing a monthly update. We are at the mid-cycle check in. The largest is the Assurance Argument this is a written portion. We will have five teams that will assemble the first draft of the assurance argument. Chair Douglass commented on wanting the Board to be involved in this process so they will have knowledge of how to answer questions from the HLC representatives.

## **J. Strategic Planning Discussion**

(Supporting documents filed with official minutes) Dr. Ruda presented the options available to the board for deferred maintenance and capital projects through a COP financing options. Also discussed options for refinancing existing debt and fiscal benefits for refinancing. Discussion over most beneficial option for the college. Option 1 – entails retaining all the Wagner apartments and financing the new projects through a COP financing option. We would bring back refinancing options to the Board in March. Option 2 - Sell half of Wagner apartments which would free up \$340,000 debt service – essentially trading out existing debt service for the proposed COP financing. Option 3 – least favorable, we would fund the \$3.1 million projects strictly out of capital outlay. Derek Ramos presented the upcoming projects needed throughout the campus.

Motion recommended to pursue Option 1 with refinancing considerations.

**Motion:** Beth Tedrow

**Second:** Blake Wasinger

**Ayes:** Tedrow, Wasinger, Smith, Douglass

**Nays:** Rupp, Hitz

**Motion carried:** 4 -2 to gather more information regarding Option 1

The Board had further discussion over options. Other discussion involved the consideration for an appraisal on the Wagner apartments. After discussion, the previous motion to have administration bring forward financing and refinancing options in March was approved. Hitz requested a statement of opinion.

Beth said that if option 1 is too much money then what would option 2 entail regarding costs. Option 3 is not on the table for further discussion.

Trustee Wasinger made a motion to gather more information on Option 2 if Option does not pan out – rough numbers of what the Wagner apartments would sell for.

**Motion:** Trustee Wasinger

**Second:** Trustee Hitz

Karla asked for specific direction of the board on what they want done. Discussion on if we were to sell Wagner apartments then we would do our due diligence. Board stated that they were not comfortable getting an appraisal at this time. Gather information without going through the entire business appraisal. Hitz stated that we could get an opinion from a realtor in the community that deals with commercial deals. Getting a qualified opinion from a realtor without going through the appraisal process. An opinion will not satisfy the board on what they are wanting information for. Trustee Wasinger stated he is not going to continue with the motion, if someone else wants to make a motion he encouraged them to go ahead. The crossroads are without going out to get an appraisal then we will not have the information the board is seeking. What the board will be presented at the March meeting will be information regarding the motion on Option 1.

Chair Douglass stated that the Board will proceed with Option 1 and Trustee Hitz requested to see the appraisal from 2017.

## **V. OWNERSHIP LINKAGE:**

Trustee Rupp commends the Nursing Department for the accolades they received from St. Catherine Hospital.

No updates regarding website.

Chair Douglass reported on meetings with Dr. Ruda. Three meetings were held in the past month. First meeting was over president's evaluation and the timeline. We will conduct the evaluation in March, HR will compile information in April. The board will have an executive session in April board meeting to review

compilation of evaluation. The board will have a second executive session to discuss the information with Dr. Ruda. The board will consider offer to renew contract in May board meeting with salary negotiation of contract in June. Chair Douglass will type out the timeline and send to all Trustees.

Board self – assessment. Will have another retreat in April to work out the board self- assessment tool and how to proceed. In June, board self-assessment after we complete the president’s evaluation. Will discuss in July’s open board meeting.

**CALENDAR DATES**

Board Retreat on Saturday, February 13 at 8:00am

**Upcoming Calendar Dates:**

- February 11 Volleyball vs Colby – Home
- February 13 Board of Trustees Retreat  
Baseball Southeastern CC – Home  
Softball NE Jr College – Home
- February 15 President’s Day, Campus Closed
- February 17 Men’s and Women’s Basketball vs Independence
- February 18 Volleyball vs Seward – Home
- February 19 All Employee Meeting 1:30, Zoom
- February 20 Basketball, Men’s and Women’s vs Allen - Home
- February 24 Men’s and Women’s Basketball vs Barton – Home
- February 25 President’s Ambassador Interviews
- February 27 Volleyball vs Barton – Home

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- March 1 Leadership Training
- March 4 Volleyball vs Pratt – Home
- March 6 Men’s and Women’s Basketball vs Hutch – Home
- March 12 All Employee Meeting 1:30, Zoom

**VI. EXECUTIVE SESSION**

None taken

**VII. ADJOURNMENT**

Meeting adjourned at 9:26 pm

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Jodie Tewell  
Deputy Clerk

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Dr. Ryan Ruda  
President

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Dr. Merilyn Douglass  
Chairman of the Board

*Meeting of Trustees  
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