

# GARDEN CITY COMMUNITY COLLEGE

801 Campus Drive • Garden City, Kansas 67846 • (620) 276-7611 • FAX (620) 276-9573 • [www.gcccks.edu](http://www.gcccks.edu)

August 4, 2010

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 **Wednesday, August 11, 2010**. The meeting will be held in **the Hall of Fame Room, Dennis Perryman Athletic Center, Garden City** Community College Campus.

6:00 PM	Sandwiches served in the Hall of Fame Room
6:30 PM	Budget Hearing for 2010-2011 Budget
	Budget Approval

Immediately Following: Regular Board Meeting called to order in the Endowment Room

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## **AGENDA**

### **CALL TO ORDER:**

- A. Comments from the Chair
- B. Open comments from the public

### **CONSENT AGENDA:**

- A. Approval of minutes of previous meetings (July 14, 2010, July 21, 2010, July 28, 2010, July 29, 2010)
- B. Submit financial information to the auditor
  - B-1 Financial information – Cash in Bank
- C. Approval of personnel actions
- D. Approval of Cox Communication Agreement
- E. ACCT/Dr. Emmons Service Agreement
- F. Approval of Dr. Joseph Emmons as Interim Secretary to the Board

### **POLICY REVIEW:**

- A. Monitoring Reports and ENDS
  - A-1 Monitoring Report – Monthly
  - A-2 Monitoring Report – Annual (Treatment of People)
- B. Ownership Linkage
  - B-1 Thank you Finney County Convention & Tourism Bureau
  - B-2 Thank you from the family of Joe Johns
  - B-3 Thank you from the family of Lanny Harvey
- C. Board Process and Policy Governance Review

**REPORTS:**

- A. Incidental Information
  - A-1-Program Review-Student Services
    - A-1a-Residential Life
    - A-1b-Student Health
- B. Report from Finney County Economic Development Corporation

**Upcoming calendar dates:**

<u>Aug 12<sup>th</sup></u>	Faculty Report-Division/Department Day
<u>Aug 13<sup>th</sup></u>	In-Service
<u>Aug 15<sup>th</sup></u>	Paramedic graduation 3:00 PM, Seventh Day Adventist Church
<u>Aug 18<sup>th</sup></u>	Special Board Meeting at 5:30 PM, Broncbuster Room
<u>Aug 18<sup>th</sup></u>	Classes Begin
<u>Aug 25<sup>th</sup></u>	Special Board Meeting at 5:30 PM, Broncbuster Room
<u>Sept 1<sup>st</sup></u>	Special Board Meeting at 5:30 PM, Broncbuster Room
<u>Sept 6<sup>th</sup></u>	Labor Day – NO CLASSES
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<u>Oct 20<sup>th</sup>-23<sup>rd</sup></u>	ACCT 41 <sup>th</sup> Annual Community College Leadership Congress-Toronto, Canada, Ron Schwartz attending.

**Executive Session**

**Adjournment**

Sincerely,

William S. Clifford MD, Chair

Deanna Mann Interim Secretary

**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, Work Force Development.*

# MEETING OF TRUSTEES OF THE GARDEN CITY COMMUNITY COLLEGE

July 14, 2010

Trustees Present: Della Brandenburger, William S. Clifford, Merilyn Douglass, Ron Schwartz,  
Steve Sterling

Trustees Absent: Terri Worf,

Others Present:

Debra Atkinson, Deputy Clerk  
Kevin Brungardt, Dean of Academics  
Todd Hughes, Director of Information Technology  
Linda Morgan, Faculty Senate/Criminal Justice Instructor  
Larry Pander, Fire Science Instructor  
Steve Quakenbush, Director of Information Services and Publications  
Ryan Ruda, Dean of Student Services  
Monica Springer, *Garden City Telegram*  
Cricket Turley, Director of Human Resources  
Dee Wigner, Executive Dean of Administrative Services

## COMMENTS FROM THE CHAIR:

Chair Brandenburger called the budget retreat session to order at 5:45 P.M. and made the following comments:

- Dr. Carol Ballantyne submitted her retirement letter of resignation as Garden City Community College president effective July 1,
- Brandenburger stated that the handprint of Ballantyne could be seen all over the GCCC campus, board expressed their thanks to Ballantyne for a decade of fine leadership.
- The board thanked Administrative Management Team for accepting extra duties.
- Brandenburger said that the board is planning on hiring an interim president and launching a national search for a more permanent chief executive officer.
- The Educational Talent Search grant has been renewed by the Department of Education until August 2011.
- Congratulations were conveyed to Maryann Baker of the GCCC Adult Learning Center on receipt of the Kansas Adult Education Association 2010 Teacher of the Year award.
- Congratulations were conveyed to Jeston Mead, GCCC bull rider from Ashland, Kansas. He concluded the College National Finals Rodeo in Casper, WY, with 10<sup>th</sup> place in the U.S.
- Good luck to Monica Springer, *Garden City Telegram*, education reporter, who will be taking a job at the Emporia Gazette soon.
- Brandenburger asked that every one remember Terri Worf and her family in the loss of her father. Brandenburger also stated that Pam Caldwell's husband Skip would be having open heart surgery within the next few days and that Robert Larson, GCCC athletic director, had undergone back surgery last week.
- There are 36 days until the fall semester begins.
- Brandenburger extended congratulations to graduates of the Academy for Leadership Development.
- Brandenburger expressed her appreciation to all GCCC employees for a successful year
- Brandenburger thanked all the trustees for their support in the past year during her term as chair.

**OPEN COMMENTS FROM PUBLIC:**

Linda Morgan, Faculty Senate President, read a letter to the board, pledging the support and assistance of the senate and faculty negotiation unit during the presidential transition. Brandenburger stated that faculty personnel are welcome to contact trustees and share their views.

(Supporting documents filed with official minutes.)

Brandenburger directed attention to the 2010-2011 budget, and stated that the regular Board meeting would be conducted immediately after the budget retreat. She then asked Dee Wigner, Executive Dean of Administrative Services, to share information on 2010-2011 budget proposals.

**DISCUSSION OF 2010-2011 BUDGET:**

Wigner stated that the Board packet contained much budget information including year-end purchases, cash carryover balances for both General and Capital Outlay Funds, revenue projections, working budget information, recommendations for the published budget, and additional data. Wigner “walked through” the various documents and discussed the steps administration had taken to arrive at the proposed 2010-2011 budget proposal. Listed below are highlights; complete reports are included in the electronic Board packet.

General Fund Cash Carryover: \$3,479,513

Capital Outlay Reserves: \$504,912

Year-end Purchases: \$125,187

These purchases represent items that were not budgeted for in the FY 10 budget. Dollars have been committed for the following items:

- Admissions, NAFSA guidebook
- Athletic uniforms – basketball, track, volleyball, soccer
- ACAD, asbestos removal
- ACAD, bull-nose brick
- CECS, fax machine
- Crisis flip charts
- Fire Science, fire props
- Fouse, lab stools
- Golf cart for Physical Plant
- ITV classroom, echo cancelor
- JOYC, faculty office furniture
- JCVT, replace north roof
- Rodeo corral panels
- SAFL, sentry security system
- Tangeman Athletic Complex softball bullpen
- Williams Stadium, sidewalk

Revenue Projections for FY 11: \$15,779,233

Wigner presented the Board with the following options.

1. Maintaining property taxes at 19.121 mills, using up to \$300,000 in reserve funds and reducing an additional \$215,143 in expenditures, possibly resulting in the loss of additional jobs on campus.
2. Increasing the levy to 19.968 mills, plus the 1.077-mill capital outlay levy, and using the \$300,000 in reserves – a .85-mill increase that would avoid further budget cuts.

3. Boosting property taxes to 20.56 mills, plus the 1.077-mill capital outlay levy, thereby avoiding additional cuts and avoiding the use of reserve dollars, as well as adding \$102,842 in revenues. That option would increase taxes by 1.5 mills.

Discussion was held and Trustees asked various questions.

**MOTION:**

*Clifford moved, seconded by Sterling, that the Board of Trustees authorize for publication a budget for the Fiscal Year 2010-2011 with a General Fund tax in the amount of \$3,479,513 with an anticipated General Fund mill levy of 19.121 mills. Further, that the Board authorize the publication of a Capital Outlay tax equal to one mil.*

*Douglass moved to amend the motion to include a directive to delete the \$215,143 in further cuts. Clifford asked Douglass to withdraw her motion, with a directive to the GCCC Administrative Management Team to head off the \$215,143 in further reductions by making up the difference in oil and gas holdback funds. A total of \$747,600 in holdback funds totaling \$998,000 are now available because of monies set aside in recent years. Douglass withdrew her previous motion.*

*Chair Brandenburger called for the vote.*

*Motion carried:*

*4 Aye-Brandenburger, Clifford, Douglass, Sterling  
1 Nay-Schwartz*

Trustees directed the Administrative Management Team to use the oil and gas holdback funds to avoid the additional \$215,143 in budget cuts. College deans assured board members that they believe GCCC can function adequately this year with the cuts that have been made.

**INTERIM PRESIDENTIAL SEARCH**

Schwartz noted that the board has received five resumes from potential interim presidents through the Association of Community College Trustees, a national organization that provides services to member schools. Schwartz suggested interviewing two to three of those by telephone, using a small committee, and then bringing in two of the candidates for on-site interviews involving the full board. Board expressed consensus that interims will not be considered for permanent positions, and are allowed to serve for an extended time. Administrative Management Team members and others will be involved in the selection process, with the board making the final determination..

**REORGANIZATION OF BOARD OF TRUSTEES FOR 2010-2011**

Chair Brandenburger opened the floor for nominations for Chair of the Board of Trustees for the 2010-2011 year.

Schwartz nominated Clifford; Sterling seconded the nomination; and the following motion was made;

***Motion:***

*Schwartz moved, seconded by Sterling that nominations cease and Clifford be elected as Chair of the Board for the 2010-2011 year.*

*Motion carried 5-0.*

Brandenburger then opened the floor for nominations for Vice Chair.

Sterling nominated, Worf for Vice Chair, Clifford seconded that nomination, and the following motion was made;

***Motion:***

*Sterling moved, seconded by Clifford that nomination cease and Worf be elected as Vice Chair of the Board for*

*the 2010-2011 year.*

*Motion carried 5-0.*

Brandenburger then asked for nominations for KACCT Representative.

***Motion:***

***Brandenburger moved, seconded by Sterling that Schwartz continue his service as KACCT Representative. Douglass amended the motion to include continued service as KACCT Representative and Finney County Economic Development Corporation Representative for the 2010-2011 year.***

***Motion carried 5-0.***

### **APPOINTMENTS**

Discussion regarding the designation of secretary to the board took place.

***Motion:***

***Clifford moved, seconded by Schwartz that Deanna Mann be appointed as interim secretary to the GCCC Board of Trustees until a permanent CEO can be hired and that appointments for 2010-2011 be approved as stated.***

*Secretary to the Board*

*Deputy Clerk*

*College Attorney*

*College Engineer*

*College Treasurer*

*Designated Agent for KPERS*

*Alternate Designated Agents for KPERS*

*Deanna Mann (approved in previous motion)*

*Debra Atkinson*

*Randy Grisell*

*Professional Engineering Consultants, P.A.*

*Dee Wigner*

*Dallas Crist*

*Dee Wigner & Cricket Turley*

***Motion carried 5-0.***

### **DEPOSITORIES**

***Motion:***

***Clifford moved, seconded by Schwartz that the depositories for 2010-2011 be:***

***Primary Depository:***

*Commerce Bank*

***Other Depositories:***

*Western State Bank*

*First National Bank of Holcomb*

*First National Bank of Garden City*

*Landmark National Bank*

*American State Bank*

*Garden City State Bank*

*Peoples State Bank*

*State of Kansas Municipal Investment Fund*

*Security State Bank (Scott City)*

***Motion carried 5-0***

At that time the gavel was passed to newly elected Chair Clifford.

Board members expressed their appreciation to Brandenburger for her leadership and in turn she thanked everyone for the opportunity of serving as Chair of the Board.

## **CONSENT AGENDA**

Chair Clifford requested that Consent Agenda item E (Renewal of Great Western Dining Contract) be held until board members could view the actual contract.

### **Motion:**

*Brandenburger moved, seconded by Schwartz that consent agenda that item “E-Renewal of Great Western Dining Contract”, be held until members could view actual contract and to approve consent agenda items A through D.*

*Motion carried 5-0*

Approved actions follow:

**(A) APPROVED MINUTES** of previous meetings (June 9, 2010, June 23, 2010, June 29, 2010 and July 7, 2010) Clifford had previously talked to Atkinson about correct spelling of the word “board” on the second page fifth paragraph last word.

(Supporting documents filed with official minutes.)

**(B) APPROVED SUBMITTED FINANCIAL INFORMATION TO THE AUDITOR** (Supporting documents filed with official minutes.)

**(C) APPROVED PERSONNEL ACTIONS**, as presented  
(Supporting documents filed with official minutes.)

**(D) CENTERS OF EXCELLENCE (#457) Annual Agreements**

Centers of excellence (#457) annual agreements were approved for the following;

Health Science

Manufacturing

Information Technology

Automotive Technology

Law, Public Safety and Security

Education

Career Learning System (CLS) Coordinator

(Supporting documents filed with official minutes.)

## **OTHER:**

### **Resolution 2010-1**

Authorization of EFM Consulting LLC to Develop GCCC Mitigation Plan

(Supporting documents filed with official minutes.)

### **MOTION:**

*Douglass moved, seconded by Schwartz to approve the authorization of EFM Consulting LLC to develop GCCC mitigation plan.*

*Motion carried 5-0*

## **POLICY REVIEW:**

### **MONITORING REPORTS and ENDS REPORT:**

Trustees indicated they had received and reviewed monitoring reports (Monthly, Quarterly, Semi-Annual, Annual (Mission), Annual). Trustees acknowledge that the monitoring reports are accepted.

(Supporting documents filed with official minutes.)

## **OWNERSHIP LINKAGE**

Correspondence from The Academy for Leadership Training and Development was received, recognizing the

following employees for successfully completing the Academy program.

Martha Lisk  
Belen Terrones  
Steve Thompson  
Cricket Turley  
Patricia A. Zeller

(Supporting documents filed with official minutes.)

### **BOARD PROCESS AND POLICY GOVERNANCE REVIEW:**

Chair Clifford noted that he will be attending a policy governance conference July 22, 2010. Chair Clifford will report at the August 11, 2010 meeting. Development of a monitoring report regarding EduKan was suggested.

### **REPORTS:**

Trustees have received numerous information reports as part of the electronic Board packet. A complete report is filed in the electronic Board packet.

- **Incidental Information:**

Recent campus events and developments are attached as part of these minutes. Chair Clifford has visited the Fouse and Academic Buildings and reported that the renovations are coming together.

(Supporting documents filed with official minutes.)

- **Trustee Annual Report:**

Trustees received as part of their electronic packet information that had been assembled for the annual report publication for the community. If time allows, Trustees will receive a finished proof that will include charts and photographs.

(Supporting documents filed with official minutes.)

- **Grant Award Notification for the Talent Search Program:**

Funding has been awarded for the 2010-2011 year.

(Supporting documents filed with official minutes.)

### **REPORT FROM KACCT/COP MEETING IN CHANUTE JUNE 18-19:**

Schwartz gave highlights from the KACCT/COP meeting.

- Basic fee remained the same but total went up \$116 due to FTE increase over the previous school year.
- Met Andy Tompkins, new Kansas Board of Regents CEO, seems very pro-community college.
- Kansas Technical Education Authority laid out a plan or timeline for getting a budgetary and/or statutory amendment to achieve implementation of a new approach for state funding of technical education by fiscal year 2012.
- Budget and Finance committee met on June 9, 2010 and established a rate for general education or non-tiered courses. Based on the Kansas study of 2008-09, they assumed the cost of a non-tiered or general education course is \$77 per credit hour.
- TEA came up with a tiered cost model with four scenarios of what student share of cost should be, what local tax share for community colleges should be and what percent, if any of the course cost, should be the local tax share for a technical college. Two of the four scenarios assume community colleges should provide local taxes and technical colleges should not.
- Budget and Finance Committee meets on July 15, 2010 to make final recommendations. Recommendations discussed on July 28, TEA meeting on August 11 about funding changes and September 15 final recommendation presented to KBOR.
- Major industries that rely heavily on community colleges for technical training will be contacted to speak on behalf of Community Colleges, , in addition to Fire, EMT, Police Science, Medical personnel and others.
- Luncheon will be hosted in early February for the legislators in Topeka to make sure the Community College message is heard. Working with Senator Sam Brownback's current staff and educating them on concerns.



## REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION

Trustee Schwartz reported the following:

- County approved an additional \$120,000 for FCEDC
- Public hearing held on July 6, 2010 for closing of Jennie Barker rail crossing, no opposition so Conestoga Energy should be able to proceed with rail expansion.
- Tempel Inland is not closing but did lay off 17 people.
- Work continues on a two of food processors who may locate in Finney County.

Chair Clifford thanked Schwartz for his reports and for his attendance.

### OTHER ITEMS:

Continuation of weekly special board meetings with Administrative Management Team will be evaluated in August.

Atkinson will contact Gayle Shaw and check on the next tri college meeting with colleges in Liberal and Dodge City.

Bryan Education Center reception will be held July 27, 2010 from 4:00 pm to 6:00 pm with short program at 5:00 pm, in Scott City at the Bryan Education Center.

On July 27, 2010 at 1:30 in the Endowment Room of the Beth Tedrow Student Center there will be a 2+2 business bachelor degree program signing with Fort Hays State University on five programs.

### EXECUTIVE SESSION:

*Brandenburg moved, seconded by Sterling that the Board of Trustees recess at 7:30 p.m. for a break and then reconvene into a 15 minute executive session at 7:45 p.m. for the purpose of discussing non-elected personnel. Motion carried 5-0*

*Board reconvened into executive session at 7:45 p.m. for the purpose of discussing non-elected personnel.*

*Board returned to regular session at 8:00 p.m. Chair Clifford announced that no binding action was taken in executive session.*

*Chair Clifford adjourned the meeting at 8:10 p.m.*

### UPCOMING CALANDAR EVENTS:

<u>Aug 11<sup>th</sup></u>	Budget Hearing at 6:30 PM; regular meeting immediately following, Hall of Fame room (meal at 6:00 PM)
<u>Aug 12<sup>th</sup></u>	Faculty Report-Division/Department Day
<u>Aug 13<sup>th</sup></u>	In-Service
<u>Aug 18<sup>th</sup></u>	Special Board Meeting at 5:30 PM, Broncbuster Room
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<u>Oct 20<sup>th</sup>-23<sup>rd</sup></u>	ACCT 41 <sup>th</sup> Annual Community College Leadership Congress-Toronto, Canada, Ron Schwartz attending.

Debra J. Atkinson  
Deputy Clerk

Deanna Mann  
Secretary

Della Brandenburger  
Chair of the Board

**SPECIAL MEETING OF TRUSTEES  
OF  
GARDEN CITY COMMUNITY COLLEGE**

**Wednesday, July 21, 2010**

**TRUSTEES PRESENT:**

Della Brandenburger, William S. Clifford, Marilyn Douglass, Ron Schwartz, Terri Worf

**TRUSTEES ABSENT:**

Steve Sterling

**OTHERS PRESENT:**

Debra Atkinson, Deputy Clerk

Dr. Joseph Birmingham, Interim Presidential Candidate

Kevin Brungardt, Dean of Academics

Lenora Cook, Dean of Technical Education

Kay Davis, Science/Math Division Director/Instructor

Jeanie Ferguson, English as Second Language Instructor

Laura Guy, Higher Education Association President/Journalism/Publications

Lachele Greathouse, Business Instructor

Guille Hinde, Cosmetology Co-Director/Instructor

Bob Larson, Director of Athletics

Terry Lee, Science Instructor

Deanna Mann, Dean of Institutional Effectiveness & Enrollment Services

Charles (Chip) Marcy, Economics Instructor

Cathy McKinley, Dean of Continuing Education & Community Services

Shelley Meier, Reading/Education Instructor

Linda Morgan, Department of Public Safety Instructor/Director, Faculty Senate President

Larry Pander, Fire Science Instructor

Dennis B. Perryman, Retired Director of Athletics

Pati Pfenninger, Cosmetology Co-Director/Instructor

Steve Quakenbush, Director of Information Services and Publications Instructor

Ryan Ruda, Dean of Student Services

Monica Springer, *Garden City Telegram*

Cricket Turley, Director of Human Resources

Dee Wigner, Executive Dean of Administrative Services

Clay Wright, Vocal Music Director/Instructor

Marsha Wright, English Instructor

The Board of Trustees met in special session at 5:30 p.m. on July 21, 2010, in the Broncbuster room of the Beth Tedrow Student Center.

**CALL TO ORDER:**

Chair Clifford called the meeting to order at 5:35 p.m.

**COMMENTS FROM THE CHAIR:**

Chair Clifford welcomed Dr. Joseph Birmingham, Weatherford, Texas, to Garden City, and thanked him for coming for an interim presidential interview.

**OPEN COMMENTS FROM THE PUBLIC:**

Chair Clifford noted that no one had registered to make comments.

**CONSENT AGENDA**

Chair Clifford asked for a motion approving the Consent Agenda.

**MOTION:**

*Schwartz moved, seconded by Douglass, that the Consent Agenda items A-Affiliation Agreements for Nursing Program and B-Renewal of Western Dining Contract be approved as presented.*

*Motion carried 4-0*

Approved actions follow:

**APPROVAL OF AFFILIATION AGREEMENTS FOR NURSING PROGRAM**

(Supporting documents filed with official minutes.)

**APPROVAL OF RENEWAL OF GREAT WESTERN DINING CONTRACT:**

(Supporting documents filed with official minutes.)

**MEETING WITH ADMINISTRATIVE MANAGEMENT TEAM:**

Wigner confirmed that the college budget for the 2010-2011 fiscal year would draw from regular reserve funds, as well as oil and gas tax holdback reserves, to avoid additional cuts in programs or positions. Wigner has received cost projections for Bryan Education Center, Scott City, and will forward electronically to all board members. Wigner reminded board members of the planned closing reception at the Bryan Education Center on July 27, 2010, from 4-6 pm.

Cook told board members that the Administrative Team had attended a polycom CEO meeting regarding Technical Education funding. Cook reminded board members that on July 27, 2010 Fort Hays State University will be on campus to sign six 2+2 articulation agreements providing bachelor degree business administration programs. The signing will take place in the Endowment Room of the Beth Tedrow Student Center at 1:30 pm.

Brungardt reported that he would be attending the EduKan president's meeting next week on July 27. A van has been reserved. Brungardt requested board members wishing to attend contact him.

McKinley shared with board members that Hutchinson Community College will be meeting with Hector Martinez, Director of Adult Learning Center, for a tour of GCCC's English as a Second Language program. Several community colleges in the state have inquired about the GCCC ESL program.

Chair Clifford will be attending a policy governance conference, leaving July 22 and returning on July 26.

Trustees agreed to sign a renewed resolution of support for the electrical generating plant proposed near Holcomb by Sunflower Electric Power Corporation. McKinley will update the resolution and have for the July 28 meeting.

Chair Clifford requested that early enrollment numbers be available for the July 28 meeting. Ruda will provide that information.

**MOTION:**

*Worf moved, seconded by Douglass, that the Board adjourn at 5:50p.m.*

*Motion passed 5-0*

**MOTION:**

*Schwartz moved, seconded by Douglass, that the Board reconvene into executive session at 6:00 p.m. for the purpose of discussing non-elected personnel, because if matters were discussed in open session it might invade the privacy of those discussed.*

*Motion passed 5-0*

*Included:*

*Board members, Birmingham and Turley*

*Board reconvened into regular session at 7:15 p.m. Chair Clifford announced that no binding action was taken in executive session.*

Meeting adjourned at 7:15 p.m.

**UPCOMING CALANDAR EVENTS:**

<u>Aug 11<sup>th</sup></u>	Budget Hearing at 6:30 PM; regular meeting immediately following, Hall of Fame room (meal at 6:00 PM)
<u>Aug 12<sup>th</sup></u>	Faculty Report-Division/Department Day
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Debra J. Atkinson  
Deputy Clerk

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Deanna Mann  
Interim Secretary

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Dr. William S. Clifford  
Chair of the Board

**SPECIAL MEETING OF TRUSTEES  
OF  
GARDEN CITY COMMUNITY COLLEGE**

**Wednesday, July 28, 2010**

**TRUSTEES PRESENT:**

Della Brandenburger, William S. Clifford, Marilyn Douglass, Ron Schwartz, Steve Sterling, Terri Worf

**OTHERS PRESENT:**

Debra Atkinson, Deputy Clerk

Dr. Joseph Emmons, Lawrence, Interim Presidential Candidate

Rachel Gray, *Garden City Telegram*

Laura Guy, Higher Education Association President/Journalism/Publications

Bob Larson, Director of Athletics

Deanna Mann, Dean of Institutional Effectiveness & Enrollment Services

Cathy McKinley, Dean of Continuing Education & Community Services

Linda Morgan, Department of Public Safety Instructor/Director, Faculty Senate President

Dennis B. Perryman, retired Director of Athletics

Steve Quakenbush, Director of Information Services and Publications Instructor

Ryan Ruda, Dean of Student Services

Dee Wigner, Executive Dean of Administrative Services

The Board of Trustees met in special session at 5:30 p.m. on July 28, 2010, in the Broncbuster Room of the Beth Tedrow Student Center.

**CALL TO ORDER:**

Chair Clifford called the meeting to order at 5:30 p.m.

**COMMENTS FROM THE CHAIR:**

- Chair Clifford welcomed Dr. Joseph Emmons, Lawrence, Kansas, to Garden City, and thanked him for coming for an interim presidential interview.
- Last week Chair Clifford attended a policy governance summit in Las Vegas.
- A fleet of 14 solar powered cars built as part of a science and engineering project sponsored at the Winston preparatory school in Fort Worth, Texas were on the GCCC campus evening of July 23, along with their builders, designers and support personnel.
- GCCC and Fort Hays State University signed agreements for four two plus two programs on July 27, 2010. The agreements make it possible to earn bachelor of business administration degrees, without leaving Garden City, in the fields of Management, Tourism and Hospitality Management, Human Resource Management, and Marketing. Chair Clifford appreciated the enthusiasm Deb Robinson has for the program.
- Chair Clifford added final compensation for Dr. Ballantyne to the agenda under "OTHER".
- Trustees agreed to cancel the special meeting with the administrative management team August 4, 2010

**OPEN COMMENTS FROM THE PUBLIC:**

Chair Clifford noted that no one had registered to make comments.

## **OTHER**

### **Resolution 2010-2**

#### **2010 Sunflower Energy Support Resolution and Letter of Support**

##### **MOTION:**

*Schwartz moved, seconded by Brandenburger to approve the signing of a renewed resolution of support for the electrical generating plant proposed by Sunflower Electric Power Corporation near Holcomb.*

*Chair Clifford called for modifications of the resolution.*

*Schwartz suggested the elimination of paragraph four. Sterling seconded the modification*

*Motion carried 6-0*

#### **Final Compensation-Dr. Ballantyne**

##### **MOTION:**

**Schwartz moved, seconded by Worf, to provide final payment of compensation and benefits to Dr. Carol Ballantyne, following her resignation, pursuant to her contract and college policies.**

*Motion carried 6-0*

#### **MEETING WITH ADMINISTRATIVE MANAGEMENT TEAM:**

Wigner reported that Kevin Brungardt, dean of academics and Lenora Cook, dean of technical education were attending a Technical Education Authority meeting in Topeka.

Wigner explained that renovations are under way in the Academic Building and Warren Fouse Science and Math Buildings; however arrival of replacement seating for six science building classrooms, plus lecture halls in both structures has been delayed until after the beginning of fall classes on August 18. Wigner assured board members that temporary seating will be secured.

Dr. Jay Keltner, DDS, who is moving from Garden City, has donated a bronze Remington sculpture of a broncobuster to GCCC. The sculpture has been acquired and has been placed in storage until an appropriate display location can be determined. A case may be secured too.

Wigner noted that GCCC's annual financial audit is under way.

Wigner sought the board's authorization to verbally agree to a change in GCCC's renewal contract for cable television service from Cox Communications, at \$9 per outlet per year. Rather than signing a new five-year agreement, Wigner explained that administrators would like to consider a two-year arrangement, with the possibility of later bundling in expanded Internet bandwidth. Final approval of the arrangement will be brought to the Board at the next scheduled board meeting.

The Board authorized Wigner to give verbal agreement on the above stated arrangement.

#### **ADDITIONAL ITEMS:**

- Trustees scheduled a follow-up special meeting at 6 p.m. July 29, 2010.
- The next regular board meeting is scheduled for August 11, 2010, in the Hall of Fame Room at the Dennis Perryman Athletic Complex. Light dinner at 6:00 p.m., Budget Hearing at 6:30 p.m. with meeting immediately following.

##### **MOTION:**

*Worf moved, seconded by Sterling, that the Board break at 5:50 p.m., reconvening into executive session at 6:00 p.m. for the purpose of discussing non-elected personnel, because if matters were discussed in open*

*session it might invade the privacy of those discussed.*

*Motion passed 6-0*

*Included: Board Members, Emmons and McKinley*

*Board reconvened into regular session at 7:00 p.m. Chair Clifford announced that no binding action was taken in executive session.*

Meeting adjourned at 7:00 p.m.

**UPCOMING CALANDAR EVENTS:**

<u>Aug 11<sup>th</sup></u>	Budget Hearing at 6:30 PM; regular meeting immediately following, Hall of Fame room (meal at 6:00 PM)
<u>Aug 12<sup>th</sup></u>	Faculty Report-Division/Department Day
<u>Aug 13<sup>th</sup></u>	In-Service
<u>Aug 18<sup>th</sup></u>	Special Board Meeting at 5:30 PM, Broncbuster Room
<u>Aug 18<sup>th</sup></u>	Classes Begin
<u>Aug 25<sup>th</sup></u>	Special Board Meeting at 5:30 PM, Broncbuster Room
<u>Sept 1<sup>st</sup></u>	Special Board Meeting at 5:30 PM, Broncbuster Room
<u>Sept 6<sup>th</sup></u>	Labor Day – NO CLASSES
<u>Sept 8<sup>th</sup></u>	Regular monthly meeting at 5:30 PM Endowment Room
<u>Sept 15<sup>th</sup></u>	Special Board Meeting at 5:30 PM, Broncbuster Room
<u>Sept 22<sup>nd</sup></u>	Special Board Meeting at 5:30 PM, Broncbuster Room
<u>Sept 29<sup>th</sup></u>	Special Board Meeting at 5:30 PM, Broncbuster Room
<u>Oct 13<sup>th</sup></u>	Regular monthly meeting at 5:30 PM
<u>Oct 14<sup>th</sup>-15<sup>th</sup></u>	Oct 14 <sup>th</sup> NO CLASSES/Faculty Work Day – Oct. 15 <sup>th</sup> Faculty Holiday NO CLASSES
<u>Oct 20<sup>th</sup>-23<sup>rd</sup></u>	ACCT 41 <sup>th</sup> Annual Community College Leadership Congress-Toronto, Canada, Ron Schwartz attending.

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Debra J. Atkinson  
Deputy Clerk

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Deanna Mann  
Interim Secretary

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Dr. William S. Clifford  
Chair of the Board



**SPECIAL MEETING OF TRUSTEES  
OF  
GARDEN CITY COMMUNITY COLLEGE**

**Thursday, July 29, 2010**

**TRUSTEES PRESENT:**

William S. Clifford, Ron Schwartz, Steve Sterling, Terri Worf

TRUSTEES ABSENT: Della Brandenburger, Marilyn Douglass

**OTHERS PRESENT:**

Debra Atkinson, Deputy Clerk

Eric Allen, *Western Kansas Broadcast Center*

Steve Quakenbush, Director of Information Services and Publications Instructor

The Board of Trustees met in special session at 6:00 p.m. on July 29, 2010, in the Broncbuster room of the Beth Tedrow Student Center.

**CALL TO ORDER:**

Chair Clifford called the meeting to order at 6:00 p.m.

**COMMENTS FROM THE CHAIR:**

- Chair Clifford thanked everyone for attending the meeting.

**OPEN COMMENTS FROM THE PUBLIC:**

Chair Clifford noted that no one had registered to make comments.

***MOTION:***

*Sterling moved, seconded by Worf that the Board convene into executive session at 6:02 p.m.. for a period of 30 minutes, for the purpose of discussing non-elected personnel, because if matters were discussed in open session it might invade the privacy of those discussed.*

*Motion passed 4-0*

*Included: Board Members*

*Board reconvened into regular session at 6:35 p.m.*

***MOTION:***

*Sterling moved, seconded by Worf, to select Dr. Joseph Emmons as interim president and enter into compensation negotiations with Dr. Emmons in order to secure his services.*

*Motion passed unanimously*

The Board directed Dee Wigner, Executive Dean of Administrative Services, to enter negotiations with Dr. Emmons to determine a salary amount, in addition to provisions for housing and mileage expenses. Schwartz will contact ACCT to let them know of the decision that has been made by GCCC, and to notify the non-selected candidate, Dr. Joseph Birmingham. The Board discussed a possible starting date for Dr. Emmons and expressed the hope that he would be on campus August 13 for fall semester in-service.

***MOTION:***

*Sterling moved, seconded by Worf to adjourn the meeting.*

*Motion passed 4-0*

Meeting adjourned at 6:50 p.m.

**UPCOMING CALANDAR EVENTS:**

<u>Aug 12<sup>th</sup></u>	Faculty Report-Division/Department Day
<u>Aug 13<sup>th</sup></u>	In-Service
<u>Aug 18<sup>th</sup></u>	Special Board Meeting at 5:30 PM, Broncbuster Room
<u>Aug 18<sup>th</sup></u>	Classes Begin
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Debra J. Atkinson  
Deputy Clerk

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Deanna Mann  
Interim Secretary

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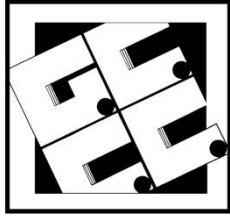
Dr. William S. Clifford  
Chair of the Board

As of 7/31/2010

		Amount	% Rate
Cash in Bank:	Commerce Bank	\$ 540,388.73	0.0000%
	State Municipal Invest. Pool	\$ 32,570.34	0.1040%
	Landmark National Bank	\$ 3,086,934.80	0.1800%

Investments:

Institution	Type	Amount	% Rate	Beg. Date	End Date
Western State Bank	CD	\$ 1,000,000.00	1.9000%	10/20/2009	10/19/2010
Commerce Bank	CD	\$ 2,000,000.00	0.3990%	4/29/2010	10/29/2010
First National Bank	CD	\$ 1,000,153.42	0.8000%	5/6/2010	11/4/2010
Commerce Bank	CD	\$ 2,000,000.00	0.8560%	4/29/2010	4/29/2011
First National Bank	CD	\$ 1,001,641.00	0.9500%	5/6/2010	5/5/2011



# Garden City COMMUNITY COLLEGE

August 4, 2010

**To:** Board of Trustees

**From:** Cricket Turley, Director of Human Resources

## New Hire

Erinn Abernathy, Administrative Asst to Outreach/HR, effective July 19, 2010

Phil Hoke, Drama/Technical Director Instructor, effective August 10, 2010

Kathleen Kohls, Secretary for the Fine Arts Building, effective August 9, 2010

Dr. Joseph Emmons, Interim President, effective August 10, 2010

Stacey Carr, Speech Instructor, effective August 10, 2010

## Separations

Kam Jamshidi, Speech Instructor, effective August 3, 2010

Amy Heinemann, ETS Advisor, effective August 25, 2010

## Retirement

Chris Bluml, DPAC Building Secretary, effective December 31, 2010

## Transfers/Promotions

Manuela Vigil, Admin Asst to Deans of Student Services & Enrollment Services,  
Effective August 2, 2010

## Vacancies

KANCO Assistant Site Coordinator

Child Care Assistant

Prevention Center Assistant

Webmaster

ETS Advisor

Adjunct Fire Instructor

Director, Physical Therapist Assistant Program

## 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.

August 5, 2010

To: GCCC Board of Trustees  
From: Dee Wigner  
RE: Cox Communications

The current agreement with Cox Communication to provide cable tv to the campus expires on August 31, 2010. Cox has agreed to issue an amendment extending the current agreement for two years. This will allow us time to research internet options for the students living in the dorms.

The amendment proposes that the monthly rate remain at \$9.00 per month per outlet through August 31, 2011. At that time, the rate will increase no more than 5% for the next year. The amendment also provides for automatic renewal at the end of the two year agreement with a maximum increase of 5% per year.

I recommend the Board approve this amendment to extend the agreement with Cox Communications.

## AMENDMENT TO BULK SERVICE AGREEMENT

THIS AMENDMENT TO Bulk Service Agreement (this "Amendment") made and entered into effective as of August 1, 2010 by and between Cox Communications Kansas, LLC, a Delaware limited liability company, d/b/a Cox Communications Kansas ("Cox"), and Board of Trustees Garden City Community College ("Owner");

### W I T N E S S E T H:

WHEREAS, Cox and Owner are parties to that certain Bulk Service Agreement (the "Agreement"), dated September 1, 2005, which provides the terms and conditions under which Cox provides bulk Cox Essential TV services to the community at 801 Campus Dr, Garden City, Ks. 67846, which presently includes improvements located thereon totaling 212 multiple dwelling units (the "Property");

WHEREAS, Cox and Owner desire to amend the Agreement to reflect the certain additional agreements between Cox and Owner related to the bulk services provided thereunder;

NOW, THEREFORE, for and in consideration of the terms and conditions set forth herein, Cox and Owner hereby agree as follows:

1. The Term of the Agreement is extended such that the original term shall terminate on August 31, 2012. At the end of the original term, the Agreement will automatically renew for successive terms of one (1) year each unless either party gives the other party written notice of its intent not to renew at least ninety (90) days prior to the expiration of the initial term or any renewal thereof.

2. The Monthly Service Fee shall remain at \$9.00 per outlet for the first 12 months of the new extended term and may increase no more than five (5%) percent each year thereafter during the original term or any successive terms of the Agreement.

3. Owner acknowledges that Cox may incrementally convert all or portions of its channel lineup provided to the Property under the terms of the Agreement from an analog to a digitally-delivered format during the Term of the Agreement. In the event of such conversion, residents of the Property (the "Residents") will be required to obtain additional equipment, necessary programming tiers and services from Cox, at Residents' sole expense, in order to access and view digitally-delivered channels. Owner agrees that it will make no claims nor undertake any legal action against Cox if Residents are unable to access digitally-delivered channels due to Residents' lack of necessary equipment and services.

4. This Amendment may be executed in counterparts each of which shall be deemed an original and all of which together shall constitute one and the same instrument. This Amendment may also be executed via facsimile copy of original signatures, each of which shall



be deemed an original for all purposes. This Amendment is not valid or enforceable until executed by both parties.

5. This Amendment and the documents referred to herein represent the entire agreement of the parties regarding the subject matter hereof. This Amendment supersedes all prior negotiations between the parties with respect to the subject matter hereof and cannot be amended, supplemented or modified except by an instrument in writing which makes specific reference to this Amendment or the Agreement and which is signed by the party against which enforcement is sought.

6. Other than the amendments and modifications expressly set forth herein, the Agreement shall continue in full force and effect. Capitalized terms not otherwise defined in this Amendment shall have the meanings given to them in the Agreement.

IN WITNESS WHEREOF, Cox and Owner have caused this Amendment to be executed as of the day and year first set forth above.

Name: Lynne Sangimino

Printed Name: William S Clifford

Title: Vice President of Sales & Distribution

Title: Chairman, Board of Trustees

Address: 901 S. George Washington  
Wichita, KS 67213  
(316)260-7465

Address: 801 Campus Dr  
Garden City, Kansas 67846

State of \_\_\_\_\_ )

State of \_\_\_\_\_ )

County of \_\_\_\_\_ )

County of \_\_\_\_\_ )

Subscribed and sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_, at

Subscribed and sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_, at

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

August 5, 2010

To: GCCC Board of Trustees

From: Dee Wigner

RE: Interim President

The agreement for the Interim President and the agreement for services provided by ACCT are being reviewed by the college attorney. Both items will need to be approved by the Board at the August 11 meeting. As soon as I receive the agreements from the attorney, they will be sent to the Board via email.



## AUGUST 2010 MONITORING REPORT

<b>EXECUTIVE LIMITATIONS</b>	<b>MONTHLY</b>
<b>General Executive Constraints #9</b>	<b>Page 7</b>
<b>There shall be no conflict of interest in awarding purchases or other contracts.</b>	

**CEO's Interpretation and its justification:** If any employee or Board member has interest in, owns or has family members that have an interest in any business that does business with GCCC, the Board is to be notified.

**Data directly addressing the CEO's interpretation:** No purchases were made during the month from businesses in which Board members or employees have any interest.

<b>EXECUTIVE LIMITATIONS</b>	<b>MONTHLY</b>
<b>General Executive Constraints #10</b>	<b>Page 7</b>
<b>The President shall not allow for purchases without first giving consideration to local businesses, with a maximum 10% premium to local businesses.</b>	

**CEO's Interpretation and its justification:** For all purchases \$2,500 and over, a bid sheet is required and a 10% consideration is made to local businesses before awarding the bid.

**Data directly addressing the CEO's interpretation:** Purchases over \$2,500 were reviewed. Local businesses were given consideration when their bid price was less than 10% more than vendors outside our area.

<b>EXECUTIVE LIMITATIONS</b>	<b>MONTHLY</b>
<b>Asset Protection #5</b>	<b>Page 12</b>
<b>The President shall not make any purchase (a) of over \$2,500 without having obtained comparative prices with consideration of quality; (b) of over \$10,000 without competitive bids and due consideration regarding cost, quality, and service; and (c) of over \$20,000.</b>	

**CEO's Interpretation and its justification:** The interpretation of this is exactly as stated: a) no purchases are made over \$2,500 without comparative bids with consideration of quality; b) no purchases are made over \$10,000 without competitive bids regarding quality, cost and service and c) no purchases over \$20,000 without approval of the Board or approval of a contract to pay by the Board. Purchases made under contract, such as Great Western Dining, are paid without Board approval.

## **Data directly addressing the CEO's interpretation**

Bid sheets were attached to all requisitions over \$2,500, unless the items purchased were covered under the campus annual bids or were a single source provider

### Purchases over \$10,000 requiring bid sheet:

- Check #199520 to Western Kansas Broadcasting for \$16,374.00 for various advertising invoices. Attached bid sheets indicated single source provider.
- Check #199595 to CDW Government Inc. for \$28,567.38 for 25 computers for the Mary Jo Williams Computer Lab. Attached bid sheet indicated lowest bid accepted.
- Check #199629 to School Datebooks for \$12,153.63 for student handbook/calendars. Attached bid sheet indicated this vendor selected because of their ability to provide emergency notification system to the college at no additional cost.

### Payments over \$10,000 not requiring bid sheets:

- Check #199327 to Dissinger Insurance Service for \$133,889.00 for athletic insurance annual premium. The Board approved this purchase at the June 9, 2010 Board meeting.
- Check #199333 to Keller Leopold Insurance Inc. for \$83,910.00 for annual worker's compensation insurance premium. The Board approved this purchase at the June 9, 2010 Board meeting.
- Check #199346 to EduKan for \$56,625.00 for Summer Session I tuition.
- Check #199352 to KACCT for \$12,935.00 for annual dues.
- Check #199380 to City of Garden City for \$44,165.58 for utilities.
- Check #199444 to Simplex Grinnell for \$19,647.71 for partial payment for the fire alarm system for West Hall. The Board approved this project at the May 12, 2010 Board meeting.
- Check #199497 to Datatel for \$182,207.00 for annual software maintenance. The Board approved this purchase at the May 12, 2010 Board meeting.
- Check #199592 to Blue Cross and Blue Shield of Kansas for \$103,512.99 for August health insurance premiums.
- Check #199602 to Dick Construction Inc. for \$352,986.00 for work on the Fouse and Academic buildings. The board previously approved both of these projects.
- Check #199632 for Simplex Grinnell for \$13,621.96 for partial payment for the fire alarm system for West Hall. The Board approved this project at the May 12, 2010 Board meeting.

# AUGUST 2010 MONITORING REPORT ANNUAL REPORT

<b>EXECUTIVE LIMITATIONS</b>	<b>ANNUAL</b>
<b>Treatment of People #1</b>	<b>Page 8</b>
<b>The President shall not operate without procedures which clarify student and staff rules, provide for effective handling of grievances and complaints, and protect against wrongful conditions.</b>	

**CEO's Interpretation and its justification:** The President needs to ensure that policies and procedures are established to handle staff and student grievances and protect both from wrongful conditions.

**Data directly addressing CEO's interpretation:** Administrative policies and procedures have been developed to ensure that staff is aware of rules, how grievances are handled and what to do when encountering wrongful conditions on campus. The Board sees revisions in a monitoring report semi-annually and will approve them annually. State statute requires that they be rescinded and re-approved with revisions, thus taking care of any legal issues regarding policies.

Policies and procedures are examined by College personnel. If changes are needed, the internal governance system studies it and makes recommendations to Cabinet. If the Cabinet agrees at the first reading, it is sent to all staff for questions and concerns and then a second reading two weeks later. If it is all approved, it is finalized and sent to all staff and put on the web. If it is not approved, it is sent back to the committee for further revisions. The staff manual, the student handbook, athletic handbook and catalog are all taken from the web document. The policies and procedures page on the web site currently is being redesigned to make it easier for employees to find specific policies and procedures.

A log detailing student, employee and other stakeholder complaints is being maintained by administration. The log also documents action(s) taken to resolve the complaints.

Monthly topic-specific meetings were hosted by the President to facilitate campus communication and to enhance explanations of current college conditions. Employees attended these meetings to gain more information on a specific topic or ask any questions they had. The President also met with two different departments per month to talk about what is happening campus-wide. This year, the deans also will schedule regular meetings with departmental staffs to address any concerns or suggestions regarding their respective divisions.

<b>EXECUTIVE LIMITATIONS</b>	<b>ANNUAL</b>
<b>Treatment of People #2</b>	<b>Page 8</b>
<b>The President shall not discriminate against anyone for expressing an ethical dissent.</b>	

**CEO's Interpretation and its justification:** The President shall set up a system to ensure that no one is discriminated against for expressing an ethical dissent.

**Data directly addressing CEO's interpretation:** The Human Resources office and the Dean of Student Services addresses questions of discrimination. There were no reported student discrimination complaints this year. One employee discrimination concern was reported. Human Resources investigated and found no discrimination had taken place.

**EXECUTIVE LIMITATIONS****ANNUAL****Treatment of People #3****Page 8****The president shall not withhold a due process procedure from faculty.**

**CEO's Interpretation and its justification:** Due process shall be established for the faculty by the negotiated agreement and the president will ensure that personnel adhere to the procedure.

**Data directly addressing CEO's interpretation:** The President has designated the Human Resources office to work with the appropriate Dean and the faculty member to ensure that due process is followed.

**EXECUTIVE LIMITATIONS****ANNUAL****Treatment of People #4****Page 8****The president shall not withhold an appeal process from staff and students.**

**CEO's Interpretation and its justification:** The President shall ensure that the appeal process is available to everyone.

**Data directly addressing CEO's interpretation:** No student or staff member has been denied due process this past year. The college recognizes the right of employees to express his/her grievances and to seek a solution concerning disagreements arising from working conditions, employment practices or differences in interpretation of policy which might arise between the college and its employees. An employee's immediate supervisor is usually the best place to go if there is a complaint or problem at work, however, the Human Resources Director ensures that due process is applied consistently.

**EXECUTIVE LIMITATIONS****ANNUAL****Treatment of People #5****Page 8****The President shall not prevent faculty from grieving to the Board when internal grievance procedures have been exhausted.**

**CEO's Interpretation and its justification:** The President shall allow faculty access to the Board of Trustees if the grievance procedure has been exhausted.

**Data directly addressing CEO's interpretation:** Three faculty members were allowed access to the Board after internal procedures had been exhausted.

**EXECUTIVE LIMITATIONS****ANNUAL****Treatment of People #6****Page 8****The President shall not fail to acquaint students and staff with their rights and responsibilities.**

**CEO's Interpretation and its justification:** The President shall ensure that staff and students are acquainted with their rights and responsibilities.

**Data directly addressing CEO's interpretation:** The rights and responsibilities of students and staff are outlined in the GCCC catalog, student handbook, college web site, student activity handbook and athletic handbook. Staff has access to the employee manual, faculty manual, adjunct faculty manual and the negotiated agreement. Students, staff and faculty are informed of these resources at new student and new employee orientations as well as throughout their tenure via advising sessions and departmental meetings.

**EXECUTIVE LIMITATIONS**

ANNUAL

**Treatment of People #Preamble**

Page 8

**With respect to treatment of students, staff, volunteers, and the community, dealings shall not be inhumane, unfair, or undignified.**

**CEO's Interpretation and its justification:** The President shall ensure that students, employees and stakeholders are treated in a humane, fair and dignified way.

**Data directly addressing CEO's interpretation:** Open, transparent communications among and between students, faculty, staff and other stakeholders is of utmost importance to the administrative team. Respectful consideration of suggestions and concerns will facilitate feelings of inclusion and value. Fair treatment of others and professional behaviors are expected of all GCCC employees. Employee concerns about fair treatment can be addressed via the "Grievances and Complaints" policy and procedures and/or the Negotiated Agreement. Student concerns regarding treatment are handled by the Dean of Student Services, the Dean of Academics and/or the Dean of Technical Education and fall under student polices outlined in the GCCC Student Handbook.

## Debbie Atkinson

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**From:** Steve Quakenbush  
**Sent:** Monday, July 26, 2010 5:49 PM  
**To:** Lynn Schoonover  
**Cc:** Kevin Brungardt; Dee Wigner; Lenora Cook; Ryan Ruda; Deanna Mann; Catherine McKinley; Robert Larson; Debbie Atkinson; Melinda Harrington; Patsy Zeller; Linda Morgan; Kate Covington; Ron Smith; Tara Lightner  
**Subject:** Re: Solar Car Event

Thanks, Lynn. We were glad to have them, and I really can't take any credit. I know lots of campus and community folks went out to see the cars and talk to the crews, so it was also a great experience for everyone here. I even overheard two conversations later Friday evening in a local restaurant from community residents who were impressed with the cars. I don't know if the tour ever takes the same route a second time, but I think everyone here would be pleased to host the group again. In addition to the folks you mentioned, I also want to acknowledge Tara Lightner in our CECS Division, for booking the site; Kate Covington, our residential life director, for help in getting local law enforcement personnel to assist drivers in exiting the campus safely when they left Saturday morning; and Ron Smith of our security staff. I'm sure there were others who pitched in as well, and I know that Dr. Marks seemed very pleased when I got the chance to meet him. Thanks for the follow-up message.

STEVE

On 7/26/10 5:32 PM, "Lynn Schoonover" <[lschoonover@gcnet.com](mailto:lschoonover@gcnet.com)> wrote:

Steve,

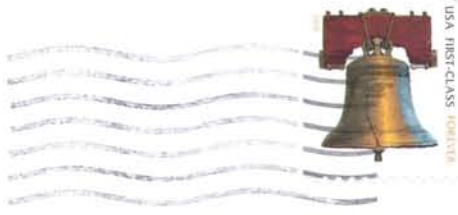
Thank you for all of your efforts and hard work on the Solar Car displays last week! It was awesome and so great to enjoy the kids and their traveling companions. They were all so grateful for the hospitality you and your group showed to them. Great Western Dining did an outstanding job on feeding this large group. The food was wonderful, the service was great and the kids were so grateful. Please thank them as well. Your grounds staff offered the travelers ice for their coolers and kept the restrooms open for them. All in all, an outstanding job. We sure do appreciate all you and the staff did. Please pass along our thanks!

Lynn and Roxanne

*Lynn Schoonover, Director*  
Finney County Convention & Tourism Bureau  
1511 E Fulton Terrace  
Garden City KS 67846  
620.276.3264 Office  
620.276.3290 Fax  
800.879.9803 Toll Free  
[lschoonover@gcnet.com](mailto:lschoonover@gcnet.com)  
[ctb@gcnet.com](mailto:ctb@gcnet.com)  
[www.gardencitychamber.net/ctb](http://www.gardencitychamber.net/ctb)



Mrs. Betty Jo Johns  
709 Price Street  
Garden City, KS 67846



Board of Trustees  
Garden City Community College  
801 Campus Drive  
Garden City, Kansas 67846



Thank you for your  
donation for Brethren  
Volunteer Service. Joel donated  
a year of his life to this  
organization. We thank you  
so much.  
Betty Jo  
Joel & Brock



Thank you for  
+ thinking of us with  
the beautiful plant -  
Terri + Mark  
Worf

GOCC family  
staff + faculty -  
For all the kindness you have shown,

We thank you very much,  
For sympathy in sorrowing days,  
For friendship's healing touch  
With gratitude our hearts are full,  
Though words cannot convey  
The tender thoughts and thankfulness  
We hold for you today

By the family of

Lanny  
Harvey



## **Incidental Items August 2010**

**The GCCC Adult Learning Center** was featured this month in the “Into America” series, an Internet-based video program of the BBC World News. Washington D.C.-based reporter Franz Strasser focused on the center’s efforts to educate and assist Somali and Burmese immigrants as they learn English and assimilate into American society. In addition, a similar story reported by KSNG TV-11 News Director Kirsten Rosotti was carried on the Kansas State Network.

**GCCC and Beef Products, Inc.**, have launched a new program to train industrial technicians to help operate the company’s Finney County processing plant. For qualified students, which BPI sought at three recent on-campus job fairs, the company will pay the cost of tuition, fees and books in a series of specialized classes taught by the college. Students will split their time between learning on the campus and work shifts at the plant, receiving a \$12 hourly wage in the year-long program, followed by a one-year work commitment at BPI.

A total of 275 incoming students attended **GCCC Early Enrollment Day** sessions this year on campus, resulting in 274 full-time enrollments. That’s an increase over 2009-2010, when 249 individuals attended, resulting in 245 enrollments. Also, the GCCC Admissions Department conducted 287 individual campus tours during 2009-2010, up from 234 in 2008-2009 and 215 in 2007-2008.

**Enrollment in credit classes offered by the EduKan online consortium increased to 3,416** in 2009, according to a new report by Director Mark Sarver, up from 3,148 in 2008 and 3,137 in 2007. Among the six member colleges, EduKan students selecting GCCC as their credit-granting institution made up 16.98 percent of the total.

A total of 14 vehicles from the **2010 Hunt-Winston Solar Car Challenge** used GCCC as an overnight stop July 23 on an eight-day, 866-mile race from Fort Worth, Texas to Boulder, Colo., drawing a number of campus and community spectators to the Penka Building parking lot. The event, involving drivers, builders and support crews from Colorado, Connecticut, Louisiana, Minnesota, Mississippi, New York, Oregon and Texas, is sponsored annually by the Winston preparatory school, of Fort Worth, as a science and engineering project for talented high school students.

**Twenty students** appeared in a series of Garden City Telegram advertisements this summer for GCCC fall semester enrollment, representing a number of communities and majors. The group included Marisol Garcia, Rolla, business management; Justin Rogers, Garden City, fire science; Krishna Baker, Garden City, drama and music; Thuan Quach, Los Angeles, Calif., pre-medicine; Samantha Roecker, Garden City, business; Josie Saenz, Scott City, cosmetology; Dan Rogers, Selden, health, physical education and recreation; Marina Ovalle, Curtis, Neb., animal science; Yasser Rios, Lubbock, Texas, John Deere Tech; Haley Wilcoxson, Scott City, general education; Aja Ardery, Sublette, speech pathology; Katie Mashak, Pretty Prairie, journalism; Guadalupe Nunez, Garden City, criminal justice; Kasyn Scott, Dighton, radiology; Deirdre Mays, Bellevue, Neb., interior design; Matthew Shelley, Garden City, journalism; Ali Ybarra, Ulysses, accounting; and Anna Rodriguez, Garden City, cosmetology. The group also included Shane Donovan, Garden City, control room operator at Sunflower Electric, and Brick Beyer, Lakin, owner of The Agency, who are each participants in the GCCC Business and Industry Institute’s Certified Supervisor Certificate Program.

**Paramedic** students will be graduating August 15<sup>th</sup>. Ceremony will be at the Seventh Day Adventist Church at 3 pm. 12 student have been selected for the new Paramedic class starting in September with our new instructor Jerrad Webb

John Deere Ag Tech program has accepted 24 students for Fall 2010.

**Instructor/Coordinator class for Emergency Medical Services** had **29** participants. The students came from all parts of the state including Johnson, Trego, and Butler counties to mention a few.

Two Criminal Justice Students successfully completed the Kansas Collegiate Law Enforcement Academy in May 2010.

We have seven LPNs who **graduated from our stand alone PN program** bridging into the ADN program. They have chosen GCCC to continue their education.

Amy Water's submitted her **Master's** thesis this summer

Kat Burgardt, Elizabeth Wampler and Patsy Zeller completed their **Master's in Nursing**

Nursing conducted a focus group with successful **Hispanic Students in the Sophomore RN** program. Five students attended the focus group and one of our graduates is interested in being a volunteer tutor for the fall semester. She will be attending a tutor training workshop with Janice Urie the 20<sup>th</sup> & 27<sup>th</sup> August.

Eight students successfully completed **Ag Internship** this summer. Great numbers!!!!

### Adult Learning Center

- **BBC News** and the **KSN News** visited the **GCCC refugee program**. Both news media were very interested in learning about the refugees in Garden City and how the community is adjusting to it.
- Five former **GED graduates are returning to college** this fall and are seeking help with financial aid and other assistance to enter college.
- The **Migrant Family Literacy Program** has received notice the grant was renewed for the next year. It was renewed at 110% more than last year.
- 15 students in **Transition** class, will start official practice tests this month.

### Business & Industry Institute/Community Services

<b>JULY 2010</b>	<b>Course</b>	<b>Enrollments</b>	<b>CEUs</b>
<b>Contract Training</b>	Challenge Course – City of GC	8	3.2
<b>Open Enrollment</b>	CDL Exam Prep (English)	4	5.6
	CDL Exam Prep (Spanish)	5	7
	QuickBooks Fundamentals	6	4.8
	Excel Fundamentals	4	3.2
	Word Fundamentals	5	4
	Kids' College (all day)	23	16.1
	Kids' College (half day)	17	5.95
	KC Challenge Camp	12	42
<b>Online</b>	Ed2Go - Misc. programs	1	na
	<b>TOTALS</b>	<b>85 students</b>	<b>91.85 CEUs</b>

Director Pat Veearst participated in the **Downtown Vision** meeting with Kansas Department of Commerce Secretary Thornton, assisted in set-up for The Wild Affair at Lee Richardson Zoo, worked with the Fabric & Fiber group on campus, attended the Bryan Education Center closing reception and took part in a Kansas MarketPlace Conference Advisory Board meeting via conference call.

Client Joey Kelch, Project Fitness, in Garden City was featured as the **KSBDC Success Story** this summer.

### **SWKRPC**

In fiscal year 2010, the **Southwest Kansas Regional Prevention Center provided services to 14,598 people in the 25 southwest Kansas counties** it serves. These numbers reflect the number of people who were influenced by 500 of SWKRPC's most significant service events in FY10. It does not include every single contact that was made with the public.

The **Business & Industry Institute** has been awarded a grant by the Kansas Department of Commerce to send two people to "train-the-trainer" certification to teach **Geo-thermal Installer courses**. GCCC's Business & Industry Institute currently is the only organization in Kansas to offer this "green" training.

GCCC is very pleased to host **18 international students** from 9 countries this fall. The students are from Australia, Germany, Brazil, Canada, England, Jamaica, Sweden, Argentina and Ireland.

As of August 3<sup>rd</sup>, the financial aid office has processed applications for more than **1400 students**, an increase of more than 65% as compared to the same time last year.

**Remodeling** projects are on schedule. The new office furniture for faculty located in the Fine Arts Building is being assembled and the offices will be ready for faculty upon their return August 13.

The casework has been installed in **Fouse Science and Math**. The electrician and general contractor expect to be finished with their work by August 9. We have a new shipment date of August 13 for the fixed seating and tables. American Seating has assured us that they will begin installation on Monday, August 16 and will be completed by Thursday, August 19. This is two weeks past our projected completion date, much better than the previous anticipated ship date of September 13.

The **auditors** have completed their field work for the annual audit and are now working on the financial statements.

## **Residential Life Board Report**

**2009-2010**

### **MISSION STATEMENT**

The Residential Life Areas mission is to provide a safe, secure, and clean environment where all residents are treated as equals. To promote diversity and understanding, and to serve as role models and mentors to the residents. We also strive to promote a positive outlook of the campus community, have fun, make friends, and help the residents enjoy their home away from home.

### **OCCUPANY RATES (Average)**

Fall 2006	Spring 2007	Fall 2007	Spring 2008	Fall 2008	Spring 2009	Fall 2009	Spring 2010
<b>236</b>	<b>195</b>	<b>245</b>	<b>213</b>	<b>313</b>	<b>267</b>	<b>318</b>	<b>272</b>

### **RESIDENTIAL LIFE ACTIVITIES AND INVOLVEMENT/CAMPUS INTERACTION**

Various activities including tournaments, sports nights, birthday parties, information programs, fun nights, feeds, game nights, dances, contests, food service committee, late night breakfasts, study break nights, steak nights, resident appreciation night, theme nights in the cafeteria and more. Attendance ranges from 25 to 200 depending on the event and its popularity. We have very good attendance when we serve food because the residents are always hungry. The residents also enjoy mailbox stuffers on holidays and office candy.

The highlight of the year was, and is always, the Resident Appreciation Dinner held in March in the cafeteria. The theme this year was luau and included luau attire for all attendees complete with real goldfish on the tables as the centerpieces and the Big Kahuna wandering around all night. The students enjoyed mock tails, hors d'oeuvres, and a served dinner. Dessert was a chocolate fountain with various items to dip. Of course, this event could not have been accomplished without the assistance of over 40 faculty and staff members, community members, and Ron Schwartz along with his wife Janie from the Board of Trustees and Dr. Ballantyne who served as our greeter..

Our Student Activity Director has been on board for over a year now and continued the all-campus activities that had been started previously. Residential Life worked in conjunction with her mentoring and supporting the activities held in the Beth Tedrow Student Center.

The residence halls and the meeting rooms are used year round. They serve not only college personnel but also local business groups, civic organizations, local and state government agencies, alumni, sports camps, area colleges, universities, and local churches that host a nondenominational student bible study. The residence halls have housed, Bronbuster Football Camp, Athletic Training Camp, Eustis Farnum FFA Judging Team (coach is alumni), Jim Clanton Baseball Tournament Officials and some teams, family reunions as well as the students year round for the fall, spring and summer terms. This summer has been our biggest summer season ever serving 88 residents so far for 3 to 6 weeks each. This benefits the students as well as the institution and provides support for the Garden City community and surrounding areas.

## **UPGRADES Since 2006**

Remodeled the Bill Kinney Room	2007
Remodeled and named the Broncbuster Room	2008
Retiled and carpeted Endowment Room	2008
Started replacing desk chairs in apartments and west halls	2008
Remodeled Director's apartment	2008
Continued mattress replacement	2009
Purchased 1 CP3 machines for bathroom cleaning	2009
Cell phone for resident assistants	2009
Built Maintenance Office in Residential Life Area For new Maintenance Man	2009
Replaced 2 T piece door frames in Apartment bedrooms in the upstairs apartments	2009
Replaced lock cores in all residents rooms with the 1 <sup>st</sup> Set of rotating locks	2009
Painted east units	2010
Replaced fire alarm (west hall)	2010
Purchased Refrigerated salad bars in cafeteria	2010
Replaced outside doors in apartments and painted them	2010
Added additional lighting between apartment buildings A & B	2010

The Director of Residential Life has moved into and is enjoying the renovated apartment she and her husband live in. The look of a real home is a pleasant change and more space is very nice to have.

We need to look into the renovation of the Supervisors Apartment in the West Hall. It is from the original build with the exception of an added on bedroom when his children were little. The apartment is very dated and not in very good condition anymore. It needs a facelift also..

## **COMMUNITY SERVICE AND COMMUNITY INTERACTION**

Residential Life students and staff participate in community activities including, Endowment Association Auction & Phone-a-thon, Garden City Recreation, local parades, local churches, volunteer for local charities and service organizations as well as participate in reading programs and mentoring in local school and churches.

Local residents call the Residential Life Office to have students help them do anything from babysitting, yard work, moving, house sitting, and other odd jobs. We find students to fit the need and have many return calls or word of mouth referrals.

## **RECRUITING AND RETENTION**

### **Recruiting**

Compiled information for prospective students  
Assisted Admissions office with tours to showcase residence halls  
Assisted with early enrollment days  
Increased meal plan options to three choices  
Added "Buster Bucks" to resident meal plans for use in the Broncbuster Bistro

**Retention**

Work in conjunction with food service to address resident needs (Food Service Committee)

Address resident needs with referrals to other departments

The Residential Life Office is open daily

Full-time professional staff is on duty 24-hours per day including weekends and holidays

Know the students and address them personally on a daily basis

Provide support to students by attending on and off campus events they are involved in

**RESIDENTIAL LIFE STUDENT BILL ADJUSTMENTS**

1998-1999	\$ 5,993
1999-2000	\$ 2,082
2000-2001	\$ 3,417
2001-2002	\$12,260
2002-2003	\$10,028
2003-2004	\$11,895
2004-2005	\$13,700
2005-2006	\$10,690
2006-2007	\$19,375
2008-2009	\$20,772
2009-2010	\$24,765

All payment received from students go towards tuition and fees first. Any funds received after that is put towards the room and board expenses. The board bill is paid to the outside food service company hired by the college. If there is any unpaid balance it is a loss towards the room charges and written off as Student Bill Adjustment. Any monies collected by a collection agency are put in this account; however, the college must pay the collection agency a percentage of the money collected.

Collection of the balance on the accounts of the residence hall students the last 10 years has been done strictly by the business office. Prior to that, the Director of Residential Life worked in conjunction with the business office to collect the balances of the students in the residence halls. A possible recommendation is that the college names a person to contact students/parents each month to keep payments current or allow the Director of Residential Life to assist in collections.

**GCCC STUDENT HEALTH SERVICES**  
**Summary of Activity**  
**2007, 2008, 2009**

SERVICE AREA FUNCTIONS

1. Indicate the principle functions or types of services performed by this service area.
  1. To provide health care to students and employees.
    - provide first aid and dispensary services
    - interact with instructors regarding a student's health as necessary and with confidentiality
      - ✓ notes of illness to instructors, coaches, employees
      - ✓ communication regarding specific health conditions, chronic or acute, of students
    - act as a checkpoint for students who are ill, hospitalized or disabled.
      - ✓ assist ADA coordinator, as needed
      - ✓ communicate with instructors/coaches regarding student absence
    - maintain files/records of students and employees served in health office
    - establish and maintain yearly budget
    - maintain stock necessary to operate health office
    - network with community health care providers and act as referral agent as indicated by nursing assessment
    - establish, maintain, and update health services policies and procedures
  2. To provide health care to students and employees through education/prevention
    - disseminate health education/prevention information
      - ✓ classroom presentations as requested by instructors
      - ✓ presentations as requested by community entities
      - ✓ communicating through interviews by Silhouette staff for columns in the campus newspaper regarding health issues
      - ✓ grant student interviews on various health topics to assist with student presentations
      - ✓ vaccination campaigns through Student Health Services
      - ✓ distribution through GC3 and Busermail of monthly newsletter
    - administer immunization policies
      - ✓ conduct immunization clinics when appropriate
      - ✓ maintain health & immunization forms & files
      - ✓ monitor Residential Life for Immunization requirement compliance
    - coordinate campus bloodmobile visits
    - monitor OSHA Bloodborne Pathogen Plan requirements
      - ✓ conduct yearly custodial/maintenance/security safety training
      - ✓ participate in New Employee Orientation as BBP presenter
      - ✓ monitor accessibility of BBP to employees and availability of first aid supplies
      - ✓ review and revise BBP annually, as necessary
    - act as source for student health insurance information

3. To represent student health interests and needs as a member of student services division

- to maintain confidentiality in the health office
- to maintain membership in American College Health Association
- to maintain membership in Central College Health Association
- to attend staff meetings as requested
- to serve on committees as appointed by the Dean of Student Services and the College President
- all vaccinations given in SHS entered into Datatel
- collaborate with other division members to complete yearly planning documents
- maintain policies and procedures for Student Health Services
  - ✓ yearly revision and/or review of Bloodborne Pathogens Plan
  - ✓ obtain yearly standing orders
  - ✓ ongoing revision of policy and procedure manual

**ACTIVITIES: January – December, 2007**

- SANE/SART Committee member (attended 8 meetings)
- Finney County Health Dept. Family Planning Advisory Committee Member
- Instructed 5 Continuing Education Units for Cosmetology Instructors and Students, “Infection Control Issues”, April 12, 2007 (40 participants)
- 17 Sexually Transmitted Disease/HIV classroom presentations (406 students)
- Presented Bloodborne Pathogens in New Employee Training to 41 employees
- Completed mandatory Custodial, Maintenance, and Security Bloodborne Pathogen Training to 25 employees.
- Conducted 4 classes on “Healthy Living” to Adult Learning Center (80 students)
- Participated in Hispanic Day as presenter (88 students)
- Participated as presenter for New Student Orientation (75 students)
- Attended 2 In-services
- Collaborated to produce campus presentation, “National Crime Victim’s Rights”, April 17, 2007.
- Coordinated GCCC/American Red Cross Blood Drive, April 25, 2007
- Participated with Counseling Department to accomplish “Depression Screening” of 50 students – October 17, 2007.
- Offered Seasonal Influenza Vaccinations to GCCC students and employees.
- Produced Student Health Office Unit Plan and participated in production of Division Plan
- Review, revise and update GCCC Student Health Services web page
- Acted as tour guide for John Deere Day – March 8, 2007
- Monitored compliance of mandatory immunization policy for Residential Life, achieving 100% compliance.
- Entry of all vaccinations into Datatel (500)
- Obtained yearly standing orders from Michael Baughman, MD for GCCC Student Health Office.



- Interviews with Silhouette staff for publication of health information (7 interviews).
- Participated in March of Dimes Walkathon as GCCC team member – April 15, 2007.
- Participated in Early Enrollment Days.
- Attended Employee Development offerings:
  - “Using Digital Cameras”, January 25, 2007
  - “SNAG IT” training, February 14, 2007
  - “Getting the most out of Digital Cameras”, February 15, 2007
  - “Digital Camera Purchasing Tips”, February 22, 2007
  - “Punching Up Your PowerPoint”, August 10, 2007
  - “Smart Classrooms”, November 20, 2007
- Attended Off Campus Employee Development
  - “HPV/Gardasil Vaccine Update” (University of Kansas Presentation), Jan. 2007
  - SWAHEC/KU Medical Ctr. “Drugs, Bugs HIV Update”, November 26, 2007
- November, 2007, Revision of Bloodborne Pathogen Standard to reflect updated requirements.
- Continued to network with off-campus health care providers for GCCC students
- Attended Commencement, May, 2007

## **GOALS & OBJECTIVES MET, 2007**

### **Helping Students Learn**

STD/HIV presentations continued

“Depression Screening” for students

Continued to network with community healthcare providers for GCCC student healthcare

Monitored Residential Life Immunization Requirements

Transport students to medical appointments, as needed

Dorm visits to sick students

### **Leading and Communicating**

Continued implementation of Bloodborne Pathogen Standard

Coordinated American Red Cross/GCCC Blood Drive

Participated in New Employee Training

Attended SANE/SART committee meetings

March of Dimes WALKATHON participant

Assisted with “National Crime Victims Rights” Presentation

John Deere Day tour guide

Hispanic Day presenter

Continuing Education Provider for Cosmetology Instructors and their students.

### **Planning Continuous Improvement**

Obtained Physician Standing Orders for Student Health Office

Updates for Student Health Services Web page

Updates of Student Health Center brochures

Attended Employee Development offerings, on and off campus.

Continued Datat

**ACTIVITIES: January – December, 2008**

- SANE/SART Committee member (8 meetings attended)
- Finney County health Dept. Family Planning Advisory Committee Member
- Attended Employee Development offerings:
  - “Conflict Resolution”, May, 2008
  - Busterweb for GCCC employees, May, 2008
  - “Sexual Law Defined”, John Wheeler, County Attorney, January 31, 2008
  - “Sexual Harassment for Supervisors”, June, 2008
  - Central College Health Assn. “College Health in the Heartland” @ Lawrence, KS, March 12-14, 2008.
- Continuing Education Units (5) provider, “Infection Control Issues” for GCCC Cosmetology Instructors and Students (60 participants).
- 10 Sexually Transmitted Disease/HIV classroom presentations (272 students)
- Bloodborne Pathogens at New Employee Training to 14 employees.
- Attended 2 In-services.
- Coordinated American Red Cross/GCCC Blood Drive, March 6, 2008.
- Coordinated “WORLD AIDS DAY” commemoration, December 1, 2008.
- Instituted “HEALTH MATTERS” monthly newsletter from Student Health Services distributed through BUSTERMAIL and GC3.
- Coordinated Webinar through TLC
  - “Meeting the Challenges of Eating Disorders in the College Population, Oct. 14, 2008.
- Offered Seasonal Influenza Vaccinations through Student Health Office.
- Produced Unit Plan and participated in production of Division Plan for College planning.
- Updated Student Health web page.
- Acted as Newman Club Co-sponsor.
- Monitor Residential Life Immunization Compliance
- Datatel entry of all immunizations
- obtained Standing Orders from Michael Baughman, MD.
- Conducted 11 interviews with Silhouette Staff for publication of health information.
- March of Dimes Walkathon, GCCC team member, October 4, 2008.
- Participated in Early Enrollment Days.
- Coordinated American Red Cross/GCCC CPR/First Aid certification to campus, April 17, 2008.
- Participated in WALK ACROSS KANSAS as GCCC team member “Campus Cruisers”, March, 2008.
- Continued networking with off-campus healthcare providers to improve health care for GCCC students.
- Attended Commencement, May, 2008

## **GOALS & OBJECTIVES MET, 2008**

### **Helping Students Learn**

STD/HIV presentations continued  
Continued networking with community healthcare providers  
100% Residential Life Immunization compliance  
Transport students to medical appointments, as needed.  
Newman Club Co-sponsor

### **Leading and Communicating**

Implementation of Student Health monthly newsletter, "HEALTH MATTERS".  
Continuing Education Provider for Cosmetology Instructors/Students  
SANE/SART Committee member  
WALK ACROSS KANSAS participant  
Coordinated American Red Cross Blood Drive  
Coordinated "World AIDS Day" commemoration

### **Planning Continuous Improvement**

Participated in Employee Development, on and off campus.  
Continued Datatel entry  
Attended Central College Health Assn. Conference  
Coordinated American Red Cross CPR/First Aid to GCCC campus  
Coordinate Webinar, "Eating Disorders in College Students"  
Produced Unit and Division Plan for yearly college planning

## **ACTIVITIES: January – December, 2009**

- 12 Sexually Transmitted Disease/HIV classroom presentations (280 students)
- Attended Inservice (2)
- New Employee Orientation presenter (32 employees)
- SANE/SART Cmt. member (8 meetings)
- FCHD Family Planning Advisory Cmt.
- Presenter at New Student Orientation (90 students)
- Women's basketball presentation (50 students) "College Life Safety Issues", August 20, 2009
- Coordinated American Red Cross Blood Drive at GCCC, February 5, 2009
- Collaborated to bring presentation to GCCC Campus Community
  - March 6, 2009, Jeremy Deckard, Public Information Officer  
Kansas Human Right Commission  
"Sexual Assault" (2 presentations)
- Participated in GCCC Health Fair by taking blood pressures (82 employees), January 12, 2009
- Participated in Residential Life check In Day, August 10, 2009.
- Continued monthly publication of "HEALTH MATTERS" newsletter.
- Coordinated webinar in TLC "H1N1 Response & Vaccination" November 16, 2009
- Participated in Employee Development opportunities:
  - "Word Templates/SNAG IT", January, 2009
  - "Quick & Dirty Word", January, 2009
  - "Writing Successful Grants", April, 2009
  - "Share Point Help Desk", September, 2009
  - "Patient Protection from Infection" (H1N1), St. Catherine Hospital, August 13, 2009
  - Governor's Conference on H1N1, St Catherine Hospital, August 24, 2009
  - Southwest Kansas School Nurse Conference/H1N1 Issues, October 23, 2009
- Attended Central College Health Association Conference, "Voice of College Health for 60 Years", Creighton University, Omaha, NE, March 10-13, 2009
- Offered Seasonal Influenza Vaccination to campus
- Produced Unit Plan and participated in production of Division Plan for college planning.
- Revised Student Health Services Web Page to reflect changes in forms.
- Newman Club Co-sponsor.
- Residential Life Immunization monitoring continued.
- Bloodborne Pathogen Standard revisions, December, 2009
- Datatel entry of all vaccinations given in Student Health Office.
- Obtained Standing Orders from Michael Baughman, MD. December, 2009.
- Conducted interview with Silhouette Staff for health information (14).
- Established procedures/protocols to address H1N1 on campus
- Participated in GCCC "90<sup>th</sup>" Birthday Celebration, September 13, 2009.
- Continued networking with off campus healthcare providers.
- Attended Commencement, May, 2009

## **GOALS & OBJECTIVES MET, 2009**

### **Helping Students Learn**

STD/HIV presentations continue

100% immunization compliance

Kansas Rights Commission, Jeremy Deckard, "Sexual Assault" presentation.

Continue networking with off campus healthcare providers

### **Leading & Communicating**

Distribution of "HEALTH MATTERS" monthly newsletter

Member of SANE/SART Committee

Member of FCHD Family Planning Advisory Committee

Coordinated American Red Cross Blood Drive

Participated in GCCC health Fair

### **Planning Continuous Improvement**

Participated in Employee Development

Continued Datatel entry of vaccinations

Coordinated Campus Presentations on Safety Issues (2)

Attended Central College Health Association Conference in Omaha, NE

Attended Governor's Conference, School Nurse Conference, and Webinar relating to H1N1 issues.

Established procedure/protocols to handle H1N1 on GCCC campus.

## **EVALUATION SURVEY RESULTS**

An online STUDENT HEALTH SERVICES SURVEY was conducted April, 2010. The results

were tabulated by the Teaching & Learning Center and given to the Student Health Nurse.

The survey consisted of 7 questions and was distributed through Busermail and GC3. A

summary follows:

#1. Employee respondents vs. student respondents. Total number of responses were 96. 62.5%

(60) came from employees and 37.5% (36) came from students.

#2. Students were asked to indicate housing type. Total responses were 37. 27.0 (10) lived on

campus and 73.0% (27) lived off campus.

#3. "Do you know where the Student Health Office is located?" Total responses were 97.

80.2% (77) knew where the health office was located and 19.8% (19) responded that they didn't

**#4. "How often have you used the Student Health Office?"** Of the total 96 respondents, 34.4% (33) had never visited the health office. 56.3% (54) had visited 1-5 times; 3.1% (3) had visited 5-10 times; 6.3% (6) had visited 10+ times.

**#5. "Were your needs met by the Student Health Nurse in a satisfactory manner?"** Of the 80 respondents, 82.5% (66) answered Yes. 17.5% (14) answered Other. Any area was given for explanations of the "other" answer. 14 responses all indicated that they had not visited the Student Health Office.

**#6. "Do you feel your confidentiality was respected during your visit to the Student Health Office?"**

Total of 79 respondents: 82.3% (65) answered yes. 17.7% (14) gave "other" responses.

All the other responses indicated that they had not been to the Student Health Office.

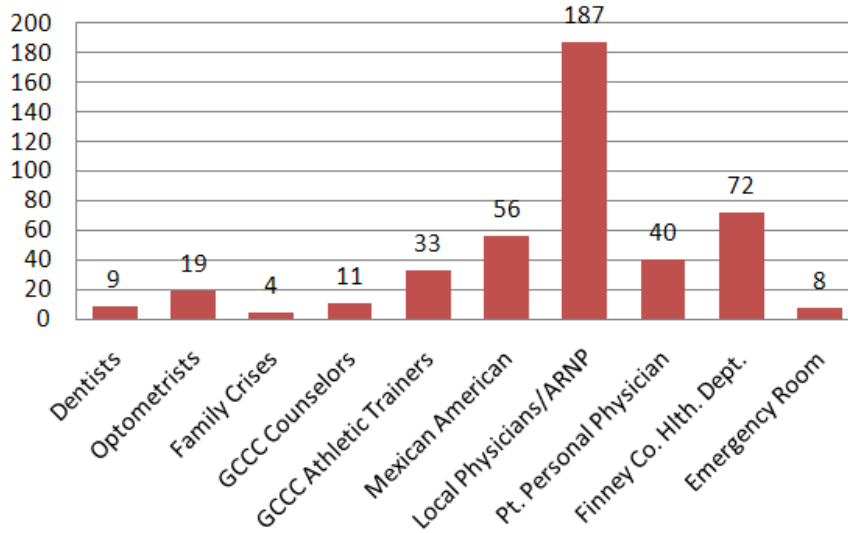
**#7. "Please offer any comments or suggestions to help us better serve you."**

23 responded with comments which follow.

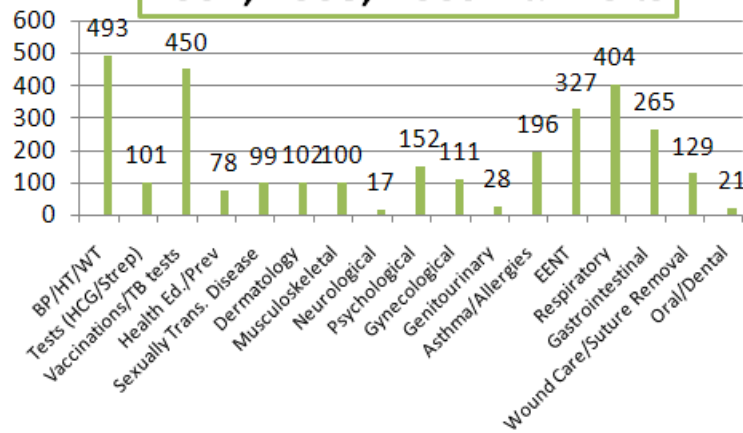
1. I am confident they do a very good job. I do not work when open.
2. The nurse is very approachable, helpful, and professional. She has a strong service focus.
3. The campus nurse does a wonderful job. She really cares about the health of students & staff.
4. The people at our Student Health Office are very pleasant hard working people.
5. As an employee, I believe the campus nurse is a valuable resource for GCCC and its students.
6. Keep up the good work!
7. Maybe there is something posted somewhere and I did not see it. What time of day is someone there?

8. Janice really works to serve the staff and students.
9. The nurse was very helpful. She worked around my schedule to fit me in!
10. Thank you for doing a great job!
11. The nurse was very helpful and did a great job helping me.
12. Janice does an excellent job of keeping us up to date on the current health issues. She is very realistic in her approach and is kind and respectful to others.
13. Janice is always very helpful.
14. I go to get my flu shot every year.
15. Services offered by the Student Health Office are very much needed and appreciated by both students and employees. Having a center on campus provides information, education and services necessary of an institution that places value on its personnel/customers.
16. Janice does a wonderful job. Thank you!
17. Services was and always has been GREAT!
18. I think Janice does an excellent job in the health office. I refer student to her all the time. I am thankful that she is available to employees as well!!
19. I appreciate being able to get annual flu shots on campus.
20. Janice is great!
21. Keep up the good work!
22. Let people know more about it. I didn't know you could go there if you lived off-campus, somebody had to tell me.
23. Each student should receive an information packet. I found out about the health office and it's services a week after I paid for a tetanus test for a job I was referred to through the school! I am a student. I could have used that money

### 2007, 2008, 2009 SHS Referrals

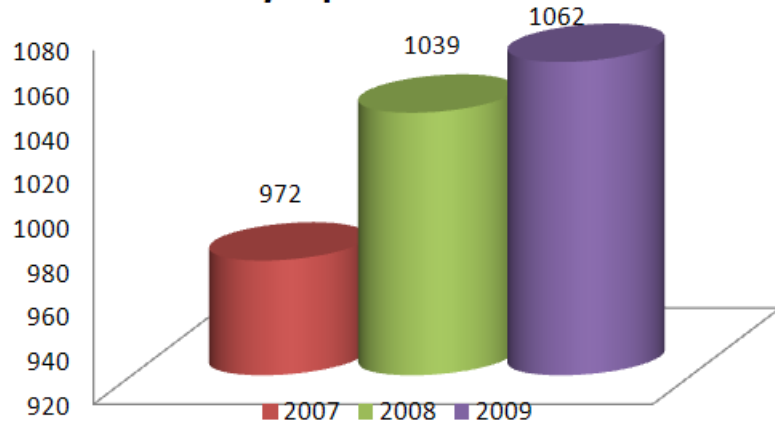


### 2007, 2008, 2009 Pt. Visits





### Total 3 yrs patient visits - 3073



1. Approximate the number and/or percentage of services provided to each clientele.

