

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

**July 13, 2011**

Trustees Present: William S. Clifford, Merilyn Douglass, Ron Schwartz, Terri Worf, Steve Sterling

Trustees Absent: Jeff Crist

Others Present: Debra Atkinson, Deputy Clerk  
Kevin Brungardt, Dean of Academics  
Lenora Cook, Dean of Technical Education  
Jerry Curry, *Garden City Telegram*  
Kent Kolbeck, Coordinator and Instructor, John Deere Ag Tech  
Deanna Mann, Dean of Institutional Effectiveness and Enrollment Services  
Cathy McKinley, Dean of Continuing Education and Community Services  
Linda Morgan, Faculty Senate President/Criminal Justice Instructor  
Larry Pander, Fire Science Instructor  
Steve Quakenbush, Director of Information Services and Publications  
Ryan Ruda, Dean of Student Services  
Dr. Herbert Swender, President  
Jeff Southern, Director of Information Technology  
Dee Wigner, Executive Dean of Administrative Services

**CALL TO ORDER:**

Chair Clifford called the meeting to order at 5:55 PM.

**COMMENTS FROM THE CHAIR:**

Chair Clifford made the following comments:

- There were two community activities conducted on GCCC campus last month.
- June 18, 2011 GCCC and Garden City Area Chamber of Commerce hosted the Post-Session Legislative Coffee that had been suggested previously by Representative Reynaldo Mesa.

**MODIFY AGENDA:**

Item D Approval of minutes of previous meeting (June 8, 2011) in I-Call to Order, will be moved to III-Consent Agenda item F.

**OPEN COMMENTS FROM PUBLIC:**

Chair Clifford noted that no one had registered to make comments. Should anyone arrive at a later time Chair Clifford would make time for comments.

**REPORT FROM FACULTY SENATE:**

Linda Morgan, Department of Public Safety Instructor/Director and Faculty Senate President, told Board Members that regular Faculty Senate meetings are on hold for the summer, and that faculty are teaching summer classes and enjoying vacation time.

Program Report:

Department of Fire Science

Larry Pander, Coordinator and Instructor

Pander told Board Members that in addition to the college credit Fire Science program, which graduated nine firefighters in May with two more completing degree requirements this summer, GCCC provides all training for the volunteer fire departments of Southwest Kansas.

The Southwest Kansas Fire Training Center on campus serves as a state firefighter certification testing site, he added, and Pander serves on the Kansas State Fire Commission by appointment of the governor. In that capacity, he is helping the state develop minimum firefighter standards.

Pander explained that he provides most training for area departments in their home communities, so local towns aren't left without coverage while their firefighters attend. For students seeking firefighter degrees from GCCC, classes take place at the campus-based center, which was developed jointly by the college and the City of Garden City.

Board Members expressed appreciation to Pander for his work and being an ambassador for GCCC.

**NEW BUSINESS:**

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

**DISCUSSION OF 2011-2012 BUDGET:**

President Herbert Swender reviewed highlights of the proposed FY 12 budget.

Beginning the review, Swender told Trustees that there would be no increase in the property tax mill levy. The total college levy will remain at 20.2 mills for the annual term that began July 1, including 19.146 mills for the general fund and 1.054 mills for the capital outlay fund. The budget, including total taxes of \$9,833,827 from the Finney County property tax base, was built on a partial recovery of local tax valuation from one year ago. At that time, county-wide valuation had fallen by more than \$45 million to \$451,133,347. For 2011-2012, valuation has risen by more than \$35 million, to a projected level of \$486,809,220.

The plan, which includes a full published general fund total of \$19,601,716, includes a projected salary increase of two percent for college employees, who went without a pay increase in the year that just ended. Swender explained that the budget incorporates an increase of \$2 per credit hour in student tuition, as well a \$3 per credit hour raise in student fees, which the board authorized in February; and limited but anticipated increases in expenses for maintenance, repairs, vehicles, utilities and insurance. Budget hearing is scheduled at the beginning of the regular meeting August 10.

**MOTION:**

*Schwartz moved, seconded by Worf, that the Board of Trustees authorize for publication a budget for the Fiscal Year 2011-2012 with a General Fund tax in the amount of \$9,320,527 with an anticipated General Fund mill levy of 19.146 mills. Further, that the Board authorize the publication of a Capital Outlay tax equal to 1.054 mills with an anticipated Capital Fund Outlay tax in the amount of \$513,291.*

*Chair Clifford called for the vote.*

*Motion carried:*

*5 Aye- Clifford, Douglass, Sterling, Schwartz, Worf*

*0 Nay*

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

Chair Clifford opened the floor for nominations for Chair of the Board of Trustees for the 2011-2012 year.

Douglass nominated Worf; Schwartz seconded the nomination; and the following motion was made;

***Motion:***

***Douglass moved, seconded by Schwartz that nominations cease and Worf be elected as Chair of the Board for the 2011-2012 year.***

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

Gavel was passed at this time to newly elected Chair Terri Worf.

Worf then opened the floor for nominations for Vice Chair.

Clifford nominated Douglass for Vice Chair, Schwartz seconded that nomination, and the following motion was made.

***Motion:***

***Clifford moved, seconded by Schwartz that nominations cease and Douglass be elected as Vice Chair of the Board for the 2011-2012 year.***

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

Worf then asked for nominations for Clerk.

***Motion:***

***Sterling moved, seconded by Clifford, that Crist be elected as clerk.***

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

***Motion:***

***Worf moved, seconded by Douglass to appoint Clifford as Chief Policy Governance officer, a new position.***

***Motion carried 5-0***

**APPOINTMENTS**

Worf then asked for a motion approving the remaining listed appointments as a group.

KACCT Representative	Ron Schwartz
Economic Development Corporation Representative	Ron Schwartz
Secretary to the Board	Herbert Swender
Deputy Clerk	Debra Atkinson
College Treasurer	Dee Wigner
Designated Agent for KPERS	Dallas Crist
Alternate Designated Agents for KPERS	Dee Wigner and Cricket Turley

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

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

**Depositor Designations and Professional Services Providers for Academic Year 2011-2012:**

Primary Depository for 2011-2012:

Commerce Bank

• Other Depositories for 2011-2012:

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

Professional Service Providers:

- College Attorney
- College Engineer

Randy Grisell  
Prof. Engineering Services, P.A.

**Motion:**

*Clifford moved, seconded by Sterling, to accept as presented Depositor Designations and Professional Services Providers for Academic Year 2011-2012:*

**Motion carried 5-0.**

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

Board members expressed their appreciation to Clifford for his leadership.

**CONSENT AGENDA**

**Motion:**

*Schwartz moved, seconded by Clifford, to approve consent agenda items A through newly added F.*

**Motion carried 5-0**

Approved actions follow:

**(A) APPROVED PERSONNEL ACTIONS**, as presented

(Supporting documents filed with official minutes.)

**(B) APPROVED PURCHASES OVER \$20,000**

Vendor: Luminous Neon-Electronic Message Board

Amount: \$37,506.00 Luminous Neon

(Supporting documents filed with official minutes.)

**(C) APPROVED ANNUAL AGREEMENT FOR ATHLETIC INSURANCE 2011-2012**

(Supporting documents filed with official minutes.)

**(D) RENEWAL OF GREAT WESTERN DINING CONTRACT**

(Supporting documents filed with official minutes.)

**(E) APPROVED PROFESSIONAL AGREEMENTS WITH GCCC/BUFFALO DUNES GOLF COURSE (CITY) AND GCCC/THE GOLF CLUB AT SOUTHWIND**

(Supporting documents filed with official minutes.)

**(F) APPROVED MINUTES of previous meeting (June 8, 2011)**

(Supporting documents filed with official minutes.)

**MONITORING REPORTS and ENDS REPORTS:**

Trustees indicated they had received and reviewed Annual Mission, Annual Essential Skills # 1, #2, #3, #4, Annual General Executive Constraints #8, Annual Budgeting/Financial Planning/Forecasting #1-#5, Semi-Annual Financial Condition #2, #3, #5, Quarterly Asset Protection #5, Quarterly Information and Advice #2, #3, #5, and Quarterly Executive Limitation #9, #10.

During the discussion that followed, trustees expressed their appreciation of the data analysis and application information reflected in the various reports.

In addition, Trustee Douglass suggested devoting part of the July 21 board retreat to anticipating the best way to handle any potential conflicts of interest since newly elected board member Jeff Crist is the husband of a college employee.

Chair Worf asked for a motion affirming that the various monitoring reports had been read and provided a reasonable interpretation of the policy and evidence of compliance.

**Motion:**

*Douglass moved, seconded by Schwartz, to accept monitoring reports, as presented.*

**Motion carried 5-0.**

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

Board reviewed Annual Compensation and Benefits # 1, #2, #3. No changes were recommended.

## **OWNERSHIP LINKAGE:**

Trustees acknowledged receipt of an Email message from Jill Durst telling about how much her nine year old appreciated Kids College and how much he appreciated participating in “Building a Futuristic City” and meeting the mayor.

Chair Worf also commented that she is still receiving positive feedback and support from the community regarding President Swender.

## **REPORT FROM KACCT/COP MEETING KANSAS CITY JUNE 10-12:**

Schwartz gave highlights from the June 10-12 KACCT/COP meeting.

- Budget with modest positive balance was presented and approved, with addition of reimbursing health insurance expenses for KACCT personnel Linda Fund and Gayle Shaw.
- Officers were elected for the new year.
- Discussed “What Presidents Can Do to Make the Trustees Job Easier”: and “What Trustees Can Do to Make the President’s Job Easier”.
- Will work on reception in Washington, D.C during a legislative conference conducted in February.
- Suggested that KACCT sponsor a group for foundation and endowment directors.
- Marketing is moving forward with a Fuel the Economy Company and logo. KACCT working to schedule a meeting with the governor or Department of Commerce and corporate council.
- Schwartz also provided an informative handout, entitled Stand Up for Pell Grants.  
(Supporting documents filed with official minutes.)

## **REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:**

- Swartz provided trustees with a copy of the second quarter report for 2011.
- FCEDC picked up information that will be useful from a recent trip to Pueblo, Colorado to visit economic development agency.
- Prospect 6-09-3 has provided FCEDC with new business plan; sight selection is between Finney County and a community in Texas.
- Tek Vet announced that renovations have been completed and the company is in the process of relocating facility equipment from Florida.
- Prospect 6-11 is interested in two locations in Finny County.
- Prospects 4-11, and 6-11-2 have met with FCEDC to discuss expansion possibility.
- FCEDC has acquired a new local prospect interested in expanding and doubling present size.

## **REPORTS:**

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

President’s Report:

### **Incidental Information:**

Recent Campus events and developments, challenges and possible solutions are attached as part of these minutes.

### **Presidential Comments:**

Swender reported to Trustees that GCCC has been awarded federal funding in the amount of \$238,134 under the Talent Search Program grant. The Talent Search program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education.

On July 18 U.S. Congressman Tim Huleskamp will be meeting with Swender before a round table discussion scheduled in the Endowment Room of the Beth Tedrow Student Center, hosted by GCCC and sponsored by the Garden City Area Chamber of Commerce and the Finney County Economic Development Corporation.

Swender thanked Drama Director Phil Hoke for his part in directing, and Trustee Clifford for his participation, in local resident Duane West's musical production "Dream Your Dreams." Swender told trustees he had attended the Sunday performance and very much enjoyed and appreciated the musical.

Swender told trustees that GCCC Student Government Association has been asked by the Kansas Tobacco Coalition in Topeka to send a representative to the state tobacco-free coalition meeting in July regarding campus efforts to become tobacco free.

Department of Public Safety will be conducting a first-ever get together on August 20 with a covered dish meal and shoot out. State Representative Gary Hayzlett, who was instrumental in carry/conceal legislation, has been invited and may attend.

**OTHER INFORMATION:**

Trustee Schwartz and Dean of Continuing Education and Community Services, Cathy McKinley will be giving a recap of Kids College to a Kiwanis group on Tuesday, July 19.

**EXECUTIVE SESSION:**

*Worf moved, seconded by Sterling that the Board of Trustees recess at 7:50 p.m. for a break and then reconvene into a 20 minute executive session at 7:55 p.m. for the purpose of preliminary discussions relating to acquisition of real property.*

*Motion carried 5-0*

*Board reconvened into executive session at 7:55 p.m. for the purpose of preliminary discussions relating to acquisition of real property.*

*Board returned to regular session at 8:15 p.m. Chair Worf announced that no binding action was taken in executive session.*

*Chair Worf adjourned the meeting at 8:15 p.m.*

**UPCOMING CALANDAR EVENTS:**

<u>Aug. 10</u>	Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 5:45p.m. Endowment Room
<u>Aug. 11</u>	Faculty Report-Division/Department Day
<u>Aug. 12</u>	Full-time faculty/staff in-service
<u>Aug. 17</u>	Classes Begin
<u>Sept. 5</u>	Labor Day- NO CLASSES – OFFICES CLOSED
<u>Oct.12</u>	Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 5:45p.m. Endowment Room
<u>Oct. 12-15</u>	ACCT 42 <sup>nd</sup> Annual Leadership Congress – Dallas Texas
<u>Oct. 13-14</u>	Fall Break Oct. 13 NO CLASSES, faculty work day, Oct. 14 NO CLASSES FACULTY HOLIDAY
<u>Nov. 9</u>	Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 5:45p.m. Endowment Room

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Debra J. Atkinson  
Deputy Clerk

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Herbert J. Swender, Ed.D.  
Secretary

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Terri Worf  
Chair of the Board

**SPECIAL MEETING OF TRUSTEES  
OF  
GARDEN CITY COMMUNITY COLLEGE  
  
POLICY GOVERNANCE RETREAT**

**Tuesday, July 19, 2011**

Trustees Present:

William S. Clifford, Jeff Crist Merilyn Douglass, Ron Schwartz, Steve Sterling, Terri Worf

Others Present:

Debra Atkinson, Deputy Clerk  
Kevin Brungardt, Dean of Academics  
Jean Clifford, Garden City Resident  
Lenora Cook, Dean of Technical Education  
Jerry Curry, *Garden City Telegram*  
Deanna Mann, Dean of Institutional Effectiveness and Enrollment Services  
Lon Pishny, Pishny Financial Services/Policy Governance Facilitator  
Cathy McKinley, Dean of Continuing Education and Community Services  
Steve Quakenbush, Director of Information Services and Publications  
Ryan Ruda, Dean of Student Services  
Dr. Herbert Swender, President  
Dee Wigner, Executive Dean of Administrative Services

The Board of Trustees met in special session at 5:45 p.m. on July 19, 2011, in the Endowment room of Beth Tedrow Student Center. The purpose of the meeting was a training session on Policy Governance, facilitated by Mr. Lon Pishny.

Meeting adjourned at 9:15 p.m.

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Debra J. Atkinson  
Deputy Clerk

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Herbert J. Swender, Ed.D.  
Secretary

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Terri Worf  
Chair of the Board

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

**Thursday July 21, 2011**

Trustees Present:

William S. Clifford, Jeff Crist Merilyn Douglass, Ron Schwartz, Steve Sterling, Terri Worf

Others Present:

Debra Atkinson, Deputy Clerk  
Kevin Brungardt, Dean of Academics  
Lenora Cook, Dean of Technical Education  
Jerry Curry, *Garden City Telegram*  
Deanna Mann, Dean of Institutional Effectiveness and Enrollment Services  
Cathy McKinley, Dean of Continuing Education and Community Services  
Steve Quakenbush, Director of Information Services and Publications  
Ryan Ruda, Dean of Student Services  
Dr. Herbert Swender, President  
Dee Wigner, Executive Dean of Administrative Services

The Board of Trustees met in special session at 5:45 p.m. on July 21, 2011, in the Endowment room of Beth Tedrow Student Center. The purpose of the meeting was to explore visions for GCCC, including GCCC's identity, past and future; what GCCC should and should not be; and realms of influence ranging from finance, technology, and culture to potential conflict, and emerging trends.

Meeting adjourned at 8:45 p.m.

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Debra J. Atkinson  
Deputy Clerk

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Herbert J. Swender, Ed.D.  
Secretary

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Terri Worf  
Chair of the Board