

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

**January 11, 2012**

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  
Kyle Chaput, Art Instructor  
Charles Claar, Lewis, Hooper & Dick  
Dr. Lenora Cook, Dean of Technical Education  
Theresa Dasenbrock, Lewis, Hooper & Dick  
Brittany Garcia, President of Student Government Association  
Rachel Gray, *Garden City Telegram*  
Laura Guy, Journalism/Publications Instructor  
Micah Kasriel, Coordinator of Student Activities  
Deanna Mann, Assistant to President for Grants and Accreditation  
Cathy McKinley, Dean of Continuing Education and Community Services  
Linda Morgan, Faculty Senate President/Criminal Justice Instructor  
Steve Quakenbush, Director of Information Services and Publications  
Ryan Ruda, Dean of Student Services  
Jeff Southern, Director of Information Technology  
Dr. Herbert Swender, President  
Dee Wigner, Vice President, Operations and Finance

## **CALL TO ORDER:**

Chair Worf called the meeting to order at 6:05 PM.

## **COMMENTS FROM THE CHAIR:**

Chair Worf made the following comments:

- Noted that today was the first day of the 2012 GCCC spring semester and welcomed all back to GCCC.
- Remarked on the GCCC January 9 faculty and staff in-service activities.
- Reminded trustees about the January 14 memorial service for Dr. Thomas Saffell, a former president, at 2 p.m. in Saffell Library.
- Reminded Trustees of the Campus and community celebration of Dr. Martin Luther King, Jr., holiday, 10:00 a.m. in the main gymnasium, Dennis Perryman Athletic Complex.
- Encouraged all to attend GCCC Art Faculty Exhibition that resumed today, January 11, 2012, creations by GCCC art instructors Kyle Chaput and Brian McCallum.

## **OPEN COMMENTS FROM PUBLIC:**

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

## **REPORT FROM STUDENT GOVERNMENT ASSOCIATION:**

Brittany Garcia, President of Student Government Association, told trustees that Moises Morg is the SGA vice president, and that the rest of the staff remained the same.

Past:

- SGA is waiting for news regarding their application for a grant to obtain additional funds to promote the Tobacco Free campus initiative.

Future:

- January 16, Martin Luther King Jr. Day campus and community celebration 10 a.m. to noon in the main gymnasium, Dennis Perryman Athletic Complex. All classes will be cancelled during this time to celebrate this event. The guest speaker will be Mahatma Gandhi's grandson, along with a poetry presentation and music by Mount Zion Church choir. All students and staff are encouraged to attend.
- January 25 will be the next full meeting of SGA.
- January 26 SGA will host Bowl Maina with a sports theme.
- SGA is working on setting up a movie night.

Trustees expressed their appreciation for the report.

**REPORT FROM FACULTY SENATE:**

Linda Morgan, Department of Public Safety Instructor/Director and Faculty Senate President, reminded trustees that Faculty Senate information in addition to the January 9 in-service highlights was part of the electronic board packet.

(Supporting documents filed with official minutes.)

**Program Report:**

Art Department/Visual Communications Program

Kyle Chaput, Art Instructor

Laura Guy, Journalism/Publications Instructor

The GCCC Visual Communication Program prepares students for careers in graphic design and illustration, motion graphics, Internet and interactive design, multimedia design, photography and the news and information media.

Trustees received a detailed handout, that Chaput used to explain that the art program has added printmaking classes since his arrival on campus, that digital literacy is being integrated into curriculum, and that certain traditional lecture courses are being converted to hybrid classes involving both Internet and classroom instruction. Chaput also focused on new involvement opportunities for art students, including art conference attendance and possible art excursions to Hays, as well as Santa Fe, New Mexico; and for media students, including a national college media conference last year in Orlando, Fla.

In addition Chaput mentioned an upcoming fine arts day designed to bring potential new students to campus, and said he believes in the importance of recruitment to increase enrollment. Guy showed a short, student-produced video from the college's 2011 Exploration Day for Kansas high school students.

President Swender expressed his appreciation to Chaput and his understanding that every employee is a recruiter for GCCC.

(Supporting documents filed with official minutes.)

Board Members expressed appreciation to Chaput and Guy for their report. In addition, thanks were extended to Jeff Southern, Director of IT, and his staff for technology recently installed in the Endowment Room of the Beth Tedrow Student Center.

**REPORT FROM CHARLES CLaar, LEWIS, HOOPER & DICK, RE: 2010-2011 AUDIT:**

Trustees had previously received copies of the 2010-2011 audit report. Claar walked through the audit report and highlighted key areas:

- Garden City Community College earned a positive report after an annual financial audit by the Garden City accounting firm of Lewis, Hooper and Dick, LLC.
- This unqualified report is what GCCC wants, and it is the best kind that you can have.
- Total assets of all College funds is \$33,740,902
- Total revenue in all college funds  
Operating: \$7,924,367  
Non Operating: \$12,938,928

Claar told trustees that there were two “very, very minor Kansas statutory violations,” and stated that a good job was done in the last fiscal year on financial procedures and operations. Claar noted that the annual audit, which is required by law, produced no findings or questioned costs on federal monies, showed that outstanding debt is declining, indicated strong consistency from year to year, and also indicated that the institution has effectively maintained operations and facilities despite tight economic times.

Among various charts and graphs displayed during the presentation, the auditor pointed out that GCCC has held tuition increases to a minimum despite falling funds from the state, and that college reserve funds have been well maintained.

In the past year, Claar explained, outstanding debt has been reduced from \$11,125,000 to \$9,529,000. That includes bonds or certificates of deposit for construction of the Student and Community Services Center, residential life facilities and Beth Tedrow Student Center, as well as for the campus cooling loop, technological infrastructure and other improvements. He also noted the college’s positive impact of approximately \$66 million on the Finney County economy, as stated in the 2010-2011 GCCC Annual Report.

In an analysis of all funds, the report showed Finney County property taxes providing 50 percent of GCCC’s revenues, with 25 percent coming from federal grants and contracts, 12 percent from the state, four percent from tuition and fees, and the balance made up of auxiliary funds, state grants and contracts, and interest income.

A parallel analysis of expenditures indicated that GCCC devotes 38 percent to instruction, 19 percent to student services, 12 percent to operation and maintenance of the campus and 10 percent to institutional support. Depreciation represents six percent, with the balance going toward auxiliary enterprises, academic support and other needs.

Chair Worf congratulated the college staff on the fiscal operations and controls that led to a positive audit report.

### **CONSENT AGENDA**

Chair Worf asked if Trustees wished to add or remove any items from the consent agenda for discussion; no one did.

Chair Worf then asked for a motion approving consent agenda items A-D

### **Motion:**

*Sterling, moved, seconded by Clifford, to approve consent agenda items A through D as presented*

***Motion carried 6-0***

Approved actions follow:

**(A) APPROVED MINUTES** of previous meeting (December 14, 2011)

(Supporting documents filed with official minutes.)

**(B) APPROVED PERSONNEL ACTIONS/CONTRACTS**, as presented

(Supporting documents filed with official minutes.)

**(C) APPROVED SUBMITTED FINANCIAL INFORMATION**, as presented

(Supporting documents filed with official minutes.)

**(D) APPROVED ACCEPTANCE OF 2010-2011 AUDIT**, as presented

(Supporting documents filed with official minutes.)

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

Trustees indicated they had received and reviewed Information and Advice, Quarterly #2, #3, #5, Executive Limitation, Quarterly #9, #10, and Asset Protection, Annual #1-#7.

Chair Worf noted that monitoring reports were reflecting President Swender's interpretations.

Trustees were told that once every three years current insurance coverage is reviewed by a risk manager to insure that adequate coverage is provided to protect GCCC physical assets. In addition, health and job hazards are assessed and evaluated on a continuous basis to insure that GCCC employees have the best possible working conditions. Swender stated that GCCC has a crisis management team in place and is in the process of developing a campus wellness plan.

Chair Worf affirmed that the monitoring report had been read and provided a reasonable interpretation of the policy and evidence of compliance.

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

Trustees devoted time reviewing General Executive Constraints #14. No changes were recommended.

### **OWNERSHIP LINKAGE:**

Trustee Sterling noted that a citizen had communicated to him that President Swender had been supportive and encouraging to their daughter, who was anticipating returning to school. Citizen expressed his appreciation for President Swender.

### **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:**

#### **Resolution Adopted by the Governing Body of the City of Garden City:**

Trustees received copies of resolution 2448-2011, as an information item, that was adopted by the governing body of the City of Garden City, determining that the city is considering establishing a rural housing incentive district within the city and adopting a plan for the development of housing and public facilities in such proposed district; establishing the date and time of a public hearing on such matter and providing for the giving of notice of such public hearing. (Prairie Trails Partners, LLC Project). President Swender told trustees that he had written a letter of support for this endeavor.

#### **In-service:**

The 2012 spring in-service for faculty and staff began at 7:30 a.m. on Monday, January 9. Dr. Edward Hammond, President Fort Hays State University, joined faculty and staff as the keynote speaker during the morning activities and joined faculty and staff for lunch. President Swender told trustees that discussions with Dr. Hammond are in progress for simultaneous student admissions with Fort Hays State University.

EagleMed Air Ambulance President Larry Bugg was in attendance to tell GCCC employees about services available through EagleMed memberships

Faculty attended rotational workshops in the afternoon, while staff participated in a team building exercise.

#### Articles in Telegram:

There was a comprehensive follow up article in the Garden City Telegram on the January 5 visit from Andy Tompkins, Chief Executive Officer of the Kansas Board of Regents. Dr. Tompkins met with members of College Council and toured GCCC facilities. The Western Kansas Broadcast Center also provided extensive coverage.

Positive coverage was provided by the Telegram regarding Dr. Hammond's visit and keynote address at the January 9 faculty/staff in-service.

#### Fall Semester/Enrollment:

President Swender noted that today, January 11 was the first day of GCCC spring semester classes. Additional signage and ads have been used to promote GCCC scholarship money that is available for the spring semester. This is in addition to previously planned enrollment advertising in broadcast and print media.

#### Tax Credits:

Trustees learned that all \$347,000 in GCCC deferred maintenance tax credits for the 2011 year were taken. Money will be used to make payment on the Fouse Building remodeling project that was funded with Kansas Post-Secondary Educational Institution Interest Free Loan monies.

#### Governor Announces Plan to Improve Career and Technical Education:

President Swender shared with Trustees that Kansas Governor Sam Brownback announced today his plan to boost the percentage of students who are career and college ready upon high school graduation. The plan, which proposes improvements to career and technical education (CTE) programs, is part of Governor Brownback's Roadmap for Kansas commitments to improve education.

#### Access and Opportunity Center (Formerly Out West):

President Swender told Trustees that the new GCCC Access and Opportunity Center facility is complete. The GCCC Adult Learning Center Refugee Program, English as a Second Language and Migrant Family Literacy programs will begin moving this week and should begin conducting classes on January 16. Other ALC programs and services will remain on the lower level of the GCCCC Student and Community Services Center.

#### Joint Board Meeting:

President Swender reminded Trustees that on January 24 the GCCC Board of Trustees will host a joint meeting with boards from Broncbuster Athletic Association and Endowment Association, 6 p.m. in the Endowment Room of the Beth Tedrow Student Center.

#### Other:

President Swender thanked Vice President Wigner and her staff for their work and cooperation with auditors on the 2010-2011 financial audit.

On March 14 the GCCC Board of Trustee meeting falls during the week of spring break. President Swender proposed moving the March meeting to the 21<sup>st</sup>. Trustees agreed.

President Swender expressed his appreciation to the GCCC Board of Trustees for allowing Trustee Schwartz to work closely with Dr. Frank Mensel on gathering and presenting information regarding the Pell Grant.

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

- Schwartz told board members that FCEDC continues to accept applications for the vacant president's position. Application deadline is January 31.
- Schwartz feels that Transportation Partners and Logistics will be a good ally for GCCC and Finney County.

- Future opportunities in Holcomb may include a truck stop, hotel and restaurant.

Chair Worf drew trustee attention to the following calendar dates:

February 13-16      Trustee Schwartz will be attending the Community College National Legislative Summit in Washington, D.C.

**EXECUTIVE SESSION:**

No executive session conducted.

Meeting adjourned at 8:00 p.m.

**UPCOMING CALENDAR EVENTS:**

<u>Feb 15-16</u>	KACCT/COP/PTK meetings in Topeka
<u>Feb. 13-16</u>	ACCT National Legislative Summit in Washington D.C.
<u>Feb 20</u>	President's Day – NO CLASSES – OFFICES CLOSED
<u>Mar. 12-16</u>	Spring break – NO CLASSES – OFFICES OPEN
<u>Mar. 21</u>	Regular monthly meeting, Endowment Room. Dinner 5:00 p.m.; call to order at 6:00 p.m.
<u>April 6</u>	Easter Break – NO CLASSES – OFFICES CLOSED
<u>April 11</u>	Regular monthly meeting, Endowment Room. Dinner 5:00 p.m. call to order at 6:00 p.m.
<u>April 13</u>	Annual Endowment Association Scholarship Auction
<u>April 6,9</u>	Easter Break – NO CLASSES – OFFICES CLOSED
<u>May 12</u>	Commencement: 10 AM
<u>May 14-16</u>	Final Exams
<u>May 28</u>	Memorial Day - NO CLASSES – OFFICES CLOSED
<u>July 4</u>	Independence Day holiday – NO CLASSES – OFFICES CLOSED

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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