

**Agenda No:**

**Date: August 8, 2012**

**Topic:** Board Action Regarding Approval of the 2012-2013 Budget

**Presenter:** Dr. Herbert J. Swender

**Background Information:**

The Board previously approved publication of the 2012-2013 budget. The Notice of the Public Hearing was published in the Garden City Telegram on July 25, 2012, which met the legal requirements for publication. The Board has now met the ten day waiting period before the public hearing.

**Budget Information:**

The proposed budget amount for the Fiscal Year 2012-2013 in General Fund tax is \$10,021,213 with an anticipated General Fund mill levy of 20.14 mills.

The proposed tax mill rate in Capital Outlay will equate to 1.039 mills.

The proposed working budget for the combined General Fund and Post-Secondary Technical Education Fund for Fiscal Year 2012-2013 is \$16,834,134.

**Recommended Board Action:**

Approve and adopt the 2012-2013 budget. Certify the 2012 Tax to be Levied at \$10,021,213 (20.14 mills) General Fund and \$517,082 for Capital Outlay totaling 1.039 Capital Outlay.

**Board Action Taken:**                     **Approved**             **Disapproved**  
    **Ayes**             **Nays**             **No Action**

**Board Member Notes:**



# GARDEN CITY COMMUNITY COLLEGE

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

August 3, 2012

Board of Trustees  
Garden City Community College  
801 Campus Drive 3, 2011  
Garden City, KS 67846

Dear Trustees:

The Board of Trustees will meet in regular session on **Wednesday, August 8, 2012**. The meeting will be held in **Endowment Room in the Beth Tedrow Student Center**, Garden City Community College Campus.

5:00 PM Dinner in the Broncbuster Room

5:45 PM Budget Hearing for 2012-2013 Budget

Budget Approval ..... **Action**

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

Policy Governance Retreat to follow the Board Meeting.

## AGENDA

### **I. CALL TO ORDER:**

- A. Comments from the Chair
- B. Open comments from the public
- C. Report from Faculty Senate..... pg. 4
  - C-1 Program Spotlight:
    - Jan Bitikofer and Michelle Branton
    - Reading Program

### **II. CONSENT AGENDA ..... Action**

- A. Approval of minutes of previous meetings (July 11, 2012)..... pg. 12
- B. Approval of personnel actions-Human Resources..... pg. 19
  - B-1 Human Resources Report..... pg. 20
  - B-2 Adjunct/Outreach Contracts..... pg. 21
- C. Financial information..... pg. 23
  - C-1 Checks processed in excess of \$20,000..... pg. 24
  - C-2 Cash in Bank..... pg. 25

### **III. CONFIRMATION OF MONITORING REPORTS:**

- A. Monitoring Reports and ENDS
  - A-1 Monitoring Report..... **Action**
    - A-1a-Annual, Treatment of People # 1 and #6..... pg. 26
  - A-2 Review Monitoring Reports
    - A-2a Annual, Mission
    - A-2b Annual, Essential Skills #1, #2, #3, #4
    - A-2c Annual, General Executive Constraints #8
    - A-2d Annual, Budgeting/Financial Planning/Forecasting #1-#5,
    - A-2e Semi-Annual, Financial Condition #1, #2, #3
    - A-2f Quarterly, Asset Protection, #5

- A-2g Quarterly, Information and Advice, #2, #3,#5
- A-2h Quarterly, Executive Limitation #9, #10

B. Board Process and Policy Governance Review

**IV. OWNERSHIP LINKAGE:**

**V. REPORTS:**

A. Incidental Information

B. Report from Finney County Economic Development Corporation (Trustee Ron Schwartz)

- Aug. 8 Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 5:45p.m. Endowment Room of the Beth Tedrow Student Center – Policy Governance Retreat to follow board meeting
- Aug. 15 Faculty Report-Division/Department Day
- Aug. 17 Full-time faculty/Staff in-service
- Aug. 22 Classes Begin
- Sept. 3 Labor Day- NO CLASSES – OFFICES CLOSED
- Sept 7-8 KACCT/COP Butler County Community College, Ron Schwartz and President Swender attending
- Sept 12 Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 5:45p.m. Endowment Room of the Beth Tedrow Student Center
- Sept 24-28 Rural Community College Alliance – Dubuque, Iowa – President Swender Presenting
- Oct. 10-13 ACCT 42<sup>nd</sup> Annual Leadership Congress – Boston, Massachusetts – attending: President and Diana Swender, Ron and Janie Schwartz, Terri and Mark Worf, Jeff and Dallas Crist, Debbie Atkinson
- Oct.10 Regular monthly meeting – falls during the ACCT Conference-RESCHEDULE

**VII. Executive Session**

**VIII. President’s Contract ..... Action**

**IX. Adjournment**



Dr. Herbert J. Swender, Sr.  
President



Merilyn Douglass  
Chairman

**Mission:** *Garden City Community College exists to produce positive contributors to the economic and social well-being of society.*

**Five Ends:** *Essential Skills, Work Preparedness, Academic Advancement, Personal Enrichment, Workforce Development.*

**Purposes for Executive Sessions**

- a. *Personnel matters of non-elected personnel*
- b. *Consultation with the body's attorney*
- c. *Employer-employee negotiation*
- d. *Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorship*
- e. *Matters affecting a student, patient, or resident of public institutions*
- f. *Preliminary discussions relating to acquisition of real property*
- g. *Security, if open discussion would jeopardize security*



## Garden City Community College Faculty Senate

801 Campus Drive  
Garden City, KS 67846

**2012-2013**

Linda Morgan, President  
Terry Lee, Vice-President  
Leonard Rodenbur, Secretary  
Larry Pander, Senator  
Pati Pfenninger, Senator  
Deb Robinson, Senator  
Stacey Carr, Alternate

---

### Faculty Senate Report August 8, 2012

**Faculty Senate Program Spotlight: GCCC Library** GCCC's College Reading program will be highlighted this month. Building the reading skill sets is a critical component for academic success. Reading Instructors Michelle Branton and Jan Bitikofer will share their strategies for making a difference for our students. Supportive material follows this report.

#### **Faculty Senate Update:**

- Two sessions for faculty have been planned for the beginning of the fall semester. August 15<sup>th</sup> at 10:00 a.m. is an all faculty meeting. A faculty mingle breakfast has been scheduled for August 21<sup>st</sup>.
- Over the summer, the Faculty Senate President and Vice-President have been continuing to meet with Dr. Swender and have participated in budget meetings and college council.




## **Developmental Reading Program**

Garden City Community College  
Reading Department, Humanities & Fine Arts Division

Instructors: Michelle Branton and Jan Bitikofer  
Division Director: Larry Walker

### Program Overview

---

- 
- The primary goal of GCCC's developmental reading program is to help students enrolled in developmental courses acquire the skills necessary to succeed in college-level courses.
  - A secondary goal is to streamline the reading program to improve the overall process by revisiting, reviewing, and improving the individual steps of the program for effectiveness and efficiency.
  - A third goal is to increase the rate at which higher level developmental reading students advance to college-level courses.

## Mission/Goals

---

- In an open-admissions institution, developmental education plays an important role in preparing students to succeed in college.
- Approximately 60% of incoming students require remediation in at least one subject.\*
- Approximately 68% of students entering GCCC require remediation in at least one subject.\*\*
- Approximately 51% of students entering GCCC place into a developmental reading course.\*\*

\* U.S. Department of Education (2010)

\*\*Percentages based on data from COMPASS placement testing.

## Overview

---

### Then

---

- Prior to 2011, Reading was not a requirement and not mandatory for students entering GCCC.
- Students taking READ 093 (College Reading) did not receive credits toward graduation.

### Now – (Effective Fall 2011)

---

- In Fall 2011, developmental reading courses were made MANDATORY for all students scoring below 81 on the Compass Reading Placement Test.
- READ 093 was changed to READ 101 (college Reading), and students now receive credits toward graduation.

## History

---

## Then

- Nelson-Denny reading test
  - 1.0- 6.9 = READ 092
  - 7.0-11.9 = READ 101
  - 12.0-18.9 = No reading class required
- COMPASS reading placement testing
  - 0 -49 = READ 092
  - 50-80 = READ 093
  - 81-100= No reading class required

## Now - (Effective Fall 2011)

- Eliminated Nelson-Denny testing in reading classes (too costly)
- COMPASS reading placement testing with Diagnostic
  - 0 - 45 = READ 092
  - 46-80 = READ 101
  - 81-100=No reading class required
- Working with ACT to get a breakdown of Compass Diagnostic data to fast track students to remediation.

# Assessments/Placement

## Then

- Offered three (3) Reading sections:
  - READ 091 – Special summer reading course for nursing students only.
  - READ 092 - Reading Improvement I - Basic Reading course for students who scored a 0-49 on the COMPASS placement test.
  - READ 101- College Reading – Reading course for students who scored a 50-80 on the COMPASS placement test.

## Now (Effective Fall 2011)

- Offer two (2) Reading Sections:
  - READ 092 - Reading Improvement I-Basic Reading course for students who scored a 0-45 on the COMPASS placement test.
  - READ 101 - College Reading – Reading course for students who scored a 46-80 on the COMPASS placement test.

## Reading – Levels of development:

Developmental classes are offered in traditional classrooms and computer classroom settings. In addition, reading will soon offer fast-track courses to help accelerate the student towards remediation.

### Then

- Basic level reading course
- 16 weeks standard course
- No credit toward degree
- No flexibility/options
- Textbook grade level 5-8
- Online supplement
- No core competency requirement

### Now (Effective Fall 2011)

- Basic reading course
- 16 weeks standard course
- No credit toward degree
- No flexibility/options
- Textbook grade level 9-12
- Online supplement
- Core competency requirement

## READ-092: Reading Improvement 1

### Then

- Highest level reading course
- Formerly READ-093
- 16 weeks standard course
- No flexibility/options
- No credit toward graduation
- Textbook grade level 6-9
- Online supplement

### Now - (Effective Fall 2011)

- Highest level reading course
- Now READ-101
- 16 weeks course with options:
  - Hybrid courses (Spring 2012)
  - Paired courses (Fall 2012)
  - Summer courses (6 wks.; Summer 2012)
  - Accelerated courses (8 weeks/TBA)
- Transfer credit level course
- Textbook grade level 10-14
- Online supplement

## READ-101: College Reading



## Then

- Pearson (Prior to 2011)
- Townsend Press (2011-12)
  - Groundwork to College Reading (Level 5-8)
  - Ten Steps to Building College Reading (Level 6-9)
- Online Supplements
  - Reading Plus (\$9,000/yr.)
  - Skills Tutor (\$12,148 for 3 yrs.)

## Now – (Effective Summer 2012)

- Pearson
  - The Master Reader (Level 10-14)
  - The Effective Reader (Level 9-12)
  - Online Supplements
    - MyReadingLab (free w/texts)

## Textbooks & Online Supplements

	Sections		Class Average	Head Count	Credit Hours
	Rdg Imp	College Rdg			
2008-09 (Fall & Spring)	6	7	12	161	485
2009-10 (Fall & Spring)	4	8	14	173	541
2010-11 (Fall & Spring)	5	10	12	178	544
2011-12 (Fall/Spring/Summer)					
<b>TOTALS</b>					

## Enrollment & Credit Hour Productivity

	Enroll	Pass	Fail	Withdraw	Attrition Rate	Success Rate
READ 091 (FA-2008)	15	11	3	7	6.7%	73.3%
READ 091 (FA 2009)	11	4	3	4	36.4%	36.4%
READ 091 (FA-2010)	13	11	1	1	7.7%	84.6%
READ 092 (FA 2008)	22	18	2	2	9.1%	81.8%
READ 092 (SP 2009)	21	13	6	2	9.5%	61.9%
READ 092 (FA 2009)	20	12	3	5	25%	60.0%
READ 092 (SP 2010)	14	9	2	3	21.4%	64.3%
READ 092 (SU-2010)	10	8	2	0	0%	80.0%
READ 092 (FA-2010)	17	14	0	3	17.6%	82.4%
READ 092 (SP-2011)	11	7	3	1	9.1%	63.6%
READ 092 (FA 2011)						
READ 092 (SP 2012)	0	0	0	0	0	0
READ 093 (FA 2008)	67	48	15	4	6.0%	71.6%
READ 093 (SP 2009)	36	25	8	3	8.3%	69.4%
READ 093 (FA 2009)	95	62	18	15	15.8%	65.3%
READ 093 (SP 2010)	33	21	7	5	15.2%	63.6%
READ 093 (FA-2010)	94	78	9	7	7.4%	83.0%
READ 101 (SP-2011)	33	25	6	2	6.1%	75.8%
READ 101 (FA 2011)						
READ 101 (SP 2012)						
READ 101 (SU 2012)	11	9	1	1		

**Student Performance and Completion**

Then	Now
<ul style="list-style-type: none"> <li>Developmental reading students had limited academic services available to them.</li> <li>Comprehensive Learning Center (CLC) <ul style="list-style-type: none"> <li>No tutors trained in reading skills</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Developmental students have a variety of academic services available to them, including labs with computers, software, and tutorial instruction: <ul style="list-style-type: none"> <li>Comprehensive Learning Center (CLC)</li> <li>Reading Tutoring Lab (Introduced Spring 2012)</li> </ul> </li> </ul>

**Services**

- Students testing into developmental reading are not automatically placed into a developmental reading class their first semester; some are not placed in a developmental reading class at all.
- Students who take READ 092 are not automatically placed in READ 101 the following semester.
- What to do for students who fail any READ course twice with a “D” or “F.”
- Mandate a passing requirement of “C” or better for all developmental reading courses to align with transfer requirements or pre-requisites for English courses.
- Increase the number of available computer labs.

## Areas needing improvement

- Kansas Association of Developmental Reading Instructors “KADRI”
  - Organized by Garden City Community College
  - Includes all Kansas two (2) year institutions
  - Has active Board of Directors and Bylaws
  - First president of organization from GCCC
  - Planning Fall Conference in October 2012
  - Sent KADRI introduction letters to the following: Kansas Legislatures (Representatives and Senators on Education Committees), Kansas Board of Regents, Kansas Department of Education, Kansas Community College Deans (KCIA), etc.
  - Developing a report titled “Aligning Developmental Reading in Kansas Community Colleges”
  - Creating a list serve of all developmental reading teachers in Kansas
  - Membership drive

## Statewide

# MEETING OF TRUSTEES OF THE GARDEN CITY COMMUNITY COLLEGE

July 11, 2012

Trustees Present: Jeff Crist, Marilyn Douglass, William S. Clifford, Ron Schwartz, Steve Sterling, Terri Worf

Others Present: Debra Atkinson, Deputy Clerk  
Kevin Brungardt, Dean of Academics  
Dr. Lenora Cook, Dean of Technical Education  
Lona DuVall, Finney County Economic Development Corporation President  
Rachel Gray, *Garden City Telegram*  
Deanna Mann, Assistant to President, Grants & Accreditation  
Cathy McKinley, Dean, Continuing Education, Community Service  
Lance Miller, Information Technology  
Linda Morgan, Faculty Senate President/Criminal Justice Instructor  
Steve Quakenbush, Director of Information Services and Publications  
Ryan Ruda, Dean of Student Services  
Janie Schwartz, Citizen  
Trent Smith, Director GCCC Library/Comprehensive Learning Center  
Dr. Herbert Swender, President  
Tom Walker, Finney County Economic Development Corporation Board Chairman  
Dee Wigner, Vice President

## **CALL TO ORDER:**

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

## **COMMENTS FROM THE CHAIR:**

Chair Worf made the following comments:

- Congratulated GCCC Trustee Ron Schwartz on his recent retirement from Burtis Motors, and recognized and welcomed Schwartz's wife Janie to the meeting.

On behalf of staff and faculty of GCCC, Swender congratulated Schwartz and presented him with token of appreciation on his retirement, as well as a congratulatory card signed by faculty and staff.

## **OPEN COMMENTS FROM PUBLIC:**

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

## **REPORT FROM FACULTY SENATE:**

Linda Morgan, Department of Public Safety Instructor/Director and Faculty Senate President, reminded trustees that Faculty Senate information was part of the electronic board packet. Morgan added that an informational sheet had been given to them reflecting the preliminary results of the Ride for the Future 2012 scholarship total. Ride for the Future 2012 raised approximately \$8,000 that will be used to scholarship students enrolled in Department of Public Safety courses.

## **Program Report:**

Trent Smith,  
Director Thomas F. Saffell Library and the Mary Jo Williams Comprehensive Learning Center

Smith outlined services of the library and the CLC. Smith noted that circulation of printed items had grown from

1,622 in 2004-2005 to 3,964 in 2011-2012. The annual gate count registering library usage also grew from 115,082 in 2010-2011 to 124,055 in 2011-2012. Smith noted that tutoring that the CLC provides is largely devoted to math, at 71 percent, followed by writing and science, at 13 percent each. Business and other topics make up the remainder of the tutoring demand.

Smith also provided information to trustees on how to obtain a Kansas Library Card and access electronic databases. Smith expressed his appreciation to trustees for allowing him to address and share what the library does.

Trustees thanked Smith for his report.

**FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION 2013 BUDGET:**

Lona DuVall, Finney County Economic Development Corporation president, and Chairman of board of the directors Tom Walker were in attendance to present the FCEDC annual budget. Walker requested that GCCC provide \$11,750 to the corporation for the new budget year, the same level of support as in the past. Swender thanked DuVall and Walker for the work that FCEDC is doing to benefit Finney County and Garden City.

**MODIFICATION TO AGENDA:**

Trustee Douglass requested that item II B-1 Human Resources Report, a duplicate of the June report, be stricken from the agenda.

**CONSENT AGENDA**

Chair Worf asked if Trustees wished remove any items from the consent agenda. Trustee Schwartz asked that item II, vehicle maintenance annual agreement, be withdrawn for separate vote. Trustee Schwartz will recuse himself from the vote due to personal involvement.

Chair Worf then asked for a motion approving consent agenda items II A, B-2, C, and E.

**Motion:**

*Clifford moved, seconded by Sterling, to approve consent agenda items II A, B-2, C, and E. as presented*

*Motion carried 5-0*

Approved actions follow:

- (A) **APPROVED MINUTES** of previous meeting (June 13, 2012, June 26, 2012)  
(Supporting documents filed with official minutes.)
- (B) **APPROVED PERSONNEL ADJUNCT/OUTREACH CONTRACTS**, as presented  
(Supporting documents filed with official minutes.)
- (C) **APPROVED SUBMITTED FINANCIAL INFORMATION**, as presented  
(Supporting documents filed with official minutes.)
- (E) **APPROVED GREAT WESTERN DINNING ANNUAL CONTRACT**  
(Supporting documents filed with official minutes)

**PULLED CONSENT AGENDA ITEM II-D VEHICLE MAINTENANCE ANNUAL AGREEMENT:**

**Motion:**

*Clifford moved, seconded by Douglass, to approve consent agenda item II D vehicle maintenance annual agreement.*

*Motion carried 5-0*

**OTHER:**

**DISCUSSION OF 2012-2013 BUDGET:**

President Herbert Swender reviewed highlights of the proposed year 2013 budget, including three options:

- A one mill increase, putting the levy for the college at 20.14 mills, with a general fund tax total of \$10,021,213.
- A one-half mill increase, placing the levy at 19.602 mills, with a general fund tax total of \$9,753,356.
- A zero increase, maintaining the levy at 19.141 mills, with a general fund tax total of \$9,523,765.

The total would be coupled with GCCC's existing capital outlay levy of 1.039 mills, providing an estimated \$517,082 for major campus projects and improvements. Total levy under each option, including capital outlay, would be 21.18 mills (one mill increase), 20.64 mills (half mill increase) or 20.18 (no mill increase).

Trustees had asked Swender during the June 26 budget retreat to bring detailed options for the July 11 session, including a budget plan involving no mill levy increase, as well as one or more options involving a slight increase. While initial planning took place with the assumption that revenue would be down for the 2012-2013 fiscal year, local figures for assessed valuation have since been completed, placing Finney County's overall property tax valuation at \$497,565,320, up approximately \$10 million from 2011-2012.

Swender explained that because of the valuation increase, the college should be able to proceed with a planned program in oil exploration, fund a full-time assistant softball coaching position, fund the cheer-dance team, handle anticipated cost increases in insurance and vehicle fuel, consider faculty and staff salary increases, and possibly increase funding for employee health insurance.

He noted that a levy increase would allow GCCC to address deferred maintenance, including a replacement fire alarm system in the Pauline Joyce Fine Arts Building, adaptations in the John Collins Vocational Building to accommodate Food Science Program expansion, provide campus street and parking lot repairs, and improvements to the former Center for Independent Living at 1802 E. Spruce. The levy increase would also allow the college to take care of additional road, street, parking lot, roof, fire alarm and lighting upgrades in future years, running through 2017-2018.

Public Budget hearing is scheduled at the beginning of the regular meeting August 8.

***Motion:***

***Sterling moved, seconded by Douglass, that the Board of Trustees authorize for publication, a budget for the Fiscal Year 2012-2013 with a General Fund tax in the amount of \$10,021,213 with an anticipated General Fund mill levy of 20.14 mills. Further, that the Board authorize the publication of a Capital Outlay tax equal to 1.039 mills, with an anticipated Capital Fund Outlay tax in the amount of \$517,082.***

***Chair Worf called for the vote.***

***Yea: Douglass, Schwartz, Sterling, Worf***

***Nay: Clifford, Crist***

***Motion carried 4-2***

**REORGANIZATION OF BOARD OF TRUSTEES FOR 2012-2013**

Chair Worf opened the floor for nomination for Chair of the Board of Trustees for the 2012-2013 year.

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

***Motion:***

*Clifford moved, seconded by Schwartz that nominations cease and Douglass be elected as Chair of the Board for the 2012-2013 year.*

*Motion carried 5-0.*

Worf then opened the floor for nominations for Vice Chair.

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

***Motion:***

*Douglass moved, seconded by Worf that nominations cease and Crist be elected as Vice Chair of the Board for the 2012-2013 year.*

*Motion carried 5-0.*

Gavel was passed at this time to newly elected Chair Marilyn Douglass.

Chair Douglass then asked for nominations for Clerk.

Worf nominated Schwartz for Clerk, Sterling seconded that nomination, and the following motion was made.

***Motion:***

*Worf moved, seconded by Sterling, that Schwartz be elected as clerk of the Board for the 2012-2013 year.*

*Motion carried 5-0.*

#### **APPOINTMENTS**

Douglass then asked for a motion approving the listed annual appointments as a group.

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

*Clifford moved, seconded by Crist, to approve the listed appointments as a group.*

*Motion carried 5-0.*

Douglass then asked for nominations for KACCT Representative.

Crist nominated Schwartz for KACCT Representative, Worf seconded that nomination and the following motion was made.

***Motion:***

*Crist moved, seconded by Worf that Schwartz be elected as KACCT Representative for the 2012-2013 year.*

*Motion carried 5-0*

Douglass then asked for nominations for Finney County Economic Development Corporation Representative.

Clifford nominated Schwartz for Economic Development Corporation Representative, Crist seconded that nomination and the following motion was made.

***Motion:***

*Clifford moved, seconded by Crist that Schwartz be elected as Economic Development Corporation Representative for the 2012-2013 year.*

*Motion carried 5-0*

**Depositor Designations and Professional Services Providers for Academic Year 2012-2013:**

Primary Depository for 2012-2013:

Commerce Bank

• Other Depositories for 2012-2013:

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

Randy Grisell

• College Engineer

Prof. Engineering Services, P.A.

• College Architect

Gibson Mancini Carmichael & Nelson P.A.

***Motion:***

***Worf moved, seconded by Sterling, to accept as presented Depositor Designations and Professional Services Providers for Academic Year 2012-2013:***

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

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

**MONITORING REPORTS and ENDS REPORTS:**

Trustees indicated they had received and reviewed monitoring reports on Annual, Mission; Annual, Essential Skills #1, #2, #3, #4; Annual, General Executive Constraints #8; Annual, Budgeting/Financial Planning/Forecasting #1-#5; Annual, Financial Condition #1, #2, #3; Quarterly, Information and Advice, #2, #3, #5; Quarterly, Executive Limitations #9, #10.

(Supporting documents filed with official minutes.)

**BOARD PROCESS AND POLICY GOVERNANCE REVIEW:**

No changes were recommended at this time. Trustees will address and review monitoring reports at the Policy Governance retreat after the August 8 Board of Trustees meeting. Trustees extended their appreciation to Swender for his efforts in developing additional revenue sources.

**OWNERSHIP LINKAGE:**

Trustee Clifford shared with trustees that a community member had brought to his attention that there is an advertisement on the GCCC website promoting another college. Swender explained that as articulation agreements are reached with other institutions, GCCC posts information so that students are aware of the opportunities available to them.

**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:**

**AUTO-PAYMENT:**

Swender reported that GCCC has launched a new automatic payment option to make the process of paying tuition and fees easier for students. Offered in partnership with a national provider, Nelnet Business Solutions, the program is open to anyone who wants to participate and allows students to set up their own individual, automatic payment plans at the time they enroll. The interest-free service is available with a fee of \$25 per semester, and lets students arrange monthly payments through a credit card, a debit card or bank. The service is available whether or not a student is receiving scholarships, grants, loans or other college financial assistance. Swender extended his appreciation and complements to the business office and Vice President Dee Wigner for efforts in this endeavor.

**DIVIDEND FROM EDUKAN:**

Swender relayed to trustees that GCCC has received a dividend check from EduKan for \$60,000. EduKan pays dividends as funds are accumulated over a 90 day operating expense reserve. Swender commended Dean of Academics Kevin Brungardt for work with distance learning.

**FACULTY DEVELOPMENT FUND:**

Recently the board inquired about a faculty development fund that was established in 2001 through the Title III grant. Swender noted that donations to the fund were made from Endowment Association proceeds, grant money and interest. The first year, a few local businesses also donated to the fund. As of June 2012, the balance in the account is \$139,360.39. The grant stipulates that the money accumulate for 20 years before usage.

**PROPERTY AT 1802 E. SPRUCE:**

GCCC recently acquired property at 1802 E. Spruce. A recent tour of the property revealed that there are components that will require immediate attention. There are also surplus contents that will either be sold or auctioned off.

**ACADEMIC BUILDING:**

Swender reported that Academic Building remodeling is two weeks ahead of schedule. New doorways have been installed and the new offices and classrooms have been sheet rocked. Electrical and masonry work continue. The acoustical ceiling grid is being installed, which will allow the air supply registers and lights to be installed too. Swender expressed his pleasure at the emerging results and said that excellence in education was truly reflected in the Academic Building.

**RESIDENCE HALLS:**

Swender reported that interior and exterior painting in the Residence Halls is almost finished. New floor tile has been laid in the units and apartments. There will soon be landscaping to the front of the complex.

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

Trustee Schwartz stated that he had nothing to add to the report already presented by DuVall and Walker.

**OTHER:**

Policy Governance retreat will take place immediately after the August 8 Board of Trustees meeting.

**EXECUTIVE SESSION:**

Chair Douglass recessed the board at 7:45 for a short five minute break.

**Motion:**

*Clifford moved, seconded by Worf to recess the board at 7:45 for a five minute break, and to reconvene into a 30-minute executive session at 7:50 for the purpose of discussion of non-elected personnel.*

*No action will be taken.*

*Motion carried 5-0*

Persons included in executive session:  
GCCC Board of Trustees  
Herbert J. Swender, President

Meeting adjourned at 8:20 p.m.

**UPCOMING CALENDAR EVENTS:**

Aug. 8 Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 5:45p.m.  
Endowment Room in the Beth Tedrow Student Center  
Aug. 15 Faculty report, division/department day  
Aug. 17 Full-time faculty/staff in-service  
Aug. 22 Classes begin  
Sept. 1 First home football game, GCCC vs. Cisco Junior College  
Sept. 3 Labor Day, NO CLASSES-OFFICES CLOSED

---

Debra J. Atkinson  
Deputy Clerk

---

Herbert J. Swender, Ed.D.  
Secretary

---

Dr. Marilyn Douglass  
Chair of the Board

**Agenda No: II-B**

**Date: August 8, 2012**

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

**Presenter:** Dr. Herbert J. Swender

**Background Information:**

All full-time employees hired by the college's administration are presented monthly to the board. The following document represents new employees, separations, transfers/promotions, vacancies and retiring employees serving Garden City Community College and are presented for board approval.

**Budget Information:**

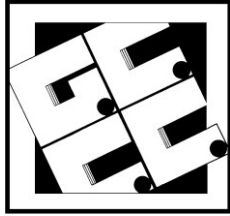
Salaries are commensurate with duties and responsibilities and are included in the annual budget.

**Recommended Board Action:**

Approve the personnel for employment, retirement, separation, and transfer/promotion as reported by the office of Human Relations.

**Board Action Taken:** \_\_\_\_\_ **Approved** \_\_\_\_\_ **Disapproved**  
\_\_\_\_\_ **Ayes** \_\_\_\_\_ **Nays** \_\_\_\_\_ **No Action**

**Board Member Notes:**



# Garden City COMMUNITY COLLEGE

August 1, 2012

**To:** Board of Trustees  
**From:** Cricket Turley, Director of Human Resources

## New Hire

Matt Miller, Offensive Line Football Coach, effective July 6, 2012

## Separations

Robin Newland, Financial Aid Advisor, effective July 13, 2012

Mark Campos, Head GED Instructor, effective July 12, 2012

Katrina Moquett, Head Softball Coach, effective July 26, 2012

## Retirement

## Transfers/Promotions

## Vacancies

ETS – Educational Advisor

ETS - Director

Athletic Director

Vice President of Instructional Services

Migrant Family Literacy Program Coordinator

Director of Workforce Development

Head Softball Coach

Nursing Instructor

Safety & Security Coordinator

ESL/GED Instructors

## Diversity Recruitment Opportunity

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

**GARDEN CITY COMMUNITY COLLEGE  
 ADJUNCT/OUTREACH FACULTY CONTRACTS  
 (Presented to Board of Trustees for Approval 8/8/12)**

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Gibson, Eric	Lifetime Fitness (HPER-121-01) 2.00 FLC x \$400.00/FLC 11-00-0000-11070-5230 7/23 – 8/1/12	\$ 800.00
Knief, Mary	Certified Nurse Aide Lab (HELR-1025-31) 2.33 FLC x \$470.00/FLC 12-00-0000-12203-5230 7/9 – 8/6/12	\$ 1,095.10
McCallum, Brian	Art Appreciation (ARTS-120-01) 3.00 FLC x \$950.00/FLC 11-00-0000-11030-5230 7/9 – 7/27/12	\$ 2,850.00
Tatum, Jeffrey	Health Education (HPER-106-01) 3.00 FLC x \$470.00/FLC 11-00-0000-11070-5230 7/9 – 7/27/12	\$ 1,410.00
Wells, Sarah	College Skills Development (PCDE-101-02) 1.00 FLC x \$400.00/FLC 11-00-0000-11083-5230 7/10 – 7/26/12	\$ 400.00
West, Louis	Psychology of Coaching (HPER-290-01) 3.00 FLC x \$400.00/FLC 11-00-0000-11070-5230 7/23 – 8/1/12	\$ 1,200.00
<b>TOTAL ADJUNCT/OUTREACH FACULTY CONTRACTS</b>		<b>\$ 7,755.10</b>

**GARDEN CITY COMMUNITY COLLEGE  
 FACULTY CONTRACTS FOR NON-CREDIT CLASSES  
 (Presented to Board of Trustees for Approval 8/8/12)**

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Gnad, Brandy	Kids College - My Passport (KIDS105-01) 14 contact hour(s) @ \$25.00/hour 14-00-8009-31000-5270 7/16 - 7/19/12	\$ 350.00
Morphew, Jamie	Quickbook 2011 Advanced (CONT960-05) 8 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 7/17 - 7/19/12	\$ 240.00
Morphew, Jamie	Quickbook 2011 Fundamentals (CONT960-04) 8 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 7/3 - 7/5/12	\$ 240.00
Veesart, Patricia	Wichita Music Theatre (CONT501-01)	\$ 250.00

	10 contact hour(s) @ \$25.00/hour 14-00-8006-31000-5270 7/14/12	
Wallace, Tamara	Kids College - Journey Of Discovery (KIDS106-01) 14 contact hour(s) @ \$25.00/hour 14-00-8009-31000-5270 7/16 - 7/19/12	\$ 350.00
Younkman, Kristina	Kids College - Journey Of Discovery (KIDS106-01) 14 contact hour(s) @ \$25.00/hour 14-00-8009-31000-5270 7/16 - 7/19/12	\$ 350.00
<b>TOTAL NON-CREDIT FACULTY CONTRACTS</b>		<b>\$ 1,780.00</b>

14-00-8004-31000-5270	\$ 480.00	(Business & Industry)
14-00-8006-31000-5270	\$ 250.00	(Personal Enrichment)
14-00-8009-31000-5270	\$ 1,050.00	(Kid's College)

**GARDEN CITY COMMUNITY COLLEGE  
SERVICE CONTRACTS  
FOR ADJUNCT FACULTY**  
(Presented to Board of Trustees for Approval 8/8/12)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Fischer, Melanie (We Care Online, LLC)	Certified Nurse Aide - online (HELR 1025-31) 3.00 FLC @ \$470.00/FLC (Online class Ext. amount: 0.136 x \$470.00 x 3 cr. hr = \$191.76) 12-00-0000-12203-6605 7/9 - 8/6/12	\$ 1,601.76
<b>TOTAL ADJUNCT SERVICE CONTRACTS</b>		<b>\$ 1,601.76</b>

**GARDEN CITY COMMUNITY COLLEGE  
PAYMENTS TO OUTREACH CENTERS  
FOR FACILITY USAGE  
SUMMER 2012**

(Presented to Board of Trustees for Approval 8/8/12)

<b>Location</b>	<b>Total Student Cr. Hr.</b>	<b>Rate of Pay</b>	<b>Total</b>
<b>LEOTI – USD 467</b>			
Introduction to Conversational Spanish I (LANG-130-LE) 12 students			
	<b>24</b>	<b>\$5.00</b>	<b>\$ 120.00</b>
<b>TOTALS</b>	<b>24</b>		<b>\$ 120.00</b>

11-00-0000-42002-6620

**Agenda No: II-C**

**Date: August 8, 2012**

**Topic:** Financial Information

**Presenter:** Dr. Herbert J. Swender

**Background Information:**

Presentation of monthly financial documents:

Checks over \$20,000

Revenues and Expenses - There will be no Revenue and Expense report in August, because the 2012-13 budgets have not been posted.

Cash in Bank

**Budget Information:**

Financial information represents monthly expenditures over \$20,000 and revenues, expenses and cash deposits.

**Recommended Board Action:**

Accept and approve financial information as presented.

**Board Action Taken:**               **Approved**        **Disapproved**  
          **Ayes**           **Nays**           **No Action**

**Board Member Notes:**

## CHECKS PROCESSED IN EXCESS OF \$20,000

August 2012

### Purchases over \$20,000 requiring bid sheet:

- Check #217024 to CDW Government Inc. \$88,820.00 for IBM Expansions. The Board approved this purchase at the March 21, 2012 Board meeting.

### Payments over \$20,000 not requiring bid sheets:

- Check #216889 to Datatel \$203,281.18 for annual software licensing and maintenance. The Board approved this purchase at the May 23, 2012 Board meeting.
- Check #216890 to Dissinger Reed, LLC for \$128,344.00 for basic athletic and catastrophic insurance. The Board approved this purchase at the June 13, 2012 Board meeting.
- Check #216893 to Keller Leopold Ins. for \$86,380.00 for workers compensation insurance. The Board approved this purchase at the May 23, 2012 Board meeting.
- Check #216965 to City of Garden City for \$39,193.18 for utilities
- Check #217083 to Blue Cross and Blue Shield of Kansas for \$99,029.97 for August health insurance premium.



Garden City Community College  
7/31/2012

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 474,914.71	0.0000%
State Municipal Invest. Pool	\$ 14,901.01	0.0180%
FNB of Garden City - Money Market	\$ 10,725.37	0.0500%
Commerce Bank - Money Market	\$ 87,216.21	0.2000%
Landmark National Bank	\$ 1,177,149.46	0.1600%
	<u>\$ 1,764,906.76</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
Commerce Bank	CD	\$ 2,000,000.00	0.3400%	2/24/2012	8/24/2012
First National Bank of Holcomb	CD	\$ 1,000,000.00	0.5900%	12/15/2011	9/15/2012
First National Bank of Holcomb	CD	\$ 1,000,000.00	0.6900%	11/7/2011	11/7/2012
First National Bank of Garden City	CD	\$ 1,000,139.72	0.3000%	6/14/2012	12/13/2012
First National Bank of Holcomb	CD	\$ 1,000,000.00	0.6900%	12/15/2011	12/15/2012
Commerce Bank	CD	\$ 1,000,000.00	0.4200%	2/24/2012	2/24/2013
First National Bank of Garden City	CD	\$ 1,000,186.32	0.4000%	6/14/2012	6/13/2013
		<u>\$ 8,000,326.04</u>			
Total		<u><u>\$ 9,765,232.80</u></u>			

# AUGUST 2012 MONITORING REPORT ANNUAL REPORT

<b>EXECUTIVE LIMITATIONS</b>	<b>ANNUAL</b>
<b>Treatment of People #Preamble</b>	<b>Page 8</b>
<b>With respect to treatment of students, staff, volunteers, and the community, dealings shall not be inhumane, unfair, or undignified.</b>	

**CEO's Interpretation:** I believe it is the responsibility of the president to establish a tone and culture regarding personnel and the treatment of one another. This includes internal and external relationships.

**Data directly addressing CEO's interpretation:** Employee concerns about fair treatment can be addressed to the office of Human Resources pursuant to the policies and procedures outlined by the college. Student, staff, volunteer and community concerns regarding inhumane, unfair, or undignified treatment are handled by the appropriate administrative office under the respective administrator.

<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:** The President is responsible for ensuring 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 students and staff members are aware of rules and procedures for grievances and wrongful conditions on campus. Policies and procedures are available electronically or as a hard copy in each of the dean's office. Student handbooks and information relating to Student College policies are distributed by the office of student services.

Policies and procedures are routinely examined by College personnel. Any revisions or warranted changes are discussed at the administrative cabinet level and written modifications are then presented to College Council for input. Any employee may initiate a review of an institutional policy or recommend a change to current policy. Final determination will be made at the administrative cabinet level.

A record detailing student, employee and other stakeholder complaints is maintained by administration in the three respective areas, Student Services, Administrative Services, and Instructional Services. These logs also document action(s) taken to resolve the complaints. As concerns are received they are addressed.

**The President shall not fail to acquaint students and staff with their rights and responsibilities.**

**CEO's Interpretation:** As president I reinforce to administrative staff to inform employees the importance of understanding that the course syllabus, student handbook, college catalog as well as employee policy and procedures are available in administrative offices across campus and electronically via college web address. Students also receive this at the beginning of each semester.

**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 made aware of these resources at new student and new employee orientations.

## **Incidental Information** **August 2012**

### **Steve Quakenbush, GCCC Information Services and Publications**

GCCC Drama Director Phil Hoke has arranged a new season of stage presentations for 2012-2013, opening with "The King Stag," a family-friendly comic fairy tale scheduled on stage in the Pauline Joyce Fine Arts Building during October. That will be followed in February-March by a dinner theater production of the director's own play, "Shotguns for Wedding Bells." The season will also include an April presentation of "The Diary of Anne Frank," a serious drama about a young Jewish girl and her family as they hide from Nazi persecution during World War II. Public auditions for "The King Stag" are set for 6:30 p.m. Aug. 27.

Broncbuster Buddy Day will take place at 6:15 p.m. Aug. 19 at the Beth Tedrow Student Center for elementary-level children from the community and area, featuring a chance to meet GCCC football players. The evening includes a meal, drills outdoors with the team and T-shirts for the young participants, allowing admission at all 2012 Broncbuster football home games.

The Ron Smith Exhibition will open Aug. 15 as the inaugural art show of the 2012-2013 season in Mercer Gallery, featuring wall sculptures inspired by Native American imagery and spirituality. Regular public viewing will be available 11 a.m.-4 p.m. Monday through Friday and 10 a.m.-2 p.m. Saturdays through Sept. 1. Mercer Gallery, celebrating its 23<sup>rd</sup> season, is located in the west wing of the Pauline Joyce Fine Arts Building and admission is free. Additional shows planned by Gallery Director Brian McCallum include the Gordon Sherman Printmaking Exhibition in September, the Annual Sandhills Art Association Juried Exhibition in October, the Emporia State University Art Faculty Exhibition in November and the GCCC Art Faculty Exhibition in December-January. The balance of the season includes a Kansas State University ceramic arts faculty show in February, coupled with an art workshop; a fiber art and jewelry show in March, organized by Wichita artist Linda Gebert; the Valerie Smith Exhibition in April, featuring images of orphan children of Honduras; and the GCCC Student Art Exhibition in May. Opening or concluding receptions are to be announced in conjunction with each exhibition. The featured artist for August serves on the GCCC Campus Security staff.

"Inside GCCC," the college's fall semester newsletter, course schedule and enrollment guide, is arriving in approximately 18,000 Southwest Kansas home mail boxes across the GCCC service area of Finney, Greeley, Kearny, Hamilton, Lane, Scott and Wichita Counties now through Aug. 10. Among GCCC graduates and former students appearing on the cover, under the theme of "Create Your Own Success Story," are Dr. Nathan Strandmark, DO, family practitioner, Plaza Medical Center; Cassie Rupp, Country Music Television actress, model and spokesperson; Kevin Bascue, Finney County sheriff; Angelica Castillo Chappel, Golden Plains Credit Union internal auditor and president of the Garden City Community Mexican Fiesta; Brian Nelson, executive director, Friends of Lee Richardson Zoo; Emma Banelos, patrol officer, Garden City Police Department; Reynaldo Mesa, 123<sup>rd</sup> District state representative and president of the Garden City Area Chamber of Commerce; and Terri Worf, APRN-C, CDE, Plaza Medical Center nurse practitioner and GCCC trustee.

The Kansas Small Business Development Center at GCCC is offering Steps to Startup, a free workshop scheduled from 1:30 to 4 p.m. Aug. 30 for individuals interested in starting small businesses. The session will be repeated from 6:30 to 9 p.m., with both presentations planned on the top floor of GCCC Student and Community Services Center. The workshop, which will be offered periodically throughout the year ahead, is co-sponsored by the U.S. Small Business Administration and Kansas Department of Commerce.

GCCC is among co-sponsors for the Finney County United Way Charity Golf Tournament, to be hosted Aug. 25 at Buffalo Dunes by Black Hills Energy; and the Southwest Kansas Pro-Am Golf Tournament Ladies Luncheon and Style Show, being staged Aug. 10 at the Clarion Inn and Convention Center. The

college is serving as a scoreboard sponsor for the United Way event, and will be represented with a booth at the Pro-Am event, staffed by Business and Community Education Director Jean Warta.

GCCC is a bronze-level sponsor for the 86<sup>th</sup> Annual Community Mexican Fiesta, which will take place Sept. 7-8, including a yearly scholarship pageant, public festival in Stevens Park and a parade up Main Street. As in past years, GCCC will also be among parade participants.

Southwest Kansans interested in exploring American history through the medium of motion pictures, or sharpening their financial skills, can take advantage of some of the new courses being offered on campus this fall. History Through Hollywood, based on landmark films of the 21<sup>st</sup> and 20<sup>th</sup> Centuries, will take place at 6:30 p.m. Monday evenings. Financial Success, covering everything from checkbook management and borrowing to development of realistic financial goals, will take place at 7 p.m. Tuesdays. Mark Calvin, adjunct instructor, will teach the history course, while the financial class will be led by Chip Marcy, economics instructor.

GCCC and Kansas State University have signed a new agreement making it possible for students to complete their community college associate degrees even after transferring to the university. The reverse transfer agreement was signed by Dr. Herbert J. Swender, GCCC president, and Dr. Kirk Schultz, K-State president, during a ceremony in Anderson Hall on the K-State campus in Manhattan. The arrangements allow credits earned at K-State to transfer back toward an unfinished associate degree at GCCC. The agreement takes effect for students enrolling in the 2012 fall semester, as well as for all future semesters. In addition to the presidents, others on hand for the ceremony in July included Sue Maes, dean of continuing education; Deanna Cone and Bill Disberger, assistant admissions directors and transfer coordinators; and Pat Bosco, vice president for student life, all of K-State; as well as Ryan Ruda, vice president for student services; Nikki Geier, admissions director; Nancy Unruh, registrar; and Colin Lamb, counseling services director, all of GCCC.

This month marks eight years since the Garden City Telegram began providing GCCC with space for a regular column in the community's daily newspaper. The column, which appears every other Wednesday, focuses on GCCC-related issues, events and opportunities, and has been published 208 times since August of 2004. The next edition, addressing benefits and opportunities as the fall semester approaches, is by Dr. Herbert J. Swender, and it will be published Aug. 15.

GCCC's 11<sup>th</sup> Annual Kids' College recently concluded after five summer sessions of fun and learning for boys and girls in grades K-12, including segments entitled My Passport, Journey of Discovery, NextGen Finney County, The Adventure and My Town. More than 80 children participated in the program, which was conducted by the GCCC Business and Community Education Department.

The GCCC Business and Community Education Department has been conducting short-term summer classes for people who want to advance their professional skills and earn college credit. Offerings have included Introduction to Accounting, Fast Track Career Skills, and a final segment, Supervisor I, under way Aug. 6-9.

The GCCC Department of Public Safety is continuing to host a series of Kansas Concealed Carry classes for citizens seeking licensure to carry concealed firearms, each meeting 7:30 a.m.-6 p.m., co-sponsored by the Sand and Sage Rifle and Pistol Club. Upcoming dates include Aug. 20, the first time the course has been offered on a Monday, as well as Saturday sessions Aug. 25, Sept. 22, Oct. 27 and Dec. 1.

GCCC served as the site Aug. 3 for a Kansas small business forum entitled "Spotlight On New Kansas Tax Policy," hosted by the Garden City Area Chamber of Commerce in the lecture hall of the Warren Fouse Science and Math Building. The gathering featured Kansas Budget Director Steve Anderson and included a meal catered by Great Western Dining.

## **Dee Wigner, Executive Vice President**

Upgrades to the Academic Building are almost complete. The project should be complete by August 8, which will allow faculty and staff plenty of time to prepare the rooms for students. The building has a more modern design and classrooms will be equipped with modern technology. Two new classrooms in the west hall will provide much needed classroom space.

An underground heating pipe leak was detected in the pipe that supplies the dorms and Student Center. The leak appears to be in an ell that was added when the Beth Tedrow Student Center was built. The entire pipe intersection will be opened up for inspection and the rest of the pipes' integrity will be determined.

The Criminal Justice Department received new paint, carpet and tile. The area had become worn and outdated. Maintenance personnel have now begun work on a faculty office in the Fine Arts Building. The auditors from Lewis, Hooper & Dick were on campus the week of July 23. They have completed their field work and are now preparing the financial analysis. Preliminary results are good and we look forward to receiving the written audit.

Agreement was reached with Community Day Care. They have reserved ten spots for GCCC students. At the time of this report, all but four spots have been filled. In exchange for the spots, GCCC will receive reduced child care rates and will provide limited maintenance and lawn care to the daycare.

## **Ryan Ruda, Vice President of Student Services**

### **Admissions**

Admissions staff will be adding 10 new recruitment fairs to their travel schedule this fall. They will be attending recruitment fairs in Colorado, Nebraska and Oklahoma to market the college and sell the border state tuition rate that has been approved. These fairs allow for a broader recruiting base while still maintaining the fairs and recruiting in Kansas as well.

The admissions staff has completed the virtual tour project which should go live in the next few weeks on the GCCC website. This tour will virtually allow students to tour each of the buildings at GCCC and learn about various programs. This will serve as an additional recruiting piece to direct students towards. The tour will also be available in Spanish as well. Daniel Reyes and Jayre Lee have been instrumental in completing this project and seeing it through completion.

### **Residential Life**

Residential Life is putting the finishing touches on improvement projects that had been completed over the summer. The RA's have moved back to campus as of the last week in July to assist in cleaning and preparing rooms for football players to start arriving August 2<sup>nd</sup>. Currently the residence halls are at approximately 95% occupancy for fall.

### **Student Services Division**

The entire Student Services division is scheduling an enrollment day for August 6<sup>th</sup> in hopes of drawing in returning students who have not yet enrolled as well as potential new students for enrollment. The college has hosted 5 other enrollment days through the spring and summer which are focused on assessment, enrollment and financial aid steps getting completed. The division has not hosted an August date in the past, but feel that this date could help ease some of the waiting that occurs for advisors as the start of school approaches.

Colin Lamb, Nikki Geier, Nancy Unruh and Ryan Ruda accompanied Dr. Swender to Manhattan, Kansas to sign a reverse transfer agreement with Kansas State University. This agreement allows students who transfer to KSU from GCCC, but have not completed their Associate degree to transfer hours from KSU to GCCC in order to complete the associate degree. This agreement is applicable to those students who have completed 45 hours or more from GCCC to KSU. Assistance at both KSU and GCCC will be provided in contacting students who are applicable for this agreement and assisting them in completing their associate degree program with hours completed at KSU.

Freshman Orientation will be held on August 20<sup>th</sup> from 8 a.m. – noon in the Fine Arts Auditorium. Programs specific to entering students are held as well as getting students connected with their advisors on this day.

#### Financial Aid

Financial Aid staff are furiously working to assist students in completing files for fall semester while also wrapping up summer financial aid as well. Additionally, work is in progress on determining work study allocations and preparing the work study jobs for posting to students starting August 21.

#### Student Support Services

Brian Weber and Kurt Peterson attended a National Academic Advising Association training this July in Austin, Texas. Upon their return, a very favorable commendation was received from the facilitator and trainer for the workshop speaking very highly of their involvement and knowledge of advising that was shared at the conference. One of the comments from the facilitator was “I was impressed with their commitment to success of your students”. This type of feedback illustrates the emphasis that is placed on advising at GCCC as well as the dedicated individuals that carry out the advising duties at GCCC.

SSS staff partnered with the Seward County Community College SSS program to conduct a training with their administrative software program, Blumen. This training was directed towards updates to the software package, new reporting features and other options that have changed with a new version. This workshop can be expensive to bring in, so by partnering and working with SSS, it allowed to do some cost sharing.