



# 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)

September 7, 2012

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, September 12, 2012**. The meeting will be held in **Endowment Room of the Beth Tedrow Student Center**, Garden City Community College Campus.

7:00 PM Regular board meeting called to order in the Endowment Room

## AGENDA

### I. CALL TO ORDER:

- A. Comments from the Chair
- B. Faculty Senate Report (.....) r i 05  
B-1 Program highlight:  
Animal Science and Food Safety Program Update  
Cindy VenJohn, Agriculture Instructor  
Dr. Clint Alexander, Animal Science Instructor  
Austin Voyles, Animal Science/Food Safety Instructor  
Rosio Ibarra, Technical Program Case Manager.
- C. Open comments from the public

### II. CONSENT AGENDA .....

### Action

- A. Approval of minutes of previous meetings (August 8, 2012, Policy Governance Retreat August 8, 2012) (.....) r i 061;
- B. Approval of personnel actions-Human Resources (.....) r i 032  
B-1 Human Resources Report (.....) r i 033  
B-2 Adjunct/Outreach Contracts (.....) r i 034
- C. Financial information (.....) r i 036  
C-1 Checks processed in excess of \$20,000 (.....) r i 037  
C-2 Cash in bank (.....) r i 038
- D. Purchases over \$20,000  
D-1 Mobile Classroom (.....) r i 039  
D-2 Bus Purchase (.....) r i 03;  
D-3 Ag Science Remodel – John Collins Building (.....) r i 043
- E. Child Care Agreement (.....) r i 045

### III. CONFIRMATION OF MONITORING REPORTS:

- A. Monitoring Reports and ENDS..... (.....) Action  
A-1a-Monitoring Report-Workforce Development (.....) r i 04:

- B. Review Monitoring Report
  - B-1 Annual, Treatment of People # 1 and #6
- C. Board Process and Policy Governance Review

**IV. OWNERSHIP LINKAGE:**

**V. REPORTS:**

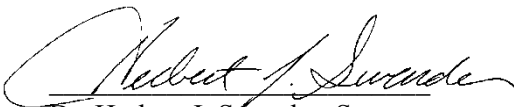
- A. President’s Report
  - A-1 Incidental Information..... pg. 30
- B. Report from Finney County Economic Development Corporation (Trustee Ron Schwartz)
- C. Report from KACCT

**Upcoming Calendar Dates:**

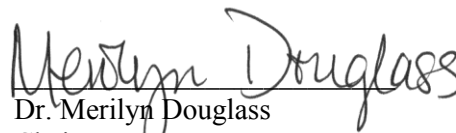
<u>Sept.</u> 17	Constitution Day
<u>Sept.</u> 27	5:00-6:30 p.m. Endowment Association 3 <sup>rd</sup> Annual Scholarship Celebration Cafeteria
<u>Oct.</u> 1-4	Endowment Association Phonathon
<u>Oct.</u> 8-11	Endowment Association Phonathon
<u>Oct.</u> 9-13	ACCT 43 <sup>rd</sup> Annual Leadership Congress-Boston, MA
<u>Oct.</u> 24	6 p.m. Board of Trustee Meeting – Endowment Room
<u>Nov.</u> 14	6 p.m. Board of Trustee Meeting – Endowment Room
<u>Nov.</u> 19-23	Thanksgiving Break –NO CLASSES-OFFICES CLOSED
<u>Dec.</u> 17-19	Final Exams
<u>Dec.</u> 12	Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 6:00 Endowment Room
<u>Dec.</u> 24-Jan. 4	Christmas Holiday –NO CLASSES-OFFICES CLOSED
<u>Jan.</u> 9	Regular monthly Board of Trustee meeting 6:00 Endowment Room
<u>Jan.</u> 14	Faculty report – in-service
<u>Jan.</u> 16	Classes begin

**VII Executive Session**

**VIII. Adjournment**



Dr. Herbert J. Swender, Sr.  
President



Dr. Marilyn 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

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### Faculty Senate Report September 12, 2012

**Faculty Senate Program Spotlight: Agriculture Programs – Agriculture Business & Agronomy and Animal Science.** Capturing the best of the Agriculture programs including the Collegiate Farm Bureau start-up and an update on the expansion of the Animal Science and Food Safety program will be presented by our Agriculture Instructors. Cindy VenJohn, Agriculture Instructor; Dr. Clint Alexander, Animal Science Instructor; Austin Voyles, Animal Science/Food Safety Instructor; and Rosio Ibarra, Technical Program Case Manager.

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

- The faculty-mingle breakfast with Dr. Swender and Dr. Cook was held on August 21<sup>st</sup>.
- Faculty Senate is working on several projects including
  - Faculty observation assignments for 2012-2013. This part of the 3 year rotational evaluation for faculty members who have been under GCCC contract for 3 years or more.
  - Working with the Teaching and Learning Center to provide additional instructional opportunities for teaching excellence.
  - Reviewing professional development guideline

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

**August 8, 2012**

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

Trustees Absent: Ron Schwartz

Others Present: Debra Atkinson, Deputy Clerk  
Jan Bitikofer, Reading Instructor  
Lyle Bitikofer, Assistant Director, Physical Plant  
Michelle Branton, Reading Instructor  
Dr. Lenora Cook, Dean of Health Sciences  
Scott Good, Network Manager  
Rachel Gray, *Garden City Telegram*  
Linda Morgan, Faculty Senate President/Criminal Justice Instructor  
Steve Quakenbush, Executive Director of Public Relations  
Ryan Ruda, Vice President of Student Services  
Dr. Herbert Swender, President  
Larry Walker, English Instructor/Division Director, Fine Arts  
Dee Wigner, Executive Vice President

**CALL TO ORDER:**

Chair Douglass called the budget hearing to order at 5:48 p.m.

**COMMENTS FROM PUBLIC REGARDING BUDGET:**

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

Chair Douglass then asked for comments or questions regarding the 2012-2013 budget, which had been reviewed in depth at the July 11 board of trustees meeting and published in the Garden City Telegram July 25. Trustee Clifford stated that he had opposed a full one-mill increase during the July meeting, instead favoring the half mill option, but also noted that he wanted to support the board decision of a one-mill increase.

***Motion:***

***Worf moved, seconded by Crist, that the Board of Trustees certify that the budget hearing was held, that the budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2012-2013, and that the amount of 2012 taxes to be levied is within statutory limitations (General Fund - \$10,021,213 with an estimated mill levy of 20.14 mills; and Capital Outlay Fund - \$517,082, with a mill levy of 1.039).***

***Further, that the General Fund Operating Budget be set at \$16,834,134.***

***Motion carried 4-0***

**CALL TO ORDER:**

Chair Douglass called the regular board meeting to order at 5:50.

**COMMENTS FROM THE CHAIR:**

Chair Douglass made the following comments:

- Noted that Trustee Ron Schwartz was absent due to illness and wished him a speedy recovery.
- Broncbuster Buddy Day is August 19 at 6:15 p.m. at the Beth Tedrow Student Center.
- GCCC is serving as a scoreboard sponsor for the August 25 United Way Charity Golf Tournament.

- GCCC will be represented with a booth at the Southwest Kansas Pro-Am Ladies Luncheon and Style Show, staffed by Business and Community Education Director Jean Warta.
- Fall 2012 classes will begin August 22.
- Please let Debbie Atkinson know if you will attend the August 16 Chamber of Commerce Annual Banquet.
- Garden City High School dedication is August 31 at 5:30 p.m. in the commons area, with the football game to follow at 7 p.m. in the new Garden City High School stadium.

**OPEN COMMENTS FROM PUBLIC:**

Chair Douglass 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 expressed appreciation for the continuation of summer meetings with President Swender and Vice-President of Faculty Senate Terry Lee. Information from these meetings has been shared with GCCC faculty.

**Program Report:**

Michelle Branton and Jan Bitikofer  
Reading Instructors

Michelle Branton and Jan Bitikofer shared handouts and a PowerPoint presentation detailing history and future endeavors of GCCC Developmental Reading program. Branton and Bitikofer told trustees the program aims at helping students acquire the skills they need to succeed in college courses. Additional goals include streamlining the program for effectiveness and efficiency, and boosting the rate that students advance to collegiate-level reading skills. They noted that GCCC is an open admission institution, and that approximately 60 percent of incoming freshmen require assistance in one or more subject areas, including 51 percent who need a developmental reading course. Reading enrollment has grown from 161 students in 2008-09 to 242 in 2011-12. To serve those students, the college offers the courses READ 092, for those attaining a score of 0-45 on incoming COMPASS reading placement tests, and READ 101 for those scoring 46-80.

While the basic level course provides no transfer credit, and uses a grade 9-12 textbook, the READ 101 class uses a grade 10-14 textbook and does include transfer credit. The instructors noted that GCCC served last year as the organizational site for the new Kansas Association of Developmental Reading Instructors. The group, which includes instructors from all Kansas community colleges, will conduct a fall conference in October, and is already developing a report entitled “Aligning Developmental Reading in Kansas Community Colleges.”

Trustees asked Branton and Bitikofer about the growing number of students arriving without sufficient reading skills. Both instructors said that a gap exists between high school and college reading needs. Bitikofer said the gap may begin to close as states acquire the ability to opt out of No Child Left Behind requirements.

Trustees thanked Branton and Bitikofer for their report.

Chair Douglass recognized Kate Covington, Director of Residential Life, who presented the 2012-2013 Resident Assistants to the Board of Trustees.

A welcome was extended from the Board to the 2012-2013 Resident Assistants.

**CONSENT AGENDA**

Chair Douglass requested that the following corrections be made to the July 13, 2012 Board minutes.

Page 15, motion to elect Vice Chair to read **“Douglass moved, seconded by Worf that nominations cease and Crist be elected as Vice Chair of the Board for the 2012-2013 year.”**

Page 15, motion to elect clerk of the Board read **“Worf moved, seconded by Sterling, that Schwartz be elected**

**as clerk of the Board for the 2012-2013 year.”**

**Motion:**

*Clifford moved, seconded by Worf, to approve consent agenda items as presented with corrected July 13, 2012 Board minutes.*

*Motion carried 4-0*

Approved actions follow:

- (A) **APPROVED MINUTES** of previous meeting (Corrected July 13, 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.)

**MONITORING REPORTS and ENDS REPORTS:**

Trustees indicated they had received and reviewed the annual monitoring report on Treatment of People # 1 and #6.

(Supporting documents filed with official minutes.)

**BOARD PROCESS AND POLICY GOVERNANCE REVIEW:**

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 monitoring reports were reviewed and discussed. Trustees stated that they would review these items fully at the Policy Governance retreat immediately after the regular board meeting.

**OWNERSHIP LINKAGE:**

Trustee Clifford shared with trustees that a community member had brought to his attention their concern regarding the sponsorship that had been purchased on the high school football scoreboard. Accurate information is needed regarding where sponsor ads will be displayed now that the old high school has become a middle school. Swender stated that it was his understanding that sponsor ads would run on both the old scoreboard at the middle school, where GCCC will play football in 2012, and the new scoreboard at the new high school until contracts had been fulfilled. Swender will verify that information and share with trustees.

Several Trustees said they have been asked by community members multiple times when GCCC will become a four year university. Swender stated becoming a four year institution would require different resources, accreditation and infrastructure. GCCC is working in partnership with several four year institutions to provide opportunities for students to attain bachelor and master degrees. In addition, Swender shared with trustees that inquiries had been received from the University of Phoenix and American University regarding agreements that would give GCCC students the opportunity to earn bachelor and master degrees and stay on the GCCC campus.

**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:**

### **ACCT-Boston:**

Travel arrangements have been made for the October 10-13 Association Community College Trustees conference. Traveling to Boston are Trustee Schwartz and wife Janie, Trustee Worf and husband Mark, the president and wife Diana and Debbie Atkinson.

### **K-State Reverse Transfer Agreement:**

Swender shared with trustees that on Wednesday, July 18, he and others from GCCC had traveled to Manhattan for the signing of a reverse transfer agreement with Kansas State University. The signing took place on Thursday, July 19 in the office of K-State President Kirk Schultz, going very well. The agreement will be especially helpful for students who have completed 45 hours from GCCC and then transfer to K-State. Students will earn their associate degrees from GCCC by transferring back remaining hours.

### **Search for Athletic Director:**

Swender stated that over 50 applications have been received for the Athletic Director's position at GCCC and that the search continues.

### **Softball Coach:**

Rebecca Holland, recently from Pratt Community College, has been hired as GCCC head softball coach and began her duties on Tuesday, August 7. GCCC does notify sister community colleges if and when one of their employees expresses interest in vacancies at GCCC. Swender extended congratulations to Ryan Ruda for his work in the search and hiring process.

### **ACADEMIC BUILDING:**

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

### **Other Vacancies:**

The search continues for Director of Workforce Development, a new position, and Vice President of Instructional Services. Human resources is receiving applications on both positions and interviews will begin soon.

### **Day Care:**

GCCC has reached an agreement with Community Day Care that will expand child care offerings for GCCC students. Beginning this fall students will be able to count on increased service hours, days and months for child care. Swender acknowledged the efforts of Dee Wigner in completion of the agreement.

### **CNN News Article:**

A leading online publication of CNN, the Cable News Network, has issued a ranking of U.S. community colleges, placing Garden City Community College among the top two in Kansas, as well as the top 24 in the nation, in terms of student success. Swender credited GCCC faculty and staff and their positive effort on this result. In addition, Swender extended his appreciation to the Garden City Telegram for coverage of this attainment.

### **Newman Signing:**

Garden City Community College and Newman University, a private university based in Wichita, have signed a new general articulation agreement guaranteeing acceptance of GCCC graduates as Newman juniors. Newman and GCCC representatives marked the occasion Monday in a gathering on the Garden City campus, with Newman alumnus Janie Perkins, a member of the Kansas Board of Regents, on hand.

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

No report at this meeting.

**EXECUTIVE SESSION:**

Chair Douglass recessed the board at 7:05 p.m. for a five minute break.

Board will reconvene into a 35-minute executive session at 7:10 p.m. for the purpose of discussing non-elected personnel. Board will reconvene into open session at 7:40 p.m., for the purpose of taking action. Executive session was then extended an additional 15 minutes.

Persons included in executive session:

GCCC Board of Trustees

Herbert J. Swender, President, for first 15 minutes

Dee Wigner, Executive Vice President, for last 30 minutes

Board reconvened into open session at 7:55 p.m.

**Motion:**

*Worf moved, seconded by Clifford, to approve a 2012-2013 contract for Herbert J. Swender as president, including a 2percent salary increase, revision in contract language, and a \$2,000 discretionary spending allowance.*

Trustee Clifford stated that the president’s performance is equated with the performance of the institution. Chair Douglass told Swender that he had been hired with the idea of bringing a new and bigger vision and that he has brought that to GCCC. Douglass referred to Swender’s “infectious passion” and said he has the support of the GCCC board.

*Motion carried 4-0*

Meeting adjourned at 8:20 p.m.

**UPCOMING CALENDAR EVENTS:**

- Sept. 17 Constitution Day
- Sept.27 5:00-6:30 p.m. Endowment Association 3<sup>rd</sup> Annual Scholarship Celebration Cafeteria
- Oct. 1-11 Endowment Association 33<sup>rd</sup> Annual Phonathon
- Oct. 9-13 ACCT 43<sup>rd</sup> Annual Leadership Congress-Boston, MA
- Nov. 14 Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 6:00 Endowment Room
- Nov. 19-23 Thanksgiving Break –NO CLASSES-OFFICES CLOSED
- Dec. 17-19 Final Exams
- Dec. 12 Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 6:00 Endowment Room
- Dec. 24-Jan 4 Christmas Holiday –NO CLASSES-OFFICES CLOSED
- Jan. 9 Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 6:00 Endowment Room
- Jan.14 Faculty report – in-service
- Jan. 16 Classes begin

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Debra J. Atkinson  
Deputy Clerk

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Herbert J. Swender, Ed.D.  
Secretary

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Dr. Merilyn Douglass  
Chair of the Board



# GARDEN CITY COMMUNITY COLLEGE

## POLICY GOVERNANCE RETREAT

**August 8, 2012**

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

Trustees Absent: Ron Schwartz

Others Present: Debra Atkinson, Deputy Clerk  
Dr. Lenora Cook, Dean of Health Sciences  
Linda Morgan, Faculty Senate President/Criminal Justice Instructor  
Ryan Ruda, Dean of Student Services  
Dr. Herbert Swender, President  
Dee Wigner, Executive Vice President

The Board of Trustees met in special session at 8:00 p.m. on August 8, 2012 in the Endowment Room of Beth Tedrow Student Center. The purpose of the meeting was to review the GCCC Policy Governance Manual.

Three areas were identified regarding revisions:

1. Garden City Community College vision, strategic planning, future of GCCC
2. Greater precision in language in the current Policy Governance Manual
3. Frequency of the current schedule of monitoring reports.

Trustees discussed the current schedule of monitoring reports and agreed upon the following changes:

1. EL-11  
#2, #3, #5 will become annual reports, given in January
2. EL-7  
#12 will move from July to February
3. EL-2  
All will move from July to February
4. EL-7  
#8 will be eliminated from the schedule

Trustees agreed that Trustee/Chief Policy Governance Officer, Clifford would work with Debbie Atkinson on language in the Policy Governance Manual. In addition Trustees, will discuss vision, strategic planning and future plans for GCCC after the regular September and November board meetings.

Meeting adjourned at 8:30 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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Dr. Merilyn Douglass  
Chair of the Board

**Agenda No: II-B**

**Date: September 12, 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:**

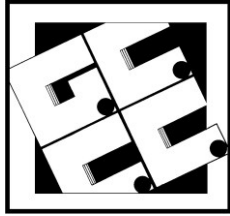
Salaries are commensurate with duties and responsibilities and are included in the annual budget.

**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

September 4, 2012

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

## New Hire

Merci Falaise, Assistant Football Coach, effective August 1, 2012  
Becky Holland, Head Softball Coach, effective August 7, 2012  
Christina Mueller, Assistant Softball Coach, effective August 13, 2012  
Heather Garcia, ETS – Director, effective September 5, 2012  
Shajia Ahmad, ETS Advisor, effective September 17, 2012  
Dennis Harp, Athletic Director, effective September 2012

## Separations

Kevin Brungardt, Dean of Academics, effective July 26, 2012  
Scott Good, IT Network Manager, effective September 21, 2012

## Retirement

## Transfers/Promotions

Jill Lucas, Director of Campus Child Care to Financial Aid Advisor, effective August 13, 2012  
Ashley Salazar, ETS Advisor to ETS Assistant Director, effective September 1, 2012

## Vacancies

Vice President of Instructional Services  
Migrant Family Literacy Program Coordinator  
Director of Workforce Development  
Nursing Instructor  
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 9/12/12)**

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Corley, Whitney	Outdoor Recreation (HPER-202-01) 1.00 FLC x \$470.00/FLC 11-00-0000-11070-5230 8/8 – 8/21/12	\$ 470.00
Crain, Terry	Math Processes for Technicians (JDAT-110-01) 3.00 FLC x \$675.00/FLC 12-00-0000-12220-5230 7/19 – 8/14/12	\$ 2,025.00
Neff, Martin	Basic Electr Motor Controls (INPR-231-01) 3.00 FLC x \$700.00/FLC 12-00-0000-12271-5230 7/23 – 7/27/12	\$ 2,100.00
Sosa, Elizabeth	Basic Electr Motor Controls (INPR-231-01) 1.00 FLC x \$500.00/FLC 12-00-0000-12271-5230 8/6 – 8/9/12	\$ 500.00
<b>TOTAL ADJUNCT/OUTREACH FACULTY CONTRACTS</b>		<b>\$ 5,095.00</b>

**GARDEN CITY COMMUNITY COLLEGE  
 FACULTY CONTRACTS FOR NON-CREDIT CLASSES  
 (Presented to Board of Trustees for Approval 9/12/12)**

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Homm, Michael	KS Carry Concealed Handgun (8 Hour Class) (CRMJ300-78) 4 contact hour(s) @ \$30.00/hour 14-00-8033-31000-5270 8/25/12	\$ 120.00
Prewitt, Robert	KS Carry Concealed Handgun (8 Hour Class) (CRMJ300-77) 10 contact hour(s) @ \$30.00/hour 14-00-8033-31000-5270 8/20/12	\$ 300.00
Ronn, Mark	KS Carry Concealed Handgun (8 Hour Class) (CRMJ300-78) 10 contact hour(s) @ \$30.00/hour 14-00-8033-31000-5270 8/25/12	\$ 300.00
Soldner, Jerry	KS Carry Concealed Handgun (8 Hour Class) (CRMJ300-77) 4 contact hour(s) @ \$30.00/hour 14-00-8033-31000-5270 8/20/12	\$ 120.00
Soldner, Jerry	KS Carry Concealed Handgun (8 Hour Class) (CRMJ300-77) 3 contact hour(s) @ \$30.00/hour 14-00-8033-31000-5270 8/20/12	\$ 90.00
Soldner, Jerry	KS Carry Concealed Handgun (8 Hour Class) (CRMJ300-78) 3 contact hour(s) @ \$30.00/hour 14-00-8033-31000-5270 8/25/12	\$ 90.00

Soldner, Jerry	KS Carry Concealed Handgun (8 Hour Class) (CRMJ300-78) 4 contact hour(s) @ \$30.00/hour 14-00-8033-31000-5270 8/25/12	\$ 120.00
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<b>TOTAL NON-CREDIT FACULTY CONTRACTS</b>		<b>\$ 1,140.00</b>
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14-00-8033-31000-5270	\$ 1,140.00	(Public Safety)
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**Agenda No: II-C**

**Date: September 12, 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

September 2012

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

- Check #217315 to Ecologic Industries LLC for \$21,319.00 for stackable beds for Residential Life. The Board approved this purchase at the March 21, 2012 Board meeting.
- Check # 217481 to Assessment Technologies for \$30,420.00 for educational and testing software for the nursing program. The Board approved this purchase at the May 23, 2012 Board meeting.

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

- Check #217310 to City of Garden City for \$43,912.88 for utilities.
- Check #217311 to Commerce Bank for \$26,706.44 for various purchase card charges.
- Check #217324 to Great Western Dining for \$62,514.87 for various invoices.
- Check #217381 to Dick Construction for \$238,568.00 for construction expenses on Academic Building remodel project. The Board previously approved this project.
- Check #217457 to Blue Cross and Blue Shield for \$97,026.68 for health insurance premiums for September.
- Check # 217502 to Great Western Dining for \$24,643.14 for various invoices.

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>			



**Agenda No:** II D-1

**Date:** September 12, 2012

**Topic:** Purchase of mobile classroom

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

**Background Information:**

The Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant includes the purchase of a mobile classroom to be used to take Food Safety courses to area school and hospital kitchen staff members to facilitate ongoing training. The mobile lab would assist smaller school districts to maintain food safety and animal science career pathways and prepare students for post-secondary degrees.

A Request for Proposals (RFP) was issued and eight proposals were received. A committee reviewed all proposals taking into consideration required specifications, cost per square foot, construction and anticipated delivery date. Based on each committee member's independent review of the proposals and group discussion, it is the recommendation of the committee to accept the Featherlite Trailers, Inc. proposal. Featherlite Trailers, Inc. met the highest percentage of required specifications and offered the largest maximum square footage for classroom and lab learning environment within budget limit.

**Budget Information:**

TAACCT grant funds  
\$539,000

**Recommended Board Action:**

Approval of the purchase of the mobile classroom trailer from Featherlite Trailers, Inc. at a cost of \$539,000

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

**Board Member Notes:**

Garden City Community College  
801 Campus Drive  
Garden City, Kansas 67846

BID TABULATION FORM  
53' Mobile Classroom  
September 7, 2012

VENDOR	BASE BID AMOUNT
Clegg Industries, Inc. 16400 NW Zac Lentz Parkway Victoria, TX 77905	\$526,331
DEPCO, LLC 3305 Airport Drive Pittsburg, KS 66762	\$389,740
Farber Specialty Vehicles 7052 Americana Parkway Reynoldsburg, OH 43068	\$587,309
Featherlite, Inc. P. O. Box 320 Cresco, IA 52136	\$539,000
Hampden Engineering Corporation 99 Shaker Rd East Longmeadow, MA 01028	\$489,500
Kentucky Trailer Technologies 1240 N Poontiac Trail Wallied Lake, MI 48390	\$625,206.30
New Horizons 2401 Lacy Drive Junction City, KS 66441	\$204,800
Sapience Corporation 428 W. 4th Pittsburg, KS 66762	Bid rescinded

**Agenda No:** II-D-2

**Date:** September 12, 2012

**Topic:** Bus Purchase

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

**Background Information:**

At the regular board of trustee August meeting administration was authorized to use cash reserve funds to purchase bus transportation not to exceed \$200,000. The college offered two buses for trade in allowance.

2007 Chevrolet 35 passenger  
2001 GMC 16 passenger

An RFP was issued and proposals received. Bid tabulation is included. Administration’s recommendation is to purchase two buses as shown below.

**Master’s Transportation**

2009 International – 51,900 miles	\$81,500	
35 passenger	- <u>40,200</u>	(less trade in allowance for two vehicles)
	\$41,300	

**Tesco Transportation & Equipment Sales**

2012 Glaval Ford 550	\$89,999
29 passenger	

**Budget Information:**

General fund cash reserves  
\$131,299

**Recommended Board Action:**

Approve the purchase of a 2009 International from Master’s Transportation for \$41,300 and a new 2012 Glaval Ford 550 from Tesco Transportation for \$89,999.

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

**Board Member Notes:**

Garden City Community College  
 801 Campus Drive  
 Garden City, Kansas 67846

BID TABULATION FORM  
 Passenger Buses  
 September 6, 2012

VENDOR	BUS DESCRIPTION	BASE BID AMOUNT	TRADE IN ALLOWANCE
National Bus Sales 15580 HWY 114 Justin, TX 76247	2012 Glaval Entourage (Did not meet specifications)	\$75,500	2001 GMC \$500.00 2007 Chevrolet \$26,000
Master's Transportation 800 Quik Trip Way Belton, MO 64012	2009 International	\$81,500	2001 GMC \$3,200 2007 Chevrolet \$37,000
	2009 Chevrolet Turtle Top	\$83,000	
Tesco 6401 Seaman Rd Oregon, OH 43616-7230	2012 Glaval Entourage Ford 550	\$89,999	No trade in allowance
	2008 Chevrolet 5500 Turtle Top (Did not meet specifications)	\$79,900	
	2007 Chevrolet 5500 Eldorado (Did not meet specifications)	\$68,999	

**Agenda No:** II-D-3

**Date:** September 12, 2012

**Topic:** Ag Science Remodel – John Collins Building

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

**Background Information:**

The U.S. Department of Labor Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program includes extensive remodeling of the southeast corner of the John Collins Technical Building. The project includes redesigning the space to better accommodate programs including animal science and food safety. The project also includes a cooler/freezer that will be used to store meat for animal science labs.

Funding for the majority of this project will be from the TAACCCT grant. The cooler/freezer will be located on the south side of the Collins building. The breezeway attaching the cooler to the building will be the financial responsibility of the College.

Architectural drawings and bid documents were prepared by the College's Architect. Bids were received Tuesday, August 7. However, the amounts bid were higher than preliminary estimates due to material and mechanical costs. Bid tabulation follows this document. Therefore it will be necessary to reduce the scope of the project to align with funds available.

There are two options under consideration 1) reject all bids and revise the architectural drawings and scope of work, which will substantially delay the project or 2) accept best bid received and work directly with the best bid contractor. The second year of the three year grant begins October 1, 2012; therefore time is of the essence to complete the project.

**Budget Information:**

Budgeted costs:

- TAACCCT grant - \$373,000
- Capital Outlay Fund - \$75,000

**Recommended Board Action:**

Authorize the Administration to accept the best bid contractor, Dick Construction, and to work with the contractor to reduce the scope of the project not to exceed \$448,000.

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

**Board Member Notes:**

**BID TABULATION FORM**  
**Food Lab at John Collins Vocational Building Remodel**  
**GARDEN CITY COMMUNITY COLLEGE**

**801 Campus Drive**

Garden City, Kansas

Architect Project No. 2012110

August 7, 2012

CONTRACTOR	Addenda Received	5% Bid Bond	Base Bid Proposal	Alt.#1-Vestibule/ Storage Addition	Alt.#2-Walk-in Cooler/Freezer	Total Proposal (Base Bid + Alt.'s)	Mech. & Elec. Subcont.
Compton Construction Wichita, Kansas	1,2 & 3	5%	\$508,200	#131,100	\$172,600	\$811,800	Tatro Plumbing Wallace Electric
Construction Services Bryant, Wichita, Ks.	1,2 & 3	5%	\$520,500	\$119,000	\$178,800	\$817,800	Tatro Plumbing Wallace Electric
Dick Construction, Inc. Garden City, Kansas	1,2 & 3	5%	\$503,894	\$138,019	\$166,488	\$808,401	Tatro Plumbing Wallace Electric

**Agenda No:** II E

**Date:** September 12, 2012

**Topic:** Community Day Care Agreement

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

**Background Information:**

In order to provide enhanced child care services, the college negotiated an agreement with the Community Day Care Center. The agreement provides expanded hours per day and more days per year. In addition to a weekly cost per child, the college will assist with maintenance and lawn care duties at the center as negotiated. Students utilizing these services will pay a flat weekly rate of \$50 to the college.

**Budget Information:**

Estimated annual cost to the college: \$18,200.00

**Recommended Board Action:**

Approve Child Care Agreement as presented.

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

**Board Member Notes:**

## CHILD CARE AGREEMENT

THIS CHILD CARE AGREEMENT (AGREEMENT) is made and entered into this \_\_\_\_ day of August, 2012, by and between **Garden City Community College (GCCC)** and **COMMUNITY DAY CARE CENTER (CDCC)**, a Kansas not for profit corporation.

**WITNESSETH:**

**WHEREAS, GCCC** provides as a benefit to its students, day care facilities on the **GCCC** campus; and

**WHEREAS, GCCC** has a need to move its day care services to another location; and

**WHEREAS, CDCC** provides day care services for young children at its building located at 505 College Drive, Garden City, Kansas, adjacent to the **GCCC** campus; and

**WHEREAS, the parties** desire to enter into an agreement whereby **CDCC** provides day care services to children of **GCCC** students.

**NOW, THEREFORE,** in consideration of the mutual terms and conditions hereinafter set forth, the parties agree as follows:

1. **CHILD CARE SPACES.** **CDCC** agrees to reserve and guarantee to **GCCC**, ten (10) spaces for children ages 2½ to 5 years, during the term of this Agreement. Further, **CDCC** also agrees to grant to **GCCC**, one (1) infant space, if available.

2. **TERM.** The term of this Agreement shall be for a period of twenty-four (24) months, to commence on the 1st day of July, 2012, and end on the 30th day of June, 2014. The term of this Agreement shall automatically renew for annual terms thereafter, unless either party gives written notice of the termination of the Agreement not less than ninety (90) days prior to the end of the initial or any renewal term. Regardless of the date of approval by the governing bodies of the respective parties, the effective date of this Agreement shall be July 1, 2012.

3. **FEES.** **GCCC** shall pay to **CDCC** a fee of Eighty-five Dollars (\$85) per week per child for the ten (10) guaranteed spaces. The annual cost shall be Forty-four Thousand Two Hundred Dollars (\$44,200) to be paid monthly by **GCCC** in the amount of Three Thousand Six Hundred Eighty-four Dollars (\$3,684). Payments shall be made by **GCCC** to **CDCC** on or before the 1st day of each month, with the first payment due July, 2012. Should **GCCC** utilize the infant space noted in paragraph 1, the weekly cost shall be One Hundred Twenty-five Dollars (\$125), and the monthly payment by **GCCC** shall be adjusted accordingly. All payments shall be made to **CDCC** at 505 College Drive, Garden City, Kansas 67846.

4. **ANNUAL FEE ADJUSTMENT.** Beginning July 1, 2013, the monthly fee for any annual renewal term of this Agreement shall be annually adjusted based upon the increase, if any, in the cost of living, as measured by the Consumer Price Index (CPI), Midwest-Size Class D-Cities Under 50,000, Not Seasonally Adjusted, published by the Bureau of Labor Statistics of the United States Department of Labor. The index number to be utilized for determination of the cost of living increase shall be the index number entitled "All Items".

To calculate the monthly fee for each renewal term, the monthly fee during the immediately preceding annual term shall be multiplied by the annual cost of living percentage increase, if any, for the previous year (January to December) and the resulting amount shall be the additional fee due per month during the specified period. Regardless of the actual increase in the cost of living during any annual period, the maximum increase in the monthly fee may not exceed five percent (5%) of the previous term's monthly fee. In no event shall the adjusted monthly fee be less than that of the previous term.



In the event the CPI is discontinued or transferred to any other governmental department, bureau, or agency, a comparable index agreed upon by the parties shall be utilized.

5. **ADDITIONAL CONSIDERATION FROM GCCC.** GCCC will provide up to ten (10) hours of maintenance services per month at the CDCC building, as requested by CDCC, and upon availability of GCCC maintenance employees to provide the maintenance services. Any maintenance services provided by GCCC employees in excess of ten (10) hours per month, will be billed by GCCC to CDCC at the rate of Twenty-five (\$25) per hour. In addition, GCCC will provide up to one hundred (100) hours of lawn care services per year at the CDCC building. The cost of any chemicals needed for lawn care will be solely the responsibility of CDCC.

6. **GCCC FURNITURE/EQUIPMENT.** GCCC agrees to allow CDCC the use of furniture and equipment (property) GCCC used in its daycare facility on the GCCC campus. Upon termination of this Agreement, the property shall be returned to GCCC by CDCC. CDCC shall be responsible for the upkeep and maintenance of any property used, and the property shall be returned in the same condition, less normal wear and tear. The parties shall keep an accurate accounting of property used by CDCC.

7. **CDCC BOARD.** CDCC agrees to allow GCCC two (2) positions on the CDCC Board of Directors to be selected by GCCC, beginning August 1, 2012, and continuing during the term of this Agreement.

8. **DEFAULT.** This Agreement is made upon the express condition that if GCCC fails to pay the fees specified in paragraph 3 above, after the same shall become due and such failure shall continue for a period of thirty (30) days after written notice thereof from CDCC to GCCC, or if either party fails or neglects to perform or observe any of that party's obligations and such failure and neglect shall continue for thirty (30) days after written notice to the non-defaulting party, the non-defaulting party at any time thereafter, by written notice to the defaulting party, may lawfully declare the termination of this Agreement with no further obligations from and after date of termination. Should either party default in its obligations under this Agreement, the non-defaulting party shall be afforded any and all legal remedies available to enforce this Agreement against the defaulting party.

9. **APPROVAL.** The parties to this Agreement acknowledge it is subject to the approval of the GCCC Board of Trustees and the CDCC Board of Directors.

10. **LEGAL RELATIONSHIP/INDEMNIFICATION.** Other than the contractual relationship created herein for CDCC to provide child care services to the children of GCCC students, and GCCC's obligations to pay for such services, no additional legal relationship is intended or created by this Agreement. CDCC shall assume all responsibility for the care of children at the CDCC building. CDCC agrees to indemnify GCCC, its employees, and Board of Trustees, from any and all liability, damages, injuries, or death, occurring as a result of CDCC's care of, and services to, children at CDCC's building. CDCC agrees to maintain general liability insurance to cover the child care services provided by CDCC, and CDCC agrees to comply with all federal, state, and local laws, rules, and regulations applicable to the child care services provided by CDCC.

11. **GENERAL COVENANTS.**

A. All notices required or which may be given hereunder shall be considered as properly given if delivered in writing, personally, or sent by first class mail, postage prepaid, addressed as follows:

- (1) If to GCCC: President  
Garden City Community College  
801 Campus Drive  
Garden City, Kansas 67846

(2) If to CDCC: Director  
Community Day Care Center  
505 College Drive  
Garden City, Kansas 67846.

Notices served by mail shall be deemed to be given on the date on which such notice is deposited in the United States mail. Notwithstanding any other provision requiring notice, any disposition or transfer of information which gives actual notice shall be considered notice under this lease agreement.

B. This instrument incorporates all of the obligations, agreements and understandings of the parties hereto, and there are no oral agreements or understandings between the parties hereto concerning this Agreement.

C. This Agreement may be amended, changed, or modified, only upon the written consent of both the parties.

D. This Agreement shall be binding upon and inure to the benefit of the parties hereto, their respective successors, personal representatives and permitted assigns.

E. This Agreement shall be construed in accordance with the laws of the State of Kansas.

F. The headings of the paragraphs of this Agreement are for convenience of reference only and shall not be considered a part of or affect the construction or interpretation of any provisions of this Agreement.

G. In the event any provision of this Agreement shall be invalid under applicable laws, such invalid provision shall automatically be considered reformed and amended so as to conform to all applicable legal requirements, or, if such invalidity cannot be cured by reformation or amendment, the same shall be considered stricken and deleted, but in neither such event or events shall the validity or the enforceability of the remaining valid portions hereof be affected thereby.

IN WITNESS WHEREOF, the parties have entered into this agreement the day and year first above written.

**GARDEN CITY COMMUNITY COLLEGE**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Marilyn K. Douglass  
Title: Chairperson, GCCC Board of Trustees

ATTEST:

\_\_\_\_\_  
Debra Atkinson, Board Clerk

Date: 8/8/2012

COMMUNITY DAY CARE CENTER

By:   
Name: Jessica Bird  
Title: Director, CDCC

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## SEPTEMBER 2012 MONITORING REPORT

**ENDS**

**Workforce Development**

**#1**

**ANNUAL**

**Page 6**

Workforce development will be responsive to community economic development and employer needs.

**CEO's Interpretation:** Workforce development must be directly tethered and available to all instructional programs across the college's curricula offerings. To address these critical needs GCCC faculty and staff and administration will conduct personal visits, surveys, environmental scanning and will actively determine what programs and needs are essential for employers and the community.

### **Data supporting GCCC involvement:**

GCCC's Technical Education and Continuing Education & Community Services divisions lead the college in its efforts to meet the service area's economic development and employer needs. Faculty and staff from both divisions meet with industry-led advisory boards and area employers to ensure programs are employing state-of-the-art, industry-recognized practices and equipment as well as creating the best learning environment to ultimately launch students into the southwest Kansas workforce with the skills to meet industry needs.

The workforce development needs are met in the following ways: Contract trainings, professional development seminars, stackable certificates, and associate degree programs.

Below are responses from surveys of Business and Community Education courses:

- Casual atmosphere to ask and learn
- The teacher was great at explaining, very funny as well
- The way it was explained and how to use this information on a daily basis
- The half-day class fits my schedule
- The instructor was well-spoken
- We had a reference book for the class, but it was built around the conversations
- Informative and lively class
- The instructor was great
- Group interaction
- What I learned about myself
- Everything, it was fun and I learned new information
- In-depth subject matter
- Small class size, more informal and encourages interaction
- Teacher was most accommodating, informative and lively
- This information will help me at work and also personally
- Good discussion with peers, interesting
- Working in the shop
- Instructor's willingness to answer all kinds of questions
- Hands-on experience

- Improving my skills
- Instructor made me feel confident about my work

When asked their level of *overall satisfaction* with their class:

- 192 respondents recorded
- 97% said they were satisfied to very satisfied
- .01% or one person was dissatisfied (due to the student not caring for the teaching style)

**Ammonia Refrigeration** courses are evaluated on a 5 point likert scale with 5 being excellent and 1 being poor. The Spring classes averaged the following:

Class	5	4	3	2	1
• Operator I =	65%	31%	4%	0%	0%
• Operator II =	68%	28%	4%	0%	0%

General comments:

- Learned a lot that I will take back to the plant
- I enjoyed the labs
- I have enjoyed OP I and II. Looking forward to maintenance course.
- Instructor does a good job of describing science in layman’s terms.

What would you like to have spent more time on?

- CO2/NH3 Cascade system
- I would have like more time in the lab
- Running the different systems

What would you like to have spent less time on?

- VFD, most people understand
- Homework
- Nothing everything was vital
- First day safety too long, brief overview would be good

The **Accelerating Opportunities for Kansans** (AO-K) initiative has made an impact on individuals who are not college ready by improving their reading, writing, and math skills while simultaneously earning an industry recognized certificate.

**GCCC Adult Learning Center**

Year	FY2009	FY2010	FY2011	FY2012
Number of Students	503	481	603	616
Educational Gains	320	286	316	357
Entered Employment	23	35	234	245
Retained/Improved Employment	100	40	315	516
Entered Postsecondary Education	28	40	26	50
Total Core Outcomes	533	469	931	1168

## **Incidental Information September 2012**

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

GCCC has drawn considerable attention since a leading online Cable News Network publication, CNNMoney, issued a recent ranking of U.S. community colleges, placing the institution among the top two in Kansas and the top 24 in the nation in terms of student success. CNNMoney is the online site of Fortune and Money Magazines, and it based GCCC's placement on the percentage of students who transferred to baccalaureate institutions within three years and the percentage graduating within three years.

GCCC and Newman University have signed a general articulation agreement, guaranteeing acceptance of GCCC graduates as Newman juniors. The agreement, signed by Dr. Herbert J. Swender, GCCC president, and Dr. Noreen Carrocci, Newman president, takes effect for the 2012-2013 academic year. Under the agreement, any GCCC graduate with an associate in arts or associate in science degree will be automatically accepted with junior class standing at the Wichita-based, Catholic-affiliated liberal arts university.

GCCC recently signed an agreement that guarantees acceptance of GCCC graduates as juniors at National American University. The signing was completed during a visit to Garden City by Dr. Robert Paxton, NAU's distance learning president. National American, founded in 1941, is a proprietary institution based in South Dakota, and it will now admit GCCC graduates with junior class standing to online or on-campus Bachelor of Science degree programs listed in the university's undergraduate catalog.

The Gordon K. Sherman Print Exhibition is under way in Mercer Gallery at the Pauline Joyce Fine Arts Building. The display is the second of nine art shows scheduled by Director Brian McCallum for 2012-2013, and it will conclude Sept. 28 with a hands-on workshop by the visiting Fort Hays State University artist from 10 a.m.-4 p.m., as well as a public reception from 4 to 6 p.m.

Two top Kansas students were recently selected to receive the Ambassador Award, GCCC's most prestigious scholarship, for the 2012-2013 academic year. The new Ambassadors include Virgenie Kyaw, Garden City, and Jaden M. Bolmer, Lakin. Ambassador selection is based on academic achievement, school and community service and additional criteria. Applicants must be recommended by one or more school officials go through an interview process and write an application essay.

Dr. Kirk Schulz, Kansas State University president, shared insights with faculty and staff members in a presentation at GCCC's 2012 fall semester in-service program, explaining his belief that the university and community college must adapt to changing needs and expectations among today's students. He noted that young men and women entering college expect constant Internet access with 100 percent reliability, as well as using Facebook, Twitter and other social media for continuous communication.

GCCC's announcement in August of approval for the new Oil Technology Program by the Kansas Board of Regents was picked up by the regional and national Bureaus of the Associated Press, resulting in broadcast and print media coverage in states from Idaho to Louisiana, as well as online postings across the U.S. In addition, the college received five calls from potential students in Kansas, as well as one potential instructor, after the story appeared.

In addition to the non-credit learning it has offered for many years, the GCCC Business and Community Education Department has begun offering a series of short-term credit courses, including fall semester classes in Introduction to Accounting, Supervisor I and Fast Track Career Skills.

In addition to other recent GCCC media coverage, KBSD TV and the Spanish-language Univision Kansas network recently carried on-air stories about the Business and Community Education Department's series of Pronto Spanish courses, as well as coverage on enrollment and participation in the college's fall semester credit courses.

The Kansas Small Business Development Center at GCCC is offering Steps to Startup, a free workshop scheduled from 6:30 to 9 p.m. Sept. 27 for individuals interested in starting small businesses. The workshop, which will also be offered periodically through 2012, is co-sponsored by the U.S. Small Business Administration and Kansas Department of Commerce.

The second of three fall semester class sessions will begin Sept. 17 for EduKan, the Internet community college operated by GCCC and five partner institutions. The first and second sessions will each conclude Dec. 7, and there will also be sessions Oct. 15-Dec. 7 and Dec. 10-Jan. 4.

GCCC will observe Constitution day Sept. 17 with a voter registration drive from 10 a.m. to 2 p.m. in front of Saffell Library on the central campus mall, conducted by the Student Government Association for students and the community. The drive will include various patriotic activities, and will be accompanied by a Free Food and Freedom event conducted by GC3 Student Media.

The Third Annual GCCC Endowment Association Scholarship Celebration will take place 5-6:30 p.m. Sept. 27 at the Beth Tedrow Student Center. The gathering is open by invitation to scholarship donors who have provided for GCCC students.

A fall homecoming bonfire has been scheduled for 8:30 p.m. Sept. 27 near the Katherine Jones Tennis Courts at the west end of the Dennis Perryman Athletic Complex parking lot, hosted by the GCCC Student Government Association. That will be followed Sept. 29 by the homecoming football game against Fort Scott Community College, with a 7 p.m. kickoff at Memorial Stadium, and a half-time coronation ceremony for the elected king and queen.

GCCC's 2012 Hispanic Student Day will take place 8:30 a.m.-3 p.m. Sept. 28, beginning at the Dennis Perryman Athletic Complex, offering information and opportunities for Southwest Kansas high school juniors and seniors interested in attending college. The annual recruitment event will be co-sponsored by the GCCC Hispanic American Leadership Organization.

The 25<sup>th</sup> Annual Beef Empire Days Intercollegiate Meats Contest will take place 7:30 a.m.-3 p.m. Sept. 30, with competition based at the Tyson Fresh Meats Finney County processing plant for students from community college and university teams across Kansas, Colorado, Oklahoma and Texas. The GCCC Meats Term will host and compete in the contest, which is sponsored by Tyson, Raider Red Meats, the West Texas A&M University Beef Carcass Research Center, the Intercollegiate Meat Judging Coaches Association and Beef Empire Days.

Ticket sales will open Oct. 1 at the Pauline Joyce Fine Arts Building for the GCCC Drama Department production of "The King Stag," a family-friendly comic fairy tale, which will be directed by Phil Hoke and presented in a Native American setting. Public admission will be \$8 for adults, or \$5 for seniors age 65 or above and children age 17 or below. Tickets will be sold 7-11 a.m. and noon-3:30 p.m. weekdays in fine arts office, plus one hour before each show at the box office. Performances are scheduled at 7:30 p.m. Oct. 18, 19, 20, 26 and 27, plus 2:30 p.m. Oct. 21.

The 32<sup>nd</sup> Annual GCCC Endowment Association Scholarship Phonathon is coming up, with calling by more than 200 campus and community volunteers scheduled 6-9 p.m. Oct. 1-4 and Oct. 8-11, all to raise gifts and pledges for academic and technical scholarships.

Two Southwest Kansas Small Business tax workshops will take place Oct. 2, including a 1-4 p.m. session for general business operators and a 6-8 p.m. session for contractors, both at the GCCC Student and Community Services Center, sponsored by Kansas Small Business Development Center and Kansas Department of Revenue.

Broncbuster Buddy Day took place Aug. 19 at the Beth Tedrow Student Center, drawing elementary-level children from the community and area to meet GCCC football players, go through football drills, get t-shirts allowing admission to Broncbuster home games and share in a meal with their families and team members.

GCCC was among co-sponsors for the 86<sup>th</sup> Annual Garden City Community Mexican Fiesta Sept. 7-8, including a scholarship pageant in the auditorium of the Pauline Joyce Fine Arts Building, a public festival in Stevens Park and a parade up Main Street. GCCC was represented in the parade by faculty and staff members riding the GCCC victory bell truck and trailer, a float entered by the Hispanic American Leadership Organization, and a GCCC-labeled Model T Ford entered by faculty member Deb Robinson and her husband Kim, owner of Robinson Alignment. Burtis Motor Company provided the pickup that pulled the GCCC victory bell.

GCCC began the 2012 fall home sports season by offering a “Score With the Busters” half-time competition at the Sept. 1 football game in Memorial Stadium with Cisco, Texas, plus a Labor Day barbecue preceding the Sept. 3 volleyball game with Cloud County Community College at the Dennis Perryman Athletic Complex. Those were followed Sept. 5 by the GCCC women’s soccer home opener against Johnson County Community College at Memorial Stadium.

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

The remodeling of the Academic Building finished shortly before the beginning of fall semester courses. There were a few last minute instructor requests that resulted in additional electrical work, but those tasks have now been completed. Furniture will be ordered once the needs of each specific classroom are identified. The building has a more modern and collegiate appearance.

Erinn Reyes has moved into her new office in the Academic Building. The office suite includes an office for the new Vice President of Instruction.

Repairs have been made to the underground hot water hydronic lines in front of Residential Life. Coating and insulation was applied and the concrete sidewalk has been poured.

The conference room in the Student and Community Services Center is nearing completion. The mechanical and electrical work is complete. Ceiling and cabinetry have been installed and the walls are painted. Carpet will soon be installed.

The Human Resources Office continues to receive applications and schedule interviews for the remaining vacant positions. The Payroll Office has been extremely busy with students that are completing paperwork for work study positions. The Business Office has a steady stream of students picking up class schedules and making payments on their accounts.

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

#### **Admissions**

Admissions office is hitting the road and travelling to recruitment fairs in Oklahoma, Nebraska and Colorado this month promoting GCCC and border tuition rates. Additionally, they will be travelling heavily in Kansas as well as going to each of the service area schools to meet with counselors and principals in September. The virtual tour is live and available on the web and the staff has been working with Itzel Rodriguez to convert the virtual tour into Spanish availability as well.



### Enrollment

To date, enrollment for Fall 2012 is up approximately 6.7% in credit hours and FTE from the same point in Fall 2011. Outreach enrollment is still coming in and clean up rosters are being processed in preparation for 20<sup>th</sup> day certification which is September 19<sup>th</sup>.

### Counseling/Advising

Staff is working very diligently to update the web pages within counseling and advising. Lead by Brian Weber, the staff will be making more mental health information readily available per the web as well as Safety assessment forms. The staff has also been meeting with all of the residence hall students on roommate contracts and how to deal with possible conflicts that may arise and problem solve.

### Residential Life

Improvements continue to Residential Life, with new exterior fences for Kate and Ron's back yards being installed as well as new concrete pathways and sod to the north of Kate's apartment being installed in September. Improvements are continuous for providing a fresh and updated look to the residential life area.

### Assessment

Expansion of Pearson Vue testing has been approved at GCCC which will enable additional industry certification exams to be offered at GCCC. Additionally, GCCC will be one of the few sites moving GED examinations on-line this fall. Students taking the GED will assess on-line and get score reports back in a more efficient and timely manner.