

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

January 15, 2013

Trustees Present: Jeff Crist, Marilyn Douglass, Steve Sterling, Terri Worf

Trustees Absent: William S. Clifford, Ron Schwartz

Others Present: Debra Atkinson, Deputy Clerk
Charles Claar, Lewis, Hooper & Dick
Theresa Dasenbrock, Lewis, Hooper & Dick
Dr. Bruce Exstrom, Vice President of Instructional Services
Rachel Gray, *Garden City Telegram*
Chip Marcy, Instructor of Economics
Moises Mora, President of Student Government Association
Linda Morgan, Faculty Senate President/Criminal Justice Instructor
Steve Quakenbush, Executive Director of Public Relations
Ryan Ruda, Vice President of Student Services
Kristin Sekavec, Lewis, Hooper & Dick
Jeff Southern, Director Information Technology
Dr. Herbert J. Swender, President
Dee Wigner, Executive Vice President

CALL TO ORDER:

Chair Douglass called the meeting to order at 6:03 p.m.

COMMENTS FROM THE CHAIR:

Chair Douglass made the following comments:

- Reminded Trustees that the annual policy governance retreat is scheduled for Saturday, January 19, 2013 in the Endowment Room of the Beth Tedrow Student Center, from 9 a.m. to noon.
- Noted that the Martin Luther King Day Community and campus celebration is scheduled for Monday, January 21, 2013, in the Dennis Perryman Athletic Complex, beginning at 10 a.m..
- Observed that the 2013 spring semester begins Wednesday, January 16, 2013.
- Reminded Trustees that the GCCC Faculty Art Exhibition in Mercer Gallery is featuring art work by Instructor Kyle Chaput and Instructor Brian McCallum.

OPEN COMMENTS FROM PUBLIC:

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

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

Moises Mora, President of Student Government Association, wished every a Happy New Year and reported the following:

Future Events:

January 21, 2012 Martin Luther King Day community and campus celebration at 10 a.m. in the Dennis Perryman Athletic Complex main gym. Former rapper Chuck D, now an author and political activist, will be the featured speaker.

SGA will host Earth Day and Tobacco Free Campus events during February.

Trustees extended their appreciation to Mora for his report.

REPORT FROM FACULTY SENATE:

Linda Morgan, Faculty Senate President/Criminal Justice Instructor, gave the following update:

- Faculty Senate will host monthly faculty meetings in partnership with GCCC HEA during the spring semester in order to facilitate discussion and comradery.
- Discussion and meetings with Dr. Swender and Dr. Exstrom will continue this spring.
- Faculty observation assignments are currently on going for 2012-2013.
- Recommendations for revising professional development guidelines were reviewed and submitted to Dr. Exstrom for implementation consideration.
- Faculty Senate information and minutes are located on the GCCC website.

(Supporting documents filed with official minutes.)

Program Report:

Economics

Chip Marcy

Instructor of Economics.

Marcy told trustees about two new courses, Financial Literacy for Life, which offers students an opportunity to learn financial basics; and Financial Success, keying in on money management, goal setting, checkbook balancing and related skills. Marcy noted that the courses meet a graduation requirement in the social science field and explained that only three other Kansas community colleges offer similar classes. GCCC also provides Macroeconomics and Microeconomics courses that are geared for business or economics majors rather than students in other disciplines.

(Supporting documents filed with official minutes.)

Trustees extended their appreciation to Marcy for his report.

INTRODUCTION OF NEW EMPLOYEES:

No new employees were introduced at this meeting.

REPORT FROM CHARLES CLaar, LEWIS, HOOPER & DICK, RE: 2011-2012 AUDIT:

Trustees had previously received copies of the 2011-2012 audit report. Claar highlighted key areas:

- Garden City Community College earned a positive report after the annual financial audit.
- This is an unqualified report, which he termed “the best kind that you can have.”
- Total assets of all College funds equal \$32,930,622
- Total revenue in all college funds
 - Operating: \$7,684,390
 - Non Operating: \$12,992,357

In a PowerPoint summary of the bound report, Claar told trustees that GCCC’s revenue, excluding auxiliary funds, comes from eight major sources, including Finney County property taxes, 51 percent; state and local grants, two percent; the state of Kansas, 13 percent; federal grants and contracts, 24 percent; tuition and fees, four percent; auxiliary funds, two percent; other miscellaneous sources, four percent; and interest, one percent. In past years when interest was higher, he noted, the college could sometimes count on as much as a half-million dollars in interest income. The summary pegged expenditures at three percent for designated community services; 16 percent, student services; four percent, academic support; 38 percent, instruction; seven percent each for depreciation and auxiliary expenses; 13 percent, operations and maintenance; and 12 percent, institutional support. The board has underwritten expenditures with reserve funds the past four fiscal years, he noted, as a means of holding down property taxes and dealing with declining state support.

(Supporting documents filed with official minutes.)

Chair Douglass expressed appreciation to Claar and congratulated the college staff on the fiscal operations and

controls that led to a positive audit report.

CONSENT AGENDA:

Chair Douglass asked if Trustees wished to remove any items from the consent agenda. No items were removed.

Motion:

Worf moved, seconded by Sterling, to approve consent agenda items, II-A through E.

Motion carried 4-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (December 18, 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.)

(D) APPROVED PURCHASE ORDERS OVER \$20,000

D-1 Authorization for retail purchases over \$20,000

Authorize administration to purchase course related items for bookstore inventory in excess of \$20,000.

(Supporting documents filed with official minutes.)

(E) APPROVED ACCEPTANCE OF 2011-2012 AUDIT, as presented

(Supporting documents filed with official minutes.)

MONITORING REPORTS and ENDS REPORTS:

Trustees indicated they had received and reviewed Information and Advice, Quarterly #2, #3, #5, Executive Limitation, Quarterly #9, #10, Asset Protection, Quarterly #5, Asset Protection, Annual #1, #2, #3, #4, #6, #7. No concerns were expressed with interpretation of any monitoring report offered. Trustees agreed to accept monitoring reports as presented

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

Trustees agreed that review of process and policy governance would take place at the Saturday, January 19, 2013 retreat.

OWNERSHIP LINKAGE:

Trustee Sterling noted that he had received no further community communication regarding GCCC's \$1 purchase the Horse Palace indoor rodeo arena from Finney County. President Swender stated that GCCC is working in good faith with Finney County to make the transition in ownership as smooth as possible. Swender expressed appreciation to the efforts of Randy Partington, Finney County Administrator, and Dee Wigner, GCCC Executive Vice President, GCCC for their leadership during the transition.

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:

Four Day Class Schedule:

Vice President of Instructional Services Dr. Bruce Exstrom shared information with trustees about a new four-day class week that goes into effect this 2013 spring semester. This schedule gives students a three-day weekend and

allows adjustments to scheduling across the campus. Instructors and students will spend as much time in the lab and classroom as before, with longer periods Monday through Thursday, time on Fridays for student activities, faculty meetings and enrichment, and unimpeded travel time for student activities.

Baker University:

GCCC has signed an articulation agreement enabling students to transfer their Garden City credit hours to Baker University, offering guaranteed admission with junior status at Baker to those graduating here with an associate in arts or associate in science degree and a grade point average of 2.6 or better.

Town Hall Meeting:

GCCC served as host January 12 for a pre-legislative town hall meeting, featuring Kansas Representative-Elect John Doll and Kansas Representative-Elect Russell Jennings. The gathering drew nearly 30 people and was designed to focus on economic development, workforce preparation and additional topics. It was co-sponsored by the Finney County Economic Development Corporation.

Mary Jo Williams Charitable Trust:

The Mary Jo Williams Charitable Trust has provided three significant new grants to programs on GCCC campus through the GCCC Endowment Association. The new allocation of \$52,655.50 is one of many that have totaled \$1,111,083.30 over the past 24 years. The latest gifts include:

- \$13,102.50 for computers and monitors in a new developmental reading lab at the Academic Building.
- \$19,845 for replacement of 27 computers in the Mary Jo Williams Comprehensive Learning Center at Saffell Library.
- \$19,708 for a series of 36 iPad tablet computers for use with new online textbooks in the Mathematics Department.

Commencement/Graduation:

Commencement ceremony for graduates of the GCCC Practical Nursing Program took place December 15 at the Garden City Church of the Nazarene, in addition a graduation ceremony for the EMST/Paramedic Program conducted December 21 at the Deerfield United Methodist Church.

Enrollment Goal:

GCCC has established an enrollment goal of 19,375 credit hours for the Spring 2013 semester. Currently, as of January 9, the college is at 14,300 credit hours, which is 74 percent of the goal. Enrollment is picking up on campus and at outreach sites.

Equipment:

Swender noted that Smoky Hills, , Smokey Hill Construction Company, LLC, Salina which is involved in road work that will soon take place on the U.S. Highway 83 bypass, will be parking equipment on GCCC property at the corner of U. S. 83 and Schulman Avenue.

REPORT FROM KACCT /COP QUARTERLY MEETING COLBY COMMUNITY COLLEGE:

No report was given.

EXECUTIVE SESSION:

No executive session was conducted

OTHER:

Chair Douglass recognized and thanked Steve Quakenbush, Executive Director of Public Relations, for his 23 years of service to GCCC. Douglass congratulated Quakenbush on his new position with the Finney County Historical Society.

Meeting adjourned at 7:17 p.m.

UPCOMING CALENDAR EVENTS:

January 18-20	KaleidEscape Kansas Event Dodge City
January 17-19	High Plains League Tournament, Dennis Perryman Athletic Center
January 21	Martin Luther King Day Program, 10 a.m. Dennis Perryman Athletic Center
February 24	2-4 College Goal Sunday at GCHS

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender, Ed.D.
Secretary

Dr. Marilyn Douglass
Chair of the Board