

**SPECIAL MEETING OF TRUSTEES
OF
GARDEN CITY COMMUNITY COLLEGE

POLICY GOVERNANCE RETREAT**

Saturday, January 19, 2013

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

Trustee Absent: Terri Worf

Others Present: Debra Atkinson, Deputy Clerk
Steve Quakenbush, Executive Director of Public Relations
Dr. Herbert Swender, President
Dee Wigner, Executive Dean of Administrative Services

The Board of Trustees met in special session at 9:00 a.m. on January 19, 2013, in the Endowment room of Beth Tedrow Student Center. The purpose of this annual retreat was to review and amend board policies as they relate to governance.

The Garden City Community College Board of Trustees agreed to the following changes:

Essential Skills

Page 2, #4

Currently reads: Students will have essential computer skills.

Change: **Students will have essential technology skills.**

Work Preparedness

Page 3, #2

Currently reads: Student will have the work ethics, discipline and collaborative skills necessary to be successful in the workplace.

Change: **Students will have collaborative skills necessary to be successful and have exposure to relevant work ethics.**

Academic Advancement

Page 4, add #3

Addition: #3 Students will have opportunities for advance degrees.

General Executive Constraints

Page 7

Eliminate #3 as is preamble to page 9.

Eliminated #3 Budgeting any fiscal period or the remaining part of any fiscal period shall not deviate significantly from board ENDS priorities, risk fiscal jeopardy, nor fail to show a generally acceptable level of foresight.

Eliminate #6 as is preamble to page 12.

Eliminated #6 Assets shall not be unprotected, inadequately maintained, or unnecessarily risked.

Information and Advice (Communication and Counseling)

Page 11

#3 Change EXECUTIVE LINKAGE to **BOARD-MANAGEMENT DELEGATION**

Asset Protection

Page 12

#5 Remove (a) of over \$5,000 without having obtained comparative prices with consideration of quality past service and experience
Make (b) (a) and make (c) (b) eliminate “without Boar approval”.

Compensation/Benefits

Page 13

#3-B Remove “in no event longer than one year”

Governing Style

Page 15

#2 Second sentence change five to **four**

Board Job Description

Page 16

#2-D Change EXECUTIVE LINKAGE to **BOARD-MANAGEMENT DELEGATION**

Chairperson’s Role

Page 18

#2 Change EXECUTIVE LINKAGE to **BOARD-MANAGEMENT DELEGATION**

#2-B Change EXECUTIVE LINKAGE to **BOARD-MANAGEMENT DELEGATION**

Delegation to the President

#4-B Remove “or is disruptive”

All pages 1-27

Change wording on Policy Governance Model Circle in lower right hand of all pages 1-27
Executive Linkage to **Board-Management Delegation**

Title Page

Insert new GCCC Logo

Meeting adjourned at 12:15 p.m.

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender, Ed.D.
Secretary

Merilyn Douglass
Chair of the Board

Official press release attached

GCCC NEWS RELEASE

DATE: Jan. 19, 2013

FOR USE: **Immediate**

CONTACT: Steve Quakenbush, 620-276-9627

GCCC BOARD MAKES POLICY CHANGES DURING ANNUAL RETREAT

Trustees devote Saturday morning to objectives linked with college mission statement

The Garden City Community College Board of Trustees made some changes in governance policy Saturday morning, while devoting three hours to considering the mission and objectives of the institution.

The annual policy retreat at the Beth Tedrow Student Center, which drew five of the six board members, produced an additional component for one of the key objectives linked to the college mission statement. The trustees also agreed to a series of updates in the executive constraints that shape the relationship between the board and the college president, Dr. Herbert J. Swender.

The college's official mission statement was created in 1995 when the board adopted its present policy-based governance method, and it reads: "GCCC exists to produce positive contributors to the economic and social well being of society." The mission is linked to five "ends," also sometimes referred to as outcomes or objectives, including essential skills, academic advancement, work preparedness, personal enrichment and workforce development.

The initial change made at the retreat involved adding a reference to "digital literacy" or "contemporary technology skills" to the objective of essential skills.

The board also reviewed the full mission statement and the other four ends, but chose to leave them intact. The group did, however, adjust the direction of explanatory statements connected to two objectives. One involved the goal of work preparedness, which will now specify that students develop the discipline and collaborative skills necessary to succeed in the workplace, while also being exposed to workplace ethics. The other, connected to the objective of academic advancement, added a stipulation that students will have opportunities for advanced degrees.

The discussion delved into whether the workforce development goal should be expanded to incorporate specific references to energy training, aviation or water and resource management, but trustees made no change. Board member Steve Sterling also asked whether GCCC should aim at responding to community economic development and employer needs, as now stated, or strive to provide leadership in those areas.

EXECUTIVE CONSTRAINTS

In addressing the executive constraints, the governing body removed two general references – one on budgeting and one on asset protection – because they're addressed elsewhere in the policies. In addition, trustees discussed but left unchanged a stipulation that the president not initiate or retain programs without considering value and cost effectiveness.

Under the same heading, they focused on a constraint that states, "The president shall not fail to insure a safe and healthy environment on campus," with Trustee Bill Clifford suggesting that the policy be changed to specifically prohibit smoking or tobacco. Swender suggested taking up that discussion at a future board meeting, after administrators have gathered policy ideas from other colleges and consulted the GCCC Student Government Association.

In addressing the asset protection policy, also under executive constraints, the board removed a directive that purchases over \$5,000 require price comparisons and consideration of past service, quality and experience. However, the board retained a requirement that purchases over \$10,000 be made only after receipt of written bids and consideration of cost, quality and service, and that no purchases above \$20,000 take place without board approval.

The trustees made three other changes too, including:

- Removal of a directive that obligations involving employment, compensation, benefits, consultants, contract workers, volunteers and the president be limited to one year each.

- Clarification that a quorum of four board members is necessary to conduct binding business and that a majority vote of the six-member board requires four for approval.
- Shortening of phrasing in a constraint that allows the president to refuse information and assistance requests from individual board members or committees that require extensive funds or staff time.

Discussion touched on two additional topics as well, including affiliate boards and ways to provide the public with greater access in sharing views and comments with the trustees.

The retreat discussion was led by Clifford, who serves as the board's policy governance officer. He reminded all members at the beginning of the morning that all trustee considerations should focus on the college's "ends" or objectives, and on the concept of "what benefit at what cost." He also reiterated the basis of policy governance, which makes the elected board members responsible for defining the mission, as well as setting objectives and parameters, while putting the president in charge of reaching the goals within the parameters.