

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

July 9, 2013

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

Others Present: Erinn Allsup, Community Member
Debra Atkinson, Deputy Clerk
Cole Dewey, Super Circuit/Men's Basketball
Dr. Bruce Exstrom, Vice President of Instructional Services
Angie Haflich, *Garden City Telegram*
Duncan "D" Hudson, Assistant Men's Basketball Coach
Micah Kasriel, Athletic Department, Temporary Secretary
Brevan Woydziak, President of Student Government Association
Terry Lee, Faculty Senate, Science Instructor
Linda Morgan, Faculty Senate President/Criminal Justice Instructor
Cathy McKinley, Executive Director of Public Relations/Marketing
Jeff Southern, Director Information Technology
Herbert Swender, President
Tammy Tabor, Coordinator of Student Activities
Brady Trenkle, Head Men's Basketball Coach
Dee Wigner, Executive Vice President

CALL TO ORDER:

Chair Douglass called the meeting to order at 6:07 p.m.

COMMENTS FROM THE CHAIR:

Chair Douglass thanked everyone for attending the GCCC Board of Trustee meeting.

- Chair Douglass introduced and welcomed Angie Haflich, *Garden City Telegram*, reporter. Angie is filling in to cover education until a full time education reporter can join the *Telegram* staff.
- Congratulations were extended by Chair Douglass to the Alpha Xi Upsilon chapter of Phi Theta Kappa Honor society at GCCC for receiving special commendation during the Kansas Regional Convention for fulfilling all requirements to be named a "Five Star Chapter".
- Chair Douglass congratulated all students that were on the Spring Honor roll.
- Trustees were reminded that ACCT Conference will be held in Seattle, Washington October 2-5 Trustees Crist and spouse, Schwartz and spouse in addition to President Swender and spouse, and Board Clerk, Debra Atkinson will be attending.
- Chair Douglass noted that the October Board of Trustee meeting will be moved to October 15 to allow time for compilation and posting of the board packet.

OPEN COMMENTS FROM PUBLIC:

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

INTRODUCTION OF NEW EMPLOYEES:

Herbert Swender, President, introduced new GCCC employees Duncan "D" Hudson, Assistant Men's Basketball Coach, Cole Dewey, Super Circuit/Men's Basketball and Tammy Tabor, Coordinator of Student Activities. Swender welcomed each new employee and presented them with a GCCC Broncbuster lapel pin.

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

Brevan Woydziak, President of Student Government Association, reported that SGA members are preparing for

Welcome Back week at GCCC. Beginning the Monday before class starts on August 21 various activities have been planned for returning students.

Chair Douglass expressed the appreciation of the Board to Woydziak for his report.

REPORT FROM FACULTY SENATE:

Linda Morgan, Faculty Senate President/Criminal Justice Instructor, noted that due to summer vacation no report would be presented from Faculty Senate at this time.

CONSENT AGENDA:

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

Chair Douglass then asked for a motion approving consent agenda items II- A- D as presented.

Motion:

Clifford moved, seconded by Worf, to approve consent agenda items, II-A-D as presented.

Ayes: Clifford, Crist, Douglass, Schwartz, Sterling, Worf

Nays: None

Motion carried: 6-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (June 15, 2013, June 18, 2013)
(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 PURCHASES OVER \$20,000

D-1 Digital Television

Vendor: United Direct

For: 215 Digital Outlets and installation of wiring and distribution system

Amount: \$36,183.79

(Supporting documents filed with official minutes.)

OTHER:

DISCUSSION OF 2013-2014 BUDGET:

Trustees received information regarding projected revenues and expenses in addition to historical financial information from the past five years. The recommendation is to publish a budget that sets the general fund mill levy and the capital outlay fund mill levy at the same level as last year with no mil levy increase.

The flat mill levy for the college at the approved 20.13 mills results in a general fund tax total of \$10,021,504. The total will be coupled with GCCC's existing capital outlay levy of 1.026 mills, providing an estimated \$510,743 for major campus projects and improvements, thus making the levy 21.15 mills overall.

Public Budget hearing is scheduled at the beginning of the regular meeting August 13.

Motion:

Sterling moved, seconded by Worf that the Board of Trustees authorize for publication, a budget for the Fiscal Year 2013-2014 with a General Fund tax in the amount of \$10,021,504 with an anticipated General Fund mill levy of 20.13 mills. Further, that the Board authorize the publication of a Capital Outlay tax equal to 1.026 mills with an anticipated Capital Fund Outlay tax in the amount of \$510,743.

Ayes: Clifford, Crist, Douglass, Schwartz, Sterling, Worf

Nays: None

Motion carried: 6-0

Trustees commended the administration, faculty and staff for presenting the budget with no mill increase.

REORGANIZATION OF BOARD OF TRUSTEES FOR 2012-2013

Chair Douglass opened the floor for nominations for Chair of the Board of Trustees for the 2013-2014 year.

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

Motion:

Worf moved, seconded by Schwartz that nominations cease and Douglass be elected as Chair of the Board for the 2013-2014 year.

Ayes: Clifford, Crist, Schwartz, Sterling, Worf

Abstaining: Douglass

Nays: None

Motion carried 5-0.

Douglass then opened the floor for nominations for Vice Chair.

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

Motion:

Worf moved, seconded by Schwartz that nominations cease and Crist be elected as Vice Chair of the Board for the 2013-2014 year.

Ayes: Clifford, Douglass, Schwartz, Sterling, Worf

Abstaining: Crist

Nays: None

Motion carried 5-0.

Chair Douglass then asked for nominations for Clerk of the Board.

Worf nominated Schwartz for Clerk of the Board in addition to KACCT Representative, and Economic Development Corporation Representative for the 2013-2014 year, 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, KACCT Representative, Economic Development Corporation Representative for the 2013-2014 year.

Ayes: Clifford, Crist, Douglass, Sterling, Worf

Abstaining: Schwartz

Nays: None

Motion carried 5-0.

APPOINTMENTS/DESIGNATIONS/PROFESSIONAL SERVICES:

Douglass then asked for a motion approving the listed annual appointments in addition to Depositor Designations and Professional Services Providers as a group.

Annual Appointments

Secretary to the Board

Herbert Swender

Deputy Clerk
College Treasurer
Designated Agent for KPERS
Alternate Designated Agents for KPERS

Debra Atkinson
Dee Wigner
Dallas Crist
Dee Wigner and Cricket Turley

Depositor Designations and Professional Services Providers for Academic Year 2013-2014:

Primary Depository for 2013-2014:

Commerce Bank

• Other Depositories for 2013-2014:

Western State Bank

First National Bank of Holcomb

First National Bank of Garden City

Landmark National Bank

American State Bank

Garden City 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:

Clifford moved, seconded by Worf to accept as presented Annual Appointments, Depositor Designations and Professional Services Providers for Academic Year 2013-2014

Ayes: Clifford, Crist, Douglass, Schwartz, Sterling, Worf

Nays: None

Motion carried 6-0.

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

MONITORING REPORTS and ENDS REPORTS:

Trustees indicated they had received and reviewed the following monitoring reports:

Annual Mission

Annual, Essential Skills #1, #2, #3, #4

Annual, Budgeting/Financial Planning/Forecasting #1, #2, #3, #4, #5

Annual, Financial Condition #1, #2, #3

Quarterly, Executive Limitation #7, #8, #5

Trustees agreed to accept monitoring reports as presented.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

Trustees reviewed the following monitoring reports:

Executive Limitation, Compensation/Benefits, Annual #1, #2, and #3.

No changes/additions to language were recommended at this time.

OWNERSHIP LINKAGE:

Trustees felt that as progress is made on the athletic facility the usefulness is becoming clearer and seen as more of an opportunity that will attract more students to GCCC. Many Trustees have received positive comments concerning the athletic field.

REPORTS:

Trustees received numerous informational 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.

Rural Housing Incentive District Documents:

Several RHID documents relevant to housing additions in Garden City have been received by GCCC. Tax revenues from such proposals are used to cover infrastructure and improvements for a specific period of time. Public entities are given the opportunity to protest RHID proposals. City of Garden City and Finney County Economic Development Corporation are in support of these RHID's as they contribute to the economic well-being of Finney County. GCCC will not voice any protest.

Tobacco Free:

GCCC will be conducting a student survey regarding the proposed Tobacco Free policy, in the fall. Student input is vital to the success of the proposed policy.

GCCC Ranked #31:

Garden City Community College has been ranked as the 31st community college in the United States by TheBestSchools.org, a leading higher education/career website. The selection of the top 50 two-year colleges was based on a comparison of several studies and ratings of community colleges, each with unique selection criteria, as well as the school's reputation and a review of notable community colleges.

Seaboard Foods Designated Scholarship:

Seaboard Foods has established a designated scholarship fund at Garden City Community College for students pursuing careers in technical education. Seaboard Foods representatives from Guymon, Okla., David Watkins, Seaboard Foods recruiting manager, and Chad Bransgrove, Seaboard Food recruiting specialist, were on campus June 18 to establish the fund. The \$500 per semester Seaboard Foods Scholarships will be awarded to students studying automotive mechanics technology, industrial maintenance or welding.

Kansas Regional Prevention Center:

As of July 1, 2013, GCCC is no longer operating the Southwest Kansas Regional Prevention Center. The one-year grant was awarded to Preferred Family Healthcare of Missouri. Preferred Family currently operates two other prevention centers in Kansas; one in the southeast and the other in the Wichita area.

Chris Bell, former Director, has moved to Lawrence where his wife has been working the past few months. Becky Upshaw, consultant, will be continuing with the grant part-time and will be working on her master's degree. Cindy Jarmer, secretary, will work for the college on a temporary basis to complete the final paperwork and close down the grant.

Tractor Has Arrived:

The new tractor trailer has arrived for the TRAC-7 Food Science Program. The trailer will be used to transport the mobile lab to any location needed by business and industry for food safety training.

Athletic Field:

Progress on GCCC Athletic Field can be seen daily. Goal posts have been installed and e-layer went down last week. Work will soon begin on the "track" restroom by the new field as well as the soccer locker room (existing out building). The restroom will receive upgrades to become compliant. The existing storage building will be transformed into a concession stand. Both buildings will receive new trim and paint.

Returning Athletes:

Over 40 football athletes will returned to campus on July 7th for the third session of summer school. They will also begin workouts in preparation for all players returning on August 1st for practice.

Culinary Management Program:

GCCC Culinary Management Program has been officially approved by the Kansas Board of Regents. We are putting together a launch of classes for fall 2013. We are working with several adjunct instructors to provide

delivery for fall 2013 and curriculum development of classes with appropriate learning outcomes and scheduling flexibility for incoming students. The local USD 457 has a culinary academy and we look forward to providing a seamless transition for those interested students.

Meats Lab is Nearing Completion:

The remodel of the food science lab in the John Collins Vocational/Technical Building, funded by the TAACCCT grant (TRAC-7) grant is nearing completion. This \$400,000 project has enhanced the Animal/Food Science program with updated lab space, classroom space, a raw meat work room, a packaging meat workroom, instructor offices and storage space as well as a 20'X40' cooler/freezer. The cooler/freezer will allow students to work for extended periods of time with raw meat while maintaining the integrity of the meat in appropriate temperatures.

Thank You's Across GCCC Campus:

Grounds Crew and Physical Plant

Swender expressed his appreciation to GCCC grounds and physical plant crews. Everyone has been busy mowing and weed-eating across campus. Bushes are being removed on the east side of Williams Stadium. Rubber mulch was added around the student center. Irrigation repair and replacement is an ongoing challenge. In addition, several remodel projects are nearing completion.

Business and Payroll Office Staff

It is a very tedious process making sure that all 2012-13 expenses are documented at year end before starting the new fiscal year. Several grant years also end June 30, requiring all grant funds be received and receipted before the final individual grant financial reports can be prepared. Thanks were extended to all employees that have gone above and beyond in their efforts during this particularly busy time of year.

Thank you to Student Services and Financial Aid for hosting the many early enrollment days in additions to their efforts in recruiting and retaining students.

Information Technology Department

The IT staff has been busy installing new hardware and software this summer in addition to regular duties. The extra effort is appreciated.

We have great employees that work hard all year long to make sure that GCCC is represented in excellence and quality. Swender personally expressed his thanks and appreciation to all faculty and staff.

Governor Brownback at GCCC:

GCCC has been selected to host the Governor's Initiative Check Presentation for K-12 Workforce Education. Tuesday, July 23 superintendents from Liberal, Hays and Garden City will be present in the John Deere Lab in the John Collins Vocational Building at 2 p.m. to receive SB-155 checks for Workforce Education from Kansas Governor Brownback. GCCC is honored to be chosen for this event.

Department of Labor TAACCT Round 3:

The application for Round 3 of the TAACCCT grant through the Department of Labor was submitted on July 3. GCCC is one of seven schools in a multi-state consortium for this round, including Washburn/Washburn Institute of Technology, Dodge City Community College, Flint Hills Technical College, Fort Scott Community College, Wichita Area Technical College and Shoreline Community College (WA). This application is for a \$25M grant. GCCC's portion is \$4.3M. If funded, the college will use the funding to determine capital improvements. The thrust of the grant was to enhance GCCC Welding program.

Chair Douglass thanked Swender for his direction on all grant writing.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

- Two local manufacture's will expand, possible creation of 100 new jobs
- FCEDC continues working to provide workforce training for local businesses

- Housing development in progress will supply 200 homes in next two years
- City/County taking lead on possible assisted living facility
- Buffalo Hotel Project is moving forward

KACCT UPDATE:

- KACCT will meet again in September on Cowley County Community College campus
- KACCT recently conducted conference call regarding the Stafford loan and need to keep interest rates under 6.8 percent
- Trustee Schwartz will begin forwarding KACCT information received from Executive Director, Linda Fund, to GCCC trustees
- Schwartz expressed that he felt the recent decision of GCCC filing for a four year exemption regarding the gun bill was in the best interest of the College.

EXECUTIVE SESSION:

Motion:

Clifford moved, seconded by Worf that the board recess briefly at 7:30 p.m. for a ten minute break and reconvene into a fifteen minute executive session at 7:40 p.m. for the purpose of discussing personnel matters of non-elected personnel.

Ayes: Clifford, Crist, Douglass, Schwartz, Sterling, Worf

Nays: None

Motion carried: 6-0

Persons included in executive session:

GCCC Board of Trustees

Dee Wigner, Executive Vice President, first 10 minutes

Herbert Swender, President, last 5 minutes

Board reconvened into open session at 8:05 p.m.

No action was taken.

Motion:

Worf moved, seconded by Schwartz that the board goes into executive session at 8:07 p.m. for the purpose of discussing personnel matters of non-elected personnel.

Ayes: Clifford, Crist, Douglass, Schwartz, Sterling, Worf

Nays: None

Motion carried: 6-0

Persons included in executive session:

GCCC Board of Trustees

Herbert Swender, President

Board reconvened into open session at 8:10 p.m.

ACTION:

Motion:

Worf moved, seconded by Sterling to approve a contract through 2016 for Herbert J. Swender as president, including an increase up to 2 percent and not to exceed planned staff and faculty salary increase, and an increase of retirement contribution to 10 percent of salary, with annual enticement increases of 1 percent per year, capped at 15 percent. Randy Grisell, College attorney will revise Dr. Swender's contract as stated.

Ayes: Clifford, Crist, Douglass, Schwartz, Sterling, Worf

Nays: None

Motion carried: 6-0

Motion:

Worf moved, seconded by Schwartz that the board goes into executive session at 8:11 p.m. for the purpose of discussing personnel matters of non-elected personnel.

Ayes: Clifford, Crist, Douglass, Schwartz, Sterling, Worf

Nays: None

Motion carried: 6-0

Persons included in executive session:

GCCC Board of Trustees

Herbert Swender, President

No action was taken.

Meeting adjourned at 9:00 p.m.

UPCOMING CALENDAR EVENTS:

<u>Aug. 13</u>	Regular monthly meeting, Endowment Room, Dinner 5:00 p.m. Budget Hearing 5:45, meeting at 6:00 p.m.
<u>Aug. 14</u>	Faculty report-division/department day
<u>Aug. 21</u>	Classes begin
<u>Sept. 2</u>	Labor Day - NO CLASSES - OFFICES CLOSED
<u>Sept. 11</u>	Regular monthly meeting, Endowment Room , Dinner 5:00 p.m. call to order at 6:00 p.m.

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender
President

Dr. Marilyn Douglass
Chair of the Board