

September 6, 2013

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

Dear Trustees:

The Board of Trustees will meet in regular session on **Tuesday, September 10, 2013**. The meeting will be held in **Endowment Room of the Beth Tedrow Student Center**, Garden City Community College Campus.

5:00 PM Dinner in the Broncbuster Room  
6:00 PM Regular board meeting called to order in the Endowment Room

## AGENDA

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

- A. Comments from the Chair
- B. Open comments from the public (5 minutes per spokesperson )
- C. Introduction of new employees
- D. Report from Student Government Association
- E. Report from Faculty Senate..... pg 3

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

- A. Approval of minutes of previous meetings (August 13, 2013)..... pg 4
- B. Approval of personnel actions-Human Resources..... pg 10
  - B-1 Human Resources Report..... pg 11
  - B-2 Adjunct/Outreach Contracts..... pg 12
- C. Financial information..... pg 13
  - C-1 Checks processed in excess of \$20,000..... pg 14
  - C-2 Cash in Bank..... pg 15

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

- A. Monitoring Reports and ENDS
  - A-1 Monitoring Report..... **Action**
    - A-1a-Monitoring Report-Workforce Development..... pg 16
  - A-2 Review Monitoring Reports
    - A-2a Annual, Treatment of People #1, #3, #4, #6
- B. Board Process and Policy Governance Review

### **IV. OWNERSHIP LINKAGE:**


### **V. REPORTS:**

- A. Incidental Information..... pg 18
- B. Report from Finney County Economic Development Corporation (Trustee Ron Schwartz)

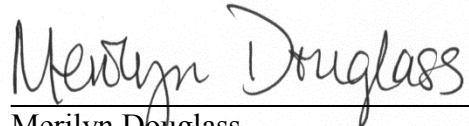
<u>Sept 13-14</u>	KACCT/COP Cowley College
<u>Sept. 19</u>	Endowment Scholarship Celebration, Small Gym, DPAC, 5:00 p.m. - 6:30 p.m.
<u>Sept. 20</u>	Hispanic Student Day
<u>Sept.30-Oct. 11</u>	Endowment Association Phonathon
<u>Oct. 15</u>	Regular monthly Board of Trustee Meeting, Endowment Room, 6:00 p.m.
<u>Nov. 25-29</u>	Thanksgiving Holiday
<u>Dec.23-Jan. 3</u>	Christmas Holiday

**VII. Executive Session**

**IX. Adjournment**



Dr. Herbert J. Swender, Sr.  
President



Merilyn Douglass  
Chairman

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

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

**Purposes for Executive Sessions**

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



## Faculty Senate

801 Campus Drive  
Garden City, KS 67846

**2013-2014**

Terry Lee, President  
Larry Pander, Vice-President  
Deb Robinson, Secretary  
Leonard Rodenbur, Senator  
Linda Morgan, Senator & Ex-Officio  
Stacey Carr, Senator

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## Faculty Senate Report September 17, 2013

### **Faculty Senate Update:**

- Dr. Exstrom hosted a luncheon with the faculty to begin the year.
- Friday before classes an All Faculty meeting was held to discuss issues. That meeting was very positive and upbeat.
- Communication channels staying open in the academic leadership through Instructional Leadership Team which is meeting weekly
- Academic Policies are now available. This is a great resource for new and existing faculty to utilize. We want to express a big thank you to Dr. Exstrom and Erinn Reyes for this.
- Search currently underway for Faculty Senate alternate.
- Faculty Senate information and minutes are located on the GCCC Website  
<http://www.gcccks.edu/generalinfo/facultysenate/default.aspx>

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

**August 13, 2013**

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

Others Present: Crystal Ahrens, TRAC 7 Food Safety Instructor  
Debra Atkinson, Deputy Clerk  
Dr. Bruce Exstrom, Vice President of Instructional Services  
Dennise Exstrom, Nursing Instructor  
Angie Haflich, *Garden City Telegram*  
Casey Hands, Pep Band Coordinator  
Suzanne Johnson, Assistant Manager of Bookstore  
Micah Kasriel, Athletic Department, Temporary Secretary  
Terry Lee, Faculty Senate, Science Instructor  
Chris Mangan, PC Tech/Programmer  
Raechal Martin, Assistant Athletic Trainer  
Cathy McKinley, Executive Director of Public Relations/Marketing  
Linda Morgan, Faculty Senate President/Criminal Justice Instructor  
Marcos Najera, Admissions Representative  
Ernesto Ornelas, Groundskeeper  
Larry Pander, Fire Science Instructor  
Oscar Rodriguez, Assistant Football Coach  
John Rutherford, Super Circuit/Women's Basketball  
Jeff Southern, Director Information Technology  
Herbert Swender, President  
Dee Wigner, Executive Vice President

**CALL TO ORDER:**

Chair Douglass called the budget hearing to order at 5:55 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 2013-2014 budget, which had been reviewed in depth at the July 9 board of trustee meeting and published in the Garden City Telegram July 25. Trustee Clifford asked for clarification on PTE budget.

***Motion:***

***Schwartz moved, seconded by Clifford, 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 2013-2014, and that the amounts of 2013 tax to be levied is within statutory limitations (General Fund - \$10,021,504 with an estimated mill levy of 20.13 mills and Capital Outlay Fund - \$510,743 with a mill levy of 1.026 mill).***

***Further, that the General Fund and PTE Operating Budgets be set at \$17,532,207.***

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

***Abstaining: None***

***Nays: None***

***Motion Carried 6-0***

**CALL TO ORDER:**

Chari Douglass called the regular board meeting to order at 6:05 p.m.

**COMMENTS FROM THE CHAIR:**

Chair Douglass thanked everyone for attending the GCCC Board of Trustee meeting and made the following comments:

- Noted that GCCC football team had their first practice on the new multi sports athletic field yesterday, Monday August 12.
- Announced that GCCC Buster Football will hold a pre-season scrimmage at Buffalo Stadium on Friday, August 16, 7:00 p.m., admission is free.
- Stated that the 38<sup>th</sup> annual Broncbuster Athletic Association golf tournament is Saturday, Aug. 17, at Buffalo Dunes Golf Course. The four-person scramble raises money to provide scholarships for Garden City Community College student athletes. The tournament begins with a shotgun start at 9 a.m. on Aug. 17. Register for the tournament by calling Cole Wasinger, 2013 tournament chairman, at 620-276-1210.
- Broncbuster Buddy Day is August 18 at 5:30 p.m. at the Beth Tedrow Student Center.
- Classes begin at GCCC on August 21.

**OPEN COMMENTS FROM PUBLIC:**

Director of Residence Life, Kate Covington, took this opportunity to introduce the 2013-2014 Residence Assistants to Trustees.

Douglass thanked Covington and all RA's for coming to the meeting.

**INTRODUCTION OF NEW EMPLOYEES:**

Vice President of Instructional Services, Dr. Bruce Exstrom, introduced new GCCC employees Crystal Aherns, Trac 7 Food Safety Instructor, and Denise Exstrom, Nursing Instructor. Executive Vice President, Dee Wigner, introduced new GCCC employees Chris Mangan, PC Tech/Programmer, Suzanne Johnson, Assistant Manager of GCCC bookstore, and Ernesto Ornelas, Groundskeeper. Vice President of Student Services/Athletic Director, Ryan Ruda introduced the following GCCC new employees: Jimmy Sampson, part-time Assistant Football Coach, Raechal Martin, Assistant Athletic Trainer, Marcos Najera, Admissions Representative, Casey Hands, Pep Band Coordinator, John Rutherford, Super Circuit/Women's Basketball, and Oscar Rodriguez, Assistant Football Coach.

Swender welcomed each new employee and presented them with a GCCC Broncbuster lapel pin.

**REPORT FROM STUDENT GOVERNMENT ASSOCIATION:**

Due to summer vacation no report will be presented from Student Government Association.

**REPORT FROM FACULTY SENATE:**

Terry Lee, Faculty Senate President/Science Instructor, shared with Trustees that Faculty Senate has not been meeting as a group over the summer. However, individual meeting have been held with Exstom and Swender as schedules allow.

**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:**

***Worf moved, seconded by Sterling, 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 (July 9, 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 Purchase of Refrigerated Truck  
Vendor: Dodge City International of Garden City  
For: 2008 International refrigerated truck  
Amount: \$34,900.00  
(Supporting documents filed with official minutes.)

**MONITORING REPORTS and ENDS REPORTS:**

Trustees indicated they had received and reviewed the following monitoring reports:  
Annual, Treatment of People #1 and #6  
Trustees agreed to accept monitoring reports as presented.

**BOARD PROCESS AND POLICY GOVERNANCE REVIEW:**

Trustees reviewed the following monitoring reports:  
Annual, Mission  
Annual, Budgeting/Financial Planning/Forecasting #1, #2, #3, #4, #5  
Annual, Financial Condition #1, #2, #3

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

**OWNERSHIP LINKAGE:**

Trustees indicated that there is a lot of excitement within the community and that positive comments continue regarding the athletic facility and upcoming events.

**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.

**Tax Increment Finance District:**

Stone Development Inc. has requested the City of Garden City create a Tax Increment Finance District (TIF) for their project at the corner of LaRue and Stone Drive. Project includes indoor water park, hotel with approximately 90 rooms and a 6,000 square feet restaurant.

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 TIF proposals. City of Garden City and Finney County Economic Development Corporation are in support of the TIF as the project contributes to the economic well-being of Finney County. GCCC will support this request.

### **New Look for GCCC Web Site:**

GCCC's new website went live on August. 1. Webmaster Juan Reyes is to be highly commended for the talented work he put into this new site. Under the direction of Jeff Southern, Juan began creating the new site about a year ago. Since that time, Tiffany Heit and Cathy McKinley joined the effort as well as approximately 40 faculty, staff and students who served in the early planning stages, focus groups and progressive reviews of the site as it was developed. Swender extended thanks to all involved with this important project.

### **Title IV Funded:**

GCCC received Grant award notification that Title IV Student Support Services has been funded for 2013-2014, by the U.S. Department of Education in the amount of \$284,089. Swender voiced his appreciation of Martha Lisk, Director of Student Support Services, and her staff for the work involved in this process.

### **New Campaign:**

The marketing department, along with the bookstore, student activities and athletic departments, is kicking off a new branding campaign this month. The campaign is "BYOB-G: Bring Your Own Brown & Gold." Students, employees and community members will be encouraged to *wear Brown & Gold every Wednesday* as well as at athletic contests. Promotions will include flyers and posters, specials at the Broncbuster Bookstore, buttons and t-shirts.

### **Athletics:**

GCCC Broncbuster Football held their first team practice at the new track/soccer/ football field on Monday, August 12. Athletes and coaches were excited to get on the field. Pouring of the track should begin later this week if the weather allows. The light poles are ready to be installed; crews are waiting for the ground to dry out before setting the poles.

Swender thanked Derek Ramos, Director of Physical Plant, and his crew in addition to Dee Wigner, Executive Vice President and staff, for the excellent work that they have done on planning and updating the buildings which will be used at the new track/soccer/football field as restrooms, concession stand, and visiting team's locker room.

### **The BAA Golf Tournament:**

BAA Golf Tournament is scheduled for August 17<sup>th</sup> at Buffalo Dunes with a tee time of 9 a.m. Following the golf tournament, the first annual Buster Bash will be held starting at 7 p.m. with the band FOG playing.

### **Culinary Management Program:**

GCCC received approval from the Kansas Board of Regents to initiate a Culinary Management Program. The program prepares students to manage a restaurant kitchen or catering operation. Instruction provides hands-on experience in planning, supervising and managing food and beverage preparation; menu preparation; culinary health and safety; cost control; purchasing; problem solving; personnel management; event planning; and applicable laws and regulations.

### **Commercial Driver's License training program:**

Garden City Community College's Continuing Education department kicked off its new Commercial Driver's License training program at a ribbon cutting ceremony and reception July 31. GCCC, in partnership with Excel Driver Services, is offering short-term classes to prepare students for the state written test needed to obtain a Class A permit. The truck driver training program provides thorough driver training and job placement assistance for the trucking industry. In this three-week-long program every student receives extensive truck driving instruction and 36 hours behind the wheel.

### **Kansas Governor Sam Brownback at GCCC:**

Kansas Governor Sam Brownback was at Garden City Community College July 23 to present checks to regional school districts. The funds were given to the K- 12 districts under the state's Career and Technical Education Act that was put into effect last fall. More than 200 area high school students enrolled at GCCC during the 2012-13 academic year to take advantage of the CTE Act. The CTE Act, which was initiated by Brownback, provides tuition for Kansas high school students who take qualified technical courses offered by Kansas community and

technical colleges. The incentive program also gives school districts \$1,000 for each high school student who graduates from that district with an industry-recognized credential in a high-need occupation.

**Admissions:**

The admissions application has gone live in the last month due in large part to Linda Hill, Computer Programmer, Director of IT, Jeff Southern and the entire IT department. The applications have been being received electronically which will assist in mainstreaming the admissions process for incoming students.

**Residential Life:**

The residence halls are currently full for this coming year with a waiting list. Capacity of 303 currently 384 some 3 to a room...so we will have several rooms with three to a room and will be reducing each student who has 3 to a room on a weekly basis for as long as there remains three to a room.

Swender shared with Trustees that a Task Force has been formed comprised of Chris Finnegan, Tammy Tabor, David Rupp, Roger Schmidt, Daniel Reyes, Jayre Lee, chaired by Vice President of Student Services/Athletic Director, Ryan Ruda, to conduct a study regarding additional housing at GCCC. The task force will collect input from sources that could provide insight as to whether or not GCCC should pursue additional student on-campus housing. Swender is requesting that a task force response or recommendation be presented to College Council by the end of September.

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

- Sales were up in the month of July.
- Within the next few weeks an announcement will be made concerning development of 150 acres at the airport.
- Work at the Northwest Industrial Part continues.

**OTHER:**

Chair Douglass extended thanks to the *Garden City Telegram* for the space that is dedicated to Garden City Community College.

Chair Douglass reminded everyone of the following dates and activities:

August 23 GCCC Women's Soccer at the new track/soccer/ football field, 5:00 p.m.

August 28 GCCC Volleyball vs. Pratt 6:30 p.m.

All GCCC athletic event schedules may be accessed via the GCCC web site.

**EXECUTIVE SESSION:**

***Motion:***

***Clifford moved, seconded by Worf that the board recess briefly at 7:00p.m., for a five minute break and reconvene into a ten minute executive session at 7:10 p.m. for the purpose of discussing personnel matters of non-elected personnel. No action will be taken and board will not reconvene into a public session.***

***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, last 5 minutes

Meeting adjourned at 7:20 p.m.

**UPCOMING CALENDAR EVENTS:**

Sept 13-14 KACCT/COP Cowley College

Sept. 19 Endowment Scholarship Celebration, Small Gym, DPAC, 5:00 p.m. - 6:30 p.m.

Sept. 20 Hispanic Student Day



Sept 30-Oct 11 Endowment Association Phonathon  
Oct. 1-5 ACCT 44<sup>th</sup> Annual Leadership Congress-Seattle, WA  
Oct. 15 Regular monthly Board of Trustee Meeting, Endowment Room, 6:00 p.m.  
Nov. 25-29 Thanksgiving Holiday  
Dec. 23-Jan. 3 Christmas Holiday

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Debra J. Atkinson  
Deputy Clerk

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Herbert J. Swender  
President

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Dr. Marilyn Douglass  
Chair of the Board

**Agenda No: II-B**

**Date: September 10, 2013**

**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:**



September 4, 2013

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

New Hire

Ernesto Ornelas, Groundskeeper, effective August 12, 2013  
Amy Aldrich, GED Instructor, effective September 1, 2013  
Linda Diehl, Math Instructor, effective August 15, 2013  
LaLani Kasselmann, Allied Health Instructor, effective August 19, 2013  
Mia Horn, Cosmetology Instructor, effective August 20, 2013  
Colter Berry, Coordinator of Customized Training, effective August 20, 2013

Separations

Pati Pfenninger, Cosmetology Instructor, effective August 14, 2013  
Rosio Ibarra, Technical Education Case Manager, effective August 29, 2013  
Tammy Haines, Custodial Supervisor, effective September 27, 2013

Retirement

Transfers/Promotions

Jay Gundy, from part time Athletic Grounds to full time Grounds, effective September 3, 2013

Vacancies

Director of Workforce Development  
Skilled Maintenance  
Secretary for Continuing Education  
Secretary for Penka and Nursing  
Soccer Coach  
Certified Law Enforcement Officer

**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 9/10/13)**

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Baker, Paula	College for Life (CONT951-37) 8/5 – 8/8/13	4 hrs @ 30.00/hr = \$120.00
Cole, Christina	ServSafe Manager Training (SERV101-06) 8/28/13	10 hrs @ 30.00/hr = \$300.00
Douglass, Lucille	KS Carry Concealed (CRMJ300-97) 8/17/13	3 hrs @ 30.00/hr = \$90.00
Lappin, Jerry	KS Carry Concealed (CRMJ300-97) 8/17/13	4 hrs @ 30.00/hr = \$120.00
Ronn, Mark	KS Carry Concealed (CRMJ300-97) 8/17/13	10 hrs @ 30.00/hr = \$300.00
West, Louis	Psychology of Coaching (HPER-290-01) 7/22 – 8/3/13	3 hrs @ 500.00/hr = \$1,500.00
<b>TOTAL ADJUNCT/OUTREACH FACULTY CONTRACTS</b>		<b>\$ 2,430.00</b>

**Agenda No: II-C**

**Date: September 10, 2013**

**Topic:** Financial Information

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

**Background Information:**

Presentation of monthly financial documents:

- Checks over \$20,000
- Cash in Bank

**Budget Information:**

Financial information represents 1) monthly expenditures over \$20,000 2) revenues, 3) expenses 4) 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 2013

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

- Check #225905 to Keller-Leopold Insurance for \$85,683.00 for worker's compensation insurance premium. The college received an invoice from Accident Fund and paid the premium to Accident Fund. Keller also paid the premium to Accident Fund on behalf of the college. The college received a refund from Accident Fund and is now reimbursing Keller for the premium.
- Check #225980 to Lee Construction for \$32,850.00 for repairs to the student dormitory mezzanine. The Board approved this project at the June 18, 2013 meeting.
- Check #226142 to Wenger Corp. for \$31,633.00 for a portable ADA compliant stage. The Board approved the purchase at the April 23, 2013 meeting.

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

- Check #225884 to City of Garden City for \$56,301.39 for utilities.
- Check #225886 to Commerce Bank for \$31,000.39 for various purchase card purchases.
- Check #225891 to EduKan for \$26,948.00 for Summer 2013 Session 3 tuition.
- Check #226066 to Blue Cross/Blue Shield for \$98,728.86 for September health insurance premium.
- Check #226106 to Hellas Construction Inc. for \$183,649.41 for partial payment for the field improvements. The project was approved by the Board at the April 23, 2013 meeting.
- Check #226188 to Dick Construction Inc. \$83,308.00 for final payment on the animal science remodel project. The project was approved by the Board at the September 12, 2013 meeting.
- Check #226196 to Great Western Dining for \$112,005.08 for various invoices.
- Check #226213 to MPS for \$28,425.00 for various used and new textbooks.

Garden City Community College  
8/31/2013

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 123,874.74	0.0000%
State Municipal Invest. Pool	\$ 1,233,239.12	0.0050%
FNB of Garden City - Money Market	\$ 12,358.09	0.0600%
FNB of Garden City - Insured Cash Sweep	\$ 1,900,186.32	0.3800%
Commerce Bank - Money Market	\$ 355,166.77	0.0800%
Landmark National Bank	\$ 1,010,783.88	0.0900%
	<u>\$ 4,635,608.92</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
Commerce Bank	CD	\$ 1,000,000.00	0.4300%	8/29/2012	8/29/2013
First National Bank of Garden City	CD	\$ 2,000,000.00	0.4300%	1/30/2013	10/30/2013
First National Bank of Holcomb	CD	\$ 1,000,000.00	0.5900%	12/13/2012	12/13/2013
First National Bank of Garden City	CD	\$ 1,000,000.00	0.4000%	3/5/2013	3/5/2014
Western State Bank	CD	\$ 1,000,000.00	0.3000%	6/24/2013	3/24/2014
First National Bank of Garden City	CD	\$ 1,000,000.00	0.2500%	3/27/2013	3/27/2014
		<u>\$ 7,000,000.00</u>			
 Total		 <u><u>\$ 11,635,608.92</u></u>			

ICS is an Insured cash sweep account. It works similar to a money market account.

## SEPTEMBER 2013 MONITORING REPORT

**ENDS**

**Workforce Development**

**#1**

**ANNUAL**

**Page 6**

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

### **CEO's Interpretation:**

To address critical needs of local and regional workforce development, Garden City Community College provides training for both the non-credit and credit programs of the College. Industry leaders provide input via advisory committees, partnerships, and close working relations with College faculty and staff to determine workforce needs. Student evaluations provide feedback as to the relevance of training and the enhancement of workplace skills and knowledge. College Administration works closely with faculty and staff to conduct environmental scanning, workforce surveys, and on-site visits to continually assess the needs of business and industry and determine which programs and classes to offer in response to employer needs.

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

Garden City Community College Technical Education and Continuing Education Divisions lead the College's efforts to meet the service area's economic development and employer needs. Advisory Boards of industry-led personnel provide valuable input to each program and class to best determine what skills are currently required in the workforce. Equipment needs are also addressed and shared with College faculty and staff to provide the up-to-date equipment requirements in the industry.

The Continuing Education Division offered continuing education units (CEU) such as:

- continuing education hours for plumbers
- continuing education hours for HVAC (Heating, Ventilation, Air Conditioning)
- continuing education hours for electricians,
- continuing education hours for insurance agents
- continuing education hours for licensed contractors

Research to identify what classes to offer and programs to potentially offer are obtained via:

- Employer input from Finney County Economic Development and Chamber of Commerce
- Business partners such as Worthington Industries, Specialty Welding Incorporated, and Excel Driving Services
- Electronic Survey is submitted twice per year to customers to determine current employment needs
- Partnerships and dialogue with KansasWorks and Kansas Department of Commerce
- Customer and Student Course Evaluations



Industrial Education for 2012-2013 consisted of 13 classes including Safety, Math for Technicians, Shop ops, Electricity, Welding, Mechanics, Motor controls, Pneumatics and Hydraulics.

16 students were enrolled, 15 graduated with certificates in industrial education, 1 went on to receive an AAS. 2 are still enrolled in college, 7 went to work for Tyson Fresh Meats, 1 went to work for Cargill Meats, 1 went to work for Seaboard Foods and are self-employed in construction.

30 students completed seminars in Automation and Electrical Motor Controls. Classes were conducted in the following areas: Electrical Motor Control, Variable Frequency Drives, and Programmable Logic Control (PLC); 30 industry recognized certificates awarded to employees from: Braums Ice Cream, Panhandle Eastern Pipe Line, Tyson Meats, Kinder Morgan, North American Salt Company, Tallgrass Energy, Ammour Swift-Eckrich, ConAgra Foods, JBS/Pilgrims, Sunflower Electric Power Company, and Worthington Industries dba Palmer Manufacturing.

383 students completed courses in the Industrial Ammonia Refrigeration Program from over 75 different companies, including regional companies Tyson Meats, City of Aspen, Kroger Bakery and nationwide companies such as Coca Cola, General Mills, Del Monte Foods, and Kraft Foods. The classes in Operator I, Operator II, Technician I, Boiler, and Refrigeration provided 1,149 credit hours of classes. Students attended from across Kansas and across the United States. The class format is typically a 1-week series of face-to-face modules including theory and hands-on experience. Courses prepare the ammonia refrigeration operator to be proficient in the safe, effective and efficient operation of industrial refrigeration systems.

96% of the respondents to end-of-class survey indicated they were very satisfied or satisfied with the industry training. General comments included:

- Enjoyed the Operator I Lab
- I will take my new skills back to my work
- Instruction is clear and concise, very beneficial
- Safety information important to my employer

The Accelerating Opportunities for Kansans (AO-K) initiative has made impact on non-college ready students and preparing them for college-level course work along with enrollment in technical education courses leading to industry recognized certificates. Improvement in reading, writing, and math skills has increased their opportunities for success.

78 students entered the AO-K program with all 78 students enrolling in at least one college-level course at Garden City Community College.

The Adult Learning Center serves people who have not earned a high school diploma or GED. 708 students were served in 2012-2013 with 110 of those students enrolling in post-secondary education.

149 students entered initial employment and 203 students improved their employment status.

## **Incidental Information September 2013**

### **Cathy McKinley, Executive Director of Marketing & Public Relations**

GCCC opened its *94th fall semester* Aug. 21 with 1,536 people enrolled in 19,103 hours of college credit courses, according to a preliminary Registration Day report issued by Registrar Nancy Unruh. After a week of classes, the total student count grew by 65 individuals to 1,601. At the same time, based on registration in 19,624 credit hours, the full-time equivalency count reached 1,308.3 – up by 34.8 from the previous week and up slightly from the same point last fall.

The GCCC *Meat Science* Laboratory received final certification as an official food establishment under inspection of the Kansas Department of Agriculture. The meat science laboratory includes a processing room with packaging machine, meat saw, mixer/grinder and stuffing machine, a cooked packing room with packaging machines, a smokehouse, a cooler with rails to hold beef, pork and lamb carcasses and a retail freezer. Funding for the renovation of the Meat Science Lab, which is located in the John Collins Vocational Technical building, was provided through the U.S. Department of Labor's Trade Adjustment Assistance Community College and Career Training Grant, locally known as TRAC-7.

GCCC is among co-sponsors for the *87<sup>th</sup> Annual Garden City Community Mexican Fiesta* Sept. 13-14, including a scholarship pageant in the auditorium of the Pauline Joyce Fine Arts Building, a public festival in Stevens Park and a parade on Main Street.

*Broncbuster Buddy Day* took place Aug. 18 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.

Garden City Community College's Adult Learning Center announced that the current version of the *GED test* will expire at the end of 2013. The current version, known as the 2002 Series GED test, will be replaced with the new 2014 GED test on Jan. 2, 2014. Those who have taken the 2002 Series GED test, but not passed all five parts, have until the end of 2013 to pass or they will need to start over again in 2014 with the new GED test to receive their high school credential.

The mixed media creations of Armando Minjarez, a former GCCC student, are on display this month in Mercer Gallery. The "*Objects of Desire*" show is scheduled to continue through Oct. 1, with public viewing hours of 11 a.m.-4 p.m. weekdays and 10 a.m.-2 p.m. Saturdays.

The second of three fall semester class sessions will begin Sept. 16 for *EduKan*, the Internet community college operated by GCCC and five partner institutions. The first and second sessions will each conclude Dec. 6, and there will also be sessions Oct. 14-Dec. 6 and Dec. 9-Jan. 3.

GCCC will observe *Constitution Day* Sept. 17 with a voter registration drive from 11:30 a.m. to 1 p.m. on the central campus mall, hosted by GC3 Media, SGA/SAC, Department of Public Safety and Drama Department. Events will include various patriotic activities.

The Fourth Annual GCCC Endowment Association *Scholarship Celebration* will take place 5-6:30 p.m. Sept. 19 in the east gym at the Dennis Perryman Athletic Complex. The gathering is open by invitation to scholarship donors who have provided for GCCC students.

GCCC's 2013 *Hispanic Student Day* will take place 8:30 a.m.-3 p.m. Sept. 20, 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 26<sup>th</sup> Annual Beef Empire Days *Intercollegiate Meats Contest* will take place Sept. 28-29. Competition will start on the campus of GCCC at the Meat Science Laboratory on Sept. 28 and continue at the Tyson Fresh Meats Finney County processing plant on Sunday morning, Sept. 29 for students from community college and university teams across Kansas, Colorado, Oklahoma and Texas. The GCCC Meats Team will host and compete in the contest, which is sponsored by Tyson, GCCC's Buster Red Meats and Beef Empire Days.

The 33<sup>rd</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. Sept. 30-Oct. 4 and Oct. 7-10, all to raise gifts and pledges for academic and technical scholarships.

The Kansas Small Business Development Center at GCCC is offering *Steps to Startup*, a free workshop scheduled from 6:30 to 9 p.m. Oct. 3 for individuals interested in starting small businesses. The workshop, which will also be offered periodically through 2013-14, is co-sponsored by the U.S. Small Business Administration and Kansas Department of Commerce.

Two Southwest Kansas Small Business *tax workshops* will take place Oct. 8, 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.

A fall *homecoming bonfire* has been scheduled for 8:30 p.m. Oct. 10 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 Oct. 12 by the *homecoming* football game against Highland Community College, with a 7 p.m. kickoff at Buffalo Stadium, and a half-time coronation ceremony for the elected king and queen.

Auditions for the musical "Les Miserables," GCCC's first theater production of the year, were Aug. 26. GCCC will be presenting the musical Nov. 7-10.

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

#### **Student Activities**

Welcome week started with freshman orientation, welcome back picnic which had over 400 people attending. The following day was followed with Bongo Ball which had over 80 students attend. Mat the Knife which is a comedian/magician had the dinner crowd amazed!

The Intramurals organization hosted the first intramural event last week with 3 on 3 basketball and had 7 teams competing. The week finished with 180 people attending the ice cream social in the student center.

#### **Financial Aid**

All work study jobs were pretty much filled the first week of school! There were **68 students** ready to go to work-about half federal and half institutional! This is a true collaborative effort between financial aid and payroll to get students approved and working in this quick of timeframe.

#### **Residential Life**

There are currently 338 students living in the residence halls. Additional John Deere students will return in the middle of October.

## Records

The total number of credit hours for fall 2013 is currently up about 100 credit hours from the comparable point of Fall 2012. Currently, the college enrollment is at 20,302 credit hours. Additional outreach, EduKan and late starting courses are still continuing to be processed as the enrollment works towards the college goal of 23,300 credit hours for this fall semester. The goal for this fall semester is a projected 8% increase from fall 2012.

## Admissions

Admissions start travelling to high schools and recruitment fairs the first week in September. Many new strategies will be unveiled as they travel including updated view books, on-line admissions applications, on-line interest requests and on-line campus visit forms. Additionally as admissions travel to in-state fairs, they will be using electronic scanning to collect information from students so that materials can be sent to students and data collected in a much more efficient and effective manner.

## Athletics

Coach Miller and the GCCC football have had early success in the football season winning their first two games. They moved up in the national polls to #12 and have a tough test on the road against #13 Hutchinson this weekend.

Coach Sanders and volleyball are working hard and actually earned their first win of the season at the McCook Community College tournament on August 30<sup>th</sup>. They continue with their schedule and look for improvement as they continue through the season.

Hector Martinez has taken the reigns in women's soccer and done a great job in leading the women in competing and conditioning. They have the first home game of the year against Dodge on September 4<sup>th</sup> at the new field where they look to earn their first win of the season in front of the home crowd.

Coach Turner and his staff start the cross country season on September 7<sup>th</sup> in Colorado. This will be the first competition for both the men's and women's cross country teams.

## **Dr. Bruce Exstrom, Vice President of Instructional Services:**

Instructional Services office hosted a fall luncheon to welcome faculty back to campus August 14. This was a great opportunity to meet with our faculty before classes started and set the tone for what will be a great year. We discussed and set goals for the year and how we can better contribute to overall student success, retention and advising.

The adjunct/outreach faculty fall in-service was held August 19. Twenty-three adjuncts and GCCC representatives attended and addressed various topics and concerns with classes approaching. Information over copyright material usage and Busterweb/Gradebook training was presented to instructors. Our adjunct faculty are an integral part to our campus, and we appreciate their contributions to our students.

Fresh and familiar faces have joined the GCCC instructional family. New hires include: Linda Diehl, math; Crystal Ahrens, food safety; Colter Berry, coordinator of customized training for welding; Dennise Exstrom, nursing; and LaLani Kasselmann, allied health. Mia Horn has rejoined GCCC as cosmetology instructor, and Guillermina Hinde has been named the director of cosmetology. These were challenging positions to fill with the timing. We were not able to find a full-time reading instructor in time for fall classes but will conduct a search later this year.

We've conducted classes in the renovated Trac7 lab in the John Collins building, and the meats lab and cooler are ready to go. This lab will also help our meats judging team with practice and preparation for upcoming competitions. GCCC will host a competition at the end of September that includes not only

community colleges but several 4-year universities. This will be the first time the college has hosted a meats judging competition. This is a valuable learning experience for our students and faculty. Christina Cole, culinary management instructor, continues to work on course outlines and syllabi for the culinary management program, which will be launched during this academic year. For easier access to student advising and marketing purposes, the culinary management program will be housed in the Academic Building.

With classes underway, the Instructional Leadership Team has been organized and is meeting weekly. Formerly known as the Deans and Division Directors, team members include:

- Myself and Erinn Reyes – Instructional Services
- Kay Davis – Math/Science
- Jake Ripple – HPER/Athletics
- Trent Smith – Library/CLC
- Larry Walker – Humanities/Fine Arts
- Jean Warta – Continuing Education
- Jerrad Webb – Technical Education
- Judy Whitehill – Social Science
- Patsy Zeller – Nursing/Allied Health

The team will serve as positive ambassadors of the college, while working together to unify, lead and communicate. The team will provide recommendations to College Cabinet that have college-wide impact. With the departure of Dr. Lenora Cook, Jerrad Webb has been assigned as the division director for technical education. Jerrad will oversee all departments except ammonia refrigeration and cosmetology departments, who will report directly to me.

**Dee Wigner, Executive Vice President:**

Personnel policies and procedures are being updated and entered into a new template which will be placed on the college website. This will be an ongoing process, with the first group of policies being posted early September.

The arrangement with Community Daycare Centers has worked well for GCCC students. The advantage of extended hours of care and the ability to care for children under the age of 2 has been appreciated. Currently, there are 10 students utilizing the daycare and two children under the age of 2.

Auxiliary, adult supplemental and restricted budgets have been posted. The General Fund and PTE Fund budgets are being finalized and will be posted the first week of September.

The financial audit continues with the completion of the fixed asset inventory and the actuarial calculation for the post employment health insurance benefits as required by GASB 45. A preliminary draft of the audit is expected by the end of October in order to complete the “Administrative Cost Rate Agreement” which is due by December 31, 2013. This agreement, which is quite lengthy and complex, contains financial data and calculations used to determine an “overhead” cost that can be used to establish the administrative allowance which can be charged back to specific grants. The document must be submitted for approval six months before the current four-year agreement expires on June 30, 2014. Last year, the college collected over \$100,000 in administrative allowance from various grants.

### Computer Services

“Liteshow” has been installed on wireless projectors in the Fouse Science and Math Building. Faculty and staff in the building were given a demonstration of the new product which is part of the instructor mobility pilot group.

Research is being conducted on print management systems for possible implementation in copy/print machines in the library and computer labs across campus. A print release station is being implemented on a test run as a preliminary step before implementation of pay per copy.

Worked with other colleges to help test and finalize procedure for Polycom remote classrooms. New ImageNow stations were installed to replace aging technology. Thirty employees and work study students in six production offices were trained to use the new scanners with ImageNow.

New personnel were trained in techniques and procedures for troubleshooting and resolving common campus issues. The Registrar office staff was trained to use email correspondence for cancelled classes.

### Broncbuster Bookstore

The bookstore staff has been very busy this month providing students with books, supplies, GCCC apparel and taking their pictures for their student ID's. Virga West, bookstore manager, has been ordering new merchandise to help promote the Bring Your Own Brown & Gold “BYOBG” campaign. Merchandise will include professional attire, such as polos, vests and sweaters. A display window promoting the bookstore was added in the academic building, with hopes to have a display in every building at some point.

Merchandise was sold at the first home football game – staff was pleased with the sales. Plans are to have merchandise to sell at one or two more football games.

### Kansas Small Business Development Center

In June, Cheryl Schmale, Regional Director, and Mike O’Kane, Seward County Community College office, attended both the City and County Commission meetings in Liberal where Mike presented information about the services the KSBDC provides and has been providing in Liberal, Seward County and the surrounding counties. He discussed the overall economic impact the KSBDC has had statewide as well as in Southwest Kansas and the importance of continued secured funding from them. We also met with Dr. Dunn and Norma Jean Dodge, Director of Business & Industry at SCCC to discuss opportunities of additional services for which we can partner with them. Dr Dunn has always been very supportive of the KSBDC and is very pleased and complimentary regarding services Mike and the KSBDC provide not only for the community but the benefit SCCC receives through our presence there.

Cheryl attended a joint meeting in Salina with the KSBDC and KECI (Kansas Entrepreneurial Communities Initiative) to review the progress of the partnership over the last few years and to define/clarify future performance objectives and the process. This partnership is a collective effort and collaboration to help rural communities develop support for entrepreneurship. Cheryl continues to serve on the KECI committees in Wichita and Scott counties.

Mark Buckley, from the Greensburg Outreach Center, represented the KSBDC at the Kansas Community & Municipal Resource Fair in Pratt hosted by the KS Department of Commerce. This fair was targeted for businesses in south central and south western Kansas.

Cheryl and Mike will attend the ASBDC National Conference in Orlando early September. This annual conference provides a wide variety of continuing education training classes as well as important networking contacts and opportunities.

The Assistant Director/Consultant vacancy has been posted and applications are being received. We continue to see increased consulting activity with all the new development in the community which is very exciting. Cheryl attended the state director's meeting in Topeka and continues to participate on the committee to develop the core competencies required for the KSBDC consultants.

Upcoming events include: Hosting Tax Workshops presented by Kansas Department of Revenue, October 8-10 in Garden City, Dodge City and Liberal; Business Startup Workshops in Garden City & Liberal; KSBDC State Team Meeting in October of which all team members from all regions are required to attend.

### Institutional Research and Grants

On August 1<sup>st</sup>, Crystal Ahrens began her job as TRAC-7 Facilitator and Instructor. In early August, the Mobile Classroom was in Ingalls to train 40 workers in Beef Quality Assurance at Midwest Feeders. The mobile lab spent the week of August 26–30 at Dodge City Community College campus for ServSafe training. Crystal also traveled to Washburn Institute of Technology and taught ServSafe to 53 of their culinary students. Cloud County Community College has requested that the Mobile Lab come to their campus in September for ServSafe training. Promotion of that training is currently under way.

### Facilities

Defibrillators are being installed in four buildings (student center, library, vocational building and fine arts). Currently, there are two machines in the athletic complex. The plan is to continue to add machines until there is at least one in every main building on campus.

Athletic field update: The turf field is complete and was the location for the all employee photo taken during in-service. The running track was recently finished and will soon be stripped. The field lights and scoreboard have been installed and tested. Parking lot lights are now being installed. The restrooms and concession stand have been remodeled.

The classroom in the Dennis Perryman Athletic Complex has been remodeled with new carpet, paint, ceiling grid, ceiling tiles and lighting. New tables and technology were added as well. Next project on the list is remodeling Jake Ripple's office which doubles as a study hall.

The grounds department continues to keep up on the daily maintenance of the campus. The crew has been helping with the athletic field project as well as striping the football practice fields over on East Campus.

Custodians finished waxing floors for the summer and are now focusing on becoming more efficient to better accommodate students and faculty.

### Business Office

The business office remained open extended hours August 18, 20, 21 and 22 to provide extra service to students. The issuance of book vouchers began on August 14<sup>th</sup>. A student who qualifies for financial aid that is greater than their bill with the college may request a book voucher to assist them in buying their books at the GCCC bookstore. Each book voucher must be individually calculated. After the student uses the book voucher, the bookstore sends over the total charge and that amount is entered on their account as a charge. Over 340 book vouchers were processed by the business office and the bookstore in the last couple of weeks.

The business office employees trained new staff on obtaining financial information and reports from the Datatel administrative database. Business Office staff work closely with college employees to provide the information necessary to monitor their budgets and any financial information needed to run their department.

## Human Resources

All instructor positions have been filled just in time for the first day of classes. In-service went very well. Among other activities, the employees viewed a video by Dave Ramsey titled “Relating with Money.” Twenty-six new employees were introduced. These are employees hired since the Spring in-service held this past January. After lunch we listened to Dr. Patricia Levey, Associate Professor of Social Work from Fort Hays State University. She spoke on “Cultural Competency & Self Awareness: Leading and Influencing Students.” The all employee picture was taken at the new football field around the Broncbuster at midfield. The Wellness committee has met and will be announcing plans for the upcoming year very soon.